



SPECIAL BUSINESS MEETING AGENDA

October 1, 2025

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

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

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Park Commission Study Session September 3, 2025
2. Park Commission Regular Business Meeting September 10, 2025

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

1. Trails Advisory Committee Bylaws

VII. DIRECTORS REPORT

VIII. BUSINESS

1. Acid Castle Adjacent Parcels (Information)
2. Indoor Facility Use Policy (Action)
3. Court Reservation Procedure (Information)
4. Workplace Attire Protocol (Information)
5. Trail Management Protocol (Information)

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

X. UPCOMING MEETING DATES

1. Ashland Senior Advisory Committee October 13, Senior Center 3:30 PM

2. Recreation Division Advisory Committee October 16, The Grove 4:00 PM
3. Joint Meeting with City Council October 21, Council Chamber 6:00 PM
4. Park Commission Study Session November 5, Council Chamber 6:00 PM
5. Park Commission Business Meeting November 12, Council Chamber 6:00 PM

XI. 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 would like to give testimony electronically, please contact Nancy Mero at nancymero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please include **"Virtual Public Testimony"** in the subject line.

Written testimony will be accepted via email sent to Nancy Mero at 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.

For ways to view this meeting and watch previously recorded Park Commission meetings, please visit this webpage. <https://ashlandoregon.gov/740/Watch-a-Meeting>



MINUTES FOR STUDY SESSION
PARK COMMISSION
September 3, 2025
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), and Weiner

Staff Present: Director Houston, Deputy Director Dials, Executive Assistant Mero

Absent: None

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:11 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Adams, and Landt present
- III. **PUBLIC FORUM** – None
- IV. **PUBLIC MEETING LAW TRAINING** – Deputy City Attorney Zahran – postponed
- V. **EAST MAIN STREET COMMUNITY PARK** – Director Houston

Public Forum

Sharon Bryson, Ashland: Spoke to having a different experience at the East Main Street Open House meeting. Felt that people were not largely supportive of the park. Offered criticism on the planning of the park. Should have known the road improvement costs up front. Thinks the Pump track and Pickleball should be located somewhere else like at the Golf Course so that they could be built properly.

SITUATION – Review of public input and proposed direction on the Phase I development of East Main Street Community Park.

BACKGROUND – East Main Street Community Park began as a replacement park for the YMCA Park that was sold to the YMCA when the Department acquired the property in 2018. In 2021, an additional 1-acre parcel was acquired to allow for a larger park. A community-informed masterplan began in 2019 and was adopted in 2023.

The masterplan identified concerns from the westerly neighbors opposing a park vehicular entrance off Abbot Street. This was addressed by moving the vehicular

entrance to East Main Street. This required the City to annex the property into city limits because the County does not permit vehicular entrances off an arterial road.

In late 2024, the Department received an engineering cost estimate for the development of the park at roughly \$5.5 million, which was more than the budgeted \$2.5 million for construction. To help pace funding needs, the Department phased the project. The first phase of development includes walking trails, a dog park, a pump track, a parking lot, a restroom, and necessary road improvements that include curb, gutter, sidewalk and street trees. The updated engineering cost for Phase I rose to \$3 million, creating a \$500,000 shortfall.

Staff identified three (3) options to address the budget shortfall:

- Reduce the scope of work of Phase I
- Revise the project so that the overall cost is less
- Identify additional funding

At the July 9, 2025 Park Commission business meeting, staff were directed to follow up with Community Development and Public Works then report back to the Park Commission. At the August 6, 2025 Park Commission study session, staff was directed to follow up at the September 3, 2025 Park Commission study session. This was to allow time for gathering more information at a public open house and City Council study session.

ASSESSMENT - The Department reviewed the annexation conditions, Ashland Municipal Codes, and available options to revise the project and seek a variance or other process with Community Development and Public Works. Staff determined that seeking a variance placed significant risks to the project and the grant funding. Staff also determined that seeking other land use alternatives also placed significant risk to the project and grant funding. It was determined that road improvements had to occur during Phase I, but the parking lot and restroom could be part of a future phase.

The Department held a public meeting at the Ashland Senior Center on August 14, 2025. A total of 78 community members attended. The Department also solicited written public comment. A summary and the comments are attached. The majority voiced strong support for the project overall, with most favoring the completion of Phase I as originally planned.

The Department presented an update on the project to City Council on August 18, 2025. Council was supportive of the project, seeking input on what led to the current budget shortfall and identified options to fund the project. They requested an update on the

project, after the Park Commission took action. The capital project, when bid and awarded, would go to the City Council.

Based on community feedback and risks associated with alternative land use processes, staff are recommending that the Department identify additional funding for the project. Staff are recommending the cancellation or reduction of three (3) capital projects that will have low impact on current operations and safety for the Department. Those projects include the PROS Plan, Irrigation controllers upgrade, and limitation for potential land acquisitions. This will result in \$425,000 that could be transferred to this project, within the current capital budget limitation, from existing park funding sources. Additionally, the City Manager has proposed providing \$100,000 of transient lodging tax, resulting in \$525,000 towards the construction budget.

Staff are recommending a limitation increase of \$200,000 from the Park's System Development Fund (if needed) for contingency funding. Based on current information this would allow the Department to have a fully funded project and be able to go out to bid on Phase I as originally planned. This would also reduce any project delivery delays, by having the approval for the contingency funding already approved.

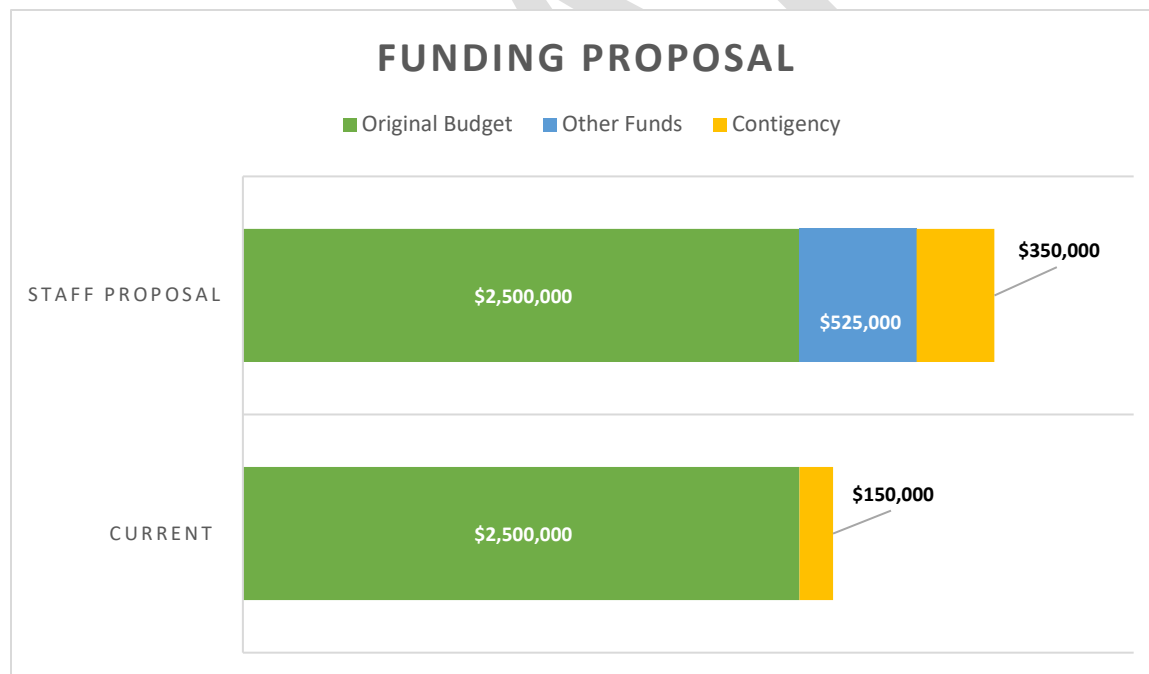


Figure 1 - Summary of Staff's Proposal for funding project

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Does the Park Commission have any questions on staff's recommendations?
- Does the Park Commission have direction to staff on September 10, 2025's proposed action?

POLICIES, PLANS & GOALS SUPPORTED – Adopted Capital Improvement Plan and item #1 in the Department Work Plan.

FINANCIAL CONSIDERATIONS – The adopted capital budget for the project is \$2.5 million. The cancellation or reduction to budgeted capital projects will have impacts, but they are assessed as low to the core mission of the Department. The utilization of any additional capital funds, above the allocated budget, would require a budget amendment. This would impact the Department's ability to implement future capital projects.

ATTACHMENTS – East Main Open House Summary & All Public Comments

Questions/Discussion:

- Currently we just have an Engineers estimate of the total cost of Phase I? A: Correct. If the estimate was a good one, it should be within about 5%.
- Clarification: this would cut the money in the capital budget for land acquisitions in half from 500,000 to 250,000. A: Correct
- Is the cut to Irrigation controllers wise? A: We were able to utilize the previous year's budget, so the project is complete.
- A suggestion from the public meeting was to postpone road improvements. Is it a possibility to apply for the variance suggested by Councilor Hansen? A: Yes, but it would pose a lot of risk in that someone could appeal it to LUBA. Community Development thought that likely. The process would stall the project potentially leading to falling outside of the grant opportunity.
- Community wanted the entrance to the park off East Main in early rounds of public engagement. In line with the City's long-term plans for improvement of East Main.
- There was much public engagement on the planning of the park with a previous commission. It was understood that the neighbors were opposed to an entrance off Abbott. It was presented as an option now for the current situation. We heard loud and clear that it is still not a viable option.
- Parks shouldn't be asking for a variance when the citizens don't have that option.
- Move ahead and expeditiously.
- Prioritize finding a way to get addition of the playground moved forward. Phase I or Phase 1B

Direction from Commission to staff: bring forward to September 10 Business Meeting.

August 14, 2025 – East Main Open House

Summary: Ashland Parks and Recreation Department held an open house on August 14, 2025 to provide an update on the project and to review the Phase I cost estimate increase and potential options to complete the project. Staff reviewed an option to revise the project by relocating the vehicular entrance, reductions in the scope of work (remove the parking lot or restroom), and the option of increasing funding to the project. Below is a summary of the comments that we collected during the meeting and that we received outside of the meeting (email).

Park Entrance & Traffic Comments

- Housing development going in on Engle coming into Abbott. More cars and pedestrians
- Is there an option for a dirt/gravel parking lot?
- E. Main is a dangerous entrance. “It’s an accident waiting to happen.”
- Abbott entrance should remain a paved entrance for walkers and bikers. “Kid friendly” access.
- Abbot was not designed as a through street. The width of the street is 19.5 feet. A fire truck needs 20 feet.
- What about other exits, and making sure there are enough exits for fire safety?
- Was a traffic study completed for Abbot and E. Main for this project. Yes, a traffic study was completed for the current design.
- If the entrance is being moved to Abbott there is a concern with increased traffic. There should also be regular parking enforcement by APD.
- During construction, how will construction access be designated? Construction access is temporary and can be granted for E. Main as well as Abbott.
- There were multiple comments regarding a left turn lane off E. Main Street to the park.
- Can parking lot be dirt to reduce cost up front? No, city code states it has to be paved.

General Comments

- This is not just a neighborhood park. This is a community park that is going to have more traffic. (Reference to Pump Track and Skills Park). Stating that we should scale back the pump track to make it more of a neighborhood park.
 - Response was - if we remove the pump track we lost that part of the grant that was specified for the track.

- We need this park for the South Ashland community. Think of it as economic development
- Multiple people had questions regarding speed limit. Speed limit should be lowered on E. Main in that area to 25 mph. This part of E. Main is part of County Roads.
- A bike lane should be incorporated on E. Main
- Homeowners Association on Abbott had questions about maintenance. If the entrance moves to Abbot, will the CC & R remain? Yes, the CC & R would remain.
- The Ashland Community uses their parks more than any other city. You must put money into it.
- Multiple people commented on having a “peaceful park”.
- What is the difference between the dirt jump park and the proposed pump track? Dirt Jumps deteriorate with every use, pump track allows year-round use and give the community more to do.
- We want a community where kids have something positive to do.
- I spend way to much money on rent but I love living in Ashland. We need to build this park for the future. Borrow the money to make it happen.
- Ashland is fueled by parks. Population is shrinking. We need more to do.
- We want a community where kids and teens have something positive to do.
- My daughter attends DEVO at the dirt jump track. She loves it and I’ve seen her thrive. Please provide a park that makes the skills of our young people flourish. Especially for young girls to be able to become more involved.
- Road improvements could help with other developers wanting to develop in that area, which would encourage them also to make more road improvements like sidewalks and bike lanes.
- Whole Park concept will be an incredible community asset.
- Support the Future and the Kids!
- The city is fueled by parks, why put a chokehold on the development – doesn’t make sense.
- Population shrinking – we need to make it more inviting for people with families to move in and give people more to do.

Comments on Funding

- Borrow from future F & B Funds | How does that get paid back?
- What are the operational maintenance costs? Not capital but the daily operational costs of maintaining this park?

- The park was designed correctly, borrow the money if needed and complete Phase 1 the way it was intended.
- \$500,000 increase for Phase 1? What about the next phases for the park? What can we as a community afford?
- What is the cost difference between Abbot entrance and E. Main Entrance. E. Main entrance would be \$500,000-\$750,000. Abbot entrance \$250,000-\$300,000.
- Work with what you have now since the grant funding from the state is available.
- What capital projects will have to be delayed building the entire phase 1?
- Can Public Works pay for the street improvement portion? No, it's our project and our responsibility.
- Get off our butts and invest in future development and economic growth for the community.
- Is this going to cost the citizens more money, and are we going to have to pay more money?
- Since funding is based on grants that we have with Oregon, would it be cheaper to get done now, than later? If we just keep on planning, we won't have the \$ in the future to plan with.

Public Comment Received via Email

Surely this idea has been considered, but dogs and bicycles don't mix, without both being injured. Sturdy fencing would diminish the area for off-leash medium to large energetic dogs.

Bea Bacher-Wetmore
Ashland

My input: cease development and return the grant. It makes no sense to proceed when services have been cut to existing facilities, and the new park is already over budget. This is not a viable project at this time.

Thanks for the notice, I'll be at the open house.
Dave Hysom

Please find the money to fund all of the stated amenities.

Thank you, Cathy Hickling Ashland, OR.

There already is a bike track by the water treatment plant- what about improving that since the land is already in use?

Also real restrooms are imperative. No portable toilets please(unless temporary).

The removal of trash cans around the city and limited hours of public bathrooms is not a good thing. Visitors will not want to come back if we can't offer a sanitary city.

Yes on dog park we need another.
Parking can be on gravel no need for a paved lot.

Thank you
Gavin Kleiman

Hello,

I am a home owner in the neighborhood adjacent to the newly proposed Park area. It was brought to our attention that the newest proposal may remove additional parking for the actual park site. This is highly concerning. Our area already does not have enough spaces for our own residents. Often the larger trucks aren't able to pull thru for emergencies (such as fire trucks) or delivery trucks- and even sanitation trucks. Please reconsider your planning to include a place for park attendees to have their own parking in the park and

consider our community and it's safety, asap! It's very necessary to understand what that REALLY means for us. Safety first.

Thank you for your time and attention to the matter, Holly Adams

Hello,

I will be out of town for the open house regarding East Main Park on August 14, therefore I will comment here.

1) I agree with neighbors living on Abbot that a vehicular entrance to the park on East Main versus on Abbot Street would be better for this neighborhood. We already get lots of traffic on Abbot Street taking a shortcut from Clay to Tolman Creek and vice versa. Capital improvements to East Main Street will be necessary at some point. Better to keep major Park traffic out of smaller neighborhoods. A bike and pedestrian entrance on Abbot Street would be appropriate and safe.

2) Please NO huge lights (like the ones at Mountain Park athletic fields).

3) Fire safety is a major concern. I don't know if fire pits and barbecues are part of the plan, but I would personally say NO FIRES of any kind in the park.

4) Keep as many of the trees as possible. Our backyard faces the proposed park and there are a couple of venerable old willow trees growing on the property that give us shade in the Summer.

