



STUDY SESSION AGENDA

July 2, 2025

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

To attend the meeting or to provide public testimony, see participation instructions.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC FORUM
- IV. PARK ORDINANCE(S) REVISION
- V. 1.01.001 – POLICY FRAMEWORK POLICY
- VI. COMMUNITY CENTER/PIONEER HALL RENTAL FEE
- VII. LOOKAHEAD REVIEW
- VIII. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Nancy Mero at Nancy.mero@ashlandoregon.gov 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.

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 a staff member before the meeting begins. If you wish to provide oral testimony electronically, email nancy.mero@ashlandoregon.gov before 10:00 AM the day of the meeting. Please include **“Virtual Public Testimony”** in the subject line.

Written testimony will be accepted via email sent to nancy.mero@ashland.or.us. 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 Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.



STUDY SESSION AGENDA REPORT

July 2, 2025

Agenda Item	IV. Park Ordinance(s) Revision	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☐ Request for Direction ☐ Information ☒	

SITUATION

Edits to the Amendment of Ashland Municipal Code (AMC) Chapter 10.68 – Public Parks to include provisions for special use permitted activity.

BACKGROUND

AMC 10.68 does not permit many of the uses that we allow via a special use permit. A special use permit does not allow the Department to permit activities or uses forbidden by the AMC. Staff presented this to the Park Commission on June 4, 2025. Park Commission directed staff to make some edits and bring the item back to a Park Commission study session.

ASSESSMENT

None – only edits made.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff suggests the Park Commission move this item to the July 9, 2025 Park Commission regular business meeting for action.

POLICIES, PLANS & GOALS SUPPORTED

- AMC 10.68 – Public Parks
- Special Use Permit Policy

FINANCIAL CONSIDERATIONS

If adopted, these changes to the AMC would require some additional staff time for implementation. Once implemented the changes would provide more revenue opportunities for special use permits within the parks system.

ATTACHMENTS

Chapter 10.68 AMC Amendment DRAFT Changes

PREPARED BY: Rocky Houston, Director

ORDINANCE NO. XXXX

AN ORDINANCE AMENDING AMC CHAPTER 10.68 PUBLIC PARKS SUB-SECTIONS 10.68.060, 10.68.080, 10.68.120, 10.68.170, 10.68.260 AND 10.68.330.

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS,

WHEREAS,

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Sub-section **10.68.060 Unpermitted Commercial Activity** is amended as follows:

A. No one shall sell or offer for sale any article or perform or offer to perform any service for hire in any of the parks ~~without a written permit for such concession properly and regularly granted by the Park Commission.~~ **except as otherwise authorized by a special use or special event permit issued by the Parks Director.** No one shall hawk or peddle popcorn, ice cream, candy, soda water, peanuts, or similar wares within or on any of the park grounds of the City without first securing a permit to do so. ~~from the Park Commission.~~

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class I violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 2. Sub-section **10.68.080 Posting Notices prohibited** is amended as follows:

A. No one shall **place, post, attach or** erect **any bill, poster, sign or similar posting** on any pole, post, wire, rod or cord to any tree, shrub, fence railing, fountain, wall, post, structure or other device of any kind whatever, on any of the bases, statues, bridges, or monuments in any park

without permission of the Park Commission, except as otherwise authorized by a special use permit issued by the Parks Director.

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 3. Sub-section **10.68.120 Park property Prohibited uses** is amended as follows:

A. No one shall climb any tree, or walk, stand, or sit upon the monuments, vases, fountains, railings, or fences in any park; **except as otherwise authorized by a special use permit issued by the Parks Director. Individuals issued a permit must still comply with the ‘no climbing’ rule outside of the specific activities permitted in the special use permit.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 4. Sub-section **10.68.170 Park waters Use** is amended as follows:

A. No one shall fish, wade, swim, or bathe in any of the parks except the places designated for such purposes; **except as otherwise authorized by a special use permit issued by the Parks Director.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 5. Sub-section **10.68.260 Swings Hammocks** is amended as follows:

A. No swings, hammocks **or other attachments to trees or structures** shall be hung or swung in any of the parks, except on the posts erected for the purpose; **except as otherwise authorized by a special use permit issued by the Parks Director.**

B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 6. Sub-section **10.68.330 Camping prohibited** is amended as follows:

A. No person shall camp within the park limits within the City of Ashland, or on the park side of any street adjacent to the parks; **except for special events as otherwise authorized by a special use permit issued by the Parks Director. Otherwise, Prohibited Camping is a Class IV violation, is subject to the rules and enforcement outlined in Chapter 10.46.**

~~B. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation.~~ (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

SECTION 7. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 8. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2025 and duly PASSED and ADOPTED this _____ day of _____, 2025.

