



BUSINESS MEETING AGENDA

December 3, 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 Business Meeting October 1, 2025
2. Park Commission Study Session November 5
3. Park Commission Regular Business Meeting November 12

IV. **ADDITIONS OR DELETIONS TO THE AGENDA**

V. **PUBLIC FORUM**

VI. **CONSENT AGENDA**

VII. **DIRECTORS REPORT**

VIII. **BUSINESS**

1. Ashland Parks Foundation Annual Report (Information)
2. 2026 Park Commission Meeting Schedule (Action)
3. Winburn Way Safety (Action)
4. Modification of Winburn Way/Granite Street Y Intersection (Action)
5. Indoor Facility Use Policy (Action)

IX. **ITEMS FROM COMMISSIONERS/STAFF**

a. **Liaison Report**

X. **UPCOMING MEETING DATES**

1. Park Commission Strategic Goals Special Meeting December 10, Council Chamber 6:00 PM
2. City Council, Commissions, Committees Presentations/Celebration December 15, Council Chamber 5:00 PM
3. Ashland Senior Advisory Committee Meeting January 12, Senior Center 3:30 PM
4. Recreation Division Advisory Committee January 15, the Grove 3:30 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@ashland.or.us. Please include **"Public Testimony"** in the subject line. Written testimony submitted by 11:00 AM the Tuesday 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 SPECIAL BUSINESS MEETING

PARK COMMISSION

October 1, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Gardiner, Weiner, Bachman (Chair), Adams, and Landt (Vice Chair) joined electronically via Zoom at approximately 6:10 PM.

Staff Present: Director Houston, Deputy Director Dials, Deputy City Attorney Zahran, Executive Assistant Mero

Absent: None

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, and Adams present.
- III. **APPROVAL OF MINUTES**
 1. Park Commission Study Session September 3, 2025
 2. Park Commission Regular Business Meeting September 10, 2025

Chair Bachman asked for unanimous consent to approve the minutes. No objections. Unanimous consent granted by Gardiner, Bachman, Adams, and Weiner. Minutes approved.

- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA**
 1. Trails Advisory Committee Bylaws

Motion: I move to approve the consent agenda.

Motion: Weiner

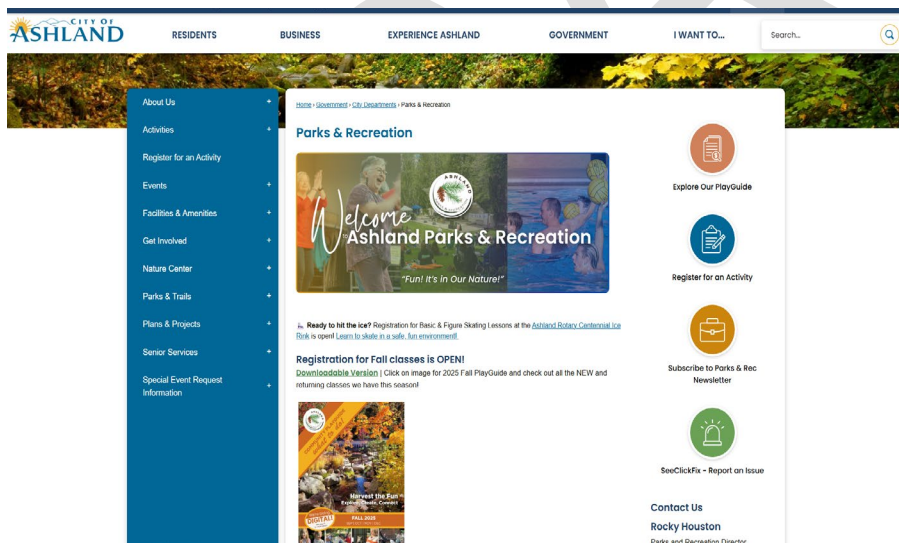
Second: Adams

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>		

VII. DIRECTORS REPORT – Director Houston

Houston focused his report on the Playguide going digital/how to access it online.



The screenshot shows the City of Ashland's Parks & Recreation website. On the left is a blue sidebar with the text "Recreation" and "Going Digital" vertically. Below this is the "Better Together" logo. The main content area has a header with the City of Ashland logo and navigation tabs: RESIDENTS, BUSINESS, EXPERIENCE ASHLAND, GOVERNMENT, and I WANT TO... A search bar is on the right. The "Parks & Recreation" section features a large banner with the text "Welcome Ashland Parks & Recreation" and "Fun! It's in Our Nature!". Below the banner is a link to "Registration for Fall classes is OPEN!". To the right of the banner is a vertical column of icons: a red circle around the "Explore Our PlayGuide" icon, a blue "Register for an Activity" icon, a brown "Subscribe to Parks & Rec Newsletter" icon, and a green "SeeClickFix" icon. At the bottom right is the Ashland Parks & Recreation logo.

Recreation
Going Digital

Special Events for Families

ASHLAND JAPANESE GARDEN

Otsukimi Event

Join us for a Japanese festival honoring the autumn moon. Featuring the garden illuminated at dusk, along with tea service, a fall ceremony demonstration and other family-friendly activities.

Sunday | October 5

Come experience the Japanese Garden in dazzling colors this fall. **Open 7-9pm a week.**

Summer Hours: 10am-5pm
Winter Hours: 10am-7pm
Monthly fee: \$8 for Seniors

Please scan code or visit ashlandrecreation.org for more information

RETURN OF THE SALMON FAMILY FIELD DAY

Come join us to celebrate the return of the salmon to the Bear River! Joining swimming stations, life-size models of salmon life cycles, scavenger/hunt, activities, and water quality.

East Fork to bring you new games and activities for the day.

Activities are provided. Please identify food allergies for the facilitator.

Admission: \$10 Adult \$5 Children 5 and Under \$2 Seniors 65+ \$3.50
Event: 10:00 AM - 2:00 PM
Location: Ashland Family Field Day, 2000 S. 1st St., Ashland, OR 97520

Autism Society of Oregon

Art & Culture

Fun with Face Painting - \$35 (pre-registered)

Learn about your face through various games and what it means to be an artist. We will have face painting and face painting games. Students will have the chance to win a prize. Come and see the fun, creative and fun!

Thursday May 14 & 15th | North Mountain Area | Ages 8-13 | Recreation Center

Ski/Snowboard Circles - \$35

Spent a lot of time snowboarding, hiking, snowshoeing, or skiing? Come and see the fun, creative and fun!

Thursday May 14 & 15th | North Mountain Area | Ages 8-13 | Recreation Center

Free SATURDAY OCT 18 (Open-2020)

Join us for a day of fun, games, and activities. We will have a variety of activities for all ages. Please bring your own water bottle and sunscreen.

North Mountain Park | 630 N. Mountain Ave

Ashland Parks and Recreation 2020 Fall Page | (541) 488-2346 | The Green at 1000 Main St

Youth Programs up to 18

For full program descriptions and a complete schedule, visit ashlandrecreation.org/Recreation

ADAPTED PROGRAMS

All Abilities Gaming Social - FREE

Join us for an evening of board games and social activities. We will have a variety of board games and social activities. We will have a variety of board games and social activities. We will have a variety of board games and social activities.

Admission: \$10 Adult \$5 Children 5 and Under \$2 Seniors 65+ \$3.50
Event: 6:00 PM - 8:00 PM
Location: Ashland Family Field Day, 2000 S. 1st St., Ashland, OR 97520

Autism Society of Oregon

ART & CULTURE

I Can Play Guitar and Ukulele! - \$100 (4 classes)

Join us for an evening of guitar and ukulele. We will have a variety of guitar and ukulele. We will have a variety of guitar and ukulele. We will have a variety of guitar and ukulele.

Admission: \$10 Adult \$5 Children 5 and Under \$2 Seniors 65+ \$3.50
Event: 6:00 PM - 8:00 PM
Location: Ashland Family Field Day, 2000 S. 1st St., Ashland, OR 97520

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North Mountain Park | 630 N. Mountain Ave

NATURE & GREEN LIVING

Nature, Arts & Language for Nature - \$240 (session 100 sessions - 4)

