



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION REGULAR BUSINESS MEETING AGENDA

Wednesday, April 9, 2025

To attend the meeting or to provide public input, see public participation instructions at the end of the agenda.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Study Session March 5, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. DIRECTORS REPORT

VIII. BUSINESS

1. FY25 Quarterly Financial Update (Information)
2. Department Budget Process Update (Information)
3. Draft Policy 1.01.001 - Policy Framework (Information)
4. Park Fees (Information)
5. Park Map and Naming (Information)
6. Park Specific Classifications (Information)

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

1. Trails Advisory Committee Kickoff Meeting April 14, Lithia Park Cabin, 5:00 PM
2. Joint Session with City Council May 7, Council Chamber, 6:00 PM
3. Ashland Senior Advisory Committee May 12, Senior Center, 3:30 PM
4. Park Commission Regular Business Meeting May 14, Council Chamber, 6:00 PM
5. Recreation Division Advisory Committee May 15, Lithia Park Cabin, 4:00 PM

XI. ADJOURNMENT

If you need special assistance to participate in this meeting, please call the Executive Assistant at 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.

Public Participation Instructions

This meeting will be held in-person in Council Chamber, 1175 E. Main St. Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to staff before the meeting begins. The public can view on Channel 9 or Channels 180 and 181 (for Charter Communications customers) or live stream via rvtv.sou.edu - select RVTV Prime.



Parks & Recreation Commission Meeting Agenda

Written testimony will be accepted via [email](#) sent to the Executive Assistant. Please include “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the day before the meeting will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.



BUSINESS MEETING AGENDA

April 9, 2025

1175 E Main Street – Council Chamber – 6:00 PM

To attend the meeting or to provide public input, see public participation instructions on page 2.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Study Session March 5, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

VII. DIRECTORS REPORT

VIII. BUSINESS

1. Q2 FY25 Financial Update (Information)
2. Department Budget Process Update (Information)
3. Draft Policy 1.01.001 – Policy Framework (Information)
4. Park Fees (Information)
5. Park Map and Naming (Information)
6. Park Specific Classifications (Information)

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

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Council Business Meeting

Date: April 9, 2025

Agenda Item	FY25 Quarterly Financial Update (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII1. Q2 FY25 Financial Update
2. Q2 2025 GF Operations Expenses-Balance Tables



REGULAR BUSINESS MEETING AGENDA BRIEF

April 9, 2025

Agenda Item	VIII. Q2 FY25 Financial Update	
Presenter	Brandon Terry	Sr. Administrative Analyst
Item Type	Action ☐ Information ☒	

BACKGROUND

The Finance Department provides a quarterly review of financial statements. On March 18, 2025, Finance Director Mariane Berry presented to City Council the statements ending in Quarter 2 (Q2) of FY25. The Parks and Recreation Department now presents specific Department details for the same period.

ASSESSMENT

The second quarter of FY25 ended on December 31, 2024. Of the \$8,443,046 allocated in General Funds (GF) for FY25, \$3,579,483 or 42.40% of the total has been expended. An additional \$206,008 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,973,971 at the beginning of the current biennium. At the end of Q2 FY25, the balance was \$3,811,988 with \$395,976 encumbered.

The Parks System Development Charges (SDC) Fund ended FY24 with a balance of \$417,860. As of the end of Q2 2025, the fund stands at \$444,799.

POLICIES, PLANS & GOALS SUPPORTED

Goal #1 Best Management Practices

FINANCIAL CONSIDERATIONS

Staff continue to collaborate on Departmental priorities and project goals to best execute the appropriated funds.

ATTACHMENTS

Q2 2025 GF Operations Expenses/Balances Table

PREPARED BY:

Brandon Terry, Sr. Administrative Analyst



Q2 2025 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q2 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
* Does Not Include Encumbrance Balance								
ADMINISTRATION	PERSONNEL	\$ 1,058,254	\$ 1,370,108	\$ 461,394	\$ 242,730	\$ 908,714	\$ -	33.68%
	M/S	\$ 246,428	\$ 241,042	\$ 146,051	\$ 68,838	\$ 94,991	\$ 3,000	60.59%
	Total	\$ 1,304,682	\$ 1,611,150	\$ 607,445	\$ 311,568	\$ 1,003,705	\$ 3,000	37.70%
OPERATIONS	PERSONNEL	\$ 1,762,724	\$ 1,982,370	\$ 915,949	\$ 476,873	\$ 1,066,421	\$ -	46.20%
	M/S + CO	\$ 1,645,163	\$ 1,726,926	\$ 927,571	\$ 511,336	\$ 799,355	\$ 120,608	53.71%
	Total	\$ 3,407,887	\$ 3,709,296	\$ 1,843,520	\$ 988,209	\$ 1,865,776	\$ 120,608	49.70%
OPEN SPACE	PERSONNEL	\$ 771,641	\$ 912,692	\$ 329,407	\$ 174,438	\$ 583,285	\$ -	36.09%
	M/S	\$ 128,850	\$ 171,716	\$ 27,156	\$ 22,395	\$ 144,560	\$ 61,555	15.81%
	Total	\$ 900,491	\$ 1,084,408	\$ 356,562	\$ 196,833	\$ 727,846	\$ 61,555	32.88%
RECREATION PROGRAMS	PERSONNEL	\$ 160,068	\$ 174,223	\$ 78,135	\$ 40,613	\$ 96,088	\$ -	44.85%
	M/S	\$ 333,337	\$ 267,202	\$ 217,782	\$ 117,246	\$ 49,420	\$ 19,871	81.50%
	Total	\$ 493,405	\$ 441,425	\$ 295,916	\$ 157,858	\$ 145,509	\$ 19,871	67.04%
NATURE CENTER	PERSONNEL	\$ 275,881	\$ 439,800	\$ 63,787	\$ 37,071	\$ 376,013	\$ -	14.50%
	M/S	\$ 32,216	\$ 61,115	\$ 9,870	\$ 5,841	\$ 51,245	\$ -	16.15%
	Total	\$ 308,097	\$ 500,915	\$ 73,657	\$ 42,912	\$ 427,258	\$ -	14.70%
SENIOR SERVICES	PERSONNEL	\$ 314,093	\$ 321,425	\$ 128,457	\$ 68,115	\$ 192,968	\$ -	39.96%
	M/S	\$ 59,926	\$ 88,542	\$ 58,670	\$ 37,642	\$ 29,872	\$ 98	66.26%
	Total	\$ 374,019	\$ 409,967	\$ 187,127	\$ 105,756	\$ 222,840	\$ 98	45.64%
RECREATION GOLF	PERSONNEL	\$ 376,190	\$ 558,374	\$ 133,305	\$ 77,856	\$ 425,069	\$ -	23.87%
	M/S	\$ 128,913	\$ 127,511	\$ 81,950	\$ 36,856	\$ 45,561	\$ 877	64.27%
	Total	\$ 505,103	\$ 685,885	\$ 215,255	\$ 114,712	\$ 470,630	\$ 877	31.38%
APRC TOTALS		\$ 7,293,684	\$ 8,443,046	\$ 3,579,483	\$ 1,917,849	\$ 4,863,563	\$ 206,008	42.40%