I look forward to seeing the park become a reality. It will be a good thing for the town and for my neighborhood particularly, with so many young families living here. Thanks for the opportunity to comment on this project.

Sincerely,

Kathleen Manley

Ashland, OR

To Whom It May Concern,

I live on Brooks Lane, my home borders the proposed park. I will be unable to attend the public meeting since I will be out of town. Thank you for the opportunity to present my thoughts.

Changing the entry to the proposed East Main Park from East Main Street to Abbot Street would be a huge mistake. Abbot Street is narrow and not designed for high traffic flow. Already there are problems for larger vehicles (garbage trucks, delivery and service vehicles) if there are cars and trucks parked on the street. It would make better sense to keep the main entry on East Main and provide adequate parking inside the park. The potential park entry on Abbot Street should be for pedestrian and bike traffic.

There is also a potential pedestrian entry into the park off of Brooks Lane. I suggest using a keypad lock, with the code known to residents of Chautauqua Trace, to keep out people who have no business in the neighborhood.

Sincerely, Kathleen Manley

Dear Staff at Ashland Parks and Rec,

Just a note on E Main park planning. Please consider tabling this project while working to fund current projects and programs.

It is essential to maintain what we have in terms of services and facilities. I'm afraid that another park would pull the few resources available away from providing services and caring for current infrastructure.

Sincerely
Manuel De Aquino
Ashland

I do not want any money spent now on the East Main Park until everything is caught up in the Parks System; maintenance of everything restoration of everything that has been downsized etc. Arent we being charged to support the parks with a charge on our utility bills now?

Wendy Eppinger

Thoughts on revisions to promised park plan.

I am a resident living in Chataqua Trace and will be unable to attend the upcoming meeting.

However, I wish to have my thoughts on the project's proposed alterations placed on the record.

Community safety concerns regarding alterations to plan.

I) Child safety concerns in community...currently children within the community ride their bicycles and play in the streets, much as I did as a child growing up in a major east coast city.

Your proposed increase in auto traffic within the community i.e. using Abbott Avenue between Tolman Creek Road and Clay Street as the ingress/ ingress point to the park is NOT a good idea.

By increasing the flow of traffic on an already restricted sized street, designed to control traffic use/ speed, is NOT conducive to child safety and defeats the purpose of the original street design.

In addition, have you considered Public Safety access for fire/police responders during emergency situations on restricted access streets?

2) Parking for attendees at the park.

We already gave LIMITED OFF DRIVEWAY PARKING within our community and now you want park visitors to park....where?

Abbott is a RESTRICTED ON STREET parking venue in Chataqua Trace, as are Brooks and Crocker Streets. .

We don't have enough spaces available for tax paying residents now....and you want to add to our dilemma? Not the way to go.

3) Porta Potties instead of flush toilets for park users?

Not a good idea since temporary fixes to on going problems tend to have a life of their own....what was temporary in time becomes a permanent fixture.

Not a healthy environment alternative.

4) Ingress/egress on to East Main Street with ON SITE PARKING FOR PARK VISITORS.

IF not viable, then finding a solution to the problem is needed, NOT BY CREATING A WORSE ALTERNATIVE WHICH WILL ONLY exacerbate the situation.

Your idea of building a park next to our and neighboring communities, THEN, proposing to change the proposed plans due to budget constraints isn't the outcome we were hoping for.

Hope a better outcome is possible while satisfying all parties concerns.

George Korejko
Ashland OR

I am a resident of Chataqua Trace in Ashland. Our property borders on the east side of the field. I think it would be disastrous to place the entrance to this park on Abbot street. The existing infrastructure is totally inadequate to accommodate the expected increase in traffic and the parking demands. The most reasonable entry is from east Main.

Stephen Bender
Resident Chataqua Trace

Hi Folks at the Park Commission,

Last week a high-end car parked after 9:00 pm right under the "no parking" sign on our quiet street. The occupant shut off his lights and just sat there. When a neighbor trudged outside and asked why he was there, he was waiting for "a friend walking a

dog.” When told that the police would be called because he was parked illegally, he sped away.

Oh no. Here we go again I thought. A few of years ago this was a regular occurrence when various vehicles would sit in the dark for 30-60 minutes, mostly between 10 and 2:00 am. The various occupants all said they were “waiting for their girlfriend.”

So among the concerns that I have for the proposed East Main park on our street, is whether it will become a haven for potential illicit activities after dark.

Here are some other concerns:

- 1) Is it true that Ashland police is understaffed?
- 2: It has been documented in Ashland News that the City of Ashland has had to spend tens of thousands of dollars to repair extensive damage to our parks, primarily done at night. Especially to bathrooms. If East Main Park has a restroom, will be it locked at night? Is there a proposed curfew? How is that monitored?
- 3) Given maintenance and damage costs to Ashland’s other parks, can we afford the added maintenance costs for another multi-use park?
- 3) It is now being proposed to use Abbott Avenue for an entrance to the Park. The eastern park of Abbott is very, very narrow and does not allow parking. Emergency vehicles, delivery trucks and service vehicles have a tough time dodging trash cans and figuring out where to park without blocking traffic. The western park of Abbott is used by residents for parking.
- 4) I personally have asked the City for stop signs, crosswalks and a posted speed limit for over 20 years. The hotrod drivers love Abbott as a short cut during the school year. Will we finally get those?
- 5) I understand that residents near the Pickleball court in Lithia Park find the noise difficult. How will East Main Park’s Pickleball Court be managed?

Perhaps the planners should consider a more sensible, limited design for East Main Park in this initial stage, sees how things go and consider expansion if costs, maintenance and policing are feasible.

Sincerely,
Joyce A. Woods
Ashland

Dear Ashland Parks and Recreation Commission,

My name is Rene Butler, and I live directly adjacent to the proposed East Main Park access point. I am writing to express my strong opposition to using Abbott Avenue as the primary entrance to the park.

Abbott Avenue is a quiet, narrow residential street that was never intended to handle the volume of traffic that this park will bring. Introducing public access here would significantly impact the safety, character, and livability of our neighborhood. Increased vehicle traffic, noise, and congestion will not only disrupt residents but also create serious safety concerns for pedestrians, children, and cyclists—especially with the lack of sidewalks in parts of the street.

This proposal appears to be driven by budget concerns, but I believe there are better solutions that do not shift the burden onto an established neighborhood. The original plan for access via East Main Street was far more appropriate and respectful to the surrounding community. I strongly urge the Commission to maintain that original access point, even if it means phasing construction or exploring additional funding sources.

Please reconsider the Abbott Avenue entrance proposal and work toward a solution that supports both the park's success and the well-being of nearby residents.

Sincerely,
Rene Butler, Ashland, OR

To whom it may concern,

This is to address the new changes to East Main Park:

1. Movement of park access to Abbott Avenue to reduce street improvements costs.
2. Elimination of parking lot in Phase I.

I live very close to the proposed park entrance on Abbott Avenue and I will explain why this is a terrible idea. First of all, *we do not have street parking in front of our homes* close by on Abbott Avenue. I have a single car driveway. We live in small townhomes. The only way people can visit me at my home is to park in the area near the proposed entrance, the spaces you propose to remove. This area is already full of cars and congested, but we make the best of it, our neighbors and I. Secondly, because that area is always full of

parked cars (workers who come to our homes, our friends, our family because we do not have parking in our area) it is a single lane of traffic. We have to wait and allow cars to come in first, to exit on Clay street. Again, it is not optimal whatsoever as it is, but we make the best of it, because Abbott was designed to be one lane through most of it so it would not be a through street.

If you do this, any time I have visitors or workers to my home, there will be no parking for them whatsoever! Again, a repairperson cannot park in front of my home! They have to park where the entrance change is.

Please consider this in your planning! Putting a park entrance there is simply a terrible, dangerous, thoughtless plan for us.

Ditto for eliminating parking- there is no parking in this area because again, *we do not have parking in front of our homes in most of Abbott ave.* Please do not eliminate parking.

Third, why can't the entrance be on Main street? It will slow down traffic in a good way, main street there has plenty of homes on it and turning out onto main street from our neighborhood isn't great, because of speeders. More crosswalks and sidewalks and traffic will help to slow down traffic to the proper speed limit, something that would make quality of life in this area better as well.

Please consider our neighborhood concerns and deeply understand the current parking situation on Abbott.

Bernie Boscoe

Just want to let you know I am totally opposed to making this park effectively a private preserve for people who like to rush around like maniacs.

That is totally incompatible with people who go to a park for peace and quiet. And unsafe for dogs off leash. The speedsters have plenty of places for what they like, including forests that have been degraded for their benefit. The rest of us and dogs don't.

Jeremy Goldberg

Greetings to all serving us as our Parks and Rec representatives:

We strongly stand against changing the entrance to the proposed new park on East Main.

We live at Abbott Ave. Our neighborhood streets are very narrow and with very limited parking both on our lots and in the street. Adding huge amounts of park visitors driving through our community and parking on our narrow neighborhood streets would significantly lower our quality of life and likely our property values.

Please do not even consider this as an option. If we don't have the money currently in the budget to develop the park appropriately, please put the plan on hold to be able to do it right in the future!

We actually expected this park to be on hold due to budget woes, lay offs, and increased taxes. What's the rush to do it right now with harmful results for an entire

neighborhood? Why not put this plan on hold until the budget can handle it and it can be done properly?

Thank you,
Hannah and Joe Horn
Dan LaLande
Chautauqua Trace neighborhood.

Hi,

My name is Tod Vogel, a homeowner on Abbott Avenue. While I generally am an advocate of green spaces and parks in the community, the location of the park and the possibility of parking on Abbott Avenue have me concerned. Abbott Avenue was purposefully designed as a narrow street (with no parking in the Chataqua Trace portion), to limited throughway traffic from Tolman Creek Road to Clay Street. As such, it can already get congested with utility trucks, delivery trucks, sanitation trucks, etc. It can already be cumbersome for families (including children) walking, biking, scootering, etc. Parking on Abbott would only exacerbate the challenges and be a safety hazard in the neighborhood.

If it is inevitable that the park is being built, I would strongly encourage parking be on E. Main and NO parking on Abbott Avenue.

Thanks for your consideration,
Tod Vogel

First of all; this park needs a proper name. How about a contest to inspire the community that this park can go forth.

The original park plan is well thought out. Move forward to develop it just start more slowly as money becomes available. For example use Infrastructure money from fed. gov for the parking lot! State regrant funds from transportation.

How about portable toilets over permanent ones for now. Do not burden the surrounding neighborhoods with the parking on already crowded streets. Start with dirt parking lot on site. Keep the plan and start by opening the gate and letting the community use the land for dog walking, and kids for playing on.0. open the gate. 1. dog park, 2dirt parking,3 temp toilets.

just do something ten years after the vision! the area badly needs a park. Move forward.
Ron Demele

Full Name

Michael Millet

Email	vmiller@bendbroadband.com
Subject	East Main Park Entrance
Are you a City of Ashland resident?	Yes
Message	As members of the Chautauqua Trace Homeowners Committee, my wife and I and several of our friends and neighbors would like to meet up with our elected councilor regarding the new plan proposal for East Main Park (originally Dog Park) that occupies a piece of dedicated land adjacent to our property at 185 Brooks Lane. We all met at a very detailed and thorough charette which was attended by everyone in the surrounding neighborhood and which went on for several days until we came to an agreement. Hopefully the councilor representing our neighborhood will be available at the upcoming meeting (8/14/25), 5-6pm, Ashland Senior Center to discuss our plans. Thank-you, Michael Miller 541-325-3109

Dear Park People,

I would like to express my concerns for the E. Main park. I moved to Ashland in 2018. Prior to moving to Chataqua Trace we looked at a property on Abbott facing the future park. I called the city and asked about zoning for the empty lot and was told it may possibly be developed at some point. It was a deciding factor in our home buying process. And you know the rest of the history of this space. The new plan to have Abbot St. be the entrance (just to save money?) is not very well thought out. It is a narrow street now, with limited parking. The bus route ruled it out because it was not viable. I would like to propose a possible solution. Lower the speed limit on E. Main to 25mph until it reaches Tolman Creek. When I first moved here I rode my bike into town on E. Main a few times and gave up because of the cars' speed. With a lower speed limit a left hand turn lane would not have to be built. And if the ditch/gulley is also a money factor, how about a 2 lane bridge allowing access to the park? The proposed cost overrun also does not seem like the correct thing to take on in these financially iffy times. I have heard that the push to finish has to do with a grant for completing the bike track. If it is lost, perhaps it will be offered again? Bikes are not going away.

I hope these thoughts are considered and that a fair decision is made. I am not against the park. However it is trying to be too many things and may fail because of it.

Sincerely,

Mary Conn-Fitch
42 Crocker St.

To Whom It May Concern:

I am a senior homeowner on Abbott Avenue in Ashland Oregon and I would like to express my concerns about the proposal to move the entrance of the East Main Park from East Main to Abbott Avenue.

I am against this proposal for the following reasons:

1. Abbott Avenue is too narrow a street for increased community traffic. Brooks Lane and Crocker Street are also narrow streets in the Chautauqua Trace (CT) community.
2. The CT neighborhood comprises of 89 home dwellers whose tranquil daily lives will be adversely impacted by the increased traffic if the proposed East Main Park entrance is moved to Abbott Avenue.
3. As it stands today our cars are unable to get through when large delivery vans and garbage trucks momentarily park around the neighborhood to deliver goods and services; but I am particularly concerned about fire trucks and ambulances getting blocked due to increased traffic. This will cause delays in rendering emergency services to residents in the CT community and the future public community members who will be at the East Main Park, should accidents occur at the Park.
4. Unauthorized parking on CT streets is another concern. There is no way that the CT community, or even the Ashland Police can prevent this from happening.
5. Ignoring the voices of the CT community. By way of seeking for new and or more input from the community, the Ashland Parks and Recreation Commission is essentially continuing to ignore the voices of the CT community who have already informed the Ashland City Council that they are against the proposed Abbott Avenue entrance since the beginning of the East Main Park project as reported on the City of Ashland website <https://ashlandoregon.gov/1080/Capital-Projects> ["The masterplan identified concerns from the westerly neighbors opposing a park vehicular entrance off Abbot Street. This was addressed by moving the vehicular entrance to East Main Street."] and by the Ashland Chronicle as recent as July of this year (refer to website link - <https://theashlandchronicle.com/ashland-city-hall-tidbits-7-7-2025-ashland-parks-has-more-complications-on-east-main-park-plans/>).
6. Going against the Ashland City Council's approval of ORD 3246 (annexation and zone change of a 6.51-acre property and 0.97 acres if adjacent Right of Way). Refer to website link - <https://ashlandor.portal.civicclerk.com/event/159/files/report/227>

If the primary problem is cost overruns for the project, then the direct solution would be to request for cost-savings ideas from the community for a reduced Phase 1 and 2 development of the East Main Street Project. It is not for the residents of the CT community

to bear the primary burden by reducing the quality and safety of their daily lives, especially by seniors and very young children who are unlikely to benefit from a bicycle pump track park.

Some cost savings ideas that I support and would like to share (besides my objections to moving the East Main Park entrance to Abbott Avenue) include the following if permitted:

1. Yes, eliminate the construction of a paved parking lot. Cars can be parked on gravel or cleared land just as it exists on off-beaten pathways.
2. Yes, install portable toilets instead of restrooms.
3. Build the Park according to the specifications of the grant monies received and eliminate other unnecessary plans for Phase 1 and 2 until more funding is available.
4. Simplify plans for the dog park area.
5. Create cheaper pathways for community members of all ages to bike, walk, jog, run, and potentially skate safely, along with their leashed dogs.
6. Place benches and picnic tables for family members to gather and provide oversight of their family members who are actively engaging in activities at the park.
7. Implement the "take home your trash" concept to reduce the cost of maintaining the park. (In Japan, this is widely practiced and it keeps the city clean. Despite the scarcity of public trash cans, the streets are clean due to a strong culture of personal responsibility and civic pride in cleanliness and community).
8. Create fire-wise and water-wise landscaped areas according to the City of Ashland ordinances that are easy to maintain.

Thank you for your attention to this matter.

