



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

STUDY SESSION AGENDA

Wednesday, March 5, 2025

Council Chamber 1175 E Main Street - 6:00 PM

5:30 PM Executive Session - Pursuant to ORS 192.660(2)(e) to deliberate with persons designated by the governing body to negotiate real property transactions.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PUBLIC FORUM**
- IV. POLICY ON POLICIES**
 - 1. Agenda Report and Draft Policy on Policies 1.1.001
- V. SUBCOMMITTEE FOR WINBURN WAY - Travel Management Project**
 - 1. Agenda Report
- VI. TRAILS ADVISORY COMMITTEE CHARGE**
 - 1. Agenda Report
- VII. COFFEE & CONVERSATION SCHEDULE**
 - 1. Agenda Report
- VIII. LOOKAHEAD REVIEW**
 - 1. Lookahead
- IX. ADJOURNMENT**

If you need special assistance to participate in this meeting, please contact Nancy Mero at nancy.mero@ashland.or.us or 541-552-2256 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act. Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashlandoregon.gov.



STUDY SESSION AGENDA REPORT

March 5, 2025

Agenda Item	IV. Policy on Policies	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☐ Request for Direction ☒ Information ☐	

SITUATION

A draft policy, 1.1.001 – Policy on Policies has been completed. Staff is seeking review of the draft policy and direction to follow the process identified in the draft to adopt the policy.

BACKGROUND

In reviewing department records, it appears that three (3) methods have been or are being used to track and manage policies and procedures. This has led to inconsistencies, an inability to find specific policies or procedures, and no consistent review of policies and procedures to ensure they are compliant with Oregon Law and City Code.

To ensure that the public and staff have access to and can review the Department's policies and procedures, a system needs to be implemented. The first step is a policy on policies. This item was mentioned at the January 2025 Park Commission Business Meeting and presented as an informational item at the February 5, 2025, Park Commission Study Session.

ASSESSMENT

The Department needs three (3) types of policies and procedures: a policy that is approved by the Commission, a policy that is approved by the Director, and procedures to implement all policies. Staff have reviewed several other jurisdiction's policies and developed the following categories to address the business need:

- **Policy** – a policy that impacts the Department as a whole and/or impacts the public's engagement with the Department's programs. This policy type would require Commission approval. Examples include a policy on park hours, a policy on park planning requirements, etc.

- **Protocol** – a policy that impacts Department staff and/or has an operational impact. This policy would require Director approval. Examples include a policy on refunds for park programs, a policy on vacation requests, etc.
- **Procedure** – an outline of the process staff follows to accomplish a policy or protocol. Procedures would require the Director’s approval, as they are operational. Examples include a procedure on how to complete a refund, a procedure on how to clean a restroom, etc.

This draft policy creates these three (3) types of policies and an adoption process that is consistent with City processes for reviewing and adopting different types of policies or ordinances.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Provide a list of questions to assist staff working through the item.

POLICIES, PLANS & GOALS SUPPORTED

FY 26-27 Department Workplan (draft)

- #3 – Establish a policy on department policies, protocols, and procedures

FINANCIAL CONSIDERATIONS

This policy, if adopted, would require additional staff time to complete the process. However, staff are not seeking additional budget limitation to manage this policy or the processes.

ATTACHMENTS

1.1.001 – Policy on policies (draft)

PREPARED BY: Rocky Houston



POLICY

POLICY:	1.01.001	EFFECTIVE:	April 15, 2025
POLICY NAME:	Policy on Policies	CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	02/2030
KEY TERMS:	Policy, Protocol, Procedure		
APPROVED:	_____ Name, PC Chair	_____ Name, City Attorney	

I. PURPOSE

- A. Define the reason for this policy.

This policy establishes the framework and process for establishing policies for the department. The department formally approves, issues, and maintains in a consistent format all policies for the department. The department must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing department policies. This policy will allow for policies to be thoroughly reviewed, maintained, and made available to the community to promote compliance, accountability, consistency, and fairness.