Council Business Meeting

Date: April 9, 2025

Agenda Item	Department Budget Process Update (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII2. Department Budget Process Update



**REGULAR BUSINESS MEETING****AGENDA BRIEF****April 9, 2025**

Agenda Item	VIII2. Department Budget Process Update	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SUMMARY

The Park Commission recommended moving forward to finance the following budget:

Budget Category	FY 26-27 Proposed
Parks Operations Budget*	\$15,795,925
Parks Capital Program Budget	\$6,228,000
Total Parks Department Budget	\$22,023,925

The review of the Parks and Recreation Department's (Department), proposed budget with Finance and the City Manager has identified that general fund departments will need to make cuts to ensure that reserve mandates are met. This is based on revenue increases being estimated at 1-3% and City operational costs rising to about 15-17%.

The Department has a required 5% reduction and an additional 5% reduction if the City Council does not approve a resolution to establish a \$5 per month park fee on all utility bills. The City Council is set to review this resolution on April 15th, 2025.

There will be reductions in programs, services, and maintenance with either the 5% or 10% budget reductions. Staff will review the proposed reductions at the 5% and 10% levels during the meeting.

POLICIES, PLANS & GOALS SUPPORTED

The Department budget follows the City Charter and State of Oregon budget rules.

FINANCIAL CONSIDERATIONS

The Park Operations Budget would be ***estimated*** at the following levels:

Park Operations Budget Outcomes	Amount
Park Commission Recommendation	\$15,795,925
5% Reduction	\$15,200,000
10% Reduction	\$14,450,000

PROPOSED ACTIONS OR MOTIONS

None at this time.

ATTACHMENTS

None.

PREPARED BY: Rocky Houston, Director



Council Business Meeting

Date: April 9, 2025

Agenda Item	Draft Policy 1.01.001 - Policy Framework (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII3. Draft Policy 1.01.001 - Policy Framework
2. 1.1.001 - Policy Framework_draft





REGULAR BUSINESS MEETING AGENDA BRIEF

April 9, 2025

Agenda Item	VIII3. Draft Policy 1.01.001 – Policy Framework	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SITUATION

A draft policy, 1.1.001 – Policy on Policies has been completed. Staff is seeking review of the draft policy and Commission 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 Regular Business Meeting and presented as an informational item at the February 5, 2025, Park Commission Study Session. A draft was reviewed at the March 5, 2025, Park Commission Study Session and the suggested revisions were made.

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 Work Plan (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

1.01.001 – Policy Framework (draft)

PREPARED BY: Rocky Houston



POLICY

POLICY:	1.01.001	EFFECTIVE:	April 15, 2025
POLICY NAME:	Policy Framework	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 or a set of rules for staff and/or the public on how the department conducts business.
- 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.
 3. Prior adopted policies will be archived per city policy.
- F. Policy Withdrawal
 1. A department policy may be determined to no longer be applicable or needed to meet the business needs of the department.
 2. Withdrawal process
 - a. The withdrawal process will follow the approval process authority identified in Section D – Establishing policies
 - b. Upon withdrawal, the policy will be removed from the policy section.
 3. Withdrawn policies will be archived per city policy.



Council Business Meeting

Date: April 9, 2025

Agenda Item	Park Fees (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII4. Park Fees
2. 2025 Fiscal Year Fees



**REGULAR BUSINESS MEETING****AGENDA BRIEF****April 9, 2025**

Agenda Item	VIII4. Park Fees	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SUMMARY

All Ashland Parks and Recreation Department (APRD) fees for programs and services are itemized in the City's Miscellaneous Fees and Charges document. The approval of miscellaneous fees will come before the City Council for approval on May 20, 2025. Parks Staff have prepared updates to some fees and charges detailed here for Commissioner discussion. Pending Commission direction, staff plan to bring the Fees item to the May 14, 2025, Regular Business meeting for approval.

Proposed Fee Updates:

- Special Event Application Fee
- Site Area Fee for events/special use
- Indoor Facility Fees
- Swim lessons and daily admissions to the Daniel Meyer Pool
- Daily Golf Fees (new fees)
- Credit Card Processing Fee
- Director authority to modify rates for marketing and market conditions.

In most cases, staff have looked at market rates and suggested a gradual increase in fees. Ideally, in two – three years, there will be more data to evaluate the actual costs of the many services that APRD provides to further inform development of a cost recovery policy.

POLICIES, PLANS & GOALS SUPPORTED

City of Ashland Miscellaneous Fees and Charges

FINANCIAL CONSIDERATIONS

Expenses have increased 15-17% and exceed revenues in all areas. These fee increases are proposed to help offset additional budget reductions.

PROPOSED ACTIONS OR MOTIONS

The requested action is to review the proposed rates and have discussion on three (3) core fees:

- **Sport field rental fee** – The department is significantly below market rate, as compared to other Rogue Valley recreational sport fields. Staff has identified a market rate and an interim step rate for consideration
- **Credit card processing fees** – The department is currently not recovering the 2-5% fee that credit card companies charge for processing a credit card payment. Should a 3% fee be added to each credit card transaction or should all the rates be raised by 3%?
- **Director Authority** – The Director is seeking the authority to adjust fees by up to 20% for marketing or market conditions.