Respectfully yours,
Regina Gomez
(Homeowner on Abbott Avenue)

Full Name

Kathleen M McNeill

Subject

E Main Park

Message

Park Commissioners,

I am sending you the below message consistent with the e-mail that I have sent to Rocky Houston.

After listening to your comments on the projected cost overruns for Phase 1 of the E. Main St. Park, I would like to share my reactions.

Abbott St. should not be considered as the primary access to the park and the park's parking lot for safety reasons and to maintain the surrounding neighborhood's integrity.

If East Main St. remains as the primary access to the park, steps need to be taken to ensure the safety of motorists, pedestrians and bikers including a lower speed limit on this section of E. Main and a turn lane for access to the park.

The source of funds needed to make-up the projected shortfall in the budget for Phase 1 needs to be identified specifically so that residents can see what the exact trade-offs might be.

If the Lodging and Meals tax funds are used to pay for the additional costs, are there sufficient funds to cover all phases needed to complete the park as originally planned including subsequent phases of the original plan.

The use of port-a-potties is not an acceptable alternative to a permanent restroom.

The cost of construction of the Pump Track and who will be responsible for these costs (the City of Ashland and/or private organizations) needs to be more clearly delineated with assurances that the funding is already obtained or guaranteed in some way.)

The building of the park in its entirety is not going to result in additions to the recently instituted Parks fee, which has only been approved for a limited time period nor to increased fees on other offerings of the Parks and Recreation Department (e.g. playing fields, Pioneer Hall, pickleball, etc.).

Thank you for taking these comments into consideration.

Kathleen McNeill

Dear Mr. Houston and Parks Commission,

I'm writing in support of moving forward with the East Main Street Park project.

My wife and I moved to Ashland in 2019. Since we both work remotely, we could have chosen to live anywhere, but we stayed because of Ashland's

trails, parks, and strong outdoor community. Since then, we've bought a home and are excited to welcome our first child this fall. We want to raise her in a community that values outdoor activity and connection to nature as much as we do. This park—and the pump track in particular—would give kids a safe place to build confidence, coordination, and lifelong healthy habits.

Ashland has so much to offer, but with an aging population we also need to invest in the next generation. East Main Park is exactly the kind of project that helps attract young families and gives children a place to grow, learn, and play. Creating spaces where kids and families can gather makes our community stronger and more sustainable in the long run.

I also understand that neighbors in the Chautauqua Trace community have raised concerns about parking. Having lived there ourselves (on Crocker Street), I know the development doesn't provide enough parking for residents, and competition for spaces is a real issue. I hope this can be addressed through thoughtful design, and I believe a modest parking solution at the Abbott Street entrance could help balance the needs of both neighbors and park users.

East Main Park is a chance to invest in our future and show that Ashland is committed to being a multigenerational community. I realize there will be some problem-solving required to move forward, but it's very possible—and the grant funding available today may not be there in the future. For that reason, I believe the City should act quickly.

Thank you for your leadership and for the opportunity to provide input.

Sincerely, Luke Wimmer & Alexi Lovechio

Dear Mr. Houston,

I live on Abbott Avenue directly across from the proposed site of the E. Main St. park. I attended the meeting at the senior center last night where proposed plan changes were discussed.

Neither options are good ones. I prefer the original concept that took two years plus to be finalized. A lot of thought went into those plans for a beautiful park that would address everyone's needs.

I understand the 'use it or lose it' need to spend the \$1 million grant money before its expiration date; however, it was pretty clear to me that this was a final hour push to do just that so as to make sure the pump track was in place.

There was lots of talk about all the other additions to the park "down the road" but no real budgeting process was offered to make sure that happens.

My grave concern is that we're going to have a 6 acre park with only a pump track on it and a parking lot location that makes no sense.

The loan of F&B monies was mentioned but no clear explanation of how that loan was to be repaid. Would this mean added fees? Another financial burden to carry by those of us who live on a limited income.

Safety was discussed last night as well. Lowering the speed limit on East Main to 25 MPH is the only thing that makes sense for an easy turn into the park. Moving the entrance to Abbott Avenue makes no sense and would change the current neighborhood vibe where children currently can ride their bikes, walk, run and play without worrying about heavy traffic.

Ashland is on a limited budget as am I and most of my neighbors. When I really want something, I budget to make it happen. I suggest ashland and the parks and rec do the same and put off this park until you can do it properly ... Starting with the proper infrastructure.

Thank you,
Belmira Borg

Dear Ashland Parks & Recreation Commission,

As the HOA President of Chautauqua Trace Homeowners Association, I'm writing on behalf of our community to express our strong concerns regarding the proposed relocation of the East Main Park entrance from East Main Street to Abbott Avenue, as well as the proposed removal of the park's planned internal parking lot.

Abbott Avenue is Not Suitable for Park Access

Abbott Avenue was never designed to function as a primary access point for a public facility. It is a narrow, traffic-calmed residential street, intentionally designed to discourage through-traffic. Redirecting park traffic here would not only compromise the design intent but also negatively affect safety, accessibility, and livability for our residents.

It's important to note that RVTB (Rogue Valley Transportation District) has already evaluated Abbott Avenue and determined it is not suitable for increased traffic. The primary concerns included the street's narrow width and its limited capacity, which significantly increase the risk of property damage, injury, or even loss of life if traffic exceeds the street's design limits. In particular, the risk of impeding emergency vehicle access presents a serious liability—one that could easily result in costly lawsuits and consequences far exceeding the cost of maintaining a dedicated parking lot within the park. Furthermore, such a change has the potential to negatively impact the property values of over a hundred homes in the area.

Public Safety and Access Concerns

We already face challenges with illegal and overflow parking on Abbott Avenue. Larger vehicles, including delivery trucks, have struggled to navigate the street when cars are parked improperly. With the increase in traffic and vehicles anticipated from the park, we are seriously concerned about access for emergency vehicles, including fire trucks and ambulances, as well as regular service providers such as waste collection.

The Park Needs Its Own Dedicated Parking Lot

Eliminating the originally planned parking area within the park places undue burden on nearby residential streets. A public park should have adequate on-site parking to accommodate its users—especially given its location adjacent to residential neighborhoods not equipped to absorb additional demand. Shifting this responsibility to the surrounding streets is not only impractical but also unfair to nearby residents.

East Main Road Improvements Are Essential

Following our participation in the recent community meeting, it has become even more evident that necessary improvements to East Main Street must remain a top priority. We strongly urge the City and Parks Commission to consider the addition of a dedicated left-turn lane into the park entrance, as well as a reduction in the speed limit to 25 mph from the intersection of Tolman and Main to Ashland Middle School. These measures are critical for ensuring safe and efficient access to the park. Given the scope and importance of these improvements, we believe it is both practical and fiscally responsible for the City, County, and Parks Department to work collaboratively to fund and implement these needed changes.

In summary, we respectfully but firmly oppose both the relocation of the park entrance to Abbott Avenue and the removal of the internal parking lot. We ask that the City maintain the original plan for park access and parking, which appropriately considered both community needs and neighborhood impacts.

We urge Ashland Parks & Rec to prioritize public safety, neighborhood integrity, and responsible planning by reconsidering these proposals.

Sincerely,

Cari Baker

President, Chautauqua Trace Homeowners Association

Hello and thank you for taking input.

I wonder what percent of the Ashland population are bikers who need to build their skills. I realize that part of the funding will come from a coalition of cyclists. I think a park primarily dedicated to only a portion of the cyclist community (many cyclists have other goals) is an odd allocation of city funds.

As a dog owner I've been advised by my vet NOT to take my dogs to the dog park to avoid disease. I've also had my large dog harassed by other dogs the few times I've been. Creating another such place seems a questionable choice.

In my extensive use of most of the Ashland parks I've observed mostly families with young children, people on blankets enjoying the sunshine, picnicking or napping, or groups gathering for various reasons. I rarely see one empty during the day.

When I think of a park I envision those activities, not bicyclists racing and jumping on a track. I'd prefer the bicyclists find a self-contained location for their skill-building, rather than creating a mixed-use park to accommodate them.

Again, thank you for providing a forum for citizen input!
Samantha Sager
Ashland

These are difficult times and reading about your considerations regarding millions of dollars makes me anxious. My reading included proposals for shelter funding, fiber network and East Main Park. Our continued spending for increased fire safety is ongoing.

All these plans involve long-term commitment and expenses.

Please leave us with the impression that you are careful with our dollars.

Ruth Coulthard , Ashland

Hello,

I just wanted to email my concern about the Park entrance being on Abbott Ave. I do live on Abbott just at the other end towards Tolman Creek.

Abbott Ave is a fairly narrow street, especially if cars are parked on both sides where the proposed park entrance would be. Emergency Vehicles might have trouble with access due to the narrowness of the street. RVTd changed their mind about putting a bus stop on Abbott because the street was too narrow for their busses to navigate. I am also concerned about the increased traffic flow on the entire street and the increase of people speeding if the entrance is moved to Abbott. Is there anyway the entrance could be moved to East Main?

Thank you,
Tamara Hamann
Ashland

Dear Mr. Houston,

Thank you for leading such a lively and informative meeting yesterday evening. This is the first such public forum I have attended since moving to

Ashland a year ago, and I was impressed by the City's public engagement efforts, as well as the high participation level.

I want to comment on something that a neighbor mentioned which seemed to be news to many, the coming 57-unit residential development on the 5-acre parcel addressed 300 Clay Street. The plans include extending Engel, which is presently a one-block dead end (next street in from Clay) connecting Abbott and Dollarhide, into the development, providing ingress/egress. It will be the only access point on the north side, and will notably increase vehicular traffic on Abbott and Dollarhide, as well as Clay. This is definitely happening. Those living on Abbott have a lot to be concerned about if a parking lot is built on the Abbott side of the new park.

Although Crocker is one road into our neighborhood from East Main, Abbott is the only road in from Tolman Creek and runs through to Clay. It will naturally get busier when the new homes and the park are in place.

As this residential area gets built out, and with the addition of the park, I hope to join others in an effort to ask the County to reduce the speed limit on East Main up to Tolman Creek to make it as safe as the majority of Ashland's streets.

I agree with others who enthusiastically support Ashland's beautiful parks (including the monthly \$5), and laud your department's long-range vision for them. They are an incredible community asset. How lucky are we to have a 100-acre park designed by John McLaren in our small city! Uniquely so.

Thanks for all that you do,

Virginia Nichols

I am an Ashland resident of twenty-plus years living on Clay Street. I have bicycled and hiked the hills above Ashland with my dogs. I was in my fifties when I started this style of cycling there. What a thrill for my old bones! The trails up there were for hikers and bikers alike. In time, unfortunately the trails grew busier and grooves in the trails grew wider and deeper from foot and bicycle traffic. I eventually learned walking with my dogs was inviting danger due to the competitive cyclers who were picking up speed on

the trails. Finally, in a myriad of hiker only/ biker only paths, and the growing presence of more and deeper scars on our forests' floor, an ugly network of arterials has grown. When I saw the picture of the bike pump fixture, I was shocked at the impression my eyes held. The forest's scars look just like the pump whatchamacallit to me. Winding, up, down, snaking around the bend, eating up the beauty of what once was green, alive and growing. Besides being a visual offense, the proposed "learning track", while a thrill for some, requires an intrusion of peace, a chunk of too much space, too much money, and increase of cyclists using arterial routes getting there, and intrusion of sound unlike what a park environment might hear. My initial knowledge of what was to happen with this gifted land, was a dog park and a park. To me, now in my eighty's, I envisioned green grass, plants, trees, water, benches, meeting areas, quiet and a place of relaxing. This is a neighborhood where many retired older folk live. It is not affluent. The disturbing items I heard at the Senior Center August 14th meeting were: a) the focus on the bike (something) PUMP fixture which has healthy interest for a small number of citizens and has large financial and land demands: b) using of a narrow and quiet neighborhood street for the main entrance: c) dismissing consideration of Main street as a considered entry to the park: d) adding pickle-ball courts (no amount of pickle-ball courts would satisfy this growing sport)... my bias as a over-the- hill racquetball athlete: e) many of the concerns I have heard around Wingspread mobile home park regard cost. I.e., how to understand what fixed incomes can tolerate especially in today's political upheaval, and the confusion over past, proposed, potential, costs which wasn't understood.

My issue was seeing the "pump" whatchamacallit fixture spooked my sense of reality seeing it as the main character in the park. I personally see it as out of place, needing more space, requiring different funding, and a goal for young bicycle enthusiasts to work toward for funding and making it a reality. For now, cycling in the hills can continue that destruction. The coach for the current cycling team told me the boys ARE winning lots of races already. When I saw the proposed pump fixture my heart sank, it looked dangerous to me, a scene of nature destroyed.

Thank you for reading, Sincerely, Susan Bausserman, PMHNP retired.

This message is regarding the E.Main Park. After attending the park replacement meeting I came away with thoughts that E. Main property was purchased with similar errors as 2200 Ashland St.. It seems if parks had done their work prior to purchase it would have known the street improvement expense. It is understood the design of the park wants to be all to everyone. It appears cramming so many activities into such a small property only increases traffic and not one of those activities gets the deserved space. This could be a fabulous opportunity to keep the E. Main property a small neighborhood park and use some of the property at the golf course to develop a competitive sized bump track and pickle ball courts with the over all goal of bringing tournaments to the community - multiple day competitive tournaments that bolster tourism and local economy. Maybe the special interest groups could assist financially and sweat equity.

Sharon Kay Bryson

East Main proposed bike park

I am a resident of Ashland and I have lived in Wingspread Mobile Home park for the past 18 years.

I am opposed to the location proposed off of East main Street for a bicycle pump station.

Originally, I reads that the area was to be a neighborhood park: with community gardens, walking paths, a dog park and a bicycle area.

I have 2 dogs, am always looking for parks to take them to.

My main concern, is the location. I am already extremely concerned how our park residents, and all residences living off of Clay Street would evacuate in an emergency. A neighbor and I recently drove around our park and all living spaces off of Clay Street and counted at least 500 cars.

Aren't mountain bikes mainly driven on dirt paths, not asphalt?

Mary Lou Follet

Dear Ricky and commissioners,

I've volunteered at NMP off and on since its inception, working with local youth and even some from China.

I worked to get NMP to host the community Earth Day event for a number of years and worked on pretty much all of the Salmon Festivals.

I see No Mountain Park as a community treasure and the perfect location for family oriented, educational, community events like the Salmon Festival.

I strongly feel that if funds are really good so limited (even with the increased Parks fees) keeping the Salmon Festival and other activities at NMP is more important than a new park on East Main and Clay. Let's take care of the parks we have and stop treating Recreation as an ugly step sister .

Sincerely,

Bob Altaras and
Barbara Wanderer
Ashland

(I would copy Mr. Houston on this but the website lacks transparency as far as finding email addresses is concerned 😊)

I was not able to attend the project update meeting, but I do have some input regarding the project.

1. Access to the park from Main St. will be dicey unless an EFFECTIVE way to reduce speeds on Main is instituted, and a left turn lane will be necessary to prevent road rage. I often turn left onto Main from Clay, and visibility is poor because the road is curving at that point AND traffic is moving quickly.

2. As a bike rider myself, I think people should BIKE to a BIKE PARK. I know this isn't always possible, but the lack of bike lanes on all the approach roads makes this option less attractive though it would reduce dependency on a parking lot.

3. If either parking lot is full, overflow parking will require management. The parking lot of the church on the corner of Clay is rarely fully occupied-work out an arrangement with them? Abbott is a public street so residents should expect that the public will park on it, but maybe institute time limits for non-resident parking?

4. The Central Path would be a decent way to access the bike park, but as it is currently configured, the only ways to cross the train tracks require extended travel on higher speed roads (Ashland Street to Clay, Clay to Main) or exiting the path at Walker and then onto Main which has a decent shoulder but, as noted above, no bike lane.

5. Removing any kind of toilet facility can only have an unpleasant consequence. People think riding by the waste treatment plant is stinky!

