



BUSINESS MEETING AGENDA

March 11, 2026

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

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

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF MINUTES**

1. Park Commission Study Session February 4, 2026
2. Joint Meeting with City Council/Park Commission Business Meeting February 11, 2026

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

V. **PUBLIC FORUM**

VI. **CONSENT AGENDA**

VII. **BUSINESS**

1. Recreation Division Annual Report (Information)
2. Q1-Q2 FY26 Financial Update (Information)
3. Ice Rink Cover Update (Information)
4. Ashland Parks Foundation Fundraising Proposal for New Ice Rink Amenities (Information)
5. Hunter Park Tennis Court Project Update (Information)

VIII. **DIRECTORS REPORT** – Acting Director Dials

IX. **ITEMS FROM COMMISSIONERS/STAFF**

- a. Liaison Report

X. **UPCOMING MEETING DATES**

1. Park Commission Study Session April 1, 2026
2. Park Commission Regular Business Meeting April 8, 2026
3. Ashland Senior Advisory Committee April 13, 2026
4. Recreation Division Advisory Committee April 16, 2026

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 nancy.mero@ashlandoregon.gov by 10:00 AM the morning of the meeting. Please type **"Virtual Public Testimony"** in the subject line.

Written testimony will be accepted via email sent to Nancy Mero at nancy.mero@ashland.or.us. Please type **"Public Testimony"** in the subject line. Written testimony submitted by 11:00 AM the Tuesday before the meeting will be made available to the Park Commissioners before the meeting. All testimony will be included in the meeting minutes.

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



MINUTES FOR STUDY SESSION
PARK COMMISSION
February 4, 2026
Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Landt, Weiner, Bachman (Chair), Adams, Gardiner (Vice Chair)
Staff Present: Acting Director Dials, Senior Division Manager Mettler, Parks Division
Manager Caldwell, 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 Landt, Weiner, Bachman, Adams, and Gardiner present
- III. **PUBLIC FORUM** – None
- IV. **VOLUNTEERS IN PARKS ANNUAL REPORT** – Volunteer and Events Coordinator Shelton

SITUATION – Annual report on the Volunteer in Parks Program, highlighting achievements and notable changes year to year.

BACKGROUND – The Commission requests an update on the Volunteer in Parks Program each year.

ASSESSMENT – 2025 saw an increase in volunteer hours, a decrease in the total number of volunteers, and the addition of tracking court mandated community service to the VIP Annual Report.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – None

ATTACHMENTS – Volunteer in Parks Program Annual Report

PREPARED BY: Sulaiman Shelton, Volunteer and Events Coordinator

Volunteer in Parks Program 2025 Annual Report



Volunteer Program

2025 Volunteer in Parks Program

- Parks and Trails
- Recreation
- Senior Services
- North Mountain Park



Volunteer Program

2025 Volunteer in Parks Program

Total Hours: 12,993.5

Total Volunteers: 847





Volunteer Program

2020 – 2025

	2020	2021	2022	2023	2024	2025
Total Hours	6,979	5,892	10,055	12,048	12,300	12,993.5



Volunteer Program

What Changed?

- Fewer student groups
-100 volunteers
- Rogue World Music Festival ends, Salmon Festival pivots
- No ice rink volunteer roles in 2025-26 season



Parks Work Parties

- Increase from **34** in 2024 to **50** in 2025



- Shelton gave commentary on the change in the number of volunteer hours. During the Pandemic years numbers dropped significantly. They have been rebuilding ever since.
- Doing a better job of tracking hours.
- Many additional volunteers at the Japanese Garden.