ATTACHMENTS

Miscellaneous fees and charges spreadsheet

PREPARED BY: Rachel Dials

Fee Description	2024/2025 Fee	Recommendations 4/1/25
Group Picnic Rentals		
Cotton Memorial Area - 4-hour rental (Lithia Park)	\$ 125.00	
Madrone Area - 4-hour rental (Lithia Park)	\$ 75.00	
Root Memorial - 4-hour rental (Lithia Park)	\$ 75.00	
Hillside Picnic Area - 4-hour rental	\$ 75.00	
Sycamore Grove - 4-hour rental (Lithia Park)	\$ 75.00	
North Mountain Park Pavilion - 4-hour rental	\$ 75.00	
Lawn below Upper Duck Pond (Lithia Park)	\$ 75.00	
Garden Way Pavilion - 4-hour rental	\$ 75.00	
Private Use/Rental Tennis/Pickleball Courts - 1 hour rental	\$ 20.00	
Butler Band Shell - 8-hour rental		
Under 200 people	\$ 250.00	
201 and up-500 people	\$ 500.00	
Special Event Fees		
Special event application fee	\$ 100.00	\$ 130.00
Street closure fee (per street)	\$ 150.00	
Park booth fee (per booth, max. 25)	\$ 30.00	
NEW Park Use-Events & Special Use-Base Fee		
Park Event or Special Use- under 50 people		
Park Event or Special Use -51-200 people		
Park Event or Special Use OVER 201 people		
NEW -Exclusive Use Fee-Impact Fee/per site location-- NEW FEE	NEW	\$ 150.00
Japanese Garden Private Event Rental - 3 hours rental Busy season = April - July and October Off Season = Nov - March, Aug & Sept		
Off season, Monday-Thursday	\$ 750.00	
Off season, Friday-Sunday	\$ 1,000.00	
Busy season, Monday-Thursday	\$ 1,250.00	
Busy season, Friday-Sunday	\$ 1,500.00	
Deposits-Refundable-Credit Card Only		
Picnic areas	\$ 75.00	
Butler Band Shell	\$ 150.00	
Buildings security	\$ 150.00	
Japanese Garden	\$ 150.00	
Special Events		
Room Rentals		
Alcohol Fee (non-refundable)		
Not for profit	\$ 500.00	
All other	\$ 1,000.00	
The Grove - full facility		
Weekdays - per hour	\$ 41.50	\$ 100.00
Weekends - per hour	\$ 50.00	\$ 175.00
The Grove Otte/Petterson OR Gym		
Weekdays - per hour	\$ 23.00	\$ 40.00
Weekends - per hour	\$ 35.00	\$ 60.00
Ashland Senior Center -single room		
Weekdays - per hour	\$ 23.00	\$ 40.00
Weekends - per hour	\$ 35.00	\$ 60.00
Hourly rate if reserved at least 6 days per year	\$ 20.00	
Ashland Senior Center - full facility (excluding kitchen & office)		
Weekends only - per hour	\$ 50.00	\$ 120.00
Long Term Renter Fee Community Programming Partner Fee -NAME CHANGE		
(non Profit or rents at least 6 times per year)	\$ 20.00	
Community Center		
Weekdays - per hour	\$ 23.00	\$ 80.00
Weekends - per hour	\$ 35.00	\$ 160.00
Community Center Cleaning Fee (non refundable)	NEW	\$ 100.00
Pioneer Hall		
Weekdays - per hour	\$ 23.00	\$ 60.00
Weekends - per hour	\$ 35.00	\$ 120.00
Pioneer Hall Cleaning Fee (non refundable)	NEW	\$ 75.00

Miscellaneous equipment fee	\$	100.00		
Electricity use fee - per 4 hours	\$	25.00		
Field Usage				
Tournaments - per day per team	\$	36.50	\$	50.00
Ball field lights - per hour	\$	34.00		
1 day per week/season	\$	100.00	\$10 or \$35 per hour/per field	
2 days per week/season	\$	150.00	\$10 or \$35 per hour/per field	
3-4 days per week/season	\$	200.00	\$10 or \$35 per hour/per field	
5-7 days per week/season	\$	250.00	\$10 or \$35 per hour/per field	
Calle Seating - 8 Month Season				
Artisans - 2 weekend days per week - per sq. ft.	\$	6.99	\$	6.99
Restaurant Seating - 5 days per week - per sq. ft.	\$	5.94	\$	6.48
Restaurant Seating - 7 days per week - per sq. ft.	\$	9.50	\$	10.36
Calle Seating - 9.5 Month Season				
Artisans - 2 weekend days per week - per sq. ft.	\$	6.99	\$	6.99
Restaurant Seating - 5 days per week - per sq. ft.	\$	7.05	\$	7.69
Restaurant Seating - 7 days per week - per sq. ft.	\$	11.29	\$	12.30
Daniel Meyer Pool				
Admission - Youth	\$	3.00		
Admission - Adult	\$	4.00	\$	4.50
Lap Swim - Youth	\$	3.00		
Lap Swim - Adult	\$	4.00	\$	4.50
Senior Session Admission	\$	3.00	\$	4.00
Water Aerobics/Water Polo - Youth	\$	4.00	\$	5.00
Water Aerobics/Water Polo - Adult	\$	4.00	\$	5.00
Swim Lessons (8 Class Session - Cost is dependent on the age of the child and the length of the lesson)				
Per 8 class lesson 1 to 4 ratio	\$	48.00		
Per 8 class lesson 1 to 6 ratio	\$	55.00		
Senior Only Lessons	\$	3.00		
Private Lessons	\$	28.00	\$	30.00
Open Swim/Lap Swim Multi-Pass				
Youth 10 punch multi-pass-see formula for multipasses	\$	25.00	\$	27.00
Youth 20 punch multi-pass	\$	50.00	\$	54.00
Adult 10 punch multi-pass	\$	35.00	\$	40.50
Adult 20 punch multi-pass	\$	70.00	\$	81.00
Water Aerobics Multi-Pass	\$	70.00	\$	90.00
Youth Recreation Programs				
60/40 up to 80/20 Split with Instructors & APR				
Adult Recreation Programs				
60/40 up to 80/20 Split with Instructors & APR				
Senior Recreation Programs & Services				
Senior Activity Classes		60/40 up to 80/20 Split with Instructors & APR		
Touchpass lost card replacement		\$	2.00	
Photocopies & Printed Pages				
Community Garden Fees				
10x10	\$	45.00		
10x12	\$	54.00		
10x20	\$	80.00		
20x20	\$	100.00		
4x12 - depending on location		\$22 - \$29		
Refundable Deposit	\$	50.00		
3x6 garden box at Senior Center - no deposit	\$	10.00		
Environmental Education School Programs				
K-2/half day	\$	150.00		
3-5/ full day	\$	225.00		
Ashland Rotary Centennial Ice Rink				
General Admission - Youth	\$	4.00		
General Admission - Adult	\$	5.00		
Skate Rental	\$	3.00		
Hockey General Admission - Youth	\$	5.00		
Hockey General Admission - Adult	\$	9.00		
Skating Private Lessons - 30minutes	\$	28.00		