6. I applaud the mountain biking community for coming up with a substantial amount of the funding for what will be a pretty niche facility; however, I used to live near a pump track in Boulder, and one thing I observed very quickly was an uptick in ambulances zooming down the road, in addition to increased traffic. It would be nice for the people who live around this park, and who aren't mountain bikers, to get usable space as well, as this is public (i.e. not just mountain bikers') land. Right now, dog walkers and other pedestrians living south of Ashland Ave can't easily cross over to north Clay or the Central Path (the flyover is dire, hot and exposed).

7. And by the way, the intersection of Clay and Ashland is dire for pedestrians and bike riders.

Cheers!

Laura Duncan

Hello, I'm genuinely excited about the proposed pump track! Unfortunately, my family lives next to a group of residents who are opposing the project. I've seen their ongoing campaign against it through the park's community email at Wingspread Mobile Home Park. Their resistance has been relentless. We're one of the few families with small children remaining in the park, largely due to the negative atmosphere fostered by these cranky neighbors. They've even yelled at my kids and threatened to call the police for simply playing too loudly.

I sincerely hope these few individuals don't manage to halt this initiative. They seem to misunderstand the importance of such a space, making comments like, "I can't believe they're catering to that kind of crowd" and "I am appalled that Grants Pass youth will be lured to travel south." It's crucial we advocate for the younger generation. Children deserve opportunities to create lasting memories in safe and fun environments. They aim to frame the project as something harmful, extremely loud and thinking/suggesting it's just for "dirt/moto bikes" and that e-bikes will be allowed. Let's ensure that the benefits of the pump track shine through and support our kids in enjoying a healthy, active lifestyle.

I understand their voices may be loud, but a small group of discontented grumpy individuals that consistently complain and push some negativity.

I've been closely monitoring the interactions in our group email and chat, and I find them quite concerning. Given that there's been a strong push for everyone to reach out to you directly, I felt it was important to share my thoughts as well.

My best,
Marita Marshall

Dear councilors,
I'm looking forward to watching your meeting tonight. There are presently 2 major projects in the planning stages that seem to have an issue of cost overruns and shrinking funding.

2200 Ashland St with opioid funding shrinking to 57k and Parks dept with \$500k cost overrun and limited options for pay for it.

As a citizen I hope you'll be asking questions tonight about the **total costs** for what is now an Opioid Addiction Center. Have you received a budget forecast for that center? I would like to see it, too. Expenses AND revenue... because it is now clear we should not be depending on the settlement money. Aside from that, I don't feel city government should try to be responsible for the medical and mental health needs of individuals with addiction.

Regarding E. Main Park, if money is borrowed from future FnB revenue who or what is going to pay it back if tourism falls off during the coming stagflation? In addition, it is very alarming to hear Dir. Houston indicate there's been no cost estimates for Phase 3 and the timeline. If we can't afford it then, we have just spent \$3M+ for a pump track and grass for dogs to run on. That would be shameful.

Thank you for considering my comments.
Barb Magee

Dear Rocky,

Thank you for the information at the meeting last week. I appreciated your clearing up many questions I had. You did a good job of keeping cool amid all the emotional feedback. I didn't speak at the meeting but would like to give you some written notes.

We live across the street from the park site on East Main and have been eagerly awaiting this place to run our dog. She is getting up in years now, however, so it is doubtful that she will make it to the dedication day for the park, but we can hope. 😊

Here are some of our thoughts about how to proceed:

1. I think the most important thing is to get going on building the park now, even if there is not enough money initially to complete all the features. The costs are only going to go up, so waiting longer will only see many more future "what should we do?" meetings. And it seems important to use the grant money while it is still available.

2. I agree with many of the speakers at the meeting that it is better to keep the entrance on East Main, especially since the potential cost savings would go away if someone challenged the plan. And once the entrance is established, the chances of moving it later seem remote.

3. I would love to see the speed limit on East Main reduced to 25 mph all the way to the I-5 bridge. I am not holding my breath, however. I realize this is a state thing, not a city thing, but it would be a great improvement if the park becomes popular with lots of cars pulling out and kids on bikes. When we built our house in 1986, we petitioned the county to reduce the speed limit from 65 to 40 mph and put in bike lanes, as our kids sometimes rode to Walker School. We managed to get the giant log trucks to slow down from 65. Now 40 mph even seems pretty fast.

4. I don't see a huge need for the bathroom structure right away, as a Portapotty would suffice. I think getting trees planted would be a high priority, because it will take those awhile to get established. We so enjoy the shade of the beautiful trees at the other dog park!

5. Taking a loan based on future city earnings seems like an okay idea, but, if that is not possible, I support just starting to build and using the money that comes along next year or the year after to complete the project.

Thank you for moving this along. We are eager to see something happen in our lifetimes!

Marcia (and Jim) Hunter
Ashland

To Whom it May Concern,

My family was very sorry to miss the informational meeting about East Main Park last week due to being out of town. We are extremely interested in the park being built and bought our property on Brooks Lane with that in mind.

However, we are super concerned with the talk of moving the parking lot and entrance to the other side. With the original plan, very few (if any) houses will have to be up against road or parking lot.

We bought the house knowing the plans detailed the walking path behind our house. We are hoping that's still the plan.

Also, the kids in the Chataqua Trace neighborhood are used to running around in the neighborhood. I would be concerned if it turns into a busier through way, that drivers will be unaware and someone might get hurt.

I know it's expensive, but I also feel like the improvements on East Main (especially sidewalks) would be a long term goal for safe routes to school for students living off of Tolman and Clay. We wish there was a safe way for our kids to reach the middle school on East Main.

That being said, I understand the need to look at different options that are more affordable and understand if you need to make changes to the plan.

Please, please carefully consider where the parking lot ends up for those of us with properties next to the park.

Thanks for your consideration. We are eager to see what happens with the park.
Sincerely,
Jamar Boyd

I am a resident of Ashland and I am offering my comments and suggestions about East Main Park.

Considering the recent (April 2025) shut down of some recreation programs and facilities, some permanent and others temporary, I don't see how it is possible and sustainable to open a new park. Not that long ago the city was indicating they were unable to pick up trash, open the bathrooms etc. Programs were either cut or slashed, staff were let go. I find it appalling the local swim teams practice at an outdoor pool in the winter with some children experiencing hypothermia!

We were unable to pay for what we already have. How can you consider opening a new park that is already running way over budget? Where will the funds come from to maintain that park? It does not seem sustainable. It is digging the hole deeper.

Apparently, the existing dirt tracks by the dog park are also not sustainable. Has anyone considered paving those tracks? I suspect that would not cost \$5 million dollars.

I also understand that it has been a city goal to have a park every 1/2 mile. I would also hope that it is a goal of the city to be able to operate and maintain the recreation facilities we have in a safe and efficient manner. In my opinion this should take precedence over the park every 1/2 mile.

I am also concerned that Eric Hansen is an avid mountain biker and city councilor promoting the bike park. Is that a conflict of interest?

Thank you,
Sue Whiteman

I oppose any development of the East Main Park beyond a simple neighborhood park at this point in time. I would never support an extra 500,000 for any reason and never want the pump track there at any time. I will continue to oppose this.

There are a handful of reasons I say this. Traffic and safety issues on little Abbot are not acceptable...I also understand there will be new housing on Clay, and I think I heard 57 units. That will add stress to Abbott street even if the development of the park were totally put off currently. Abbott and the Chautauqua Trace neighborhood will never be a good choice for the additional traffic. This version of the park is out of scale. They probably knew they might get a neighborhood park...but not a busy community park with 4 or 5 major functions. Not OK by me.

I believe at some point you could have an entry off of East Main street..... as it is improved. Then see what really works after an inclusive neighborhood process. Put community parks somewhere really big enough to work.

The next reason the pump track is not a good idea at that location, is there would be so much noise there it would really impact the entire neighborhood very negatively. Noise pollution would be major and not fair....and then you talk about a dog park too.

I wonder if APRC has ever realized it should add a big amount of liability and insurance coverage for such a feature....there will be accidents...broken bones ..etc. God forbid anyone should have a head injury, spinal injury or die. No one has mentioned this.

Our laws covering Parks and Rec need to be changed....I support it being brought more directly under the Council...there have been so many court cases and big settlements from misbehaviour by Parks and Rec Staff..... and even the previous Director..... over the years, that our insurance premiums shot up a few years ago. Our insurance company cited the Parks and Rec generated lawsuits as major reason why and the issues from the strange structure in our Charter. Parks and Rec has a terrible reputation because of it. Women were fired illegally and harrassed terribly. Ask the City Attorney to tell you about it.

This city and APRC are notorious for poor planning ... this is another case. They both consult only special interest groups and try to wedge far too many features into various sites and grandiose plans....that would fit in a city the size of Medford for instance....but not in our little town. I am not even sure if the dog park so many have waited for for over 15 years would be OK..... I do not know how big you wanted the dog park to be..so really not sure...maybe when access could be off of East Main. The real solution is East Main needs redevelopment. We are not the much more rural town we were 30 or 50 years ago.

I do strongly support a regular neighborhood park with plenty of benches, a walking trail, an enlarged community garden, and picnic tables, a shelter like the one in Garden Way park etc. This town has so many issues colliding with each other just now. Our yards are getting quite small...so our parks will be more precious than ever. We have fewer school children

and that may accelerate again by the time we have our schools open this fall. We have more folks 65 or older all the time....and walking is one of the best exercises for them. We may need an additional Senior Center soon...remember the seniors are paying the taxes and need to be served. Many of us have lived here for 30 to 50 years or more. Food security is going to be a huge issue soon; a community garden program that is enhanced could be much better for this town....in every park.

The final issue is to spend very conservatively now. We have a plethora of financial and economic crises we face right now. We are facing huge increases in our utility rates and new fees crop up all the time. There have been big raises for management level City folks....without them going through a proper budget process. I assume you watched the Business Meeting last night. They approved significantly increased costs for the "weather shelter"....another example of poor planning and flawed community process that is going to cause more problems of all kinds I am sure....and then they approved the new Fire Prevention Plan...just 80 to 100 million more in the next 10 years!?!....they will have to get grants if they can..... but, oh wait...we have Trump who is destroying everything our country has put together.....from medicine to NOAA ...and blue states are getting more cuts than red....We HAVE TO prioritize fire issues or we will not have a town at all.....so organizing that spending comes first for many of us. We are paying off a huge bond measure for rebuilding the schools a few years ago....and tariffs are going to begin hitting all of us right now!!! So put off anything but developing a simple neighborhood park...and wait for any other new complex projects.

Next time have your meetings at the City Council where they can be recorded for everyone to watch on rvtv...we have folks who are very interested in their town.....we older folks were taught very carefully what being a good citizen entailed. There are folks who have hearing or vision issues...or cannot sit in chairs in meetings.... **PRIORITIZE THE PUBLIC, WHICH MEANS ALL RESIDENTS** of Ashland.... not just the special interest groups for any one project...you will have more success in this town if you do. by the way..In the meeting last week, I had my hand up about 4 or 5 times too and was one of additional members of the general public not called on either.

Gwen Davies.

Dear Ashland City Council Members,

I just moved to Ashland 2 weeks ago on Aug 1! I finally retired from a teaching career in health and wellness and fitness in the Alameda/Marin in bay area, and moved into my house I bought 21 years ago in 2004, finally I am here! I am so excited to be a part of this town and community, as I am an active outdoors person, cyclist, and I care about my community! I want to say, I am ALL for this park, I want EVERYONE to win: kids, babies, dogs, parents, elders, bicyclists, walkers, picnic-ers, everyone! I want it all, for everyone to enjoy, as soon as possible!

At the time of purchasing my home, I knew there was a proposed park project in the

works, and hoped it would be completed by the time I moved here! Well, since it is not, I am here to contribute to the cause of getting it done and usable for all- sooner than later! Safety and common sense planning means doing it right-the first time!

I attended both the special meeting for neighborhood feedback last week on 8/14 at the Senior Center, just 2 weeks after my move. I rode my bike! And I spoke on the importance of making it work for everyone.

On behalf of Rocky's presentation last night on 8/18 at the City Council meeting, as well as the special meeting last week at the Senior Center on Thurs 8/14, Like many expressed at that meeting, concern for even considering to switch the parking location:

1) I am also voting YES for keeping the original plan of phase 1- parking off East Main, NOT on Abbott in a neighborhood of HOA's where not even residents can park on the streets! We all know what happens when there is no parking in a given lot; people park on the neighboring streets, which in this case, are narrow-a garbage truck barely squeezes through! It is just common sense: to save money, this option is a NO, not a good plan or a safe plan. It would have way too much impact on too many neighborhood townhouse developments (4) and the streets are NOT designed for that kind of "in-and-out" traffic. I LIVE ON 186 Crocker St the corner of Abbott, MY LIFE WOULD BE HUGELY IMPACTED with cars in and out on Abbott, so I am directly affected if the parking were to be switched to Abbott.

2) The much wanted Pump Track for bikes: YES! WITH SAFETY MEASURES, like a FENCE, and a locked fence after dark! we do NOT want babies, dogs or wandering fools to get hit by a bike in there, or to wander through for fun, etc.

I have been a cyclist of ALL kinds, almost! As a kiddo, as a commuter, as a mountain biker for 42 years, a tour leader, a triathlete, a recreational bike touring person (rode 2,000 miles "back in the day" to Alaska: via OR and WA, and the gravel Yukon highway, and have also completed dozens of 100-mile Century rides (in a day) in my time (I am now age 66, and still bike for fitness and mountain bike for recreation). All that said, I am an absolute advocate for all cyclists, all ages, with SAFETY and RULES (for ex: what age is allowed w/o parental supervision, like a skate park- it needs rules!) .

Teens need exercise, challenge, a safe fun activity to engage in to keep their developing brains engaged in POSITIVE dopamine-feel-good chemicals so they do not seek it elsewhere in the form of drugs and alcohol, etc. (Can you tell I was a high school Health and fitness teacher for 3 decades? :)

3) East Main Street: so it is a County road. So, great! DO NOT let that be a "roadblock". literally. Let's upgrade and make this park accessible and usable AND SAFE for all. Create a real bike lane, and make it safe . We get the county to reduce the speed limit to 34 (85% of the current 40 mph, I am told they can only go that low) so it is SAFE to make a left turn with a LEFT TURN LANE into the park. (and a Right turn) That section of 40 mph that suddenly is 25 mph? The whole street needs to be 25 mph, and,

improved to accommodate the multiple businesses entry/exit along the way, and the farms/houses that are there- those people need to turn safely into their house, not easy at 40 mph.

4) BATHROOMS: everyone wants a clean restroom with water. Well, that is costly if there has to be water run to flush toilets, etc, and someone to open/close and clean them (I joked that I WOULD CLEAN THEM every night!!) Have you considered COMPOSTING TOILETS?? Check it out, but people have to be respectful, and toss in the sawdust stuff, NOT GARBAGE. I know, some humans are weak, on drugs, or don't care, but hey, you want the privilege of toilets? Then you must respect the rules and usage. Otherwise, go home to use your own. OK, now unhoused people can be an issue at all parks, leaving doors open after hours etc. So all this must be considered. Just check it out as a possible option! Pros and cons!

Sincerely, Kim Stanley, new Ashland resident as of Aug 1/ neighborhood resident- Those are my main concerns/ideas to contribute to make this park a GREAT asset to Ashland, the surrounding neighborhoods, and visitors!
I WANT A WIN-WIN FOR EVERYONE!!

Good afternoon,

I am a Chautauqua Trace resident and am writing to express my concerns about the proposed relocation of the East Main Park entrance to Abbott Avenue. I note three main problems: the impact on already-insufficient parking resources in the neighborhood, Abbott's inadequacy as a through-street and safety issues likely to arise from both of these if relocation plans go through.

For Chautauqua Trace residents, parking is already an ongoing issue. Within Chautauqua Trace, street parking is prohibited outside of a few cut-outs and bays. Small houses with 1-car garages (often dedicated to storage) means that the number of spaces available for residential parking is well below what the neighborhood needs. Overflow parking often moves to the Clay Street end, but parking here is limited as well, since residents in that area's development also depend on street parking.

How would the city ensure that residents don't lose access to their already-inadequate spaces if the area becomes a "destination" for outside drivers, especially if the lot within the park is removed — and as area parking enforcement is non-existent?

My concern is not only inconvenience, but safety as well.