PASSED by the City Council this _____ day of _____, 2025.

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



STUDY SESSION AGENDA REPORT

July 2, 2025

Agenda Item	V. 1.01.001 – Policy Framework Policy	
Presenter	Rocky Houston	Director
Item Type	Commission Requested ☐ Request for Direction ☒ Information ☐	

SITUATION

The Park Commissioners asked for minor edits to address actions taken by the Park Commission and their role with this policy.

BACKGROUND

The Department is establishing a new format and process for developing and adopting Department policies. This policy establishes the framework for this new format and process. At the April 9, 2025 Park Commission regular business meeting, Park Commissioners directed staff to put this draft policy out for public review/comment.

Public review occurred from May 28 to June 6, 2025. The Department received zero public comments on the draft policy.

At the June 12, 2025 Park Commission regular business meeting, Park Commissioners directed staff to make edits to the policy to clarify the policy decisions (actions) made during regular business meetings and this policy.

ASSESSMENT

The Park Commission takes action on a policy decision. That action directs staff, typically the Director, to implement said policy decision. Staff utilizes this policy to determine how to implement the policy decision. An existing policy may need to be updated, a new policy may be needed, or a protocol or procedure may be needed to implement the policy decision.

This policy does not preclude the Park Commission from taking action on policy decisions. It only provides the mechanism for said policies to be reviewed for implementation and

establishes the framework to manage policies, protocols, and procedures for public review and staff use.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff suggests moving this item to the July 9, 2025 Park Commission regular business meeting to direct staff to place this policy out for public review and comment.

POLICIES, PLANS & GOALS SUPPORTED

This policy establishes the framework for policies, directing the Department on how to develop and adopt policies, procedures, and protocols, collectively called Direction.

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

Policy 1.01.001 – Policy Framework Draft

PREPARED BY: Rocky Houston, Director



POLICY

POLICY:	1.01.001	EFFECTIVE:	Day Month, 2025
POLICY NAME:	Policy Framework	CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	02/2030
KEY TERMS:	Policy, Protocol, Procedure, Direction		
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, protocols, and procedures **hereafter collectively referred to as** Direction (Direction) for the Parks and Recreation Department (Department). The Department formally approves, issues, and maintains in a consistent format all Direction for the Department. The Department must follow the requirements outlined in this document for drafting, approving, revising, and withdrawing Department Direction(s). This policy will allow for Direction documents 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 Direction 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. Direction name: the official title of the Direction.
- 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 Direction exists.
- G. Scope: to whom a policy applies.

V. DIRECTION STATEMENT

A. Introduction

1. Department Direction(s) align operations, set behavioral expectations, and communicate Direction roles, and responsibilities. Direction(s) have the important task of reaching the intended audience with clear, easy to read, information for the individuals specifically affected by the content. If users understand a Direction, they are more likely to follow it.
 - a. The Park Commission may take action on policy decisions. Staff utilize this policy to determine if an existing policy needs to be updated, a new policy is needed or if a protocol or procedure is needed to implement the policy decision.
 - b. Park Commission actions are not a type of direction addressed in this policy. It is direction to the Director.
2. The Department uses a standard Direction template that organizes the information in a consistent manner across all Department Directions.

B. Direction Types

1. There are (3) types of Directions:
 - 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 instruction on how to implement a policy or protocol.
2. Each Direction type will be assigned a numerical number to assist in the organization of Directions.