II. SCOPE

- A. This policy applies to all park commissioners and department staff.

III. REFERENCES

- A. TBD

IV. DEFINITIONS

- A. Effective date: the date on which the earliest version of the policy went into effect.
- B. Policy: a written statement that provides direction on how the department conducts programs or the public's engagement with a department program.
- C. Policy name: the official title of the policy.
- D. Procedure: a written statement that provides for the implementation of an established policy or protocol.



- E. Protocol: a written statement that provides direction on the operation of the department's programs and services.
- F. Purpose: a statement describing why the policy exists.
- G. Scope: to whom a policy applies.

V. POLICY STATEMENT

A. Introduction

1. Department policies align operations, set behavioral expectations, and communicate policy roles, and responsibilities. Policies have the important task of reaching the intended audience with policies that are clear, easy to read, and provide the right level of information for the individuals specifically affected by the content. If users understand a policy, they are more likely to follow it.
2. The department uses a standard policy template that organizes the information in a consistent manner across all department policies.

B. Policy Types

1. There are (3) types of policies:
 - a. Policy
 - i. A policy is broad in its application and is used to implement or manage a park, a program, or a service.
 - b. Protocol
 - i. A protocol is to assist in the operation of the department.
 - c. Procedure
 - i. A procedure provides direction on how to implement a policy or protocol.
2. Each policy type will be assigned a numerical number to assist in the organization of policies
 - a. Policy – 1.
 - b. Protocol – 2.
 - c. Procedure – 3.

C. Policy Organization

1. All types of policies will be organized into policy sections. These policy sections will be established to keep department division or programming policies organized together to make them easier to find and access. The policy sections will be:
 - a. Administration
 - i. This section will encompass all policies associated with the administration of the department. This could include personnel-related items, procurement, use of parks, budget, or similar items.
 - b. Park Planning & Development
 - i. This section will encompass all policies related to the planning for parks, capital improvements, or similar items.
 - c. Park Operations



- i. This section will encompass all policies on the operation and maintenance of park properties, buildings, and facilities.
 - d. Recreation Programs
 - i. This section will encompass all policies on recreation programming or recreational use, including fees, refunds, special use permits, or similar items.
 - e. Senior Services
 - i. This section will encompass all policies on senior services, programming including fees, refunds, or similar items.
- 2. Each policy section will be assigned a numerical number to assist in the development of policy numbers and manage the organization of policies.
 - a. Administration – 1.
 - b. Park Planning & Development – 2.
 - c. Park Operations – 3.
 - d. Recreation Programs – 4.
 - e. Senior Services – 5.
- 3. Each policy will be assigned a policy name that is clear and concise and consistent with the primary purpose of the policy.
- 4. Each policy will be assigned a numerical number associated with the order of adoption of the policy.
- 5. The numerical naming convention for the policy will be:
 - a. Policy Section Number
 - b. Policy Type Number
 - c. Policy Number
- 6. The policy name will follow the policy number
 - a. 1.1.001 – Policy on Policies
- 7. Forms
 - a. Each policy type will have a unique form that will assist in identifying it as a policy, protocol, or procedure.
 - b. Each form will include information in this section (C) from 1 to 6 and the following elements
 - i. Division(s) – to identify which department divisions the policy is applicable to
 - ii. Adoption Date – to identify when it was adopted
(1) This date will change if a policy is changed.
 - iii. Review Date – the date when the policy will be reviewed to ensure that it is legally sufficient and consistent with the department's business needs.
 - iv. Key Terms – Meta data analysis to assist users on the policy
 - v. Signature Lines
(1) A line for the entity that has approval authority and city attorney
- D. Establishing Policies