Questions/Discussion:

- Court mandated hours: people having to serve court mandated community service get to choose where they work so hours served in Ashland vary.
- Is there a number at which you will be at capacity? A: I don't have a number but there is a limit based on staff capacity. Volunteers need to feel supported to keep them coming back.
- How do you market volunteer opportunities? A: Website, digital playguide, social media, flyers to local schools and other organizations.
- Is there a waiting list for adopt-a-park opportunities? A: Not currently but there also aren't any parks needing to be adopted.
- What's required? A: Three to four work parties a year. Adopters mentioned on the website and a sign is placed at the park.
- How many docents at the Japanese Garden? A: In the low 30's. Two openings currently. The docents commit to two hours per week.
- Implementing a drop-in maintenance program at the Japanese Garden sometime soon.
- Do longstanding volunteers become mentors/lead for new volunteers? A: Yes.
- How do we capture the volunteer hours outside of what Sulaiman organizes/supervises. A: Building relationships with groups like DEVO and RVMBA. They have been sending him hours. There are still people doing work on their own that aren't captured.

V. BUTLER-PEROZZI FOUNTAIN UPDATE – Mike Gardiner President Ashland Parks Foundation

SITUATION – Mike Gardiner, President of the Ashland Parks Foundation will give a presentation and update on the Butler Perozzi Fountain project slated to begin this spring.

PREPARED BY: Rachel Dials, Acting Parks Director

APF working diligently with the contractor and the City to bring the event to fruition.

- Have 100% drawings from the architect.
- In process of signing a new and improved contract with the City, covering everything from project maintenance to insurance.
- Have a signed contract with Outlier Construction.
- Waiting for the notice to proceed.
- Kevin Caldwell is the contact/project manager for the City.
- Dale Shostrum is APF's project manager.
- Hope to have all documents in place by the end of February.

- Waiting on State Historic Preservation Office's (SHPO) acknowledgement because this part of Lithia park is a state or national historical place.
- No longer a restoration because of costs and the longevity of the fountain. The fountain will be totally replaced with new materials along with the terrace and stairway. It could last centuries with the new materials.
- George Kramer, a local historian, put together the report for SHPO.
- There will be a display depicting the original fountain. Only one part of the existing fountain is original anyway (Part of the pedestal).
- Projected start is Mid-March to Mid-April. Work expected to take four to six months.
- Just purchased the marble from Danby VT. Has to be milled and drilled. The fountain will be put together at Jack Langford's studio in Phoenix. Public invited to the studio to view the progress.

VI. EAST MAIN STREET COMMUNITY PARK UPDATE – Acting Parks Director Dials

SITUATION – Staff will give a presentation and update on East Main Street Community Park Phase 1 and next steps.

PREPARED BY: Rachel Dials, Acting Parks Director

East Main Park



East Main Park Phase 1 Project Update

Bid Process: November 2025

- Missing components in the construction drawings
 - Electric, documents not detailed
- Lead to confusion with potential bidders
- Lack of coordination with other City Departments
- Cancel & Regroup





East Main Park Phase 1 Project Update

Next Steps-Restart Process

- In collaboration with Public Works: Rebidding the project
- Confirming and correcting any missing components
- 2 separate bids:
 - Public Improvements (3-month process)
 - Park Development (9-month process)
- Construction anticipated to start in July 2026.
- Staff in contact with OPRD regarding an extension on the grant.



Questions/Discussion:

- If all goes well the park could potentially open in summer of 2027? A: Yes
- This is for Phase I of the park? A: Yes
- Should be concurrent work on Phase II at least adding the playground. Staff should pursue possibly adding it to Phase I. An addendum?
- Are there price estimates for Phase II? Do we know what a playground would cost? A: Not sure. We can take a look.
- If the estimates exist, maybe give a brief update next month? A: Yes.