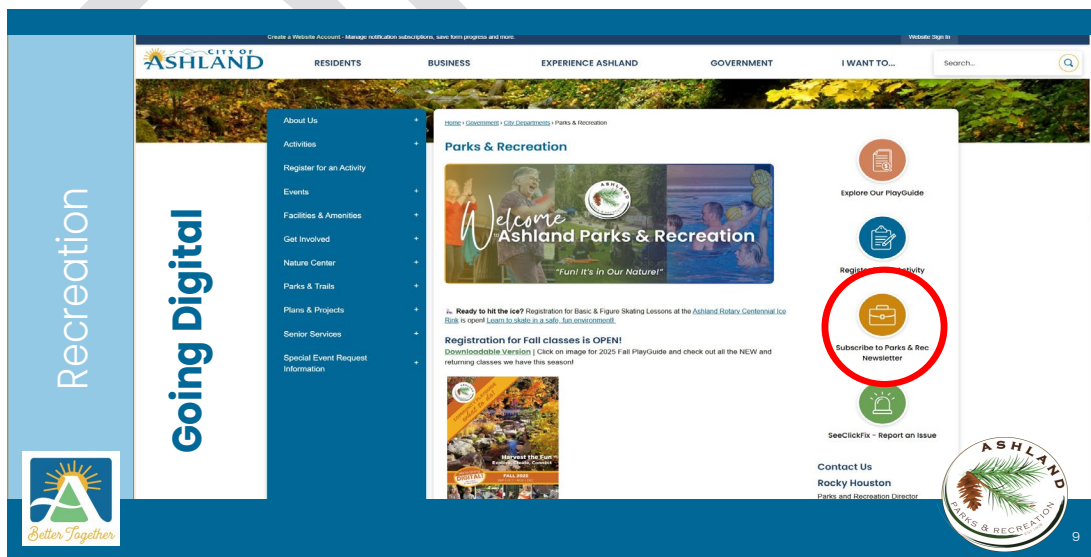
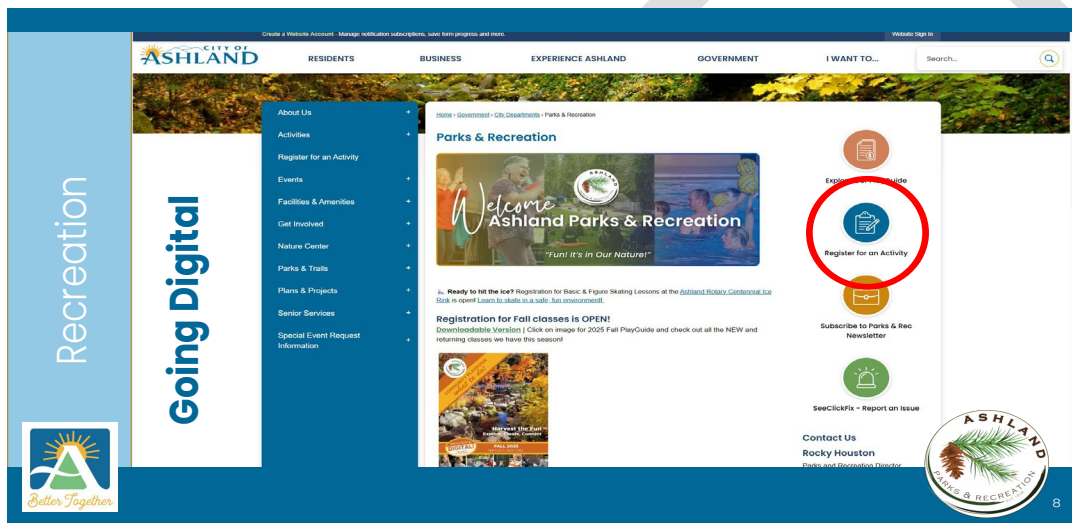
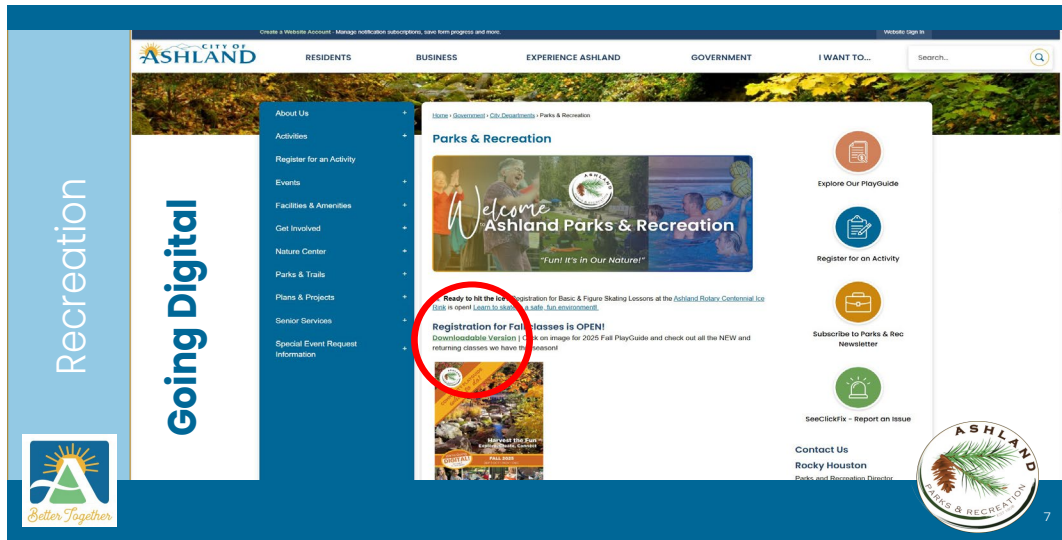
Join us for an evening of nature, arts, and language. We will have a variety of nature, arts, and language. We will have a variety of nature, arts, and language. We will have a variety of nature, arts, and language.

Admission: \$10 Adult \$5 Children 5 and Under \$2 Seniors 65+ \$3.50
Event: 6:00 PM - 8:00 PM
Location: Ashland Family Field Day, 2000 S. 1st St., Ashland, OR 97520

Autism Society of Oregon

Register Today! ashlandrecreation.org/Recreation

6



Questions/Discussion:

- Do other communities use an online class registration platform? A: It's mixed. The City has gone to a digital newsletter, and the Department made the decision to do the same in part for budgetary reasons. Rec team is tracking responses. Medford still sends out a guide; other cities are all digital.
- Concern would be that patrons don't know about the change and participant numbers could go down.
- We are going to send a postcard in the Spring as a reminder and employ additional methods for alerting patrons that classes/programs are open for registration. Also sending out a digital newsletter.
- Is the cost mostly printing or postage? A: Both.
- Might consider printing some that people could pick up at the Grove.

VIII. **BUSINESS**

1. Acid Castle Adjacent Parcels – Director Houston

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

Questions/Discussion:

- Is there currently ongoing maintenance on all of these properties? A: Yes, primarily fuels reduction.
- Would the consolidation change maintenance needs? A: Will need to check in with Fire/Forestry Department on the number of feet of buffer required.
- No financial impact? A: Correct
- Drawing new circles on maps isn't the most important thing we can do.
- Within the Commission's jurisdiction to make this change.

2. Indoor Facility Use Policy – Deputy Director Dials

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 – N/A

PROPOSED ACTIONS OR MOTION(S)– For information and feedback only.

ATTACHMENTS – Draft Policy 1.03.001 – Indoor Facility Use Policy

Questions/Discussion :

- Clarification requested on insurance requirements. Concern that it could be cost prohibitive for some users.
- Legal confirmed that it is necessary for renter's to have insurance. Otherwise they could be personally liable.
- In the policy does staff have the ability to lower the cost of the insurance?
A: Yes, staff can work with Legal on that.

- Currently do program instructors have to have the same level of insurance? A: Yes.
- Will facilities available for rent be listed in this Policy? A: the specifics will be handled in the procedures for the policy.
- Is it possible that insurance be made available through the City to make it convenient and easy for potential renters? Like with a car rental.
- This is about risk management. It would take Council and Legal to make a change to the City's current requirements for insurance.
- Suggestion to move xi. And xii. under Rental Guidelines to the General Directions.

Direction to Staff: After the suggested edits are made, the policy can go out for public comment.

3. Court Reservation Procedure – Recreation Manager Flora

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 – N/A

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 (see packet)

Questions/Discussion:

- This applies to just some courts? A: Yes, 2 Pickleball courts and 2 tennis courts.
- How will people know that courts are reserved? A: Working that out. Will ask people to have a copy/image of their permit. Will place signage on the courts that are available to rent.
- Procedure is light on details, would like more details.
- Sports teams using the courts have agreements in place with insurance and everything. Like the tennis team – falls outside of this procedure.

- Would like people who teach lessons on public courts to reserve and pay for the use of the courts.
- There will be a calendar online that will show reservations, too. Works as long as there is internet access.
- Minimum one hour maximum two hour per person per day.
- Initially courts will only be available to reserve two days a week within limited hours.
- How far in advance does a reservation have to be made? Can be set in the system. RH thought there would be a 24 hour restriction.
- Question about the policy barring vending in the Park? The violation is if the money is exchanged on the premises. Needs to be verified.
- Enforcement clause question? Does APRD staff have enforcement ability? APD enforces ordinances/writes tickets. Staff can cancel reservations/opt not to work with individuals for violation of procedures.
- Procedure is too light on details. They need to be written down. A: The details could be included but they might have to be updated when things change which would entail bringing it back to Commission. Staff was thinking that there could be a FAQ sheet that would deal with that. Maybe include **that** in the procedure.
- Procedure doesn't have to be voted on by Commission. Can be changed whenever staff wants. Put the details in the Procedure.

Does the Commission want to review the procedure again with the details?

Chair Bachman: that isn't necessary.

4. Workplace Attire Protocol – Director Houston

SUMMARY – Staff 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 – Draft Protocol 2.01.001 – Workplace Attire (see packet)

Questions/Discussion:

- Are the proposed logo items in the budget? A: Yes
- Is there currently a uniform policy? A: No
- Has there been a problem getting people to dress appropriately? A: For the Director, branding and being able to identify staff is important. Not mixing in other brands and logo gear is important.
- Staff won't be able to wear any cap but a Parks logo hat? A: Yes, unless it is PPE.
- IIB. is a question rather than being part of a protocol. Item IVG. doesn't make sense at all. A: RH will look into them.
- How many logo items are needed for ops staff? Five shirts, a jacket, a hat or two? A: Would like ops staff to have six shirts, a lightweight jacket and a heavier jacket. Also looking into raingear.
- Have there been reactions from staff? A: It has been varied. Some rumblings.