Helmets	\$ 15.00	
Group Rental Rate - Per Person	\$ 8.00	
Ashland Rotary Centennial Ice Rink Discounts		
Special Event Youth	\$ 2.00	
Special Event Adult	\$ 4.00	
Cheap Skate Rental	\$ 1.00	
Student Night Admission (includes skate rental)	\$ 6.00	
Recreation Skate Gift Card	\$ 6.00	
Ashland Rotary Centennial Ice Rink Multi-Pass		
Youth (includes skate rentals)	\$ 35.00	
Adult (includes skate rentals)	\$ 45.00	
Youth (no skate rentals)	\$ 45.00	
Adult (no skate rentals)	\$ 55.00	
School Groups per 30 students	\$ 100.00	
Ashland Rotary Centennial Ice Rink & Daniel Meyer Pool Discounts	50% off total fee for free and reduced lunch Ashland students/punch-cards	
Oak Knoll Golf Course Annual Passes		
Single Month Unlimited Golf		
Single Annual Payment (7 days)	\$ 1,099.00	\$ 1,199.00
Single Annual (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$ 859.00
Multi Round Card(10/9 hole rounds, expires 1 year from purchase) NEW FEE	NEW	\$ 179.00
Single Monthly Payment	\$ 110.00	
Senior/Vet (55+) Single Annual Payment	\$ 999.00	\$ 1,099.00
Senior/Vet (55+) (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$ 799.00
Veteran (55+) Single Monthly Payment	\$ 100.00	
Couple/Domestic Partner Annual Payment	\$ 1,299.00	\$ 1,399.00
Couple/Domestic Partner (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$ 999.00
Couple/Domestic Partner Monthly Payment	\$ 125.00	
Family +2 - couple plus one (17 and under) in household Annual payment	\$ 1,499.00	\$ 1,574.00
Family +2 - couple plus one (17 and under) in household (M-F only) <i>No Holidays</i> NEW FEE	NEW	\$ 1,174.00
Family +2 - couple plus two (18 and under) in household Monthly payment	\$ 140.00	
Junior Single (17 and under)	\$ 199.00	
Snowbird (for 6 months) single	\$ 750.00	
SOU Student Passes - All Single		
Winter Term	\$ 215.00	
Fall Term	\$ 215.00	
Spring Term	\$ 300.00	
Summer Term	\$ 380.00	
Daily Adult Fees (Ages 18+)		
9 holes walk	\$ 18.00	\$ 20.00
9 holes w/cart	\$ 28.00	
18 holes walk	\$ 26.00	\$ 32.00
18 holes w/cart	\$ 39.00	
Senior/Twilight 9 holes walk	\$ 16.00	\$ 18.00
Senior & Veteran 9 holes w/cart	\$ 24.00	
Senior /Twilight 18 holes walk	\$ 22.00	\$ 28.00
Senior & Veteran 18 holes w/cart	\$ 35.00	
Cart Fees - Per Person - Year Round		
9 Holes (per seat)	\$ 10.00	\$ 10.00
18 Holes (per seat)	\$ 13.00	\$ 15.00
Daily Junior Fees (Ages 8 - 17) Year Round		
9 Holes	\$ 7.00	\$ 8.00
18 Holes	\$ 12.00	\$ 15.00
Twilight Cart	\$ 8.00	
Driving Range		
One Token (35 balls)	\$ 3.00	\$ 4.00
Twilight 9 holes walk	\$ 14.00	
Twilight 9 holes ride	\$ 22.00	
Twilight 18 holes walk	\$ 22.00	
Twilight 18 holes ride	\$ 35.00	
Oak Knoll Golf Course Rental Wedding Fees		
November-February - full day	\$ 750.00	
November-February - half day	\$ 400.00	
March-October - full day	\$ 1,500.00	
March-October - half day	\$ 800.00	

Credit Card Processing Fee

The Director has authority to modify rates for marketing and market conditions no less than 20% below standard rates

NEW
NEW

3%



Council Business Meeting

Date: April 9, 2025

Agenda Item	Park Map and Naming (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII5. Park Map and Naming
2. Proposed Parks





REGULAR BUSINESS MEETING

AGENDA BRIEF

April 9, 2025

Agenda Item	VIII5. Park Map and Naming	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SITUATION

Review of park map and park naming.

BACKGROUND

The current park map has identified 42 "Parks". Several of these parcels have not been officially named. The Department has used the prior owner and/or location as a temporary identifier. As part of the PROS Plan planning process, a review of the current parks and classifications has led to a review of the park map and park naming.

ASSESSMENT

The review of the parks was completed with consideration of proximity of parcels to each other and/or existing parks, with the intent of the purchase, character of the parcel, and long-term planning. The attached map identifies 23 proposed parks based on the current property portfolio and park classifications.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff is seeking Commission input on the park map and naming list and a determination if this input is sufficient for the Commission to take action on this item at a future Commission business meeting.

POLICIES, PLANS & GOALS SUPPORTED

This aligns with the Draft Department Work Plan item to complete the PROS Plan.