VII. LOOKAHEAD REVIEW –

Date	Agenda Item	Presenter
2/11	Joint Meeting with CC/PC Business Meeting Council Chamber 6:00 PM	APRD Hosts
joint	Quarterly Financial Update (Information)	Morrison
joint	City of Ashland Five-Year Strategic Plan Process (Information)	City Admin Staff
Joint	Parks Leadership Next Steps (Information)	Cotta/Rooklyn/Zahran
bus	Commissioner Liaison Assignments (Action)	Chair Bachman
bus	Calle Guanajuato Agreements (Action)	Dials
3/4	Park Commission Study Session Council Chamber 6:00 PM	

	Recreation Division Annual Report (Information)	Flora
	Japanese Garden ADA/Winburn Way (tentative)	Dials/Caldwell
3/11	Park Commission Regular Business Meeting Council Chamber 6:00 PM	
	Japanese Garden ADA/Winburn Way (tentative)	Dials/Caldwell
APRC Advisory and Management Advisory Committees		
4/16/2026	Recreation Division Advisory Committee, the Grove 3:30 PM	
4/13/2026	Ashland Senior Advisory Committee, Senior Center 3:30 PM	
TBD	Trails Advisory Committee, the Grove 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		
5/5/2026	Joint PC/City Council Meeting 6 PM Council Chamber	Council Hosts
5/5/2026	Miscellaneous Fees	Dials

Parks and Recreation Department Work Plan

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 projects
2. Improve recreation and senior programming access by replacing staff eliminated during COVID-19 and developing a cost recovery policy.
 3. Complete the Parks, Recreation, Open space, & Senior services strategic plan (PROS)
 4. Establish Equipment Replacement and Repair program to be consistent with Citywide fleet standards.
 5. Update employee onboarding, training, and safety program
 6. 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
 - Winburn Way traffic speed and road design
 - Trail map update

- Development and promotion of citizen science and/or other environmental education
- Replacement of interpretive signs for flora

7. Develop funding strategy for future capital projects, specifically:

- Pool replacement project
- East Main future development phase(s)

2026

JANUARY	FEBRUARY	MARCH
Budget Concepts (odd years) Adopt CIP (odd years) Golf Course Annual Report ✓	VIP Annual Report Budget Direction (odd years) Calle Guanajuato Lease Agreement	Recommend Budget (odd years) Recreation Division Annual Report
APRIL	MAY	JUNE
Misc Fees and Charges	Environmental Education Annual Report	Senior Services Cookout with APD
JULY	AUGUST	SEPTEMBER
July 4th Parade	Senior Services Ice Cream Social	
OCTOBER	NOVEMBER	DECEMBER
Return of the Salmon Family Field Day	Senior Services Annual Report Ashland Rotary Centennial Ice Rink Opens Senior Services + Ashland Firefighters Union Thanksgiving Pie	Ashland Parks Foundation Annual Report First Frost Community Skate Event Senior Services Holiday Party

Dials started to review the lookahead. Chair Bachman interjected:

- Joint Meeting on February 11 will include a Finance Update from interim finance director Bryn Morrison.
- Leadership next steps item (informational only) will be led by the city manager, deputy city manager, and deputy city attorney. They will reflect on the complexities of the Parks Director job as the PC considers filling the open position. The PC is responsible for hiring the director.
- Bachman hasn't heard anything from the Commissioners about changing the Commission liaison appointments for 2026 so the list from 2025 can go in the February 11 packet. Suggested having the appointments be for two years.
- Temporarily paused the advisory committees that advise management as we sort out the leadership situation.

Questions/Discussion:

- Does the Calle Guanajuato item on the agenda for the Feb 11 PC business meeting include fees? A: No.
- What does it include? A: The agreements themselves, the approval of the season, and the approval of the agreements with the artisans and restaurants. The fees will be presented with the rest of the misc. charges and fees in April or May before they go to Council
- The three-year fee schedule previously approved by the PC is ending now. Do we need to do a new one? A: The current fees will be charged until June 30, the end of the fiscal year. If the PC decides to change fees, they will be applied beginning July 1, 2026.