5. Trail Management Protocol – Director Houston

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 – Draft 2.02.001 – Trail Management Protocol (see packet)

Questions/Discussion:

- Frustration that the protocol was brought forward to the Commission despite unanimous objection by the TAC. Would make most if not all of the trails in the system out of conformance. Create a lot of work to bring them up to conformance. We have a good system of trails let's keep it and add to it.
- TAC members risk concern is that if the City rates a trail that varies in sections, and someone gets injured they could sue the City for incorrectly rating the trail.
- Advisory committees advice should be included in presentations. Sounds like a large body of work for doing something that we haven't historically needed on trails that Parks hasn't historically maintained.
- Question about why Park Commissioners were included under II. Scope. Reads 'applies to' which is not the appropriate word. A: Will be edited.
- The intent of having an Advisory committee is to take advice. More work needed.
- TAC doesn't want to see this item again. They are not looking to divide our trails into categories.
- Building new trails requires having trail building standards. The place for this is in the Trail Application.
- Not ready to throw the protocol out yet. An omission that the TAC wasn't better represented in the Staff Report. A detail in the protocol, section VB5. Trail Difficulty in the table under Difficult it includes 15% or less and 15% or greater. Needs to be corrected.
- Was the TAC against the entire protocol or just part of it because some of it seems to be applicable for new trails and possibly trail management.

- TAC wouldn't be opposed to some protocol for trail planning and trail development the last two paragraphs in the document.
- When staff brings proposed protocol to the Commission or to TAC for them to say we're going to throw it out is disrespectful of Staff.
- Most concerns are around the trails in the watershed. We are liable for the trails there whether we built them or maintain them. We need to have an understanding of what's there. This is the platform that helps us get there. There are tools/standards out there, forest, BLM, etc. We need to have a standard and we need to know conditions for defense.
- Needs more work. Understands the need for some kind of management tool.
- Application should be integrated with the protocol. Application should come forth from the protocol.
- This would apply to all trails in Ashland? A: Yes

IX. ITEMS FROM COMMISSIONERS/STAFF

a. Liaison Report

1. Gardiner: ASAC – newsletter from Natalie is a good update on the Senior Center.
2. Gardiner: PAAC has a couple of pieces of art and are looking to Parks for locations. Michah Blacklight has found a sponsor, might be moving forward with the sculpture planned to be in Ashland Creek Park.
3. Gardiner: APF strategically moving forward. Putting in lots of hours on Butler-Peruzzi Fountain project.

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 – Chair Bachman adjourned the meeting at 7:49 PM

Respectfully submitted by Nancy Mero Executive Assistant



MINUTES FOR STUDY SESSION
PARK COMMISSION
November 5, 2025
Council Chamber, 1175 E Main – 6:00 PM

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

Staff Present: Deputy Director Dials, Executive Assistant Mero

Absent: Director Houston

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Bachman, Adams, and Landt all present.
- III. **PUBLIC FORUM** –
Mardi Mastain, Ashland: Spoke to the Winburn Way Safety Study and how the options are likely to impact traffic on Granite Street and Nutley. Noted the Granite Street neighbors have asked Public Works for a separate traffic calming study. Asked if the Commissioners were familiar with this study.
- IV. **WINBURN WAY SAFETY** – Deputy Director Dials

SITUATION – The working group has completed its work and public engagement has occurred, bringing forth the information gathered for Park Commission consideration of a potential policy recommendation to address safety on Winburn Way through Lithia Park.

BACKGROUND – The Lithia Park Master Plan identified a recommendation to address safety on Winburn Way. As part of the FY26-27 Department Work Plan, the Park Commission identified that the Department would work on a proposed solution to improve safety on Winburn Way through Lithia Park. This is in addition to the previous direction to add ADA improvements from Winburn Way to the Japanese Garden.

In March 2025, the Park Commission identified a working group comprised of Commissioner Gardiner, Commissioner Weiner, and Director Houston. The working group spent seven months reviewing options, assessing safety needs, and reviewing feedback

from the community, other departments, committees, and reviewing plans associated with this project.

ASSESSMENT – The working group met to review potential options to address safety on Winburn Way. The working group reviewed the options identified in the Lithia Park Master plan, as well as other options that had come forth from Park Commissioners and staff. A total of 11 options were reviewed. The working group identified five options to move forward for public engagement:

- **Option 0** – No change
 - This option kept the current conditions as they are.
- **Option 1** – Addition of pedestrian and/or bike route in roadway
 - **1.A** – Addition of 5 ft pedestrian route on outside of each travel lane
 - **1.B** – Addition of 8 ft pedestrian route on the northbound (downhill) travel lane.
 - **1.C** – Addition of a southbound (uphill) bike lane and a northbound (downhill) pedestrian route
- **Option 2** – One-way travel route southbound (uphill) and a 12 ft pedestrian route on the downhill side of the road
- **Option 3** – Addition of elevated sidewalks at three locations
 - Pickleball Court, north of Japanese garden (to restroom), and fountain (to bandshell sidewalk)
- **Option 4** – Closure of Winburn Way from the Bandshell to the Upper Duck Pond

An additional transportation improvement was identified at the intersection of Granite Street and Winburn Way. Currently there is a Y, providing northbound and southbound access in two locations. The sightlines on the easterly portion of the Y are creating a safety concern as one travels south from Winburn Way to Granite Street.

The Department requested that public works complete a travel study at two locations (south of Winburn Way on Granite Street north of the upper duck pond). The traffic study identified the following:

Winburn Way – S of Pickleball Courts	
Avg Traffic (Weekdays Only)	846 ADT
Avg Traffic (Full Week)	880 ADT
Avg Speed	17.3 mph
85% Percentile Speed	21.14 mph

Granite St – S Pioneer to Lantern Hill	
Avg Traffic (Weekdays Only)	1,033 ADT
Avg Traffic (Full Week)	1,013 ADT
Avg Speed	21.7 mph
85% Percentile Speed	26.62 mph

The Department held a public meeting on August 27, 2025 during which staff reviewed the pros and cons of each option. A straw vote for each option was held at the end of the meeting. There were five votes for Option #3, four votes for Option #1b and one vote for options #1a, #2, and #4.

A public comment period was conducted from August 15 to September 15, 2025. There were 42 individual comments received. 79% wanted to keep Winburn Way open to vehicles. 36% wanted to see some traffic calming on Winburn Way. 10% wanted to see Winburn Way closed to vehicles.

The Department presented the options to the Ashland Transportation Advisory Committee (TAC). The TAC identified that there had not been any accidents involving a pedestrian in the project area for the last 30 years. TAC members asked why the pedestrians could not use non-roadway pathways and/or why a portion of the park could not permit dogs to alleviate the pedestrian use of the roadway. They recommended no action, option #0 as their primary solution, as there are other roadways in the city with more pressing needs to address safety. They did identify the inclusion of elevated crosswalks as a safety improvement they could support. They recommended addressing the Y at Winburn Way and Granite Street.

Staff met with Public Works staff onsite to review the TAC recommendations to address the safety at the Y at Winburn Way and Granite Street. They recommended closing the south easterly section of the Y due to the sight line issues. They recommended the installation of curbing from the redwood tree (south of the intersection) to the northerly Y access point. The new curbing would need to be straight between those two points and include a 4-6 ft wide median with street trees. They recommended no bicycle or pedestrian access within the old roadway due to their recommendation of oncoming (southbound) vehicle access into the parking lot from Winburn Way. They recommended that pedestrians should use the existing sidewalk and cyclists use the roadway. They recommended having an engineer plan the parking lot access and new curbing alignment to facilitate the continuation of a one-way parking lot and ensure compliance with city roadway guidelines.

The working group met and reviewed all the information gathered through the process. This is staff's summary of their conclusions:

- All agreed to Option#1b with an eight-foot-wide pedestrian route, consideration of a double white line to delineate it from the vehicle lane, and adding an additional two foot space between vehicles and pedestrians.

- Agreement was made to add crosswalks at the suggested three locations but not make them elevated crosswalks until we see if these safety improvements effectively slow traffic.
- A majority of the working group members agreed on the safety improvements that the Y-closure recommended by Public Works and the TAC, but there were concerns raised on the unintended consequences associated with the solution recommended by public works. This included community feedback recommending no closure of Winburn way, large vehicle access turning radius, no turnaround on Granite Street south of the intersection for large vehicles and only one identified accident at the intersection since 2018 (Five accidents on Granite Street over the past 15+ years).

The current cost estimate* for the project is as follows:

• ADA Parking stalls and ADA route improvements	\$80,000
• Striping of roadway and crosswalks	\$15,000
• 200 feet of pedestrian route improvements	\$5,000 – \$30,000
• Y Safety improvements	\$50,000
• <i>Elevated Crosswalks (future potential project)</i>	<i>\$45,000</i>

*Note: These are rough estimates that will require engineering to be completed, and a final cost estimate developed and bidding before a final cost can be identified.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Staff’s recommendation is to hire an engineering firm to address the design of the Y safety improvements and develop construction drawings on the addition of a center lane stripe with 8 ft wide pedestrian route with a double white line delineator and three new crosswalks and the deletion of the existing crosswalk. This would include a widening of the pedestrian route near the ADA parking stalls near the Japanese Garden. These construction drawings would be added to the existing ADA parking stalls and improved ADA route to the Japanese Garden.

Staff is seeking input from the Park Commission on the direction of an action at the December 3, 2025 Park Commission Meeting.

POLICIES, PLANS & GOALS SUPPORTED – This will address the Department Work Plan item #6.

FINANCIAL CONSIDERATIONS – There is an approved capital budget item of \$250,000 to complete this project and other Lithia Park Master Plan tasks identified as item #6 in the Department Work Plan.