City of Ashland street design standards set a minimum width of 22' from curb to curb for a residential street that, like Abbott, has no street parking on either side (Table 18.4.6.040.F, Land Use Code 2024). That rule has residential safety underlying it: a fire truck requires 20 feet of unobstructed width to maneuver and operate effectively.

The original part of Abbott Avenue, from Tolman Creek to just past Brooks Lane, is only 19 and a half feet wide.

It would take only one illegally-parked vehicle here to prevent or significantly delay an already hampered emergency response. Furthermore, this would also make two-way passage during an emergency or evacuation impossible. (So would allowing two-sided parking on the Clay Street side of Abbott.) The original Abbott Ave, which started at Tolman Creek and ended at its intersection with Brooks Lane, was not designed to carry through traffic, and if the proposed connection from Engle to Abbott funnels through even more vehicles, the potential danger will only increase.

A great deal of negotiation and planning and community input went into drawing up original park plans. I am worried that the urgent wish not to lose grant funds means that careful planning is now being set aside in the rush to break ground in time. "I drove around the neighborhood" is not the same as a multi-week study of how full parking bays are at 6:30 on a weekday, when residents return from work, or a plan that figures out how to guarantee that fire trucks (and delivery vans and Recology trucks and moving vans and evacuating vehicles) can always get through.

With my sympathy for the hard choices you are facing, my thanks for your consideration, and my hopes for your understanding,

Sincerely,
Judith Rosen
Ashland, OR

I attended the Open House recently held at the Senior Center and strongly object to phraseology in your News Release stating that there was "strong support" from those in attendance for completion of the park as initially planned. What I heard were a great deal of concerns that largely went unanswered, chiefly the budget overrun but also the access off E. Main and sidewalk that connects to nowhere. And then the mic is handed to the row of young people standing along the wall of windows supporting the pump track. We heard a great deal from Councilman Hansen but no resolution of multiple issues raised by those attending.

I fear this is yet another example of the City getting the cart before the horse like they did with 2200 Ashland Street property.

I live on Wightman so not in close proximity but I would only support a NEIGHBORHOOD PARK with the children's playground and community gardens taking precedence over the pump track and dog park.

As evidenced by the recent fee increase on our utility bill we can barely maintain the parks and services we currently have. A population of 25,000 where many are living at the poverty line cannot support another boondoggle like 2200!!!

Thank you for this opportunity to communicate my concerns.
Elizabeth Essex

VI. **PROS PLAN** – Director Houston

SITUATION – The Department is preparing for the next public meeting on the Parks, Recreation, Open space, and Senior services (PROS) Plan. This meeting will review information gathered from the community during the process and present a draft level of service for the Department.

BACKGROUND – The Department currently does not have an adopted strategic plan to assist in providing direction to meet the recreational needs of the community. The PROS Plan will be a 10-year strategic plan. The objective of the planning process is to develop a plan with the following elements:

- Development of a Level of Service for the Department
- Establishment of Goals and Objectives to implement the goals over the life of the plan
- Utilization of Community Values to develop the goals and objectives
- Development of an Action Plan to initiate the implementation of the plan

Work on the plan began in the fall of 2024, with an estimated completion of spring 2026.

ASSESSMENT

Mission, Vision, and Values

A core element of the plan is the Department's mission, vision, and values. The Department currently has an adopted mission and adopted values.

Mission: The mission of the Ashland Parks and Recreation Department is to provide and promote recreational opportunities and to preserve and maintain public lands.

Values:

Community – We value the cultural, social, and ecological diversity of our community.

Education – We believe that learning improves our quality of life.

Pride in Work – We are inspired to do better and be better.

Stewardship – We are grateful to be entrusted with public lands.

Staff are planning to develop a vision and have it as part of the draft PROS plan review.

Level of Service

Staff are developing a level of service for the Department's parklands, park amenities, and programs. A level of service is a methodology used to determine adequacy of a program. Generally used is a ratio of an element to 1,000 residents. This allows the

Staff has utilized the Oregon Parks and Recreation Local Park Master Planning guide, developed thru the SCORP planning process, to define parklands and park amenities. The Park Commission adopted the parklands naming convention in April 2025. The model level of service was utilized as a starting point for the draft levels of service found below:

Figure 2 - Parklands Level of Service

Figure 2 - Parklands Level of Service

Facility	# of facilities or acres	Level of Service (facility / 1,000 residents) Standard	# of facilities or acres to meet Standard	LOS Difference (+/-)	% of Standard met	Oregon LOS Standard Recommendation	# of facilities or acres to meet Standard	Difference
Baseball Fields	6	0.35	7.5	-1.48	80%	0.2	4.27	1.73
Softball Fields	2	0.2	4.3	-2.27	47%	0.2	4.27	-2.27
Basketball courts/multi-use	3	0.2	4.3	-1.27	70%	0.2	4.27	-1.27
Soccer Fields	5	0.2	4.3	0.73	117%	0.2	4.27	0.73
Golf courses (holes)	9	0.42	9.0	0.03	100%	0.6	12.82	-3.82
Lacrosse fields	0	0.15	3.2	-3.20	0%	0.15	3.20	-3.20
Football Fields	0	0.1	2.1	-2.14	0%	0.1	2.14	-2.14
Outdoor swimming pools	1	0.05	1.1	-0.07	94%	0.05	1.07	-0.07
Beach areas for swimming	2	0.1	2.1	-0.14	94%	0.1	2.14	-0.14
Pickelball courts	8	0.56	12.0	-3.96	67%	0	0.00	8.00
Volleyball courts	2	0.1	2.1	-0.14	94%	0.2	4.27	-2.27
Tennis courts	8	0.38	8.1	-0.12	99%	0.35	7.48	0.52
Picnic Shelters	4	0.3	6.4	-2.41	62%	0.3	6.41	-2.41
Day-use picnic tables	70	5	106.8	-36.80	66%	10	213.60	-143.60
Playgrounds	14	0.7	15.0	-0.95	94%	0.4	8.54	5.46
Skateboard parks	1	0.048	1.0	-0.03	98%	0.04	0.85	0.15
Off-leash dog parks	2	0.1	2.1	-0.14	94%	0.04	0.85	1.15
Nature Centers	1	0.048	1.0	-0.03	98%	0.03	0.64	0.36
Amphitheaters	1	0.048	1.0	-0.03	98%	0.03	0.64	0.36
Disc Golf Courses	0	0.048	1.0	-1.03	0%	0.02	0.43	-0.43
Senior Centers/Community Centers	2	0.09	1.9		104%			

Figure 3 - Park Amenities Level of Service

There is no level of service model for recreational or senior services programming. Accordingly, staff have conducted a review of 17 Oregon communities to review their programming to serve as the basis for the development of the Department's programming level of service. Following are the results:

Program	# of Programs & Events (2024)	# of Participants (2024)	Level of Service (programs or participants/ 1,000 residents) Standard	# of programs & events to meet Standard	LOS Difference (+/-)	% of Standard met
Programs & Events	215		12	256	41	84%
Rounds of Golf & Buckets of Range Balls		21,749		30,000	8,251	72%
Ice Rink Admissions		20,907		25,000	4,093	84%
Pool Admissions		7,193		10,000	2,807	72%

Figure 4 - Programs Level of Service

The levels of service will be utilized to assess how the Department is doing in meeting each level of service. It will provide a "grade" to easily determine where the Department is achieving or lacking in meeting the level of service. This will inform future budgets, capital improvement plans, and actions of the Department. As new initiatives come in, these levels of service will be used to assess our capacity and actions.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Staff is seeking to answer any questions on the mission, vision and values or the draft levels of service for the PROS plan.

POLICIES, PLANS & GOALS SUPPORTED – FY 26–27 Department Workplan – Objective #3 – Complete the PROS Plan

FINANCIAL CONSIDERATIONS – The PROS plan is an identified and budgeted capital project funded in the FY26–27 budget.

ATTACHMENTS – N/A

Questions/Discussion:

- Numbers still need to be crunched. Don't really think we need more parks. Always looking for more trails.
- What process was used to come up with the numbers? A: Looked at what we have today. Looked at what had been approved (acquisitions) for the future. If we are getting 100% on a level of service, we wouldn't look to acquire more property in that level/area. 85% of Ashlanders live within ¼ mile of a park.
- Clarification: second column came from Rocky. It is a draft proposal level of service. Where does the golf course fall in the data? A: Community park 210 acres.
- This seems like a quantitative analysis. What about a qualitative analysis? Are we comparing like to like? A: Moving forward we create our own standards and try to hold ourselves to them. Not compare us to say Lake Oswego. Try to elevate our standards as we go forward.
- Wondering where some of the fields/amenities are located? Do we have six baseball fields? Do we have three basketball courts, five soccer fields?
- Pretty sure a lot of the data is wrong and/or made up. Comparing apples to oranges and made up. Standard to have 3 Lacrosse fields? No way. Counting amenities multiple ways. Data lies like data does, and it's not useful. It's a waste of time. A: Every standard is made up until it's adopted. We are looking to establish a goal post for the next ten years. Sometimes the results are based on the largest number of people who show up, sometimes it's based on a need.
- Helpful to see where we sit. Important information for communication with citizens when they request something.
- Should be classified as goals, not standards. Change the word.
- Misleading to have Pickleball listed as a zero when it just means there is no standard.
- What would adopting the levels of service mean in terms of how to get to the adopted levels? A: Marketing, partnerships, etc.
- But we're not a business. We are set up to meet the needs of the people. We aren't in it to make money. Setting goals is okay but the goals should be set by the

community. A: The goals are influenced by the community's stated needs. Goals need to be assessed and realigned continuously. First have to set a goal.

- Have to set the right goal.
- Just one tool of many in the PROS Plan.
- Question having an arbitrarily set goal. Should look at why people are or aren't using a facility, participating in a program, etc.
- Previously setting a goal for the golf course helped in getting closer to that goal.
- Does staff think they can implement 41 more programs annually? A: Depends on the program. Is it a partnership? Lots of variables. If we are fully staffed we have a better chance of getting there.
- Rather than try to add more programs, redirect the programming that we have. Institute more youth programming while reducing older adult programming.
- Lots of volunteers are eager to teach/do programming/etc. Staff wouldn't have to take on all of the programming themselves.
- We should ask ourselves the question of 'why' when setting a level of service. If we can't answer that we shouldn't be doing it.
- What will be presented at the September 17 PROS Plan community meeting? This presentation? A: Partly. Also results from the surveys we have conducted. Bring everyone up to date. Talk about the levels of service. Followed by a question and answer session.
- Want the meeting to be community focused. Want people to understand the metrics are just going to be used for getting their needs met.

Chair Bachman: We were supposed to have a Public Meeting Law training tonight. Will be rescheduled. Also, he would like to see a rolling calendar in the Lookahead.

VII. **LOOKAHEAD REVIEW** – Director Houston reviewed the Lookahead.

VIII. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:45 PM

Respectfully submitted by Nancy Mero Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

September 10, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Bachman (Chair), Gardiner, Landt (Vice Chair), Weiner
Staff Present: City Manager Cotta, Deputy City Attorney Zahran, Director Houston, Deputy Director Dials, Executive Assistant Mero
Absent: None

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

And ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

9.10.25 Executive Session.
Present:

- Park Commission Members:
 - Mike Gardiner
 - Dan Weiner
 - Jim Bachman
 - Justin Adams
 - Rick Landt
- Staff
 - Rocky Houston, Parks Director
 - Sabrina Cotta, City Manager
 - Carmel Zahran, Deputy City Attorney

The commission discussed real property matters and, briefly, a performance review. No action was made. -Notes made by Carmel Zahran

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:01 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Adams, and Landt present.
- III. **APPROVAL OF MINUTES**

1. Park Commission Study Session August 6, 2025

Motion: I move to approve the minutes from the Park Commission Study Session August 6, 2025.

Motion: Landt Second: Weiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

2. Park Commission Regular Business Meeting August 13, 2025

Landt noted two corrections for the August 13 minutes. The motion for the Fees for Pioneer Hall and the Community Center item referenced proposed rate structure #2, but the minutes only included one set of proposed rates. Landt asked staff to title that table, "Proposed Rate #1 and to include the table with the second set of proposed rates titling it, "Proposed rate #2.

Motion: I move to approve the minutes from the Park Commission business meeting August 13, 2025 with corrections.

Motion: Landt Second: Gardiner

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

IV. **ADDITIONS OR DELETIONS TO THE AGENDA** - None

V. **PUBLIC FORUM**

Jane Ferguson, Ashland: Spoke to the importance of prioritizing Hunter Park Courts to be kept only for tennis. Previous attempts to comingle tennis and pickleball resulted in conflicts. Noted tennis players share Hunter Courts with the high school tennis team, Parks and Rec summer camps, and tournaments. Requested that the restoration of the courts be done in stages so that some courts would remain open.

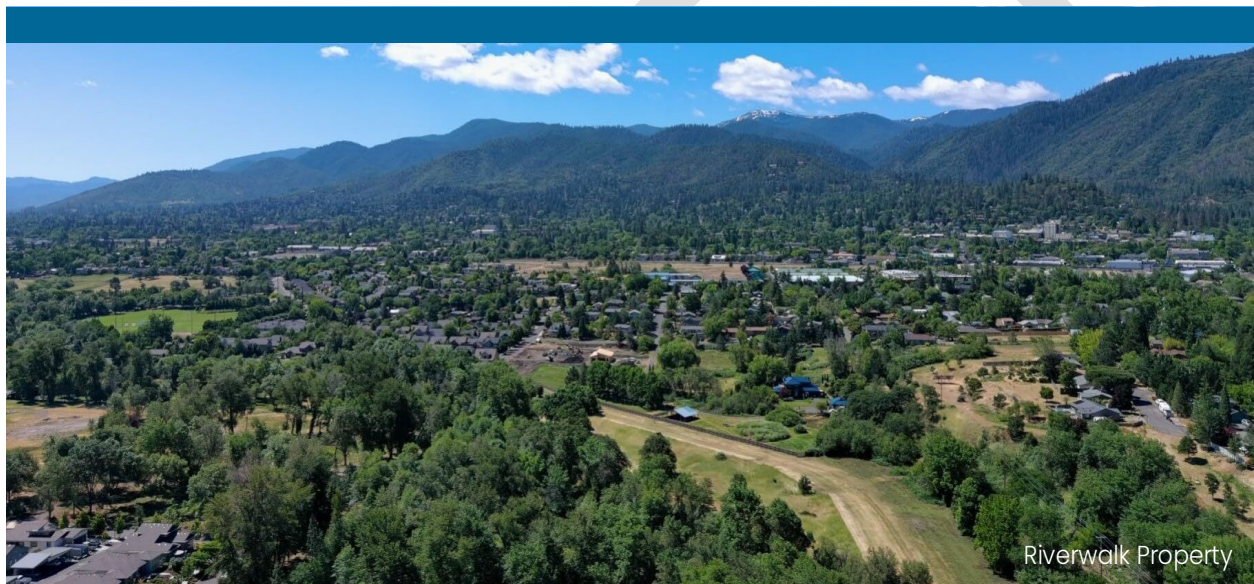
Gayle Patton, Ashland: Been involved in tennis in Ashland for forty years. Emphasized the importance of separate courts for tennis and pickleball supported by racquet sport

professionals. Noted the loss of courts in Ashland over the years. Tournament numbers have dwindled resultantly because there aren't enough courts to host.

Gary Acheatel, Ashland: Supports separate courts for pickleball and tennis. He plays both. Likely see more tennis players because they are experimenting with 3 on 3 which allows aging tennis players to keep playing. Tennis club is not guaranteed to stay open. Noted there was an agreement made that pickleball would be at Lithia and tennis would be at Hunter. Should keep that agreement. He has only waited to play pickleball for six to seven minutes, tops.