VIII. ADJOURNMENT – Chair Bachman adjourned the meeting at 6:57 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



MINUTES FOR JOINT PARK COMMISSION/CITY COUNCIL AND PARK COMMISSION
REGULAR BUSINESS MEETING

February 11, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners and City Councilors Present: Bachman (Chair), Adams, Landt, Gardiner (Vice Chair), Sherrell, Bloom, DuQuenne, Graham (Mayor), Dahle (Chair), Kaplan, Hansen
Staff Present: Deputy Director Dials, Senior Services Division Manager Mettler, Parks Division Manager Caldwell, Executive Assistant Mero, City Manager Cotta, Deputy City Manager Rooklyn, City Attorney Pietila, Deputy City Attorney Zahran
Absent: Commissioner Weiner

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:02 PM
- II. **ROLL CALL** – Sherrell, Bloom, Adams, Hansen, DuQuenne, Landt, Graham, Bachman, Dahle, Gardiner, Kaplan
 1. Pledge of Allegiance
 2. Land Acknowledgement**
- III. **QUARTERLY FINANCIAL UPDATE** – Interim Finance Director Morrison

1. Finance Update – Second Quarter FY 26 and Utility Receivables

SUMMARY – On a quarterly basis, the Finance Department presents the current quarter-end financial statements and provides a review of significant items.

POLICIES, PLANS & GOALS SUPPORTED – Administrative/Governance Goal: “To ensure ongoing fiscal ability to provide desired and required services at an acceptable level.”

FINANCIAL CONSIDERATIONS – Presented in this packet are the Financial Statements for the period ending December 31, 2025, which is in the first year of the budget biennium and 50% of the fiscal year.

The December 2025 Financial Statements include the following reports:

- Summary of Fund Balances
- Statement of Revenues and Expenditures – City Wide

- Statement of Resources, Requirements, and Changes in Fund Balance – by Fund
- Summary of Cash & Investments

Revenues –

For the period ending December 31, 2025, the City received \$55.9M or 54.5% of budgeted revenues for the year which was 6.4% more than the prior year.

The year-over-year change in the **Taxes** category was primarily due to the increase in the Public Safety and Wildfire Reduction Fee and the establishment of the Parks Fee.

- The Food and Beverage Tax and Transient Lodging Tax are collected on a quarterly basis, and the first quarter was due October 31. The City has shown an increase over the previous year for the Food and Beverage tax of 12.5%, however this was mostly due to a continued audit the City and its third-party contractor are conducting. Transient Lodging Tax has increased over the previous year 14.8%.

License and Permit activity has increased since the last quarterly report compared to the prior year up from 72.5% to 87.1%.

Intergovernmental Revenue was higher than the previous year with the year over year change of 127.9% due to increased grant revenue for Public Works for upgrades to the TAP system and conflagration reimbursement for the Fire Department.

Charges for Services Revenue are higher than the previous year as expected with the year over year change of 102.4% due to the updates to the Miscellaneous Fees and Charges and Rates.

Fines and Forfeiture Revenue are higher than the previous year with the year over year change of 132% primarily due to increased Parking fine revenue.

Interest on Investment Revenue was lower than the previous year resulting in a year over year change of 83.9% but remains higher than historical figures.

Miscellaneous Revenues are higher than the previous year with the year over year change of 542% due to the sale of clean fuel credits in the Electric Fund and decommissioned assets in the Equipment Fund.

Expenditures –

For the period ending December 31, 2025, fund expenditures are within budget expectations. Personnel Services was 45% of budget and Materials and Services was 48.2% of budget. Debt Service is trending as expected based on debt repayment schedules. Capital Outlay is trending as expected based on the timing of Capital projects.

Ending Fund Balances, Cash & Other -

As of December 31, 2025, Total Fund Balances City-Wide was \$88.8M, which was \$1.9M or 2.1% lower than the previous year. The General Fund Ending Fund Balance was \$19.5M, which was \$2.1M or 9.9% less than the prior year as expected when the 2025/27 biennium budget was developed and adopted. The increase in the ending fund balance in the General Fund compared to the previous quarter was due to the receipt of the property tax which occurs in November each year.