ATTACHMENTS – Winburn Way Safety Project – Public Engagement Summary, Traffic Count Summary, Open House presentation (please see packet)

Questions/Discussion:

- Winburn Way safety is in the LPMP. Working group focused on safety. Primary issue is the safety of dog walkers. Added is the ADA parking needed for access to the Japanese Garden.
- Concern about option 1b, part of the proposed plan. The LPMP did call for making Winburn safer, but it was a perceived issue. Only one accident recorded and it was a rear-end so not involving the Y configuration at all. Y change was not presented at the Winburn Way open house, depictions are inaccurate, the need is not there. Transportation Advisory Committee (TAC) showed tacit interest at best. Request for a more formal process on reconfiguring the Y. Request for it to be separated from the rest of the project.
- How does the ADA parking interface with the proposal of option 1b? A: At the ADA parking, the pedestrian pathway would jump the curb to a path made from decomposed granite.
- Clarification requested on which side of the road the pathway would jump the curb. A: On the pickleball side.
- Clarification requested on how the three different parts of the plan (roadway safety, Y modification, ADA parking) would be separated.
- ADA parking came first and should stay married to the safety/ped walkway. The Y modification conversation was raised at the TAC presentation.
- Y modification will require working with other City departments and an engineer potentially making it a long process.
- Proposed modification of the Y would eliminate the ability of large vehicles to use the parking lot to turn around.
- Not sure if adding stripes will really change anything. It's a comfort issue more than a safety issue.
- Stripes are proven to slow traffic and it's a minimal cost.
- Why was the configuration ratio different on option 1? A: a ten-foot vehicle lane seemed too narrow.
- Request for the standards for widths from experts and to follow City's practice.
- Suggestions: a roundabout and consideration of a place in the park for dog walkers.

Vice Chair Landt requested staff to separate the proposed Y modification be separated from the ADA parking and road safety and brought to the December 3 PC meeting.

V. INDOOR FACILITY USE PROCEDURE – Deputy Director Dials

SITUATION – Staff are seeking feedback on the Indoor Facility Use Procedure. This procedure applies to all individuals and groups who reserve and use indoor Ashland Parks and Recreation Department facilities and establishes consistent guidelines for the reservation of those facilities.

BACKGROUND – Policy 1.01.001. – Policy Framework sets forth the process to develop, review, and adopt policies, protocols, and procedures for the Department.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Staff are seeking feedback from the Commissioners related to this procedure. Once feedback has been received and incorporated, the procedure will be reviewed and signed by the city attorney and the parks director.

POLICIES, PLANS & GOALS SUPPORTED – Biannual budget process

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – Draft Procedure 3.04.002 Indoor Facility Use Procedure

PROCEDURE

PROCEDURE:	3.04.002 Indoor Facility Use Procedure		
EFFECTIVE:	DATE APPROVED	CANCELS:	PRIOR EFFECTIVE DATE
DIVISION(S):	Recreation	NEXT REVIEW:	2 TO 5 YRS
KEY TERMS:	Facility, Rentals, Reservation,		
APPROVED:	Rocky Houston, Director	Johan Pietila, City Attorney	

I. PURPOSE

- a. The purpose of this procedure is to establish consistent guidelines for the reservation of Ashland Parks and Recreation Department

(APRD) indoor facilities. This ensures the availability of a wide range of spaces for public and private gatherings.

II. SCOPE

- a. This procedure applies to all individuals and groups who reserve and use APRD facilities

III. REFERENCES

- a. 10.68.030 Park Commission Authority–Ashland Municipal Code
- b. City of Ashland Miscellaneous Fees and Charges
- c. 1.03.001 Indoor Facility Rental Policy

IV. DEFINITIONS

- a. **Reservation:** A confirmed and paid booking of an APRD facility through the reservation system
- b. **Eligible Renter:** An individual who is 21 years of age or older and is responsible for the facility during its use.
- c. **Permit:** An approved rental agreement authorizing the use of a facility for a specific time and purpose. The permit must be with the customer at the time of the reservation.

V. GENERAL PROCEDURES

- a. APRD Staff determine times, locations, and availability of reservations.
- b. Reservations can be made by email, phone, or in person.
- c. The eligible renter must be at least 21 years of age.
- d. Frequency of reservations. Renters may reserve as often as the facility is available.
- e. Staff will review the request to ensure the location is suitable and available and to determine what permits are needed.

VI. FACILITY USE GUIDELINES

- 1. Facilities can only be used during the rental times listed on the approved permit. Rental time must include set up and clean up time.

- a. **For Community Center and Pioneer Hall:** A ***two-hour*** minimum applies to all weekday rentals (Monday–Friday until noon). A ***four-hour*** minimum applies to all weekend rentals (Friday 12:00 PM through Sunday 9:00 PM and any holidays).
2. Building access is provided via a code or key box, as designated for each facility. Access details are provided upon final confirmation of the reservation.
3. Tables and chairs are available within each facility for use as part of the rental. The number and sizes available will vary based on the location. If extra tables and chairs are needed for an event that is the responsibility of the renter.
4. **For the Ashland Senior Center:** Use of the kitchen area is not permitted as part of the rental.
5. Any amplification including PA system or live band is to be contained within the building. The sound level should not be noticeable to adjacent residential areas.
6. Please be aware of any parking restrictions. Blocking or reserving parking for your event is prohibited.
7. Turn off unused lights and keep doors and windows closed when using heat or air conditioning.
8. Renters must clean the building thoroughly, following the cleaning checklist provided in your permit and posted inside, and lock all doors before leaving.
9. Buildings must be closed and secured by 9 PM, unless prior approval is granted in writing as part of the rental agreement or special use permit.
10. Zero Waste Events are encouraged. Consider recycling as much as possible and use programs like Lend-Me-A-Plate through www.somra.org
11. Trash must be removed from the building prior to departure and properly secured within the designated, enclosed receptacle located outside of the building. **[All trash that does not fit into the receptable is the responsibility of the renter to dispose of offsite.]** Recycling (boxes,

cans, glass) must be taken with you. Failure to comply will result in a fee.

12. All food and beverages must be removed from the building at the end of the event. Failure to comply will result in a fee.

VII. Fees, Cancellations & Refunds

- a. Full payment of all applicable fees is required at the time of reservation.
- a. Fees are refundable with notice of five (5) business days in advance of scheduled reservation.
- b. City of Ashland Adopted Fees will determine reservation fees.

VIII. Disclaimer & Liability

- a. Facility renters are required to submit a Certificate of Liability Insurance with an endorsement naming the City of Ashland as additional insured. Evidence of coverage must be provided at least 5 business days prior to the first date of your reservation.
- b. For any event serving alcohol, proof of liquor liability insurance is required. **Indoor facilities where alcohol is allowed with a permit:** Pioneer Hall and the Community Center.
- c. 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.
- d. Individuals or groups using the buildings are responsible for cleaning as agreed upon in the permit and for any damage to the building during use. Failure to comply will result in a fee.

Questions/Discussion:

- Direction to tie VI5. to the City's noise ordinance (from the AMC).
- Fees are mentioned twice for insufficient cleaning – needs more clarification. Maybe change the word as it is not really a fee.

- Statement that the disclaimer for liability insurance will make it rentals too expensive. Has it always been required? A: Yes it is a standard procedure throughout Oregon.
- Noted that staff can change the procedure without bringing it back to Commission.
- Noted redundancy between Policy and Procedure. Some of the procedure could be eliminated.

VI. **LOOKAHEAD REVIEW** – Chair Bachman

Date	Agenda Item	Presenter
11/5	Park Commission Study Session Council Chamber 6 PM	
	Winburn Way Safety	Dials
	Indoor Facility Use Procedure	Dials
11/12	Park Commission Business Meeting Council Chamber 6 PM	
	Senior Services Division Annual Report (Information)	Mettler
	Financial Update Fourth Quarter FY25 (Information)	Terry
	Indoor Facility Use Policy (Action)	Dials
	East Main Community Park Phase II (Action)	Dials
12/3	Park Commission Business Meeting Council Chamber 6 PM	
12/10	Park Commission Special Meeting Council Chamber 6 PM	
	Park Commission Strategic Goals	Houston
APRC Advisory and Management Advisory Committees		
1/15/2026	Recreation Division Advisory Committee, the Grove 3:30 PM	
1/12/2026	Ashland Senior Advisory Committee, Senior Center 3:30 PM	
11/19/2025	Trails Advisory Committee, Lithia Cabin 4:15 PM	
TBD	Ashland Japanese Garden MAC Lithia Cabin 2:00 PM	
TBD	Bee City USA MAC	
TBD	Current Parks, Conservation, and Maintenance MAC	
Council Business/Budget Meetings/Commissions		
Public Meetings		

Department Work Plan

PROS Plan	
3/10	Senior Services Focus Group ✓
3/13	Trails Focus Group ✓
3/19	Natural Resources Focus Group ✓
3/20	Recreation Focus Group ✓
4/8	PROS Plan Kickoff Meeting Senior Center 5:30 - 7:00 PM ✓
4/17	South Ashland Neighborhood Meeting, Temple Emek Shalom ✓
4/23	Central Ashland Neighborhood Meeting, Stevenson Union ✓
4/24	North Ashland Neighborhood Meeting, United Methodist Church ✓
7/11	Commercial Focus Group - Chamber Meet and Greet Pioneer Hall 8:15 AM ✓
7/4	Youth and Family Survey/Community Values Survey July 4 th Booth ✓
9/17	Second Community Meeting Senior Center 5:30 – 7:00 PM ✓