1. Policies will be established to meet department business needs. Staff are encouraged to propose policies to the director for consideration. The policy type will direct the process to follow for review and adoption.
 2. Park Commission Approval
 - a. All policies will be approved by the Park Commission and the city attorney.
 - b. Approval Process
 - i. Department staff will prepare a draft policy for review by the director and city attorney.
 - ii. Director or designee will present the draft policy at a Park Commission Study Session.
 - iii. Department will provide a minimum of 15 days public review on their website to seek public comments.
 - iv. Park Commission will review public comments and public testimony at a Park Commission business meeting.
 - v. If approved, the policy would become effective 30 days after approval, unless otherwise specified by the Park Commission.
 - vi. All approved policies will be signed by the Park Commission Chair and the City Attorney.
 3. Director Approval
 - a. All protocols and procedures will be approved by the director and the city attorney.
 - b. Approval Process
 - i. Department staff will prepare a draft protocol or procedure for review by the director and city attorney.
 - ii. Director or designee will present the draft protocol or procedure at a Park Commission Study Session.
 - iii. The final protocol or procedure will be reviewed and signed off by the City Attorney and signed by the Director.
 - iv. Unless otherwise specified, the protocol or procedure will be effective on the date signed.
- E. Policy Review
1. Each policy will be reviewed on a regular basis. The standard will be a five-year interval. However, changes in municipal code, Oregon Revised Statutes, or other regulations may require more frequent reviews.
 2. Review process
 - a. Department staff will maintain a list of policies and review dates.
 - b. 90 days before the policy is due for a review, staff will review the policy to determine if there are any department business needs that will require an update.
 - i. If there are, they will make those proposed changes.
 - c. After staff reviews the policy, it will be forwarded to the City Attorney for review of staff proposed changes and review of other regulations to determine if additional changes are needed.



- d. Staff will present the policy to the Park Commission at a Study Session to review the proposed changes (if applicable) and review any additional suggested changes.
 - e. Staff will review the policy and any proposed changes with the City Attorney. The City Attorney will review and sign off on the policy prior to submitting it to the Park Commission.
 - f. Staff will bring the reviewed policy to a Park Commission Business Meeting for review and approval of the policy.
- F. Policy Withdrawal
- a. A department policy may be determined to no longer be applicable or needed to meet the business needs of the department.
 - b. Withdrawal process
 - i. The withdrawal process will follow the approval process authority identified in Section D – Establishing policies
 - ii. Upon withdrawal, the policy will be removed from the policy section.



STUDY SESSION AGENDA REPORT

March 5, 2025

Agenda Item	V. Subcommittee for Winburn Way – Travel Management Project	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☒ Request for Direction ☐ Information ☐	

SITUATION

The Lithia Park FY 26–27 Workplan has identified Recommendation #20 from the adopted Lithia Park Master Plan. (LPMP) This project would look at the redesign of vehicular roads to increase safety for all modes of travel.

BACKGROUND

The LPMP was completed in 2017 and adopted in 2024. Recommendation #20 was revised from the 2017 document to include the broader vehicular route around the park, identified within Recommendation #19 and called the “3 Speeds of Travel”. The LPMP identifies two (2) recommendations. Work will be required to identify and limit the number of options reviewed, the process for public input, and the recommended direction to implement this work plan item for Lithia Park.

Staff estimate that the planning for this project, including the selection of a solution, would take nine (9) to twenty-four (24) months. This variation in time is due to the option chosen for staff to implement, the level of planning/detail required, and the workload of staff and/or other Departments that will need to be part of the process.

ASSESSMENT

Following are three (3) possible options to address the situation:

- **Staff managed** – This is an operational item that will require coordination with other City Departments and a public engagement plan. The resulting actions could be identified as already approved at the policy level due to the Park Commission action on the Lithia Park FY 26–27 Work Plan, the adopted Capital Improvement Plan, and the yet to be approved Department Work Plan for FY 26–27.