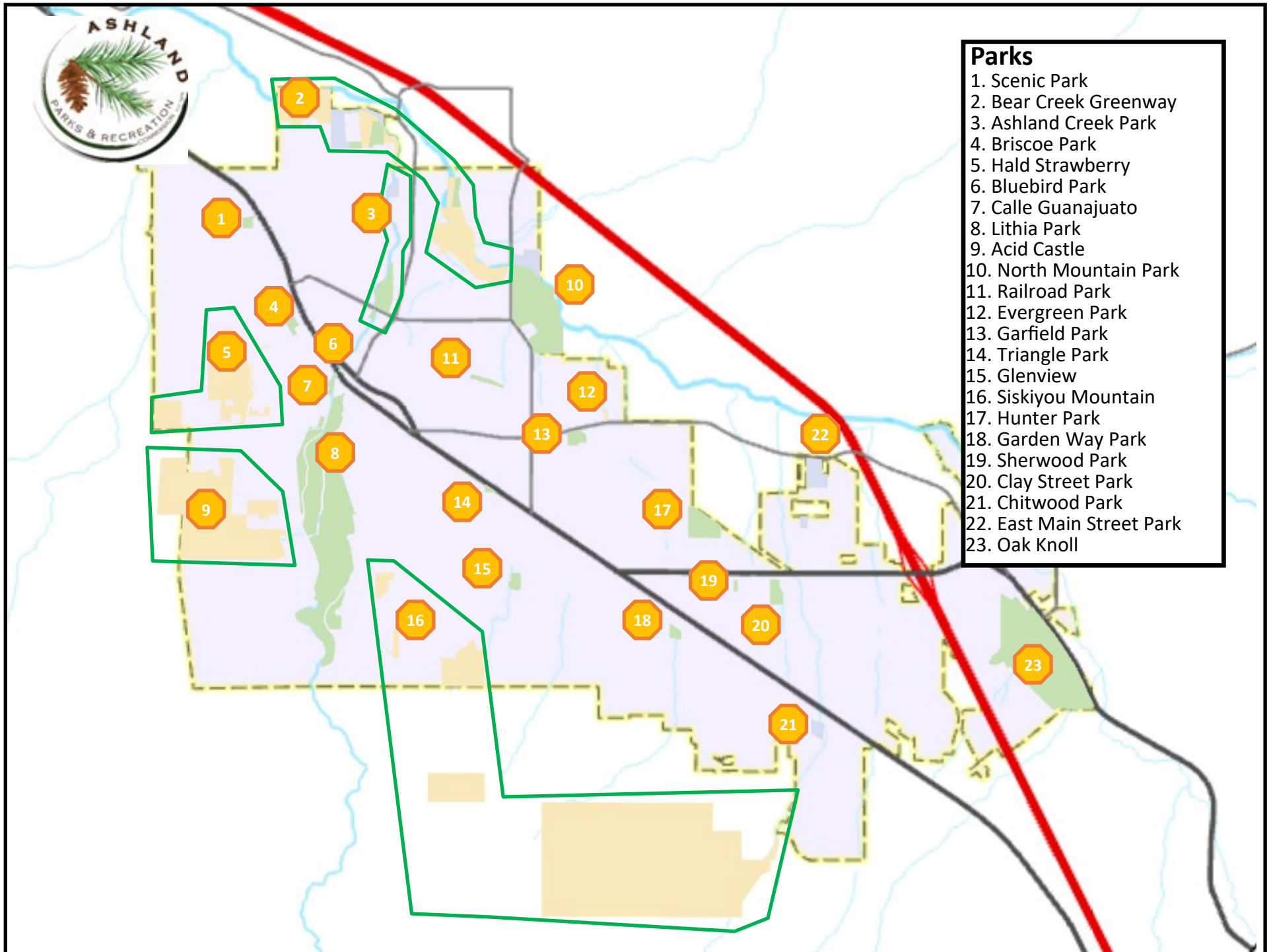
FINANCIAL CONSIDERATIONS

There is no financial impact to this agenda item or direction from the Commission.

ATTACHMENTS

Proposed Parks Map

PREPARED BY: Rocky Houston, Director





Council Business Meeting

Date: April 9, 2025

Agenda Item	Park Specific Classifications (Information)
From	
Contact	

SUMMARY

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. VIII6. Park Specific Classifications
2. SCORP- Park Classifications

**REGULAR BUSINESS MEETING****AGENDA BRIEF****April 9, 2025**

Agenda Item	VIII6. Park Specific Classifications	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SITUATION

Specific parks need to be identified by the park classification system.

BACKGROUND

In February 2025 the Park Commission established a park classification system to assist in developing levels of service for parks by classification. Each classification has unique recreational development and experiences for the community. The adopted City Comprehensive Plan identified community parks, neighborhood parks, and open spaces. However, the parks and open spaces are typically only identified by the department.

ASSESSMENT

In reviewing the current properties, the following recommendations are proposed:

Park Classification	Park(s)
Regional Park	Lithia (all parcels approx. 100 acres)
Community Park	Ashland Creek (including Skatepark, parcels downstream to Nevada St including Keener.) Bear Creek Greenway (includes Ashland Ponds, BMX area, Dog Park, Riverwalk, Kestrel, Greenway OS, Michelle Ave WL, and other parcels along Bear Creek) Garfield Hunter North Mountain (includes Lord property) Oak Knoll East Main (undeveloped)
Neighborhood Park	Briscoe Clay Creek

	Garden Way Glenwood Railroad Scenic Chitwood (undeveloped)
Pocket Park	Bluebird Calle Guanajuato Evergreen Sherwood Triangle
Natural Area	Acid Castle (includes all parcels Granite Street OS, Burnson OS, Lawrence OS) Hald Strawberry (includes Piedmont, South Laurel St Access) Siskiyou Mountain (including Alice in Wonderland OS, Liberty Street OS, Terrace Pines OS, Cottle-Phillips OS)
Special Use	

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff is seeking Commission input on the park specific classification list and a determination if this input is sufficient for the Commission to take action on this item at a future Commission business meeting.

POLICIES, PLANS & GOALS SUPPORTED

This aligns with the draft Department Work Plan item to complete the PROS Plan.

FINANCIAL CONSIDERATIONS

There is no financial impact to this agenda item or direction from the Commission.

ATTACHMENTS

SCORP – Park Master Planning Appendix A

PREPARED BY: Rocky Houston

Appendix A: Accessibility Mandates

Section 504

The 1973 Federal Rehabilitation Act was amended in 1978 by adding Section 504. This section prohibits discrimination against individuals with disabilities (mobility, visual, hearing or mental) in all programs receiving federal financial assistance. Each federal agency subject to this act has developed and enforces regulations for federally assisted programs under their authority. Section 504 requires the self-evaluation of facilities and programs to assess the extent to which regulations are met.

The Americans with Disabilities Act (ADA)

ADA is a comprehensive law that took effect in 1992, making **access to recreation and play settings a guaranteed civil right for all Americans.**

Design that approaches site and facility planning from the perspective of use for all, not just able-bodied users, is called universal design. The key to universal design is awareness and flexibility in the park environment to meet different accessibility needs.

If an organization's accessibility self-evaluations (See Form 10) indicate that site and facility modifications are necessary, a transition plan to accomplish the adaptations must be prepared. Many local organizations have already complied with accessibility requirements. If your agency has done so, you should briefly describe your evaluation and findings in the community park and recreation plan. Any necessary structural changes to park and recreation facilities should be included in the plan's action program.

Facilities constructed with federal or state assistance or located on land acquired with federal or state assistance must be designed and constructed in conformance with ADA.