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

2025 – 2026 New Revolving Format

OCTOBER	NOVEMBER	DECEMBER
Return of the Salmon Family Field Day	Senior Services Annual Report	Ashland Parks Foundation Annual Report
JANUARY	FEBRUARY	MARCH
Budget Concepts (odd years) Adopt CIP (odd years) Golf Course Annual Report	VIP Annual Report Budget Direction (odd years)	Recommend Budget (odd years) Recreation Division Annual Report
APRIL	MAY	JUNE
Misc Fees and Charges	Environmental Education Annual Report	
JULY	AUGUST	SEPTEMBER
July 4 th Parade		

Want more information further into the future for the meetings on the lookahead. (Rocky)

VII. **ADJOURNMENT** – Chair Bachman adjourned the meeting at 7:18 PM

Written public testimony received prior to the meeting:

Full Name	James Hurth
Phone	
Email Address	
Subject	Winburn closure
Type of Testimony	Written
Message	Strongly object to proposed closure of Winburn to traffic due to multiple reasons. During Emergency evacuation an accident on Granite would leave Winburn as the best alternative for residents like me who live above the intersection of Granite and Winburn.
Attachment 1	<i>Field not completed.</i>
Attachment 2	<i>Field not completed.</i>
Attachment 3	<i>Field not completed.</i>

Respectfully submitted by Nancy Mero, Executive Assistant



MINUTES FOR REGULAR BUSINESS MEETING

PARK COMMISSION

November 12, 2025

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Adams, Gardiner, Landt, Weiner

Staff Present: Deputy Director Dials, Senior Division Manager Mettler, Program Coordinator

Absent: Bachman (Chair), Director Houston

- I. **CALL TO ORDER** – Vice Chair Landt called the meeting to order at 6:00 PM
- II. **ROLL CALL** – Commissioners Gardiner, Weiner, Landt, and Adams all present.
- III. **APPROVAL OF MINUTES**
 - I. Park Commission Business Meeting Minutes, October 1, 2025
 - Commissioner Weiner referred to two instances of inaccurate comments in the October 1 meeting minutes. He would like them to be corrected.
 - First, under section 3 Court Reservations Procedure in the Q and A section. Minutes read that vending is only a violation if money is exchanged on the premises. Weiner referenced AMC 10.68.060 – Unpermitted commercial activity. Code does not indicate when, where, or how money is exchanged. It is only permitted if one secures a written permit from Parks staff.
 - Second inaccuracy was regarding the statement that Parks staff do not have enforcement authority. AMC 10.68.310 was cited: No person shall refuse a request or to obey any reasonable request of law enforcement, park officers or employees.
 - It was acknowledged that the minutes are a correct representation of what was said in the October 1 meeting.
 - Suggestion was made to table the approval of the minutes and bring them to the December 3 meeting with an addendum correcting the misstatements.

Motion: I move that we table this discussion regarding an addendum of the minutes.

Motion: Landt

Second: Adams

Vote:

Gardiner	No	Weiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes		

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Business Item VIII3. changed from action item to Informational item to afford further discussion.

V. PUBLIC FORUM – None

VI. CONSENT AGENDA

1. Ashland Senior Advisory Committee Meeting Minutes July 14, 2025
2. Recreation Division Advisory Committee Meeting Minutes July 17, 2025
3. Trails Advisory Committee Meeting Minutes April 4 and July 15, 2025
4. Recreation Division Advisory Committee Bylaws

Motion: Move to approve the Consent Agenda.

Motion: Weiner

Second: Adams

Vote:

Gardiner	Yes	Weiner	Yes
Adams	Yes	Landt	Yes

VII. DIRECTORS REPORT – Deputy Director Dials

Slides from presentation:

Directors Report

North Mountain Park Nature Center

- Classroom Education: The last week of October and first week of November, 217 students from Kindergarten –5th grade classrooms participated in Salmon Watch programs at North Mountain Park.
- Community Programs:
Identifying Fall Birds with 21 attending and *All about Bats* an after-school program about bats for ages 5-10 at the Nature Center that filled with 12 youngsters and their parents.

2



Oak Knoll Golf Course–Driving Range

- Storm Damage Nov 4: Gusty winds took down 17 poles and netting on the driving range and damaged 6-7 poles on the opposite side. KUDOS to staff for safely removing the remaining poles!



3



Ashland Rotary Centennial Ice Rink

- Opens November 21
Weather Permitting



4

Questions/Discussion:

- Did staff report seeing any salmon? A: The children did not, however staff have reported seeing salmon.
- What would be weather that would prevent the Ice Rink opening? A: Weather similar to what we're currently experiencing.

VIII. BUSINESS

1. Senior Services Division Annual Report – Division Manager Mettler

SUMMARY – This report will summarize the progress of the Senior Services Division during the 2025 calendar year.

- Open same hours as before.
- Title changes: Natalie is now Division Manager and Shannon is the Coordinator. Shared Administrative Assistant Cheryl at Senior Center about 25% of the time.
- Adjusted elements of ASAC to align with City guidelines for committees, calendar, member term dates,
- Recruiting for two additional ASAC members, got a new charge from the Park Commission
- Fun photos: Walkabout group, AARP Driver Safety class, line dancers, etc.
- Three levels of line dancing, strength and balance, tai chi, yoga, two walking groups
- Social activities, games, art classes, free movies, etc.
- On site partners, SHIBA, JCLS, Drivers Safety, Community Food Bank, etc.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S)– N/A

ATTACHMENTS – N/A

Questions/Discussion:

- Clarification requested on the graph in the presentation.
- Acknowledgement of Manager Mettler for going the extra mile above and beyond her job description.

Slides from presentation:



Senior Services Division Annual Report

Park Commission Regular Business Meeting |
November 12, 2025



Better Together





Staffing & Public Hours

TWO+ STAFF

Division Manager – Senior Services (1.0 FTE)
Coordinator – Senior Services (1.0 FTE)
Administrative Assistant (average 25 hrs/week for Senior Services)

THREE OFFICE VOLUNTEERS

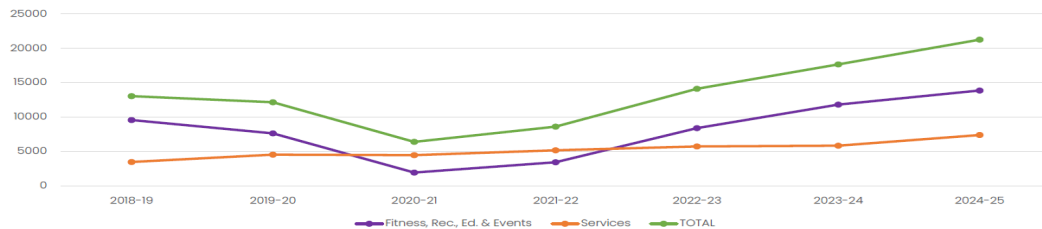
4 hours/day on Mon, Wed & Thur

OFFICE HOURS

Monday – Thursday, 8:30am–3:30pm
(Food & Friends lunch served Monday – Friday, 11:30am–12:30pm)



Senior Services Division, FY 2019 – FY 2025 (visits/mo)



	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Fitness, Rec, Ed. & Events	9577	7630	1931	3432	8392	11821	13871
Services	3470	4530	4463	5180	5734	5845	7392
TOTAL	13047	12160	6394	8612	14126	17666	21263



- AARP Driver Safety
- ACCESS
- Alzheimer's Association
- Ashland Climate Collaborative
- Ashland Police Department
- Ashland Firefighters Union 1269
- Ashland Community Food Bank
- Bristol Hospice
- Food & Friends
- Jackson County Library Services
- Maple Ridge Senior Living
- Oregon Older Adult Behavioral Health Initiative
- Providence – Health Services, Hospice
- Rogue Valley Council of Governments
 - Food & Friends
 - Senior Advisory Council
- Rogue Community Health – Pharmacy Dept
- Rogue Valley Transportation District
- Rotary Club of Ashland
- Senior Health Insurance Benefits Assistance (SHIBA)
- SOU: OHSU, Professor Noriko's classes
- The Valley Duo
- Village at Valley View
- Visting Angels

PARTNERS



Oregon
Older Adult Behavioral Health Initiative



Senior Services Annual Report



Senior Walkabouts



Japanese Garden Walk



The Valley Duo



9

Senior Services Annual Report



AARP Driver Safety Class



Line Dancers



10

Senior Services Annual Report



Young at Art



F&F Taco Tuesday



11



2. Q4 FY25 Financial Update – Administrative Coordinator Terry

SUMMARY – The Finance Department provides a quarterly review of financial statements. On October 7, 2025, Deputy Finance Director Bryn Morrison presented to City Council the preliminary statements ending in Quarter 4 (Q4) of Fiscal Year 2025 (FY25). The Parks and Recreation Department now presents specific Department details for the same period.

The fourth quarter of FY25 ended on June 30, 2025. Of the \$8,481,131 allocated in General Funds (GF) for FY25, \$7,812,768 or 92.12% of the total has been expended. An additional \$174,168 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,973,971 at the beginning of the 2023–2025 biennium. At the end of the biennium, the balance was \$3,339,320 with \$153,377 encumbered.

The Parks System Development Charges (SDC) Fund began the 2023–2025 biennium with a balance of \$372,634. As of the end of the biennium, the fund stands at \$479,909.