- **Commission Subcommittee** – This option identifies that the project’s potential solution would require a policy decision from the Park Commission. This option would create a subcommittee of two (2) Park Commissioners and the Director that would meet periodically to advise on the project planning process, public engagement plan, and the policy recommendation to the Park Commission.
- **Ad Hoc Committee** – This option would require the Park Commission to appoint a three to seven (3-to-7) member steering committee (ad hoc committee) to advise the Director on the policy recommendation for this project. A charter would be developed to provide clarity on the objective of the steering committee, the roles and responsibilities of the parties, and to establish the methods of engagement and communication within the steering committee and externally. The Director would manage the steering committee and process.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Are there other options to consider? Is there a preferred option(s) to bring forth as an action item at the March 12, 2025, Park Commission business meeting?

POLICIES, PLANS & GOALS SUPPORTED

FY 26-27 Department Work Plan (draft)

- #5 – Complete work plan items identified for FY 26-27 to implement the LPMP

FINANCIAL CONSIDERATIONS

Each option identified would have a different time commitment and cost. The recommended FY 26-27 budget has funding for the broader Lithia Park work plan that would be used to manage these costs.

ATTACHMENTS

Not Applicable

PREPARED BY: Rocky Houston



STUDY SESSION AGENDA REPORT

March 5, 2025

Agenda Item	VI. Trails Advisory Committee Charge	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☒ Request for Direction ☐ Information ☐	

SITUATION

The Trails Advisory Committee (TAC) was formed and committee appointments made. Prior to the first meeting, the Park Commission needs to provide direction or a charge to TAC to direct the committee's work for the next 12 to 24 months.

BACKGROUND

Advisory Committees are established to advise the Park Commission. To assist in providing direction to an advisory committee and to staff, two key questions need to be answered: Why was this committee created and what is to be its work (deliverables)? The formation of an advisory committee answers the first question. Direction is requested to provide a charge to the TAC.

ASSESSMENT

The following are potential tasks or directions with which to charge the TAC:

- Review and provide input on policies for the review, development, and/or management of trails.
- Review and provide input on Adopt-a-Trail agreements' scope of work, i.e. what is allowed to be done by volunteers vs. Department staff or contractors
- Engage with staff on the PROS Plan trail related items, including but not limited to:
 - Levels of service for trails and trail types
 - Department capacity to operate and maintain trails
 - Risk management of trails
 - Decommissioning of trails and/or unauthorized trails
- Review and provide input on trail standards for development and maintenance

It is expected that in future years the TAC will present items they would like to work on to assist the Department and Park Commission.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Are there other directions/charges needed? How many charges should be given to the TAC?

POLICIES, PLANS & GOALS SUPPORTED

FY 26-27 Department Workplan (draft)

- #2 Complete the Parks, Recreation, Open Space, & Senior Services strategic plan (PROS)

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

Not Applicable

PREPARED BY: Rocky Houston



STUDY SESSION AGENDA REPORT

March 5, 2025

Agenda Item	VII. Coffee & Conversation Schedule	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☐ Request for Direction ☐ Information ☒	

SITUATION

Coordination of Commissioners attending these events is needed to ensure that no quorum is present.

BACKGROUND

The City holds a series of informal community engagement meetings called *Coffee & Conversation*. It is an opportunity for community members to speak with the City Manager, Councilors, Park Commissioners and Department Directors. The schedule is as follows:

Tue, May 13, 1:30 to 3 p.m. Oak Knoll Golf Course	Tue, Jun 17, 1 to 2:30 p.m. Railroad Park	Wed, Jul 16, 11:30 a.m. to 1 p.m. Garfield Park
Tue, Aug 12, 5 to 6:30 p.m. Hunter Park	Wed, Sep 10, 3:30 to 5 p.m. Lithia Park Enders Shelter	Tue, Oct 14, 1 to 2:30 p.m. North Mountain Park Pavilion

ASSESSMENT

The meetings occur monthly from May to October 2025. They are 90 minutes in length and occur between the hours of 1:30 to 6:30 PM, depending on the month. Here are two methods to manage Park Commissioner attendance:

- Staff develops a doodle poll to quickly identify which dates Commissioners are available and assign 2 to 3 meetings per commissioner for attendance.
- Park Commission chair prepares a list of attendees.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

What level of engagement would you like from staff in developing and calendaring Commissioner attendance?