The Capital Improvement Fund is showing a negative ending fund balance as of December 31, 2025 due to cost overruns for the Community Center and Pioneer Hall. The ending fund balance for FY 2025 came in lower than expected, reducing the funding for this biennium. A transfer of appropriation from the General Fund Contingency will be required and will be presented to Council for approval in March. The estimate at this time is that \$200,000 will need to be transferred from the General Fund to the Capital Improvement Fund to cover the remainder of the expense for those two projects.

The Water Fund is showing a decrease in the ending fund balance due to Capital Projects that are underway. The Equipment Fund is showing an increase in the ending fund balance due to timing of asset purchases and the increase to the sale of assets.

Cash and Investments balance was \$85.2M which was \$648,820 or 1% more than the previous year remaining consistent. This balance is critical to our financial health and our ability to meet our ongoing operating needs and obligations.

Utility Receivable Update: The City's Utility Billing division continues to pursue delinquent balances owed on Utility Accounts. As part of the FY 2025 Audit, the City reduced the \$6.8M in the total amount owed by \$2.7M due to delinquent, closed account balances sent to collection and is progressing toward compliance either through payments or a payment plan agreements with the remaining customers. As of December 31, 2025, the total amount owed on Utility Accounts, which includes current charges, was \$5M. Of that \$2.6M was delinquent. \$1.4M are on a payment plan and \$1.2M are not and subject to delinquent processing. Below are the amounts by fund owing to the City.

Fund:	Utility Billing Receivable	
	As of Dec 31, 2025	Total Delinquent
General	\$ 693,688	\$ 405,838
Street	235,878	130,141
Wildfire Risk Reduction	66,753	17,339
Water	733,464	379,967
Wastewater	669,273	297,592
Stormwater	84,027	33,932
Electric	2,114,470	1,157,518
Telecommunications	393,958	186,797
	<u>\$ 4,991,511</u>	<u>\$ 2,609,123</u>

Amount on payment plans: \$ 1,416,953

Amount without payment plans: \$ 1,192,170

PROPOSED ACTIONS OR MOTION(S) - N/A

ATTACHMENTS - 2nd Quarter Financial Report as of December 31, 2025 (please see packet)

Questions/Discussion:

- Will the Council be apprised of the Capital Improvement fund separately from the cost overruns coming out of the general fund for Pioneer Hall/Community Center within this fiscal year? A: Yes.
- In the last biennium did we use the ending fund balance to balance this budget? A: Yes.
- Does the drop in the pending fund balance from last year include the uncollected utility account receivables? It was done in June.

Morrison: Asked to give an update on Low Income Assistance Program. As of December 31 there were 454 qualified customers. Once customer reaches a \$400 threshold they are no longer eligible for the 30% discount. Twelve customers have reached that threshold. Typically January and February are colder months. There will be an update at the next quarterly report.

- Have all twelve of the customers who reached the threshold been offered an audit? A: Upon applying for the program customers are notified of the audit. They have two years to do so. No customer has yet asked for the audit. If they don't apply for the audit they no longer qualify for the discount. Will be sending out reminders.

Morrison: Updates to AMC for utility billing at next Council meeting. Delinquencies accrued during COVID. With lack of staffing.

- Updating the software for utility billing. RFQ just submitted, going through review.
- Mirroring ORS to change the AMC, implementing new software will help to keep customers from getting too far in arrears.
- Is the third party hired bringing in funds? A: Not yet it's too soon.
- Built into the rising utility rates to help subsidize those who can't pay.
- Payment plans have been enormously successful. Hope to recap all \$1.2 million.

2. General Fund Forecasting Discussion

SUMMARY – A financial forecast has been requested by Council showing a two and five year projection for the General Fund. Staff will present the current biennium as well as two additional biennia.

POLICIES, PLANS & GOALS SUPPORTED – Excellence in governance and city services
Sustainability through creativity, affordability, and rightsized service delivery

FINANCIAL CONSIDERATIONS – Presented in this packet is an update to the financial forecasts presented at the Council retreat December 1, 2025 which will help guide the discussion on future budgets and service delivery. Forecasting is necessary to make informed decisions on long-term financial sustainability. The goal of these forecasts is to provide an accurate view toward a realistic target to help ensure resources are aligned with achievable financial expectations.

