



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