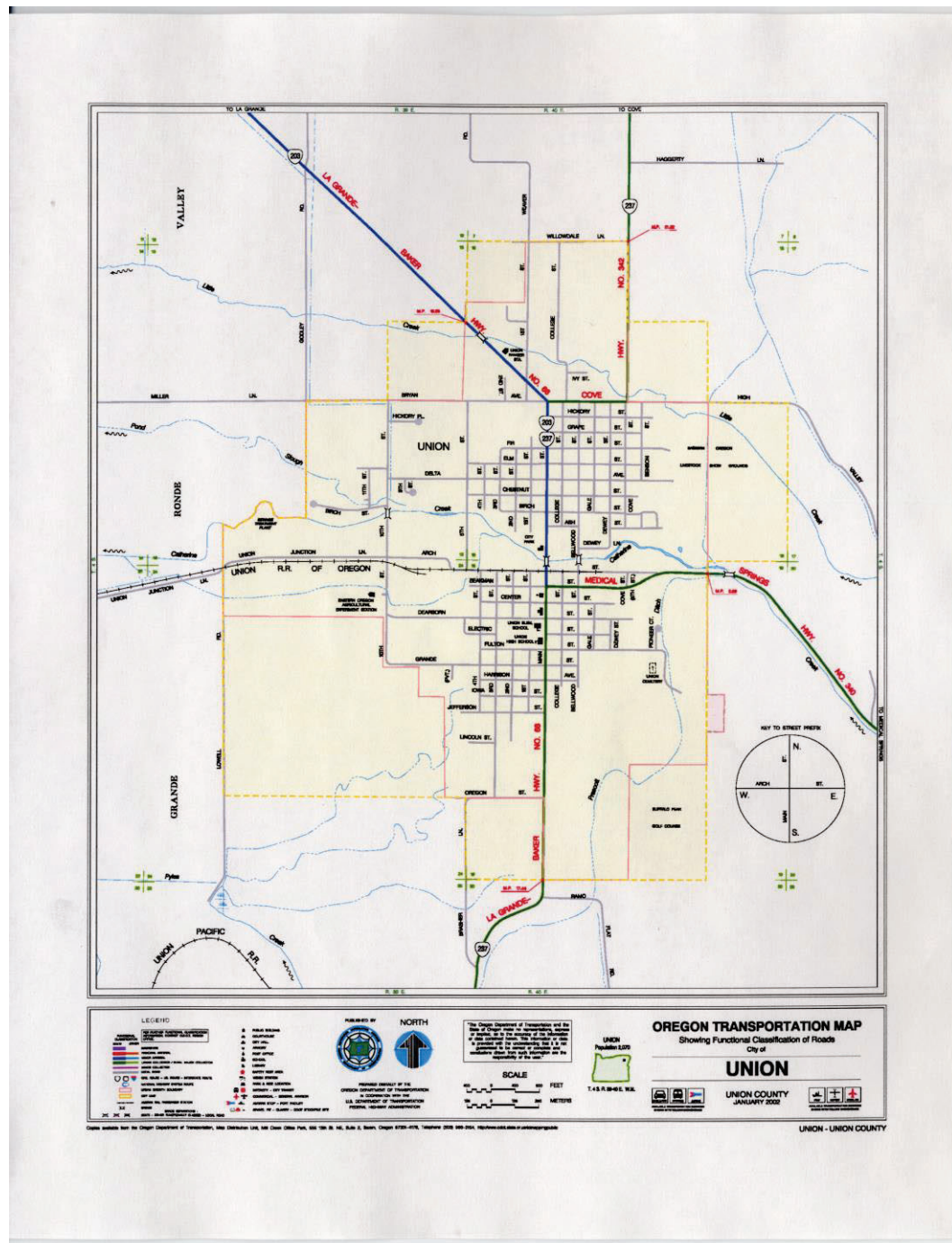
For assistance on architectural specifications outlined in ADA and accessibility guidelines for play areas, recreational facilities and outdoor developed areas contact:

U.S. Architectural & Transportation Barriers Compliance Board
Suite 1000, 1331 F. Street, NW
Washington, D.C. 20004-1111
Phone: 800.872.2253
Website: <http://www.access-board.gov/>

For accessibility guidance regarding recreational facilities in Oregon contact:

Northwest ADA Center
Center for Continuing Education in Rehabilitation
6912 220th St. SW, Suite 105
Mountlake Terrace, WA. 98043
Phone: 800.494.4232
Email: nwadactr@u.washington.edu
Website: <http://www.dbtacnorthwest.org/>

Base maps of this type are available from the Oregon Department of Transportation.



Appendix C: Oregon Parkland Classification System and Suggested Level of Service Standards

Introduction

The most effective park system to develop and manage is one made up of a variety of different types of parks, open space areas, and recreational venues, each designed to provide a specific type of recreation experience or opportunity. A park system that is classified and used properly is easier to maintain, encounters less conflicts between user groups, and minimizes negative impacts on adjoining neighbors. A good park classification system also helps assess what facilities are available for current use and what types of parks will be needed to serve the community in the future.

A wide variety of parkland classifications typologies can be found throughout the state, region, and country for the development of park land and open space systems. In order to better assess the park system and specific parkland needs in Oregon, this chapter includes parkland classification categories recommended for use in the state. The classification system is intended as a set of recommended guidelines and not intended as a mandated standard.

When conducting park system planning, park and recreation providers need to not only identify which parklands and facilities/services are important to community members, but must also define what constitutes “adequate” provision of parklands. To determine adequacy, park and recreation providers typically measure existing parklands and facilities and compare them against established standards, typically Level of Service (LOS) Standards. LOS standards are measures of the amount of public recreation parklands and facilities being provided to meet that jurisdiction’s basic needs and expectations. For example, the amount of parkland currently needed in a particular jurisdiction may be determined by comparing the ratio of existing developed park acres per 1,000 residents (by all providers within the jurisdiction) to the jurisdiction’s desired level of parks relative to population. The gap between the two ratios is the currently needed park acreage. As the population grows, the objective is to provide enough additional acreage to maintain the jurisdiction’s desired ratio of park acres to 1,000 residents. For the purposes of this chapter, we will first focus on LOS site guidelines, which are used primarily for estimating acreage needs for park and recreation jurisdictions, and conclude with LOS facility guidelines for specific types of recreation facilities. Since the need for non-motorized trails is a top statewide issue, trails, pathways and bikeways were added to the list of parkland types and measured in trail miles per 1,000 residents. It is important to note that, in addition to LOS quantity standards, other factors such as quality, condition, location, and convenience (e.g., walking and biking distances) may also be considered in determining future service need.

Park providers should carefully consider the effects of setting, lowering or raising LOS standards – especially additional operation and maintenance costs for new parklands and facilities. This decision will affect both the quality of service provided, as well as the amount of investment for new facilities that is, or will be, needed in the future to provide the desired LOS.

To assist with park system planning in Oregon, this appendix includes recommended Oregon LOS guidelines for each of the 11 standard parkland classification types along with specific park facility types. These guidelines were developed after a review of past National Park and Recreation Association (NRPA) standards, results from a statewide survey of Oregon’s public park and

recreation providers, and a benchmarking report completed by Leisure Vision for the Oregon Recreation and Park Association (ORPA). While these statewide site guidelines provide a useful framework for evaluating jurisdiction resources, it is recognized that individual jurisdictions will need to develop their own LOS standards that reflect their unique conditions, resources and needs.

The parkland classifications and LOS standards presented here are not intended to replace land use regulations set out under state and local land use laws that pertain to parks. Ultimately park uses must be approved under applicable land use policies and zoning requirements, which in some cases may limit or even prohibit some types of park uses. Planning for park uses using these and other measures of park needs must always take applicable land use regulations into consideration.

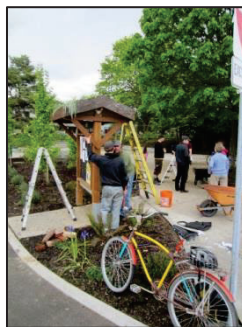
Parkland Classification System

This classification system applies to all local and state parks, including city, county, regional and state park systems in Oregon. It does not include federal lands other than state or local parks that are located on federal lands. For local implementation, parkland standards should be largely based upon identified purpose and a set of development considerations both of which influenced by local need, fiscal constraints, and other considerations such as residential and traffic patterns, road access, convenience, and the availability of land. As a result, every park system will not need to offer one of all park classification types within their system (i.e., a small community may not need a Regional Sports Park).