- a. **Policy – 1.**
- b. **Protocol – 2.**
- c. **Procedure – 3.**
- C. **Direction Organization**
 - 1. All types of Directions will be organized into Direction sections. These Direction sections will be established to keep Department division or programming Direction(s) organized together to make them easier to find. The Direction sections will be:
 - a. **Administration**
This section will encompass all Direction(s) associated with the administration of the Department. This could include uniforms, use of parks, capital planning process, or similar items.
 - b. **Park Planning & Development**
This section will encompass all Direction(s) related to the planning for parks, capital improvements, or similar items.
 - c. **Park Operations**
This section will encompass all Direction(s) on the operation and maintenance of park properties, buildings, and facilities.
 - d. **Recreation Programs**
This section will encompass all Direction(s) on recreation programming or recreational use, including fees, refunds, special use permits, or similar items.
 - e. **Senior Services**
This section will encompass all Direction(s) on senior services programming including fees, refunds, or similar items.
 - 2. Each Direction section will be assigned a numerical number to assist in the development of Direction numbers and to manage the organization of the Direction(s)
 - a. **Administration – 1.**
 - b. **Park Planning & Development – 2.**
 - c. **Park Operations – 3.**
 - d. **Recreation Programs – 4.**
 - e. **Senior Services – 5.**
 - 3. Each Direction will be assigned a Direction name that is clear, concise, and consistent with the primary purpose of the Direction.
 - 4. Each Direction will be assigned a numerical number associated with the order of adoption of the Direction.
 - 5. The numerical naming convention for the Direction will be:
 - a. Direction Section Number
 - b. Direction Type Number
 - c. Direction Number



6. The Direction name will follow the Direction number

- a. 1.1.001 – Policy on Policies

7. Forms

- a. Each Direction 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 division the Direction is applicable to
 - ii. Adoption Date – to identify when it was adopted
 - (1) This date will change if a Direction is changed.
 - iii. Review Date – the date when the Direction will be reviewed to ensure it is legally sufficient and consistent with the Department's business needs.
 - iv. Key Terms – Meta data analysis to assist users on the Direction
 - v. Signature Lines
 - (1) A line for the entity that has approval authority and one for the city attorney

D. Establishing Directions

1. Directions will be established to meet Department business needs. Staff are encouraged to propose Directions to the director for consideration. The Direction 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 comment.
 - iv. Park Commission will review public comments and receive 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 (only) 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 updates required, staff 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 Directions
 - b. Upon withdrawal, the policy will be removed from the policy section.
 - 3. Withdrawn policies will be archived per City policy.



STUDY SESSION AGENDA REPORT

July 2, 2025

Agenda Item	VI. Community Center/Pioneer Hall Rental Fee		
Presenter	Rocky Houston	Director	
Item Type	Commission Requested ☒ Request for Direction ☐ Information ☐		

SITUATION

Review revised Community Center and Pioneer Hall Rental Fee

BACKGROUND

Each year the City reviews and updates the miscellaneous fees and charges book. The Parks Department's review this year included the addition of Pioneer Hall and the Community Center as potentially rentable assets for the next fiscal year. Currently there is no fee identified for the Community Center in the adopted miscellaneous fees and charges book. The fee for Pioneer Hall is \$23.00 per hour for weekdays and \$35.00 per hour for weekends.

The City Council reviewed the miscellaneous fees and charges book. They directed the Park Commission to again review their (Park Commission's) adopted fees for the Community Center and Pioneer Hall. The Council had concerns around the increase in the hourly rental rate and cleaning fee.

Staff presented two alternatives at the June 4, 2025, Park Commission study session. The Park Commission directed staff to bring back two new alternatives for consideration.

ASSESSMENT

Following are the hourly rate options for consideration:

Facility	Current Rate	Adopted Rate	Alternative #1	Alternative #2
	Weekday/Weekend	Weekday/Weekend	Weekday/Weekend	Weekday/Weekend
Pioneer Hall	\$23/\$35	\$60/\$120 +cleaning fee	\$100/\$100 first hour \$40/\$60 thereafter	\$40/\$65
Community Center	Null	\$80/\$160 +cleaning fee	\$120/\$120 first hour \$60/\$80 thereafter	\$50/\$85

Alternative #1 was developed by Commissioner Landt. It provides for a graduated rate that benefits longer rentals by providing a lower rate after the first hour. There is no cleaning fee.