POLICIES, PLANS & GOALS SUPPORTED – Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS – This is an informational item, no actions requested.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – Q4 2025 General Fund Operations Expense/Balance Table

Slides from Presentation



Financial Update – Q4 2025

Park Commission Regular Business Meeting | November 12, 2025



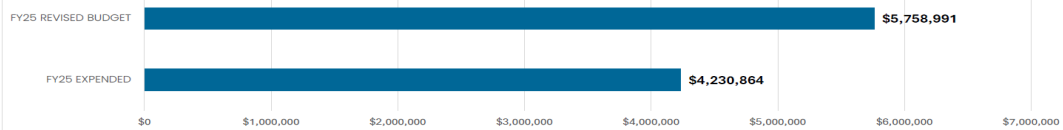
Better Together



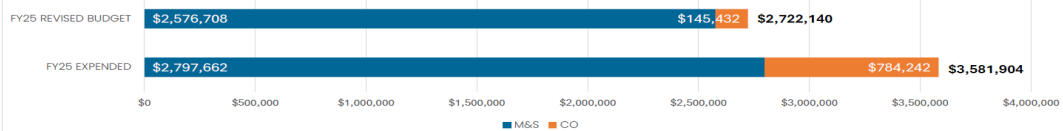
GENERAL FUND



PERSONNEL SERVICES



MATERIALS & SERVICES + CAPITAL OUTLAY

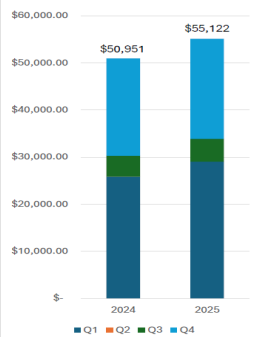


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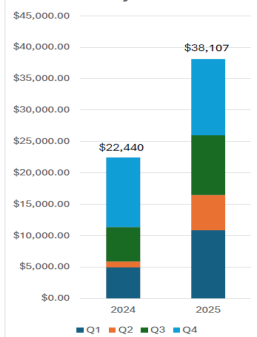
REVENUE



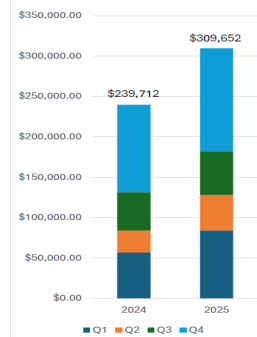
Cable Revenue



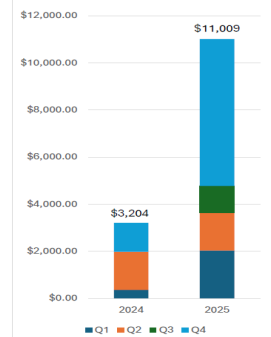
Facility Rentals



Golf Rental Fees

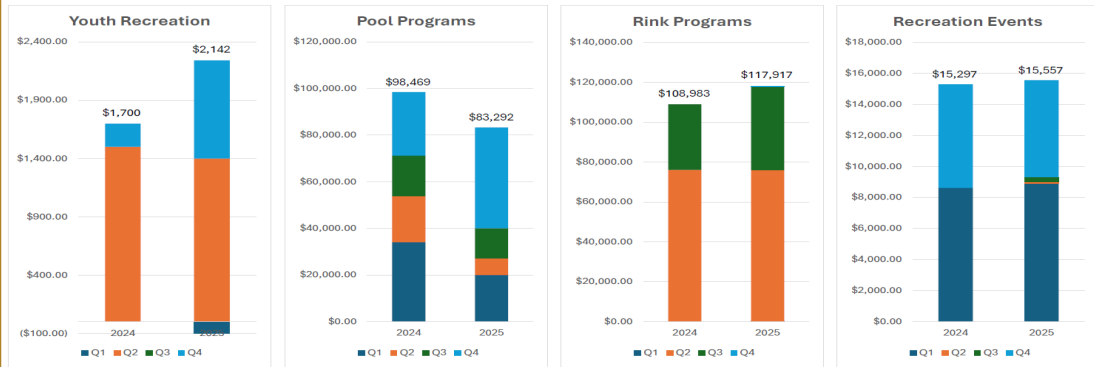


Adult Recreation



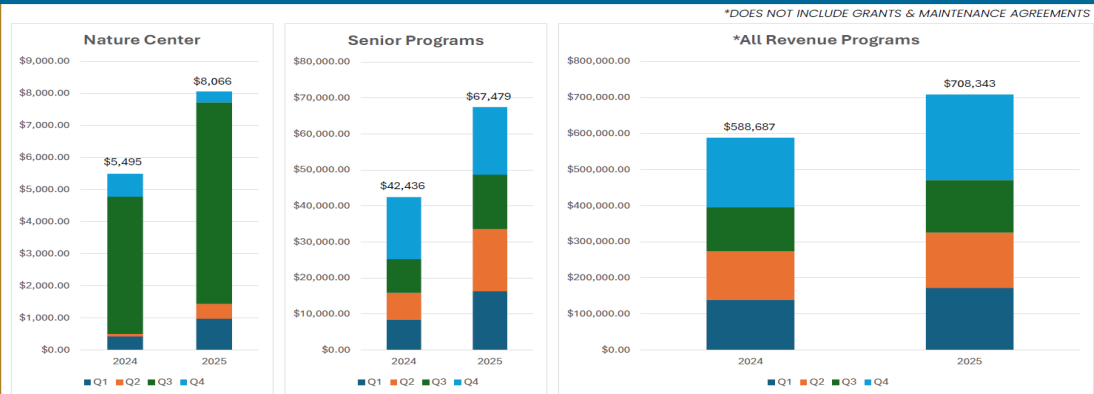
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REVENUE



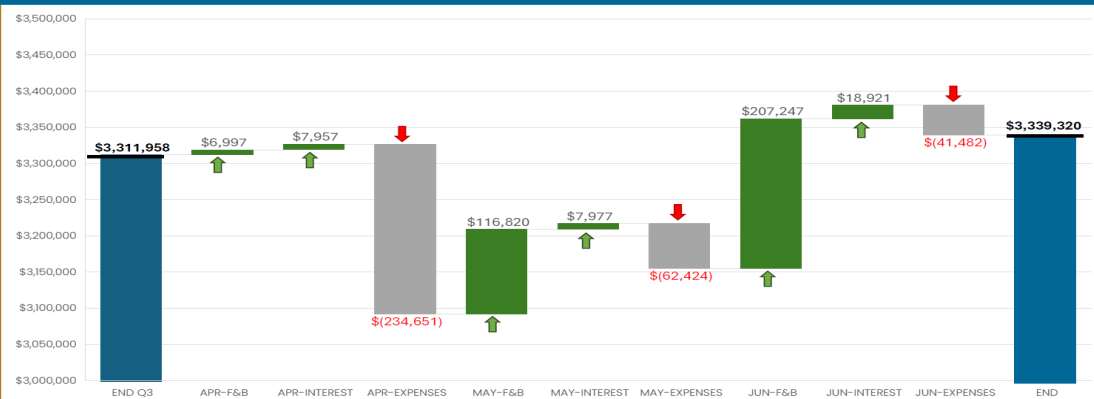
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REVENUE



18

CIP



19

Questions/Discussion:

- Is this a typical waterfall chart compared to other quarters? A: No, June is really high for revenue from the F&B tax.
- Is Park's Capital fund kept separate from other City Departments? A: Yes
- What constituted the expenses? A: Chiller, etc. The expenses could crop up anywhere? A: Yes, there are months with no expenses.

3. Indoor Facility Use Policy – Deputy Director Dials

New policy draft will be posted for public comment tomorrow. We felt the draft changes to the policy (from last time it was presented to the PC) were significant enough to bring back to the Commission.

Changes to Draft:

Definitions: Eligible renter was changed to define more clearly who could rent a facility. There was nothing in the first draft regarding occupancy. Made sure it was based on Fire Dept occupancy limit. Also only 30 chairs in Pioneer Hall despite the fact that it could hold 80.

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.

A draft of this policy was presented as an informational item at the October 1, 2025 Park Commission meeting. The draft policy was then posted on the City website and social media for public comment from October 7-20, 2025. No public comment was received.

Some minor changes were made to the draft policy. Those changes appear in red in the document.

POLICIES, PLANS & GOALS SUPPORTED – 1.01.001 Policy Framework

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S) – N/A

ATTACHMENTS – Draft Policy 1.03.001 Indoor Facility Use Policy



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	Carmel Zahran, Deputy 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 resources are used in a manner that aligns with APRD's mission and operational needs.
- b. This policy applies to all indoor facilities that operate under the authority of APRD.

I. REFERENCES

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

II. DEFINITIONS

- a. **Publicly Available Facilities:** Facilities that APRD makes available for use by individuals and groups.



- b. **Non-Publicly Available Facilities:** Facilities that are only accessible to APRD staff or other City departments.
- c. **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.
- d. **Non-commercial:** Not primarily intended for or directed toward commercial advantage or monetary compensation.
- e. **Eligible Renter:** must fulfill the following requirements: (1) is at least 21 years of age or older (2) if the Eligible Renter is part of an organization, is an authorized representative (3) has submitted all the proper fees (4) is present for the duration of the rental (5) is personally responsible for adhering to all facility rules and requirements and (6) agrees to enforce applicable facility rules and apprise APRD of any concerns or damages.

III. 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

IV. GENERAL CONDITIONS OF USE

- a. **Insurance:** 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 any event that has not provided evidence of this coverage. Evidence of coverage must be provided at least 10 days prior to the first date of the reservation.
- b. **City Precedence:** APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Parks 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. **Compliance with Applicable laws:** Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as restrictions around temporary signage, smoking cigarettes or marijuana and any illegal drugs.
- d. **Eligible Users:** The renter must fit the definition of an Eligible User.

V. RENTAL GUIDELINES

- a. Standard rental 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 determine reservation rates.
- 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 written notice of at least five (5) business days.
- 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, and items similar in nature, 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
- 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 and are not permitted in the facilities.
- 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. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.
- m. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.