Walking times included in the description below are times that it takes a typical adult to walk to the park. Park acre size recommendations are based on standard planning practices. However, there will be situations where development considerations result in a park of a size either smaller or larger than standard size recommendations.

Pocket Parks

A pocket park is the smallest park classification. Pocket parks provide basic recreation opportunities on small lots, within residential areas serving an area within approximately 5-10 minutes walking time (approximately ¼ mile). Typically less than two acres in size (¼ to 2 acres), these parks are designed to serve residents in immediately adjacent neighborhoods. Pocket parks provide limited recreation amenities, such as playgrounds, benches, and picnic tables. Pocket parks do not normally provide off-street parking.



Pocket Park in Portland, Oregon

Examples of pocket parks in Oregon include Hillside Park – Grants Pass, Piccolo Park – Portland, and Thorp Park – Beaverton.

Urban Plaza Parks

Urban plaza parks are public gathering spaces in urban spaces that foster community interaction and civic pride. They are small in size ($\frac{1}{4}$ to 3 acres) and intensely developed. Visitors will tend to be those who are already in the neighborhood for other purposes, such as shopping, work, dining and/or those who live in or near densely developed urban areas. Urban plaza parks typically include amenities such as drinking fountains, benches, litter receptacles, trees and shrubs, paved walkways and plazas.



Urban Plaza Park in Portland, Oregon

Examples of urban plaza parks in Oregon include Pioneer Courthouse Square – Portland, Park Blocks – Eugene, Peace Plaza – Salem, and Lovejoy Plaza – Portland.

Neighborhood Parks

Neighborhood parks provide close-to-home recreation opportunities primarily for non-supervised, non-organized recreation activities. They are located within approximately 5-10 minute walking time (approximately $\frac{1}{4}$ - $\frac{1}{2}$ mile) without crossing major thoroughfares and/or other structures and easy bicycling distance of residents. They serve up to a one-half-mile radius, and are generally 2-20 acres in size (Service area is also influenced by neighborhood configuration and various geographical and transportation barriers). Neighborhood parks typically include amenities such as playgrounds, outdoor sports courts, sports fields, picnic tables, pathways, and multi-use open grass areas. They may or may not provide off-street parking. Neighborhood parks can, when practical, be located next to elementary schools in order to provide more efficient use of public resources.



Neighborhood Park in Eugene, Oregon

Examples of neighborhood parks in Oregon include Tyson Park – Springfield, Bush’s Pasture Park – Salem, Grant Park – Portland, and Forest Hills Park – Beaverton.

Community Parks

Community parks are typically larger in size and serve a broader purpose than neighborhood parks. Their focus is on meeting the recreation needs of several neighborhoods or large sections of the community, as well as preserving unique landscapes and open spaces. Community parks are typically 15-100 acres, depending on the spatial requirements of the facilities provided and the amount of land dedicated to natural resource protection. Community parks provide both active and passive recreation opportunities that appeal to the entire community serving an area within approximately 15 minutes driving time. While a community park may be proximate to a neighborhood and can provide typical neighborhood park amenities, they are normally designed as a “drive-to sites.” Community parks typically accommodate large numbers of people, and offer a wide variety of facilities, such as group picnic areas and large shelters, sports fields and courts, children’s play areas, swimming pools and splash pads, community gardens, extensive pathway systems, community festival or event space, and green space or natural areas. Community parks require additional support facilities, such as off-street parking and restrooms and as such can also serve as regional trailheads.

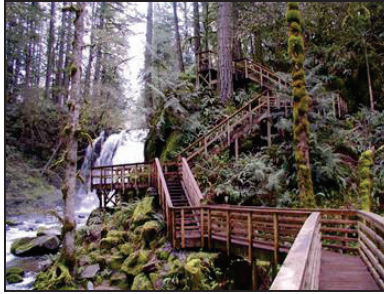


Community Park in Medford, Oregon

Examples of community parks in Oregon include Willamette Park – Portland, Riverfront Park – Salem, Bethel Community Park – Eugene, and Hawthorne Park – Medford.

Regional Parks

Regional parks are large parks that provide access to unique natural or cultural features and regional-scale recreation facilities. Typically 100 acres or more in size, regional parks serve areas within a 45 minute driving time. These parks often include significant green space to preserve unique natural areas, riverfront corridors, wetlands, and agricultural or forested areas. Regional parks may include properties for which there are no immediate development plans and that are situated in such a way as to primarily serve the surrounding neighborhood (land banked properties). Regional parks also may accommodate large group activities and often have infrastructure to support sporting events, festivals, and other revenue-generating events to enhance the City’s economic vitality and identity. Activities available in regional parks may include picnicking, boating, fishing, swimming, camping, trail use, etc. Regional parks include supporting facilities, such as restrooms and parking.



Regional Park in Foster, Oregon

Examples of regional parks in Oregon include Alton Baker Park – Eugene, Lithia Park – Ashland, Shevlin Park – Bend, and Oxbow Regional Park Park – Troutdale.

Nature Parks

Nature parks are lands set aside for preservation of significant natural resources, remnant landscapes, open space, and visual aesthetics/buffering. They may preserve or protect environmentally sensitive areas, such as wildlife habitats, stream and creek corridors, or unique and/or endangered plant species. Nature parks may vary in size from small parcels (less than 10 acres) to large properties of more than 200 acres. Nature parks typically serve a community-wide population and include greenways, natural areas, and preserves. Public access to natural areas may be limited at these sites, which often include wetlands, steep hillsides, or other similar spaces. Some nature parks may be managed secondarily to provide passive recreation opportunities. These sites may contain trails, interpretive displays, viewpoints, and seating areas.



Nature Park in Beaverton, Oregon

Examples of nature parks in Oregon include Forest Park – Portland, Tualatin Hills Nature Park – Beaverton, Ridgeline Parks – Eugene, and Mount Talbert Nature Park – Clackamas.

Special Use Parks

The Special Use classification covers a broad range of park and recreation lands that are specialized or single-purpose in nature. Parks in this category include waterfront or ocean access parks, boat ramps, memorials, historic sites, waysides, swimming areas, single purpose sites used for a particular field sport, dog parks, skate parks, display gardens, sites occupied by buildings, or protect some significant geologic or scenic feature. Special use parks that have a community or regional draw may require supporting facilities such as parking or restrooms. Park size is dependent on the special use and can vary from very small to many acres.



Special Use Park in Pendleton, Oregon

Examples of special use parks in Oregon include Rudy Rada Skatepark – Pendleton, Veteran’s Memorial Park - Klamath Falls, River Play Discovery Village – Eugene, and Swan Island Boat Ramp – Portland.