Alternative #2 was developed by staff, utilizing the feedback provided. We utilized the lowest fee adopted for other indoor facilities. It provides no cleaning fee.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Staff are seeking input on the proposed alternative rates and seek direction on moving an alternative forward or if needed, receiving additional information from the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED

Biannual budget process

FINANCIAL CONSIDERATIONS

Fees for rental, services, and programs assist in reducing general fund support. The next biennium budget has been adopted with identified amounts of fees being generated. The utilization rate and fees charged impact the amount of fee revenue generated.

ATTACHMENTS

None

PREPARED BY: Rocky Houston, Director



Park Commission Meetings

Date	Agenda Item	Presenter
7/2	Park Commission Study Session Council Chamber 6 PM	
	Park Ordinances Revision (Information)	Houston
	1.01.001 - Policy Framework (Information)	Houston
	Community Center/Pioneer Hall Rental Fee	Houston
7/9	Park Commission Business Meeting Council Chamber 6 PM	
	Park Ordinances Revision Adoption (Action)	Houston
	1.01.001 – Policy Framework Revision (Direction)	Houston
	Community Center/Pioneer Hall Rental Fee (Action)	Houston
APRC Advisory and Management Advisory Committees		
7/14/2025	Ashland Senior Advisory Committee Senior Center 3:30 PM	
7/15/2025	Trails Advisory Committee Lithia Park Cabin 4:30 PM	
7/17/2025	Recreation Division Advisory Committee	
TBD	Ashland Japanese Garden MAC Lithia Cabin 2:00 PM	
TBD	Bee City USA MAC	
TBD	Current Parks, Conservation, and Maintenance MAC	
Council Business / Budget Meetings/Commissions		
7/15/2025	CC Bus. Mtg. – Pioneer Hall/Com. Ctr Fees (Rocky presenting)	
10/21/2025	Joint Meeting with City Council and Park Commission	



Department Work Plan

PROS Plan	
3/10	Senior Services Focus Group ✓
3/13	Trails Focus Group ✓
3/19	Natural Resources Focus Group ✓
3/20	Recreation Focus Group ✓
4/8	PROS Plan Kickoff Meeting Senior Center 5:30 - 7:00 PM ✓
4/17	South Ashland Neighborhood Meeting, Temple Emek Shalom ✓
4/23	Central Ashland Neighborhood Meeting, Stevenson Union ✓
4/24	North Ashland Neighborhood Meeting, United Methodist Church ✓
7/4	PROS Plan Booth at Lithia Park with Survey(s) Information
7/11	Commercial Focus Group - Chamber Meet and Greet Pioneer Hall 8:15 AM
TBD	Youth Focus Group

- Complete projects identified in the adopted Capital Improvement Plan for FY 26-27
 - Preventative Maintenance Projects
 - Lithia – Butler Perozzi Fountain Restoration
 - ADA Improvements
 - Lithia – Master Plan work plan projects
 - Hunter Park – Tennis Court Rehabilitation
 - Irrigation Controllers
 - Siskiyou Mountain – Trail Re-route
 - East Main – Phase I development
- Improve recreation and senior programming access by replacing staff eliminated during COVID-19 and developing a cost recovery policy.
- Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
- Establish Equipment Replacement and Repair program to be consistent with Citywide fleet standards.
- Update employee onboarding, training, and safety program
- Complete work plan items identified for FY 26-27 to implement the Lithia Park Master Plan
 - Fuels reduction between Glenview Rd & Ashland Creek
 - Hazard tree removal
 - Development and promotion of citizen science and/or other environmental education
 - Winburn Way traffic speed and road design
 - Trail map update
 - Replacement of interpretive signs for flora
- Develop funding strategy for future capital projects, specifically:
 - Pool replacement project
 - East Main future development phase(s)



January	February	March
Budget Concepts (Odd years) Adopt CIP (Odd years)	Budget Direction VIP Annual Report	Recommend Budget Recreation Annual Report
April	May	June
	Environmental Education Annual Report	Ashland Senior Advisory Committee/Recreation Division Advisory Committee Charges (Information)
July	August	September
July 4 th Parade		
October	November	December
Salmon Festival	Senior Services Annual Report	Ashland Parks Foundation Annual Report