- n. A signed waiver of responsibility is required before a rental permit can be finalized by staff.

VI. Conditions for Denial

- a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.
- b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damages and will be prohibited from future use of APRD facilities.



INDOOR FACILITY USE POLICY-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.



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- An old draft of this policy was presented as an informational item at the October 1, 2025, Park Commission meeting.
- An old draft was posted on the City website and social media for public comment from October 7-20, 2025. No public comment was received.
- A new draft is being presented tonight. Staff will repost the new draft on the website for public comment Nov 13-27.
- Staff will bring back the new draft to December 3rd Commission meeting.



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DEFINITIONS

- a. Eligible Renter:** must fulfill the following requirements: (1) is at least 21 years of age or older (2) if the Eligible Renter is part of an organization, is an authorized representative (3) has submitted all the proper fees (4) is
- a. Compliance with Applicable Laws:** Any person who rents an APRD facility for an event or gathering must comply with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as restrictions on temporary signage, smoking cigarettes or marijuana and any illegal drugs.



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GENERAL CONDITIONS

- a. Compliance with Applicable laws:** Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as restrictions around temporary signage, smoking cigarettes or marijuana and any illegal drugs.

RENTAL GUIDELINES

- a. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.
- b. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.



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CONDITIONS OF DENIAL

- a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.
- b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damages and **may be** prohibited from future use of APRD facilities.



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PROPOSED ACTION

- NONE-Feedback only tonight
- Staff will post on website for public comment and then bring back a draft to the December 3rd meeting for approval.



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Questions/Discussion:

- Why no balloons/pinatas? A: Community Center has very tall ceilings so it's hard to get helium balloons down. Could the policy stipulate no helium balloons?
- Recommendation to remove balloons from the list since users are supposed to clean up thoroughly or incur a fine.
- What about users who aren't able to pay? A: Would require a special agreement, potentially trading volunteer hours for a rental fee.
- Are any groups prohibited? A: All renters must fit into one of the seven categories listed in the policy.
- IV. D (general conditions) could be eliminated as it is redundant. A: Okay
- General Conditions: there should be more time allowed to get insurance. Policy states renters have to have it ten days in advance. A: Can be worked out with Legal.
- What about rental guidelines such as assigning a waiver etc.? A: Details are in the permit form. Should be added to the definitions.
- Change statement from will be prohibited to may be prohibited.
- Noted that getting insurance could be done as quickly as ten minutes. A: Staff will work with Legal.

4. East Main Street Community Park Phase II – Deputy Director Dials

SITUATION – Staff have identified an Oregon Parks and Recreation Department (OPRD) grant through the Land and Water Conservation Fund (LWCF) to apply to Phase II of East Main Street Community Park. November 4, 2025, the City Council approved Resolution 2025-27 allowing the Ashland Parks and Recreation Department (APRD) to apply for this grant. Two questions for the Parks Commission (PC):

1. Is the PC supportive of applying for the LWCF grant?
2. If the grant application is successful, would the PC be supportive of the 50% match funds required in the grant?

BACKGROUND – The LWCF provides matching grants to state and local governments for the acquisition and development of outdoor recreation areas and facilities. If APRD is successful in its application, the grant will partially fund Phase II of the development of East Main Street Community Park. Phase II encompasses a nature-themed, inclusive playground, a community garden, a sports court, and a fitness court. Phase I includes a parking lot, restroom, off leash dog park, a pump track, and a multi-use pathway connecting the western neighborhood with the park. Construction of Phase I will begin in spring of 2026.

The total project cost estimate for phase II is \$1,462,500. The grant is a 50/50 matching grant so if successful, \$731,250 would come from OPRD and the other 50% (\$731,250) would come from APRD funding through the Capital Improvement Project Fund.

ASSESSMENT – Based on current projections, APRD will have sufficient matching funds through unencumbered food and beverage tax (F&B) funds and Systems Development Charge funding at the time of the project. If successful in the grant application, OPRD would send the notice to proceed in early 2027.

POLICIES, PLANS & GOALS SUPPORTED – The PC has identified the development of East Main Street Community Park as a high priority need for the City of Ashland.

FINANCIAL CONSIDERATIONS – Based on current projections, APRD will have sufficient matching funds through unencumbered F&B tax funds and Systems Development Charge funding

PROPOSED ACTIONS OR MOTION(S) – Motion to approve matching funds of up to \$731,250 for Phase II of East Main Street Community Park, if there is a successful LWCF grant application. Funds would be disbursed out of the Capital Improvement Project Fund.

ATTACHMENTS – Resolution 2025-27 authorizing application for grant.

RESOLUTION NO. 2025-27

A RESOLUTION AUTHORIZING APPLICATION FOR GRANT

RECITALS:

- A. The Oregon Parks and Recreation Department is accepting applications for the Land and Water Conservation Fund Grant Program.
- B. The Ashland Parks and Recreation Department desires to participate in the grant program to the greatest extent possible as a means of providing needed park and recreation improvements, and enhancements.
- C. The Ashland Park Commission has identified the development of East Main Community Park as a high priority need for the City of Ashland.
- D. Phase II development of East Main Community Park will include a playground and community garden.
- E. The Ashland Parks and Recreation Department has available local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded.
- F. Ashland Parks and Recreation Department acknowledges that any site that has been acquired, developed, or improved, no matter how small the improvement, with funds from the LWCF grant program must be open to the public and maintained in perpetuity for public outdoor recreation.
- G. The Ashland Parks and Recreation Department will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

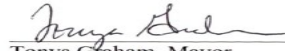
SECTION 1. The City of Ashland City Council supports submission of an application to the Oregon Parks and Recreation Department for the development of East Main Community Park.

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this 4 day of November, and takes effect upon signing by the Mayor.


Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 4 day of November, 2025.


Tonya Graham, Mayor

Reviewed as to form:


Johan Pietila, City Attorney

Slides From Presentation:

East Main Phase II

East Main St. Park-Phase II

- Staff have identified and is applying for an Oregon Parks and Recreation Department (OPRD) grant through the Land and Water Conservation Fund (LWCF).
- Phase II of East Main Street Community Park
- November 4, 2025, the City Council approved Resolution
- 2025-27 allowing the Ashland Parks and Recreation Department (APRD) to apply for this grant





East Main St. Park-Phase II

- Is the PC supportive of applying for the LWCF grant?
- If the grant application is successful, would the PC be supportive of the 50% match funds required in the grant?



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PROPOSED ACTION

- Motion to approve matching funds of up to \$731,250 for Phase II of East Main Street Community Park, if there is a successful LWCF grant application. Funds would be disbursed out of the Capital Improvement Project Fund.



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Questions/Discussion:

- Supporting matching funds will be sufficient, PC doesn't need to state its support separately.
- Don't want to commit to specifics like pickleball at the park until noise code/damage to the neighborhood is studied.
- Concerned that there are no details and being asked to vote on committing money without those details.
- The park master plan has been approved and publicly posted for years except for the exercise portion.
- Sports court was on the original plan as was the community garden without details. This is a huge opportunity.

- Fitness court was not in the Master Plan. There was only a sports court.
- Houston is also applying for a smaller grant tied to the fitness court.
- Will adding the fitness court delay construction due to needing more plans? A: No.
- We are getting hung up on details not specified in the grant app/master plan. The idea is to parlay whatever money we can at this point.

Motion: I move to approve matching funds of up to \$731,250.00 for Phase II of East Main Street Community Park, if there is a successful LWCF grant application. Funds would be disbursed out of the Capital Improvement Project Fund.

Motion: Adams

Second: Gardiner

- Setting aside conversation of fitness court, this is a wonderful opportunity. City has targeted growth for this area. A playground makes a park.
- Opportunity to move forward with Phase II. Best chance forward at this point.
- Fully supports completion of East Main Street Community Park. Very uncomfortable with not having seen the grant and without details of the grant.
- Examine the language in the grant for wiggle room on the fitness court idea.

Vote:

Gardiner	Yes	Weiner	Yes
Adams	Yes	Landt	Yes

IX. ITEMS FROM COMMISSIONERS/STAFF

1. Liaison Report

Recommended that all Commissioners read the minutes from the Trails Advisory Committee meetings. Juicy stuff in there.

X. UPCOMING MEETING DATES

- 1.** Trails Advisory Committee November 19, Lithia Cabin 4:15 PM
- 2.** Park Commission Business Meeting December 3, Council Chamber 6:00 PM
- 3.** Park Commission Strategic Goals Meeting December 10, Council Chamber 6:00 PM
- 4.** Park Commission Study Session TBD, Council Chamber 6:00 PM

XI. ADJOURNMENT – Vice Chair Landt adjourned the meeting at 7:22 PM

Respectfully submitted by Nancy Mero, Executive Assistant



REGULAR BUSINESS MEETING AGENDA BRIEF

December 3, 2025

Agenda Item	VIII. Ashland Parks Foundation Annual Report	
Presenter	Mike Gardiner	President
Item Type	Action ☐ Information ☒	

SUMMARY

In December of each calendar year, a representative from the Ashland Parks Foundation gives a report to the Park Commission.

POLICIES, PLANS & GOALS SUPPORTED

Not applicable

FINANCIAL CONSIDERATIONS

Not applicable

PROPOSED ACTIONS OR MOTION(s)

Not applicable – informational item

ATTACHMENTS

Not applicable

PREPARED BY: Nancy Mero, Executive Assistant



REGULAR BUSINESS MEETING

AGENDA BRIEF

December 3, 2025

Agenda Item	VIII2. 2026 Park Commission Meeting Schedule	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

Each year In December the Park Commissioners review and approve the meeting dates for the upcoming year to ensure public meeting notice requirements are met.