VI. **CONSENT AGENDA** – None

VII. **DIRECTORS REPORT** – Director Houston



Directors Update

Park Commission Regular Business Meeting
September 10, 2025





Senior Services

Presentations/Events

- Annual Ice Cream Social
- Jackson County HHS (2 presentations)
- RVTD Travel Training



2



Administration

- Two public engagement meetings
 - 8/14/25 – East Main Street Community Park
 - 8/27/25 – Winburn Way Safety
- Personnel
 - Hired Cheryl de Saram as new Admin. Assistant
 - Park Tech I Blvds. in background check
 - Park Tech I Facilities 2nd Interviews held



3



Concert in the Park Series



4



Recreation

Daniel Meyer Memorial Pool

- Over 10,000 admissions (6/10-8/25)
- Transitioning to Master Swimmers

Wheel the World website

- Lithia Park's David's Chair & Oak Knoll's Paragolfer are now listed as assets/resources

Fall Community PlayGuide

- Printed & Out...registration is open!!!



5



Environmental Education

Nature Center

- 68 visits in August – possibly due to 2 volunteers 2 days a week

Bird Walk

- August 16th event had 15 attendees

Demonstration Garden

- Volunteers went on field trip to local farm using permaculture practices



6



Volunteers

Fall Clean Up

- Adopt-a-Park work parties set to kick off for fall season

Nature Center Garden

- 60 hours volunteered in August

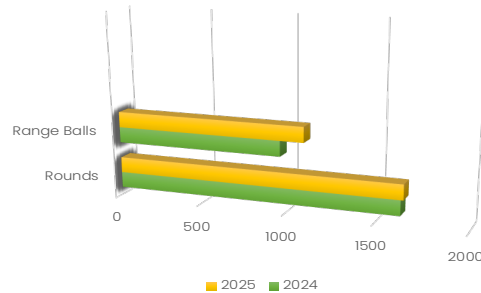


7



Golf Program Highlights

Golf – Utilization



August Utilization

- 1,648 rounds (9 holes) of Golf
- 1,098 buckets of range balls sold
- Continued increase in revenue (month - year over year)



8



Golf Operation Highlights

Facilities

- Planning for reseeding new grass tee Sept. 20
- Re-grading cart paths this Fall
- New targets being installed at practice facility



9



East Team

Facilities

- Dugouts at N. Mountain are in process of being painted, with help from volunteer Don Johnson

East Parks

- Playground inspections completed
- Pruned several trees
- Fall Soccer has kicked off



10



Open Space & Trails Team

Trails

- Finished bridge repairs at N. Mountain

Outer Parks

- Delivered chips to Railroad Park playground
- Installed panel on playground at Briscoe

Boulevards

- Ongoing vegetation management
- Planning for climate resilient project with Public Works



11



Planning

- PROS Plan
 - Meeting(s)
 - September 17, 2025
 - Key Tasks
 - Service Level Goals
 - Capital Facilities Plan
 - Draft Plan



12



Projects

- East Main
 - 100% plans – under review
- Hunter Tennis Courts
 - Public Presentation on project 9/24/25
- Butler-Perozzi Fountain
 - Parks Foundation donation project
- Lithia Park Master Plan Projects
 - Japanese Garden ADA parking
 - Will be integrated into Winburn Way project
 - Interpretive Trail Update (in process)
- Irrigation Controllers – completed



13

- Clarification on the slide at Briscoe. Will the slide that was broken and had the wrong replacement part ordered be replaced in the future? A: To be determined.

VIII. BUSINESS

1. East Main Street Community Park Design (Action) – Director Houston

Public Forum

Gayle Patton, Ashland: Spoke to the speed limit on E Main being 45 then 40 right about at the intended turn to the entrance of East Main Park – very dangerous. Lives near the dog park where the roads are also narrow, but it all worked out. Believes it would be on Abbott as well and would be a lot safer. Maybe add a pickleball court or two to E. Main Park when the sport court is added.

Houston led by answering a question on the design. There is not a deceleration lane or center lane on East Main into the park. There is a widening and separation for the bike lane. There is also a sidewalk and street trees. It is compliant with City road standards.

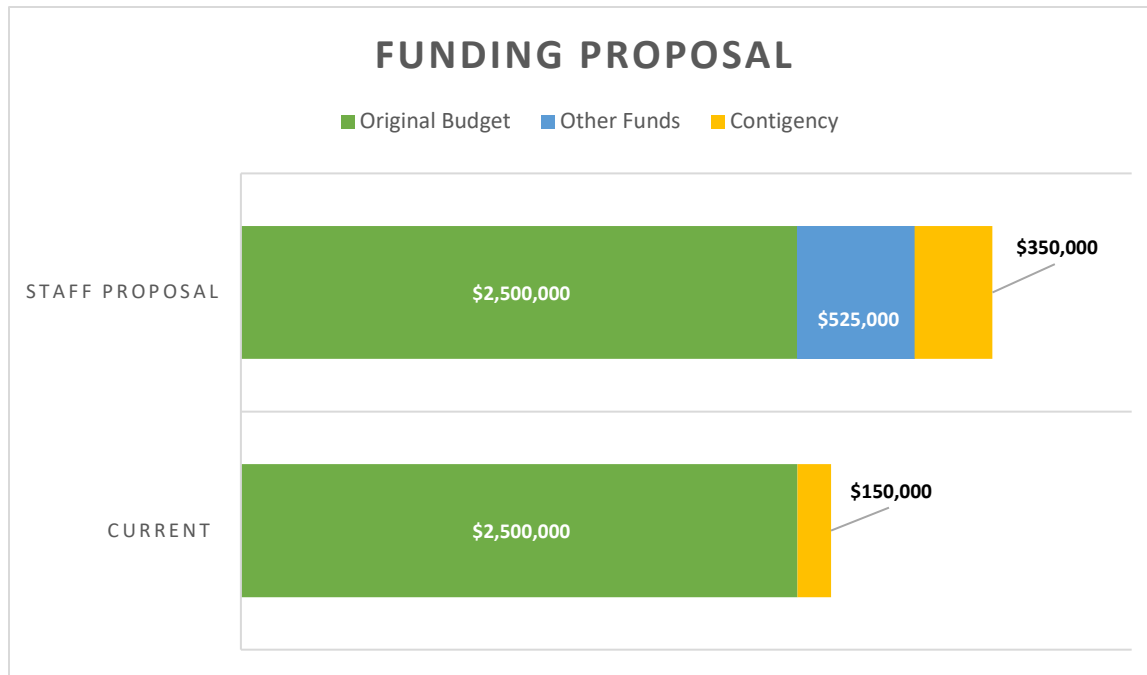
- Road improvements are required from Clay Street all the way to Crocker? A: Correct.
- Are those property owners required to participate in the improvements? A: It is Houston's understanding that we agreed in the preapplication process to cover the improvements.

SUMMARY – Phase I of the East Main Community Park development engineering cost estimate rose to \$3 million (\$2.5 million budgeted). Staff conducted a public meeting for input on three (3) options, engaged with city departments, and updated City Council on the project. Based on the information gathered, staff are recommending increasing the budget for the project.

Staff is recommending the cancellation or reduction of three (3) capital projects that will have a low impact on current operations and the safety of our parks and programs. Those projects include the PROS Plan, Irrigation controllers upgrade, and limitation for potential land acquisitions. This will result in \$425,000 that could be transferred to this project, within the current capital budget limitation, from existing park funding sources. Additionally, the City Manager has proposed providing \$100,000 of transient lodging tax, resulting in \$525,000 towards the construction budget.

Staff are recommending a limitation increase of \$200,000 from the Park's System Development Fund (if needed) for contingency funding. Based on current information this would allow the Department to have a fully funded project and be able to go out to

bid on Phase I as originally planned. This would also reduce any project delivery delays, by having the approval for the contingency funding already approved.



POLICIES, PLANS & GOALS SUPPORTED – Adopted Capital Improvement Plan and item #1 in the Department Work Plan.

FINANCIAL CONSIDERATIONS – The adopted capital budget for the project is \$2.5 million. The cancellation or reduction to budgeted capital projects will have impacts, but they are assessed as low to the core mission of the Department. The utilization of any additional capital funds, above the allocated budget, would require a budget amendment. This would impact the Department’s ability to implement future capital projects.

PROPOSED ACTIONS OR MOTION(S) – Move to adopt a construction budget of \$3,025,000 and approve the contingency funding to \$350,000.

ATTACHMENTS – N/A

Questions/Discussion:

- All funds noted are available except for the \$200,000 System Development tax that would need approval by City Council? A: It **may** require action.
- The rest of the funds is money we have in our budget, and we would just be moving it from one place to another, correct? A: Yes.
- It would only require action by the Commission to use the money? A: Correct.

- Do we carry a running balance (carried over from year to year) in the SDC fund and is it \$200,000? A: Our estimate at the end of the current biennium is that we will have \$279,000 dependent on how many building permits are sold.
- Where else have we used SDS funds in the past? A: Garfield park improvements would have been eligible for SDC. Also improvements at Ashland Creek Park.

Motion: I move to adopt a construction budget of \$3,025,000 and the contingency funding of \$350,000 for the construction of East Main Park.

- Thanks to Houston, CM Cotta for being better together. Acknowledged favorable public comment from citizens, supporting council's focus on building up the south end of town.
- We sold YMCA park with the idea that it would be replaced. Challenged staff to come up with the money to add a playground in Phase I or soon thereafter.
- Applauded moving forward with the project. Important strategy to use the monies available to us right now. Also important to find a strategy for developing phase II or at least Ib. as soon as possible.
- Look to find a way to mitigate the concerns raised by citizenry during public process. Park will add a lot of value to that area of town.

Motion: Adams

Second: Landt

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>Yes</u>		

IX. ITEMS FROM COMMISSIONERS/STAFF - None

X. UPCOMING MEETING DATES

1. PROS Plan Second Community Meeting September 17, Senior Center 5:30 PM
2. Hunter Park Tennis Court Rehabilitation September 24, Senior Center 5:30 PM
3. Park Commission Business Meeting October 1, 2025 Council Chamber 6:00 PM
4. Ashland Senior Advisory Committee October 13, Senior Center 3:30 PM
5. Recreation Division Advisory Committee October 16, The Grove 4:00 PM
6. Joint Meeting with City Council, October 21, Council Chamber 6:00 PM

XI. ADJOURNMENT – Chair Bachman adjourned the meeting at 6:50 PM. Public Meeting Law training to follow for just the Commissioners.

Respectfully submitted by Nancy Mero Executive Assistant



SPECIAL BUSINESS MEETING

AGENDA BRIEF

October 1, 2025

Agenda Item	VII. Approval of Trails Advisory Committee Bylaws	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

At the September 22, 2025 meeting of the Trails Advisory Committee (TAC) the members voted to approve the Draft Bylaws for the committee.

POLICIES, PLANS & GOALS SUPPORTED

Park Commission Policy CP.R.2024.09.11

FINANCIAL CONSIDERATIONS

None

PROPOSED ACTIONS OR MOTION(S)

Move to approve the draft bylaws for the Trails Advisory Committee

ATTACHMENTS

Draft Bylaws for the Trails Advisory Committee

PREPARED BY: Nancy Mero

Trails Advisory Committee

Bylaws

Overview

The Ashland Park Commission (Commission) established the Trails Advisory Committee on September 11, 2024.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Trails Advisory Committee (TAC).

ARTICLE II. PURPOSE

The purpose of the TAC is to make recommendations to the Commission on matters related to trails and to coordinate with the Parks Superintendent and Department Director on matters related to the general operations and maintenance, development, and diversity, equity, and inclusion practices related to trail use.

ARTICLE III. MEMBERSHIP

The TAC membership shall be composed of up to seven (7) voting members, as follows:

- (2) Cycling User Group Representative
- (2) Pedestrian User Group Representative
- (1) Accessibility (ADA) Representative
- (2) At-Large Members

The TAC shall have non-voting Ex Officio members representing:

- Park Commission
- Ashland City Council
- Forest Lands Ad Hoc Committee

TAC members are appointed by the Park Commission chairperson with recommendations coming from the TAC. The term of each program participant and community partner member will be four (4) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the Commission chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

See Addendum A for initial TAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify the TAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate.

ARTICLE IV. MEETINGS OF MEMBERS

TAC shall meet quarterly or as needed decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the TAC shall consist of at least four (4) members. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All TAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE VI. OFFICERS

Each year, TAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each fiscal year.

ARTICLE V. SUBCOMMITTEES

The TAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, or subcommittees, shall report their findings to TAC in a public meeting.

ARTICLE VII. STAFF

The Parks Superintendent and/or Department Director, or designated representative, will attend and assist in the planning, advertising, and management of TAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

TAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE IX. MINUTES

TAC (or a staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE X. YEARLY REPORT

With the assistance of the Parks Director (or designee), TAC shall present a yearly report at a regular public meeting of the Commission.

ARTICLE XI. DISSOLUTION

By motion of the Commission, TAC may be dissolved or merged with another similar organization conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

TAC may recommend amendments to these Bylaws by a simple majority vote of at least four members at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the Commission.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Park Commission on [insert approval date] as the Bylaws of this committee.

Jim Bachman, Park Commission Chair

ATTEST: Rocky Houston, APRD Director

Addendum A: Initial Appointments and Terms

Trails Advisory Committee

Position	Name	Representing	Date appointed	Current Term Expires
1.	Torsten Heycke	ADA	2/12/2025	12/31/2029
2.	Ethan Braught	Cycling	2/12/2025	12/31/2029
3.	Yu Kuwabara	Cycling	2/12/2025	12/31/2027
4.	Josh Cott	Pedestrian	2/12/2025	12/31/2029
5.	Adrian Bender	Pedestrian	2/12/2025	12/31/2027
6.	Stef Seffinger	At Large	2/12/2025	12/31/2027
7.	Brooke Hansen	At Large	2/12/2025	12/31/2029
Ex-Officio	Justin Adams	Park Commissioner	N/A	
Ex-Officio	Eric Hansen	City Councilor	N/A	
Ex-Officio		Forest Lands Ad Hoc		



SPECIAL BUSINESS MEETING

AGENDA BRIEF

October 1, 2025

Agenda Item	VIII. Acid Castle Adjacent Parcels	
Presenter	Rocky Houston	Director
	Action ☐ Information ☒	

SUMMARY

Proposed consolidation of three (3) properties into Acid Castle Natural Area.

Staff have reviewed the history of the acquisition of these three (3) parcels and cannot identify actions that articulate that these should be stand-alone parks (natural areas). It appears that the intent was to develop a connected open space/natural area for passive recreation (trails), maintain habitat, and manage the City's viewshed.

The park user has no identification or experience change when they move from one parcel to another. The use and identification of the properties is generally referenced by the trail one is using or street access location. Staff's assessment is that the user experience would not change with a consolidation of these parcels under a single name.

Staff have not identified any management differences between these four (4) parcels. New Park rule signs are being planned for key pedestrian access points. A reference to the access point, within a single park naming convention, would be aligned with current identification and reduce signage requirements. Staff's assessment is that there would be no impact to park management with the consolidation of these parcels under a single name.

Staff recommends the consolidation of these three (3) parcels into Acid Castle Natural Area, with a newly defined park boundary.

POLICIES, PLANS & GOALS SUPPORTED

PROS Plan (in process)

FINANCIAL CONSIDERATIONS

No impact on the adopted operational budget has been identified.