With the rising cost of personnel and materials, and the uncertain economic outlook both locally and federally, it is essential to continue to evaluate revenue and expenditure streams and update these forecasts periodically. The process of developing these forecasts involved:

- Gathering and analyzing historical averages of revenue and expenditures and how they have increased or decreased.
- Developing a set of assumptions using a best and worst case scenario.
- Implementing collective bargaining agreements.
- Projecting revenue and expenditures based on the above factors.

ASSUMPTIONS – A ten year history for revenue and expenditures was used in developing the change in percentage for the best and worst case scenarios below:

	Best	Worst
	Scenario 1	Scenario 2
Property Tax	3.3%	3%
Other taxes	3%	2%
Franchise	4%	2%
Licenses and Permits	2.2%	0%
Intergovernmental	2%	0%
Charges for Services	3%	1%
Internal Charges	4%	5%
Fines	2%	1%
Miscellaneous	1%	0%
Interest	1%	0%
Regular Employees	4.0%	4.0%
Health Insurance	8.0%	15.0%
PERS	10.0%	13.0%
PERS PF	13.0%	16.0%
UAL	12.0%	15.0%
M&S	3.0%	6.0%
Capital	0.0%	5.0%

Additional Adjustments:

- Building Fund created for BN 2027/29, transfer will be needed from General Fund
- Equipment Replacement rents updated for actual planned rental charges
- All Internal Fees updated to cover cost of Administration, IT, Finance, and Public Works
- Vacancy rate used for best scenario averages 90%
- Vacancy rate used for worst scenario averages 95%
- Reallocation of 50% of Fire Marshall and Fire and Life Specialist to Wildfire Risk Reduction Fund
- Estimate of Utility Billing software costs and corresponding increase to internal charges
- Worst scenario assumes Fire OT remains over \$700,000
- Worst scenario includes equivalent funding of removed staff member for Finance support
- Worst scenario includes higher equipment costs for Police and Fire in out years
- Worst scenario includes Food and Beverage sunsetting in 2030
- Worst scenario includes increased deferred maintenance costs in Public Works budget of \$200,000 each year

Additional Adjustments from previous forecast:

- Reduced interest earnings as we are seeing 52% of budget currently and to reflect impact on decreased ending fund balance.

- Reduced PERS rates slightly with impact of Advisory rates provided by PERS. 1%
- Reduced Property Tax due to ongoing Appeal by Charter Communications. \$120,000

PROPOSED ACTIONS OR MOTION(S) - N/A

ATTACHMENTS - Scenario 1- Best Case, Scenario 2- Worst Case (please see packet)

Questions/Discussion:

- Best case is very close to previous forecast.
- Do not currently have funding for Capital. Worst case would still not have funding and would not meet policy. In a catastrophic emergency the money would have to come from the General Fund.
- No reserve fund. Need to have these conversations very soon as 27-29 is coming up very soon

IV. PUBLIC FORUM

Paul Mozina (didn't identify where he's from): Spoke to the dangers of Glyphosate. Used it extensively. Got throat cancer. Could have been due to the use of alcohol, tobacco and other contributing factors well. Asked for a schedule of where herbicides are being sprayed. Urged protection for workers spraying.

Cori Frank, Ashland: Thanked the Commissioners. November 9, 2022, ballot measure 15210 was defeated by 65%. It would have changed the leadership of parks. Wants the public to continue to elect the Commission to oversee Parks. Would like transparency and clarity.

Gayle Patten, Ashland: Asked Parks administration to reconsider some of the recent changes implemented by ex-director such as the removal of many garbage cans. Sees more trash now where the cans were removed. Understands up to \$50,000 was allocated for new signs for Lithia and other parks. Were the signs made and if so, where are they?