POLICIES, PLANS & GOALS SUPPORTED

The City of Ashland charter identifies that the Park Commission (PC) shall meet routinely to formulate and adopt rules and regulations for the management of park lands.

FINANCIAL CONSIDERATIONS

PC Regular Business Meetings are live-streamed, broadcast, and recorded by Rogue Valley Television at the current rate of \$6,000.00 per biennium.

PROPOSED ACTIONS OR MOTION(S)

Move to approve the 2026 PC Meeting Schedule

ATTACHMENTS

Draft 2025 PC Meeting Schedule

PREPARED BY: Rocky Houston, Director

Draft 2026 Park Commission Meeting Schedule

January 7	Retreat – PROS PLAN	Council Chamber	
January 14	Regular Business Meeting	Council Chamber	
February 4	Study Session	Council Chamber	
*February 11	Joint/Business Meeting	Council Chamber	PC Hosts
March 4	Study Session	Council Chamber	
March 11	Business Meeting	Council Chamber	
April 1	Study Session	Council Chamber	
April 8	Business Meeting	Council Chamber	
May 5	Joint Meeting w/ Council	Council Chamber	Council Hosts
May 13	Business Meeting	Council Chamber	
June 3	Study Session	Council Chamber	
June 10	Business Meeting	Council Chamber	
July 1	Study Session	No Meeting – Summer Break	
July 8	Business Meeting	Council Chamber - <i>Tentative</i>	
August 5	Study Session	No Meeting – Summer Break	
*August 12	Joint/Business Meeting	Council Chamber	PC Hosts
September 2	Study Session	Council Chamber	
September 9	Business Meeting	Council Chamber	
October 7	Study Session	Council Chamber	
October 14	Business Meeting	Council Chamber	
November 3	Joint Meeting w/Council	Council Chamber	Council Hosts
November 11	Business Meeting	Council Chamber	
December 2	Retreat	Council Chamber	
December 9	Business Meeting	Council Chamber	

*Joint refers to a joint meeting with City Council.



REGULAR BUSINESS MEETING

AGENDA BRIEF

December 3, 2025

Agenda Item	VIII3. Winburn Way Safety	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Lithia Park Master Plan (LPMP) identified a recommendation to address safety on Winburn Way. As part of the FY26-27 Department Work Plan, the Park Commission (PC) identified that the Ashland Parks and Recreation Department (Department) would work on a proposed solution to improve safety on Winburn Way through Lithia Park. This is in addition to the previous PC direction to add ADA improvements from Winburn Way to the Japanese Garden.

In March 2025, the PC created a working group comprised of Commissioner Gardiner, Commissioner Weiner, and Director Houston. The working group spent seven months reviewing options, assessing safety needs, and reviewing feedback from the community, other departments, and committees, and reviewing plans associated with this project.

Based off public and PC feedback, the preferred direction is developing a project that will entail adding parallel ADA parking stalls, improving the ADA access to the Japanese garden, and installing an eight-foot designated pedestrian route inside the road way.

POLICIES, PLANS & GOALS SUPPORTED

This will address the Department Work Plan's item number six.

FINANCIAL CONSIDERATIONS

There is an approved capital budget line item for up to \$50,000 to complete this project and other LPMP tasks identified under item number six in the Department Work Plan.

PROPOSED ACTIONS OR MOTION(s)

Move to direct staff to add an eight foot designated pedestrian route to the existing ADA access project scope of work to improve pedestrian safety on Winburn Way within Lithia Park.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston, Director



REGULAR BUSINESS MEETING

AGENDA BRIEF

December 3, 2025

Agenda Item	VIII4. Modification of Winburn Way/Granite Street Y Intersection	
Presenter	Rocky Houston	Director
Item Type	Action ☒ Information ☐	

SUMMARY

The Lithia Park Master Plan (LPMP) identified a recommendation to address safety on Winburn Way. As part of the FY26-27 Ashland Parks and Recreation Department (Department) Work Plan, the Park Commission (PC) identified that the Department would work on a proposed solution to improve safety on Winburn Way through Lithia Park. This is in addition to the previous direction to add ADA improvements from Winburn Way to the Japanese Garden.

In March 2025, the PC identified a working group comprised of Commissioner Gardiner, Commissioner Weiner, and Director Houston. The working group spent seven months reviewing options, assessing safety needs, and reviewing feedback from the community, other departments, and committees, and reviewing plans associated with this project.

The working group identified the vehicular safety (sight lines from the southern portion of the Y) as a potential modification to improve safety for vehicles leaving the park southbound. The Transportation Advisory Committee identified this as their primary recommendation to improve safety at the intersection. Public Works concurred and recommended the design be presented to the PC in November 2025.

The completion of this modification of the intersection would retain vehicular access to Winburn Way through Lithia Park. This modification would retain access to, and the design of the existing parking lot located northeast of the intersection, while providing the opportunity for additional parking spaces. This modification would improve safety for vehicles leaving the park on Winburn Way (southbound) and reduces vehicle speed for those entering the park (northbound).

Staff recommends having the intersection added to the Winburn Way Safety project.

POLICIES, PLANS & GOALS SUPPORTED

This will address the Department's FY26-27 Work Plan item number six.

FINANCIAL CONSIDERATIONS

There is an approved capital budget item up to \$50,000 to complete this project and other LPMP tasks identified in item number six of the Department's FY26-27 Work Plan.

PROPOSED ACTIONS OR MOTION(S)

Move to direct staff to add the modification of the Winburn Way/Granite Street Y intersection to the project scope of work to improve pedestrian safety on Winburn Way within Lithia Park.

ATTACHMENTS

Not applicable

PREPARED BY: Rocky Houston, Director



REGULAR BUSINESS MEETING

AGENDA BRIEF

December 3, 2025

Agenda Item	VIII5. 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.

- A draft of this policy was presented as an informational item at the October 1, 2025, Park Commission meeting. The draft policy was then posted on the City website and social media for public comment from October 7-20, 2025.
- Based on feedback, a new draft was presented as an informational item at the November 12, 2025, Park Commission meeting. The draft policy was again posted on the City website and social media for public comment from November 13-November 27. At the time of this memo, no public comments have been received on the new draft.

POLICIES, PLANS & GOALS SUPPORTED

1.01.001 Policy Framework

FINANCIAL CONSIDERATIONS

Not applicable

PROPOSED ACTIONS OR MOTION(S)

Move to adopt Policy 1.03.001 – Indoor Facility Use Policy

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 Carmel Zahran, Deputy 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 resources are used in a manner that aligns with APRD's mission and operational needs.
- b. This policy applies to all indoor facilities that operate under the authority of APRD.

I. REFERENCES

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



II. DEFINITIONS

- a. **Publicly Available Facilities:** Facilities that APRD makes available for use by individuals and groups.
- b. **Non-Publicly Available Facilities:** Facilities that are only accessible to APRD staff or other City departments.
- c. **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.
- d. **Non-commercial:** Not primarily intended for or directed toward commercial advantage or monetary compensation.
- e. **Waiver:** a formal legal contract between two parties that is signed by the eligible renter during the rental agreement process.
- f. **Eligible Renter:** must fulfill the following requirements: (1) is at least 21 years of age or older (2) if the Eligible Renter is part of an organization, is an authorized representative (3) has submitted all the proper fees (4) is present for the duration of the rental (5) is personally responsible for adhering to all facility rules and requirements and (6) agrees to enforce applicable facility rules and apprise APRD of any concerns or damages.

III. 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

IV. GENERAL CONDITIONS OF USE

- a. **Insurance:** 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 any event that has not provided evidence of this coverage. Evidence of coverage must be provided at least 10 days prior to the first date of the reservation.
- b. **City Precedence:** APRD and City activities have precedence over all other uses. In the event a reserved activity must be rescheduled, the Parks 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. **Compliance with Applicable Laws:** Anyone who uses an APRD facility is responsible for complying with all applicable laws and regulations including all APRD policies and Ashland Municipal Codes such as restrictions around temporary signage, smoking cigarettes or marijuana, and any illegal drugs.

V. RENTAL GUIDELINES

- a. Standard rental 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 determine reservation rates.
- 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 written notice of at least five business days.
- f. The facility and any equipment used 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, and items similar in nature, are prohibited:
 - i. Staking
 - ii. Nails and tacks
 - iii. Spray chalk
 - iv. Confetti
 - v. Glitter
 - vi. Bird seed
 - vii. Silly string
 - viii. Piñatas
 - ix. Candles or open flames
- 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 and are not permitted in the facilities.
- i. Loitering is not permitted in or around facilities.
- j. Alcoholic beverages are not permitted unless a permit to supply them has been applied for and received.
- k. Overnight use is not permitted.



- l. Obey, monitor, and enforce the occupancy limits that are set by the City of Ashland Fire Marshal. This limit is set to ensure the safety of all occupants and compliance with fire codes.
 - m. The number of chairs and tables will vary within each facility and is unrelated to occupancy limits.
 - n. A signed waiver of responsibility is required before a rental permit can be finalized by staff.
- VI. Conditions for Denial
 - a. Violation of this policy, any applicable law, or any section of the Ashland Municipal Code not otherwise mentioned may result in the immediate closure of an event and could lead to future rental denials.
 - b. If an activity or event causes or imminently threatens to cause damage or destruction to property, the renter is responsible for all damage and may be prohibited from future use of APRD facilities.