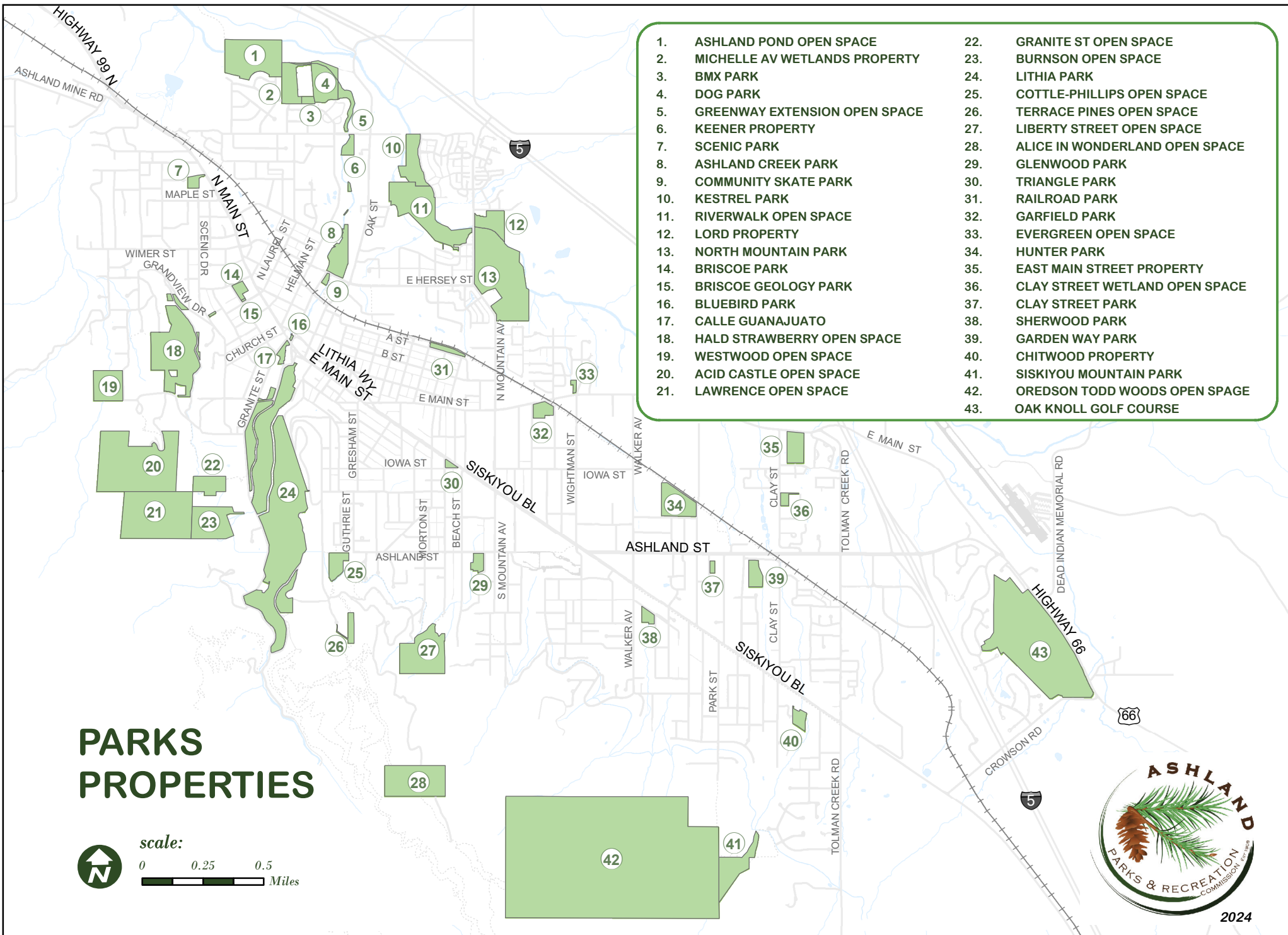
PROPOSED ACTIONS OR MOTION(S)

Staff is seeking input on this proposal to assist in potential future Park Commission actions on this item.

ATTACHMENTS

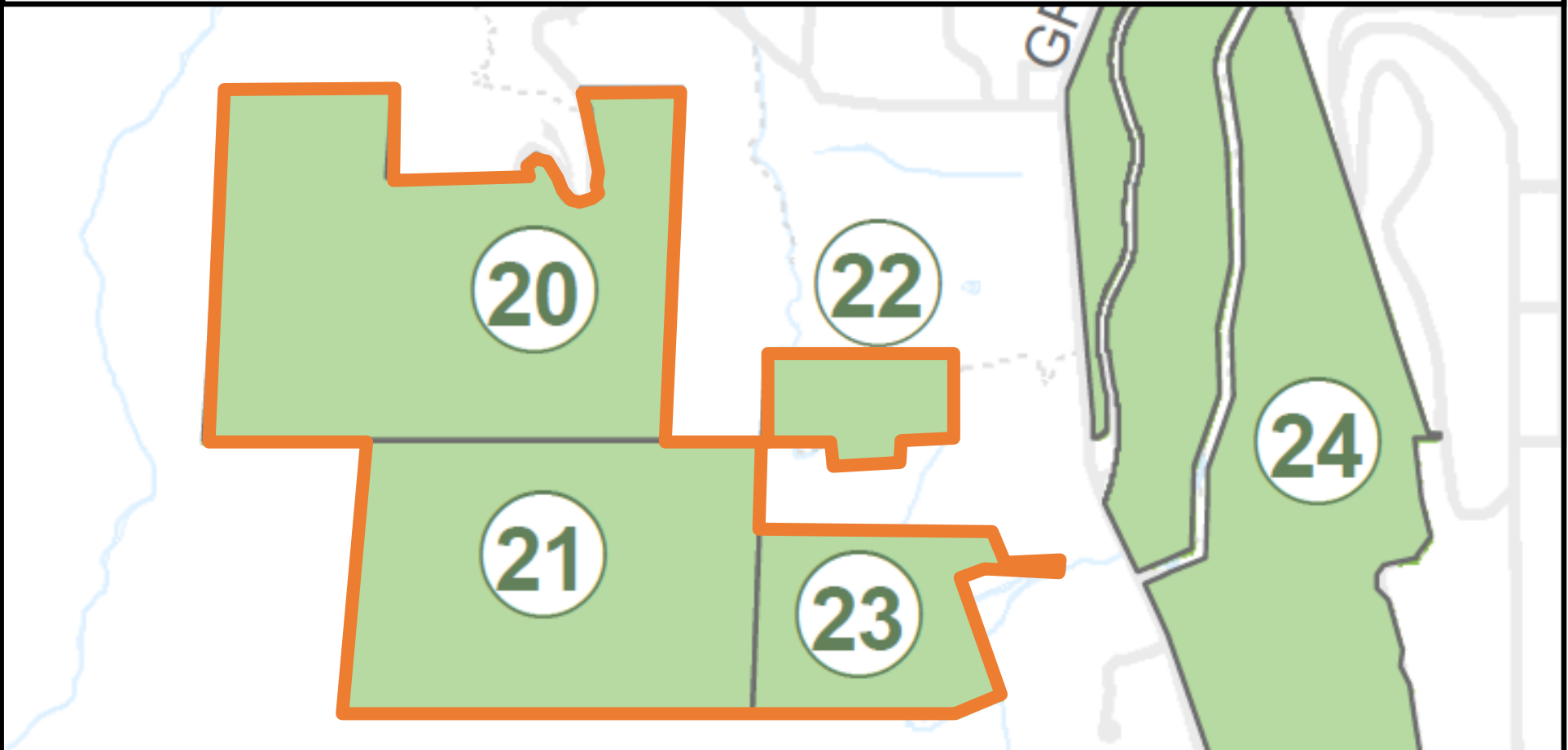
Park Properties Map, Acid Castle: Proposed New Boundary Map

PREPARED BY: Rocky Houston



Acid Castle Natural Area :

Proposed New Park Boundary



Legend:

20 - Acid Castle Natural Area

21 - Lawrence Property

22 - Granite Street Property

23 - Burnson Property

24 - Lithia Regional Park

 - New Park Boundary



SPECIAL BUSINESS MEETING

AGENDA BRIEF

October 1, 2025

Agenda Item	VIII2. Indoor Facility Use Policy	
Presenter	Rachel Dials	Deputy Director
Item Type	Action ☒ Information ☐	

SUMMARY

This policy outlines the rules, requirements, and procedures for using indoor physical resources and/or facilities managed by the Ashland Parks and Recreation Department (APRD). Its purpose is to ensure all resources are used in a manner that aligns with the Department's mission and operational needs.

POLICIES, PLANS & GOALS SUPPORTED

Policy Framework – 1.01.001

FINANCIAL CONSIDERATIONS

Not applicable

PROPOSED ACTIONS OR MOTION(s)

For information and feedback only. 1.03.001 Indoor Facility Use

ATTACHMENTS

Draft Policy 1.03.001 – Indoor Facility Use Policy

PREPARED BY: Rachel Dials, Deputy Director



POLICY

POLICY:	1.03.001	EFFECTIVE:	
POLICY NAME:	Indoor Facility Use	CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	2030
KEY TERMS:	Facility, Allowed Uses, Reservations		
APPROVED:	Jim Bachman, PC Chair Johan Pietila, City Attorney		

I. PURPOSE

- a. This policy outlines the rules, requirements, and procedures for using indoor facilities managed by the Ashland Parks and Recreation Department (**APRD**). Its purpose is to ensure all resources are used in a manner that aligns with the department's mission and operational needs. The policy covers:
 - i. Approved activities
 - ii. The application and scheduling process
 - iii. Fees
 - iv. Required insurance
 - v. Conduct expectations
 - vi. Conditions for denial or cancellation of use



II. SCOPE

- a. This policy applies to all indoor facilities owned, leased, or under the authority of APRD.

III. REFERENCES

- a. 10.68.030 Park Commission Authority–Ashland Municipal Code
- b. City of Ashland Miscellaneous Fees and Charges

IV. DEFINITIONS

- a. **Facilities:** All buildings available for use by individuals and groups as well as those not available to the public.
- b. **Publicly Available Facilities:** Facilities that APRD makes available for use by individuals and groups.
- c. **Non-Publicly Available Facilities:** Facilities that are not publicly available and are only accessible to APRD or other City departments.
- d. **Use:** Any event or activity, including an individual's or group's presence or occupancy, in or on an APRD facility that is not organized or conducted by APRD.
- e. **Non-commercial:** Not primarily intended for or directed toward commercial advantage or monetary compensation.

V. POLICY

- a. The mission of APRD is to provide recreational opportunities and preserve public lands. To achieve this, APRD provides spaces for



various public and private gatherings that align with its mission.

The following auxiliary uses are permitted:

- i. Birthday parties
- ii. Baby showers
- iii. Weddings and receptions
- iv. Family reunions
- v. Recreational and educational workshops and classes
- vi. Local club and organization meetings
- vii. Non-commercial uses

VI. GENERAL CONDITIONS OF USE

- a. Renters must obtain and provide proof of liability insurance based on the requirements set by the City of Ashland's Risk Management department. Renters agree to indemnify and hold the City of Ashland harmless, as they are responsible for their rental. APRD reserves the right to cancel or revoke the permit for any event that has not provided evidence of this coverage prior to the event. Evidence of coverage must be provided at least 10 days prior to the first date of your reservation.
- b. APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Director (or their designee) will work with the displaced party to attempt to find suitable alternative locations and times. The City may also cancel a reservation with reasonable notice for program needs or under emergency conditions.
- c. Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes.
- d. If an activity or event causes or imminently threatens to cause damage or destruction to property, the department may require



payment for damages, and the renter may be prohibited from future use of APRD facilities.

- e. Renters must be at least 21 years old to rent a facility.
- f. In most cases, reservations can be made up to 11 months in advance.

VII. RENTAL GUIDELINES

- a. Standard requests must be submitted at least 10 business days in advance. Submitting requests as early as possible is highly recommended.
- b. General rental hours are from 8 a.m. to 9 p.m. daily. Please note that rental hours may vary by location.
- c. City of Ashland adopted fees will determine reservation fees.
- d. All renters must have been issued an official document authorizing the use of a facility for a specific time and purpose.
- e. Fees are only refundable with at least five (5) business days' written notice.
- f. The facility and any equipment must be returned to their original condition and state. Failure to do so may result in the revocation of future rental opportunities.
- g. Prohibited Items: The following items are prohibited:
 - i. Staking
 - ii. Nails and tacks
 - iii. Spray chalk
 - iv. Confetti
 - v. Glitter
 - vi. Bird seed
 - vii. Silly string
 - viii. Piñatas
 - ix. Balloons
 - x. Candles or open flames



- xi. Smoking marijuana or cigarettes and/or other use of tobacco or marijuana products
- xii. Illegal drugs
- h. Only trained service animals, as defined by the Americans with Disabilities Act (ADA), are permitted. Emotional support animals, therapy animals, and pets are not considered service animals under ADA rules.
- i. Loitering is not permitted in or around facilities.
- j. Alcoholic beverages are not permitted unless a permit has been applied for and received.
- k. Overnight use is not permitted.
- l. A signed waiver of responsibility is required before a rental permit can be finalized by staff.



SPECIAL BUSINESS MEETING

AGENDA BRIEF

October 1, 2025

Agenda Item	VIII3. Court Reservation Procedure – Pickleball and Tennis	
Presenter	Lonny Flora	Recreation Manager
Item Type	Action ☐ Information ☒	

SUMMARY

The purpose of this procedure is to establish consistency for reserving pickleball and tennis courts through Ashland Parks and Recreation Department (APRD). This procedure ensures fair and equitable access, supports recreational programming, and provides clarity regarding usage, etiquette, cancellations, and enforcement.

POLICIES, PLANS & GOALS SUPPORTED

Not Applicable

FINANCIAL CONSIDERATIONS

Minimal. Court Reservation fees are collected as revenue for APRD.

PROPOSED ACTIONS OR MOTION(s)

Staff are seeking feedback on this draft procedure. Staff will integrate the feedback received. The procedure will be reviewed and signed by the city attorney and the parks director.

ATTACHMENTS

Draft Court Reservation Procedure

PREPARED BY: Lonny Flora, Recreation Manager



PROCEDURE

PROCEDURE:	3.04.001 Court Reservations		
EFFECTIVE:	DATE APPROVED	CANCELS:	PRIOR EFFECTIVE DATE
DIVISION(S):	Recreation	NEXT REVIEW:	2 TO 5 YRS
KEY TERMS:	Reservation, Courts, Rules, Authority, Refunds		
APPROVED:	 Rocky Houston, Director	 Johan Pietila, City Attorney	

1. PURPOSE

- a. The purpose of this procedure is to establish consistency for reserving pickleball and tennis courts through the Ashland Parks and Recreation Department (APRD). This procedure ensures fair and equitable access, supports recreational programming, and provides clarity regarding usage, etiquette, cancellations, and enforcement.

2. SCOPE

- a. This procedure applies to all individuals, groups, and instructors reserving and using pickleball and tennis courts operated by APRD.

3. REFERENCES

- a. 10.68.030 Park Commission Authority–Ashland Municipal Code
- b. City of Ashland Miscellaneous Fees and Charges



4. DEFINITIONS

- a. Reservation: A confirmed booking of a court through the APR online reservation system.
- b. Eligible User: A participant that meets requirements, makes a reservation and is responsible for all players during use.
- c. Court Reservation Time Window: The timeframe in which reservations may be made.
- d. Cancellation Time Window: The timeframe in which reservations can be cancelled without penalty.

5. PROCEDURE

- a. Reservation Procedures & Eligibility
 - i. APRD Staff determine and enforce times, locations, and availability of reservations including:
 - 1. Method of reservations – Online, in-person, or other reservation systems.
 - 2. Eligible age(s) and numbers of participants allowed with approval from City of Ashland Legal Department.
 - 3. Court Reservation Time Window
 - 4. Minimum and maximum length of time for reservations.
 - 5. Court locations available for reservations.
 - 6. Frequency of reservations.
- b. City of Ashland Adopted Fees will determine reservation fees.
- c. Fees must be paid in full at the time of reservation.

6. Court Usage & Etiquette

- a. Players must be prepared to show proof of reservation.
- b. Players must use the court assigned in their reservation.
- c. Courts must be vacated promptly at the end of the reservation.



- d. Reserved courts are for the exclusive use of the reserving party during the scheduled time.
 - e. Players are responsible for cleaning up after use.
 - f. Players must provide their own equipment.
 - g. Only non-marking athletic shoes are permitted.
 - h. Respectful and courteous conduct is required at all times.
 - i. Prohibited activities: smoking, vaping, alcohol, glass containers, pets, skateboards, rollerblades, bicycles, or similar equipment.
 - j. All current AMC and APC Park Rules are to be followed.
7. Cancellations & Refunds
- a. APR Staff determine Cancellation Time Windows.
 - b. Cancellations made after Cancellation Time Window may not be eligible for a refund, except in cases of emergency or severe weather.
 - c. APR reserves the right to cancel reservations due to inclement weather, maintenance, or scheduled events. Full refunds or rescheduling will be offered.
8. Enforcement & Violations
- a. Only APR staff have enforcement authority.
 - b. Violations may result in forfeiture of court time, suspension, or permanent loss of reservation privileges.
 - c. Severe violations may involve law enforcement.
 - d. Violations should be reported to APR staff.
9. Disclaimer & Liability
- a. Use of APR courts is at the participant's own risk. APR is not liable for injuries, damages, or loss of property incurred during court use. By reserving a court, participants agree to abide by this policy.