POLICIES, PLANS & GOALS SUPPORTED

Park Commission Charter

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

None

PREPARED BY: Rocky Houston

		Information	Action	Lead Staff / Commissioner or Entity Responsible
3/5	Parks Commission Study Session Council Chamber 6:00 PM			
	Policy on Policies	X		Director Houston
	Subcommittee for Winburn Way - Travel Management Project	X		Director Houston
	Trails Advisory Committee Charge	X		Director Houston
	Coffee & Conversation Schedule	X		Director Houston
3/12	Parks Commission Regular Business Meeting Council Chamber 6:00 PM			
	FY 26-27 Department Work Plan (Action)		X	Director Houston
	FY 26-27 Department Budget Recommendation (Action)		X	Director Houston
	Recreation Division Advisory Committee Appointments (Action)		X	Chair Bachman
	Trails Advisory Committee Charge (Action)		X	Chair Bachman
	Subcommittee for Winburn Way - Travel Management Project (Action)		X	Chair Bachman
4/2	Parks Commission Study Session Council Chamber 6:00 PM			
	Ranked Order Voting Resolution (Information)	X		Director Houston
	Park Specific Classifications (Information)	X		Director Houston
	Policy Advisory Committees (Information)	X		Director Houston
	Ashland Senior Advisory Committee/Recreation Division Advisory Committees Charge	X		Director Houston
4/9	Parks Commission Regular Business Meeting Council Chamber 6:00 PM			
	First and Second Quarter FY 25 Financial Update (Information)	X		Sr. Administrative Analyst Terry
	Park Specific Classifications (Action)		X	Director Houston
5/7	Joint Meeting with City Council Council Chamber 6:00 PM			Director Houston
	PROS Plan			Director Houston
3/10	Senior Services Focus Group			Director Houston
3/13	Trails Focus Group			Director Houston
3/19	Natural Resources Focus Group			Director Houston
3/20	Recreation Focus Group			Director Houston
TBD	Youth Focus Group			Director Houston
TBD	Commerical Focus Group			Director Houston
4/8	PROS Plan Kickoff Meeting Senior Center 5:30 - 7:00 PM			Director Houston
4/17	South Ashland Neighborhood Meeting, Temple Emek Shalom, 1800 E Main Street 5:30 - 7:00 PM			Director Houston
4/23	Central Ashland Neighborhood Meeting, Stevenson Union Room 312, 1250 Siskiyou Blvd 5:30 - 7:00 PM			Director Houston
4/24	North Ashland Neighborhood Meeting, First United Methodist Church of Ashland, 175 N Main Street, 5:30 - 7:00 PM			Director Houston
	APRC Advisory and Management Advisory Committees			
TBD	Ashland Japanese Garden MAC - (Lithia Cabin 2:00 PM)			Director Houston
TBD	Bee City USA MAC			Deputy Director Dials
TBD	Current Parks, Conservation, and Maintenance MAC			
	Council Business / Budget Meetings/Commissions			
3/4/2025	Resolution to Rescind Parks MOUs Council Chamber, 6:00 PM			Public Works Director Fleury
10/21/2025	Joint Session with City Council Council Chamber, 6:00 PM			Mayor Graham/City Manager Cotta
	Ongoing APRC Priority Projects and Work			
	#2 Improve Public Aquatics			
	#9 Support oppourtunities for events			
	#9 Support oppourtunities for eventsBandshell Improvements			
	Annual Reports			
	Ashland Parks Foundation Annual Report (December)			APF President
	Standard Memorial Report (Program on Hold)			
	Advisory Committee & Management Advisory Committee Reports (TBD)			
	Volunteers in Parks Report (February)			Volunteer and Events Manager Shelton
	Senior Services Annual Report (December)			Senior Services Superintendent Mettler
	Recreation Division Annual Report (February)			Deputy Director Dials
	Parks Division Annual Report (March)			Parks Superintendent Caldwell
	Mission, Vision and Values Report			Recreation Manager Flora