Trails, Pathways and Bikeways

Trails, pathways, and bikeways include a number of trail types including multi-use, pedestrian, and soft surface trails to accommodate a variety of activities such as walking, running, biking, dog walking, rollerblading, skateboarding, and horseback riding. Such trails may be located within parks or along existing streets and roadways as part of the citywide transportation system. Multi-use trails are designed for use by pedestrians, bicyclists, skateboarders, wheelchairs, and other non-motorized vehicle users. These trails are hard surfaced to accommodate bicycles and provide accessibility for people with disabilities. Hard surfaced pedestrian trails are generally found within smaller parks and as secondary trails within larger parks. Soft surfaced trails are composed of soft-surface materials, such as soil, crushed rock, hog fuel, and wood chips. Most soft surfaces do not provide accessibility for people with disabilities but are preferable for some recreation activities, such as running and hiking. Trails, pathways, and bikeways may include amenities such as directional and control signage, gates, benches, overlooks, drinking fountains, lighting, trailhead kiosks, and interpretive signs.



Park trail in Salem, Oregon

Examples of Trails, Pathways, and Bikeways in Oregon include the Avery Park Trail – Corvallis, Riverfront Park Trail - Salem, Cathedral Tree Trail – Astoria, and the Trillium Trail – Portland.

Regional Sports Parks

Regional sports parks typically consolidate heavily programmed athletic facilities for activities such as soccer, football, baseball/softball into a few strategically located sites throughout the community. Regional sports parks could also include facilities such as race tracks, shooting ranges

and equestrian areas. The location of these facilities is important due to the traffic, lighting, and noise that are often associated with them. They typically require large parking areas and restroom facilities. They also may have other park amenities, such as play areas or picnic facilities that serve non-participant family members and others while events are taking place. Regional sports parks normally require a minimum of 25 acres, with 40-80 acres being optimal.



Regional Sports Park in Beaverton, Oregon

Examples of regional sports parks in Oregon include Big Sky Luke Damon Sports Complex – Bend, U.S. Cellular Community Park – Medford, Howard M. Terpenning Recreation Complex – Beaverton, and Sheldon Sports Park – Eugene.

Linear Parks

Linear parks include natural or built corridors that connect parks and neighborhoods, provide linkages through the city, and preserve open space. Linear parks may include abandoned railroad lines, utility rights-of-way, wildlife corridors, or elongated natural areas defined by drainage features or topographical changes, such as riparian corridors. Linear parks typically support trail-oriented activities, including walking, jogging, biking, skateboarding, and roller skating, which play a major role in health and fitness. Trails, pathways, and bikeways located in other types of park settings (e.g., neighborhood, community, natural area parks) where the trail is not the primary purpose of the park or along existing streets or roadways may be connected to, but are excluded from this park category. Linear parks typically include amenities such as rest benches, picnic tables, trailhead kiosks, parking at major trailheads, and way finding markers, but may also incorporate smaller-scale neighborhood park amenities such as play areas, picnic areas, and exercise stations. Linear park size is dependent on the corridor length and opportunity.



Linear Park in Central Point, Oregon

Examples of linear parks in Oregon include the Deschutes River Trail – Bend, Bear Creek Greenway – Medford, Springwater Corridor – Portland, and the Rogue River Greenway – Central Point.

Destination Parks

Destination Parks can include the same characteristics as Regional Parks, Natural Area Parks, Special Use Parks and Linear Parks, but offer such outstanding natural, historic, scenic or recreational attractions that visitors travel more than an hour to several days, by car, to reach them. They are usually well known statewide and even nationally. They can have a wide range of acreage sizes and levels of development, but generally have a moderate to very intensive level of visitation. They can be day-use parks or can offer overnight camping or cabins.

Most of the parks in the Oregon State Park system are Destination Parks. Some county and regional park systems also operate Destination Parks.



Destination Park in Sublimity, Oregon

Examples of destination parks in Oregon include Silver Falls State Park – Sublimity, Tryon Creek State Park – Portland, Fort Stevens State Park – Hammond, and Smith Rock State Park – Terrebonne.

Suggested Parkland Level of Service Standards

The recommended total parkland acres site guideline for local park and recreation jurisdictions in Oregon is 6.25 to 12.5 acres per 1,000 population, which represents a minimum acreage that should be exceeded when possible. Though these recommendations are sufficient for the inventory and development of parks in rural and less densely populated areas, it is more difficult to meet this standard in an urban setting. Where you have more extensive development, higher population numbers in a small area, and a lack of available and affordable open space, recreational development must be planned to accommodate the needs of as large and diverse a user group as possible. It is important to disperse park opportunities evenly throughout the locality so that each sector has convenient access to parks and open space. The planning and development process should also provide as many different kinds of activities as the resources will allow.

In meeting the 6.25 to 10.5 acres per 1,000 population total parkland site guideline, park planners should consider each of the 11 park classification types. Each of the parkland types has its own unique function and service radius within the jurisdiction. The

following table summarizes site guidelines for each Oregon parkland type. It is important to note that site guidelines are for developed parklands.

Summary of the Oregon Parkland Classification System and Suggested LOS Standards

Parkland Type	Space Requirements	Service Radius	Recommended Oregon LOS Site Guidelines (Acres/ 1,000 population)	Park Development Features
Pocket Parks	¼ to 2 acres	5-10 minutes walking time (approximately ¼ mile)	0.25 to 0.50 acres	Limited amenities such as playgrounds, benches, and picnic tables. They do not normally provide off street parking.
Urban Plaza Parks	¼ to 3 acres	Entire community – visitors tend to be those who are already in the neighborhood for other purposes, such as shopping, work, and dining.	0.1 to 0.2 acres	Intensely developed with amenities such as drinking fountains, benches, litter receptacles, trees and shrubs, and paved walkways and plazas.
Neighborhood Parks	2 to 20 acres	5-10 minutes walking time (approximately ¼ - ½ mile)	1.0 to 2.0 acres	Amenities such as playgrounds, outdoor sports courts, sports fields, picnic tables, pathways, and multi-use open grass areas. They may or may not provide off-street parking.
Community Parks	15 to 100 acres	15 minute driving time	2.0 to 6.0 acres	A wide variety of facilities such as off-street parking, restrooms, group picnic areas and large shelters, sports fields and courts, children's play areas, swimming pools and splash pads, community gardens, extensive pathway systems, community festival or event space, and green space or natural areas. They can also serve as regional trailheads.
Regional Parks	100 acres or more	45 minute driving time	5.0 to 10.0 acres*	Often include significant green space to preserve unique natural areas, riverfront corridors, wetlands, and agricultural or forested areas. May accommodate large group activities and often have infrastructure to support sporting events, festivals, and other revenue-generating events. Activities available may include picnicking, boating, fishing, swimming, camping and trail use. They include support facilities such as restrooms and parking.
Nature Parks	Vary in size from less than 10 acres to more than 200 acres	Serve a community-wide population	2.0 to 6.0 acres	Include greenways, natural areas, and preserves. Sites may contain trails, interpretive displays, viewpoints, and seating areas.