- b. Participants will complete City of Ashland Participation Waiver Form at the time of reservation.

DRAFT



SPECIAL BUSINESS MEETING AGENDA BRIEF

October 1, 2025

Agenda Item	VIII4. Workplace Attire Protocol	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SUMMARY

Staff has developed a set of guidelines for appropriate uniform and work attire.

The Department has many workplace attire needs that are dependent on the work being done, OSHA rules, and City policies. The objective of developing this protocol is to ensure that the community can clearly identify Department staff while they are working.

The goal is to implement uniform items slowly to ensure existing logo gear can be used through their useful life.

POLICIES, PLANS & GOALS SUPPORTED

AMC 2.08.040 C & D and City manager Memo RE: Professional Appearance Expectations at City Council Meetings (1/14/2025)

FINANCIAL CONSIDERATIONS

The Department budgets for logo items. This protocol is consistent with the budget.

PROPOSED ACTIONS OR MOTION(S)

Staff is searching comments on the draft protocol prior to adoption, per Policy 1.01.001 – Policy Framework.

ATTACHMENTS

Protocol 2.01.001 – Workplace Attire (draft)

PREPARED BY: Rocky Houston



PROTOCOL

PROTOCOL:	2.01.001 Workplace Attire		
EFFECTIVE:		CANCELS:	
DIVISION(S):	All	NEXT REVIEW:	1/1/2030
KEY TERMS:	Uniforms, Branded/logo clothing, Safety		
APPROVED:	Rocky Houston, Director	Johan Pietila, City Attorney	

I. PURPOSE

- A. To set guidelines for appropriate uniform and work attire.

II. SCOPE

- A. This protocol is for every Department employee, temporary employee or volunteer representing the Department in their role. Each division and/or job task may require different attire to meet the job requirements. This protocol will outline the requirements by division and job task.
- B. Who is this protocol for? Does it only apply to one position? Does it apply to a specific task, piece of equipment, or process?

III. REFERENCES



- AMC 2.08.040 C & D
- City manager Memo RE: Professional Appearance Expectations at City Council Meetings (1/14/2025)

IV. DEFINITIONS

- A. PPE (Personal Protective Equipment)- protective clothing for the eyes, head, ears, hands, respiratory system, body, and feet.
- B. Uniform – Any nametag or clothing that is branded with the Department logo. A uniform will be defined by the division and/or work being performed.
- C. Professional Appearance – Clothing that blends traditional business wear with a more relaxed style that's still professional and appropriate for an office environment to exclude:
 - Logo or athletic T-shirt
 - Athletic Shorts
 - Sweatshirts, sweatpants, or similar exercise clothing
 - Clothing, buttons, or pins displaying racial, sexual, discriminatory, gang-related, or obscene language
- D. Public Meeting – A meeting where the Department is being represented or leading engagement with the community.
- E. Customer Engagement Positions: Positions that engage with the public should always wear a nametag.
- F. Are there any special terms that are used in this protocol? All special terminology should be listed here.
- G. Format should be: "Term or Acronym: Definition". Examples are shown below.
 - Capital Improvement Plan: a six-year financial plan for a capital program, detailing revenues, expenditures and project timelines.
 - CRF: County Roads Fund.



- TIP: Transportation Improvement Program.

V. PROTOCOL

- A. The Parks Department engages with the public in the delivery of its programs and services. It is important that the community can readily identify Department staff due to their role and responsibility in directing actions, managing activities, and to identify Department staff working on behalf of the community.

The purpose of this protocol is to provide clear direction on workplace attire requirements based on the work being done to ensure that staff are safe, the public is safe, and our role in delivering our programs and services is recognized and valued.

B. Administration

- Director will oversee the workplace attire protocol, including developing protocols, procedures, and standards.
- Executive Assistant will oversee the uniform program, including ordering, inventory, and issuance of uniforms.
- Uniform items are considered inventoried assets. This means that items will be checked out and returned.
 - a. The Department will acquire uniform items.
 - b. Items that are worn out will be returned for destruction.
 - c. Periodic uniform replacements will occur. Items needing replacement prior to the replacement period may result in the employee's financial responsibility.
 - d. Items not returned could result in personal financial responsibility. This includes staff throwing away worn out uniform items.



- Supervisors will regularly evaluate their team for compliance with workplace attire standards. Supervisors will set an example through their own appearance while in the workplace.
- Upon adoption of this protocol, staff will have three (3) years to transition from old logo gear to new division uniform guidelines if the logo gear is not consistent with the new division uniform guidelines.
 - a. Future changes in division uniform guidelines will allow for old division uniform guidelines items to be worn until they are at their replacement cycle or useful life, unless directed otherwise by the Department Director.

C. Protocol Violation

- Employees whose positions require wearing a uniform will do so in accordance with this and other City policies and will always conduct themselves professionally when in uniform.
- An employee will wear the uniform specified, unless prior written approval is given by their immediate supervisor,
- Employees may not wear Department uniforms in any capacity other than when they are performing official business for the Department.
- Failure to comply with the guidelines established in this protocol may lead to disciplinary action up to and including termination of employment.

D. Uniform Standards

- Logo
 - a. Only the approved Department logo will be on uniform items.
 - b. No non-Department logo items (hats, shirts, jackets, etc.) will be worn while following the division uniform guidelines.
 - i. The only exception is City logo items when not replacing division uniform guideline items.



- Uniform items
 - a. Only uniform items on the approved uniform list will be worn by staff.
 - b. A list of uniform items will be available upon request.
- PPE may be worn over and in place of uniform items to ensure safety of the employee.

E. Division Uniform Guidelines

- Administration
 - a. A name tag and/or administrative shirt to be worn to clearly identify staff at public meetings or other events representing the Department.
 - b. Professional attire will be the standard attire protocol, however project or construction site visits, or other field conditions may require condition appropriate attire.
- Park Operations
 - a. A work shirt, jacket, and hat will be uniform items.
 - i. The shirt will be worn during work hours.
 - ii. The jacket or hat will be worn as needed or desired.
 - iii. Staff will provide their own pants. The pants will be solid colored and dark or khaki and can include denim. Pant may be denim or other fabrics that meet OSHA safety standards for the work being completed.
 - iv. Shorts may not be worn due to OSHA safety standards.
- Programs
 - a. Generally, staff will follow administration guidelines.
 - b. Golf
 - i. Pro Shop staff will follow administrative uniform guidelines while at work.



c. Aquatics Program

- i. Per Oregon health code, all lifeguards must be identifiable. Uniform lifeguard shirts and/or tank tops will be worn at all times not in the pool.
- ii. Swimwear. Females must wear a one piece, tank top style suit. Males must wear trunks that are mid-thigh in length.
- iii. Shirts. Shirts must be worn when not in the pool.
- iv. Shorts. Casual walking shorts, preferably cotton material.
- v. Shoes. Closed toed shoes will be worn when participating in any maintenance activity.
- vi. Hats. If worn, must be Department issued.



SPECIAL BUSINESS MEETING AGENDA BRIEF

October 1, 2025

Agenda Item	VIII5. Trail Management Protocol	
Presenter	Rocky Houston	Director
Item Type	Action ☐ Information ☒	

SUMMARY

The Parks and Recreation Department (Department) currently does not have a trail management protocol for trails. There appears to be a body of work (practices) the Department has historically used to manage the trail system. The goal of this protocol is to inform the Department on trail operational guidelines to assist in prioritizing trail maintenance, guidelines for trails to provide consistent and predictable trail experiences, and to ensure our trail system is aligned with the Department's strategic direction, community needs, and Department resources.

The protocol creates the following attributes for each trail to help organize, plan, and manage each trail:

- **Trail type:** natural surface or hard surface
- **Trail class:** five classes based on width and improvement level
- **Managed use:** trail users allowed on the trail
- **Designed use:** trail development level based on use
- **Trail difficulty:** five levels of difficulty based on trail width, surface, grade, and obstacles

The protocol identifies the type of trail plans the Department will use to assist in planning for and developing trails. The last item the trail protocol identifies is the process the Department will go through for new trail development.

Staff prepared the draft protocol and had it reviewed at the 7/15/2025 and 9/22/2025 Trails Advisory Committee (TAC) meetings. TAC was not supportive of the protocol. They communicated that the Department does not need the protocol to manage the Department's trail system. They moved to not be engaged on this matter any further.

POLICIES, PLANS & GOALS SUPPORTED

PROS Plan (in process)

FINANCIAL CONSIDERATIONS

This will not impact our currently adopted park operations budget. It will inform and assist the Department in planning for future park operations budgets for trails.

PROPOSED ACTIONS OR MOTION(s)

Staff is seeking input on the draft protocol, consistent with Policy 1.01.001 – Policy Framework. Staff will use this input to finalize the protocol.

ATTACHMENTS

2.02.001 – Trail Management Protocol(draft)

PREPARED BY: Rocky Houston


PROTOCOL

PROTOCOL:	2.02.001 – Trail Management		
EFFECTIVE:		CANCELS:	N/A
DIVISION(S):	All	NEXT REVIEW:	
KEY TERMS:	Trails, Trail Management, Trail Classification		
APPROVED:	Rocky Houston, Director Johan Pietila, City Attorney		

I. PURPOSE

- A. Define the reason for this protocol.

This protocol establishes the framework for trails for the Department. It will establish the trail fundamentals (trail type, trail class, managed use, designed use and trail experience) for the Department's trail system. The protocol will also establish the planning requirements and process for new trails.

II. SCOPE

- A. This protocol applies to the public, Park Commissioners, and Department staff.

III. REFERENCES
IV. DEFINITIONS

- A. Trail Class: A category that prescribes the scale of development for a trail and that represents its intended design and management standards.
- B. Trail Type: A category that reflects the predominant surface of the trail.
- C. Natural Surface Trail: designed to use primarily native soil as the surface material.
- D. Hard Surface Trail: designed to use primarily compacted gravel, asphalt, or concrete as the surface material.

V. PROTOCOL STATEMENT

- A. Introduction



1. Trails are an important recreational use and facility managed by the Department. To ensure that the Department has a well-managed and diverse trail system this protocol outlines key planning, development, and operational elements to guide the Department.
 2. The Department uses a standard protocol template that organizes the information in a consistent manner across all Department protocols.
- B. Trail Management
1. Trail Types
 - a. Types of trails
 - i. Natural Surface Trail
 - ii. Hard Surface Trail
 - b. The following considerations will be used to establish the Trail Type for a trail or trail segment:
 - i. Assign only one Trail Type per trail or trail section.
 - ii. Assign a Trail Type using direction provided in the applicable park comprehensive plan and/or trail plan and provided through previous trail-specific decisions and other related direction.
 - iii. Ensure the Design Parameters required by the assigned trail-type are applied.
 - iv. Use the trail-type Design Parameters to identify management needs and associated management costs for a trail or trail segment.
 2. Trail Class
 - a. Types of trail classes
 - i. Trail Class 1 – Natural surface trail less than 18" wide
 - ii. Trail Class 2 – Natural surface trail up to 36"
 - iii. Trail Class 3 – Natural surface or compacted gravel trail 2 ft to 3 ft wide
 - iv. Trail Class 4 – Compacted gravel or paved trail 3 ft to 8 ft wide
 - v. Trail Class 5 – Paved or concrete trail 6 ft to 12 ft wide
 - b. The following considerations will be used to establish the Trail Class for a trail or trail segment:
 - i. Identify only one Trail Class per trail or trail segment.
 - ii. Assign a Trail Class to a trail or trail segment using the management intent identified in the applicable park comprehensive plan and/or trail plan, or through previous trail-specific decisions and other related direction to an assigned Trail Class. May or may not reflect the current condition of the trail.
 - iii. Assess whether trail-specific conditions, topography, or other factors warrant considering deviations from any Trail Class descriptor, documenting the reasons for deviations and how such deviations remain consistent with the intent of the applicable Trail Class.
 3. Managed Use
 - a. Types of managed use trails



- i. ADA
 - ii. Hiker/Pedestrian
 - iii. Bicycle – Hard Surface
 - iv. Mountain Bike
 - v. Equestrian
 - vi. Maintenance Road
 - b. The following considerations will be used to establish the Managed Use for a trail or trail segment:
 - i. Identify all Managed Use appropriate to the trail or trail segment.
 - ii. Assign all Managed Uses that are appropriate to a trail or trail segment using the management intent identified in the applicable park comprehensive plan and/or trail plan, or through previous trail-specific decisions and other related direction. A trail or trail segment may have more than one Managed Use occurring and may allow numerous uses. When making this determination, consider all uses that occur during all seasons of use.
4. Designed Use
- a. The following considerations will be used to establish the Designed Use for a trail or trail segment:
 - i. Identify only one designed use for each trail or trail segment.
 - ii. Determine the designed use for a trail or trail segment considering all managed use-types established for that trail (see discussion under managed use section).
 - iii. Identify the appropriate design parameters associated with the managed use established for a trail or trail segment.
 - iv. When more than one managed use has been identified for a trail, the designed use may be readily apparent. For example, on a trail with managed use of a hiking trail and a maintenance road, the managed use would be a maintenance road.
 - v. In other situations, the designed use may not be readily apparent. This is often the case when fewer differences exist between the applicable design parameters for each use-type than are found in the example above. For example, on a trail that is actively managed for hikers, equestrians, and bicyclists, equestrians would define the designed use because equestrian use generally has the more restrictive design requirements.
 - vi. Assess any essential or limiting physical geography and associated geometry for all the managed use established for the trail or trail segment. Use this assessment to determine whether trail-specific adjustments will be necessary to the applicable design parameters or technical specifications.



5. Trail Difficulty

- a. A trail difficulty rating system will be used to rate each trail, see below:

	Accessible	Easy	Moderate	Difficult	Extremely Difficult
	ADA Logo	Green Circle	Blue Square	Black Diamond	Double Black Diamond
					
Trail Width	3 ft or more	3 ft or more	2 ft or more	18" or more	18" or more
Trail Surface	Hardened	Firm and stable	Mostly stable with some variability	Widely variable	Widely variable and unpredictable
Average Grade	Less than 5%	5% or less	10% or less	15% or less	20% or more
Maximum Grade	10%	15%	15% or greater	15% or greater	30% or more
Obstacles	None	Unavoidable obstacles 2" tall or less	Unavoidable obstacles 8" tall or less	Unavoidable obstacles 15" tall or less	Unavoidable obstacles 15" or greater

C. Trail Planning

1. The Department will plan for trails, using the following planning tools and/or processes
 - a. Parks, Recreation, Open space, and Seniors (PROS) strategic plan
 - i. PROS will be used to establish service level goals for trails.
 - ii. PROS can supplement the Trails Plan, as needed to meet the Department's service level goal.
 - (1) Identify additional areas/corridors or trail mileage by trail class or trail managed use.
 - (2) Update trail goals or objectives found in Trails Plan to meet any change in trails service level goal.
 - b. Trails Plan
 - i. Trails Plan will provide system plan for trails to be the overarching master plan for trails for the Department
 - c. Park Master Plan
 - i. Park master plans will provide site specific trail planning
 - d. Trail Development Plan



- i. Trail development plans will be a stand-alone plan for a trail(s) for development or heavy restoration work.
 - e. Trail Management Plan
 - i. Trail management plans will be plans that inform the operation and maintenance of the trail system or a specific trail.
- D. Trail Development
 - 1. New trail proposals will be reviewed by the Trails Advisory Committee and the Forest Lands Management Advisory Committee before consideration by the Park Commission.
 - 2. The level of service for trails and trail plans will be used to determine if a new trail can be constructed as proposed.
 - 3. All new development will require a Department operational resource analysis to assess the operation resources needed to maintain the new trail.
 - a. If an adopt-a-trail organization is completing the maintenance for the new trail an agreement to remove the trail if they terminate their adopt-a-trail agreement or staff resources will be considered.
 - 4. Non-Department development will only occur with an approved agreement that is project specific.