Chair Bachman noted they don't answer questions in Public Forum. Recommended contacting Parks staff for an answer.

V. CITY OF ASHLAND FIVE-YEAR STRATEGIC PLAN PROCESS – Mayor Graham and Commission Chair Bachman

SUMMARY - The City of Ashland is launching a community-driven Strategic Plan to help chart our shared future. The plan will guide service delivery, set priorities, and invest resources over the coming years, with staff perspectives playing an important role alongside community input. January 28, 2026, a workshop was held for City Council in

Pioneer Hall. Park Commission Chair Bachman and Mayor Graham will share highlights and next steps regarding the City's strategic planning process.

- Graham: The Strategic Plan will both set a vision and chart a course for the community.
- Cotta: Hired SSW Consulting. January 28 held a workshop with Council, Chair Bachman, and staff. March will be back with an engagement plan for Council to review and improve. Will reach out to Council and Commission to be sure they capture all the groups they will be working with. Goal is to have a finalized plan by July/August. The plan will help with budgeting to ensure the community's/Council's priorities will be funded moving forward.
- Graham: A lot of community feedback will be collected by consultants.
- Bachman: Parks has their own plan. Much more operationally focused. Lots of data specific to parks to share with the City. Parks will adopt their own plan separate from the City plan adopted by Council.

VI. PARKS LEADERSHIP NEXT STEPS –Deputy Manager Rooklyn and Deputy City Attorney Zahran

SITUATION AND BACKGROUND - The Ashland Parks and Recreation Department's structure, funding, and relationship with the larger City organization have changed over time. These changes have created obstacles for how the City delivers recreational opportunities and maintains our parkland, impacting Ashland residents, and the larger economy and visitors alike.

With the Parks Director position currently vacant, there is an opportunity to review the Department's history alongside the pinch the Department has experienced regarding financial and governance constraints. It will help us understand the current context and what steps or paths may guide us forward to better fulfill the Ashland Park Commission's mission "to provide and promote recreational opportunities and to preserve and maintain public land."

At the joint session, the Deputy City Manager, Deputy City Attorney, and Acting Parks Director will present an overview of the changes to the Department, as well as some structural obstacles within the existing system that need to be addressed.

Ashland Park Commission Purpose

By City Charter, the Park Commission “shall have control and management of all the lands herein dedicated for park purposes...” (Article XIX, Section 3). The Recreation Commission is comprised of Park Commissioners. (Article XXII). As stated on the City’s website, Ashland Park Commission’s mission is to provide and promote recreational opportunities and to preserve and maintain public lands.

Meanwhile, the City Council has ultimate financial responsibility for the Park Commission – with both bodies subject to financial and legal constraints, as set forth in policies, procedures, and law.

Department Funding & Structure History¹

- 1908 Ashland voters voted to set aside property along Ashland Creek for park land, establish the Park Commission to manage that land, and adopt a permanent tax levy to support parks.
- 1990’s Measure 5 and Measure 50 required that the permanent tax levy for Parks had to be levied and received by the City of Ashland. The City of Ashland provided a set millage to Parks & Recreation into a separate Parks General Fund annually, and Parks and Recreation continues to operate autonomously and be accounted for separately from the rest of the City government.
- 1994 Ashland voters approved the first Youth Activities Levy that issued additional property taxes to support parks management and recreation.
- 2006 Senior Services was added to the Parks Department portfolio.
- 2007 A court ruling elsewhere in the state pointed to the need to transfer the Youth Activities Levy to the Ashland School District, which voters approved as the Youth Activities and Academics Levy.
- 2008 The Parks Department received its last year of Youth Activities Levy funding.
- 2013 Instead of providing a set millage to Parks and Recreation annually, the City transfers funds annually as a “charge for service.” This changes Parks and Recreation to a blended component unit, meaning Parks and Recreation is a legally separate entity but significantly relies upon the oversight, policies, and financial resources of the City.
- 2024 At the auditor’s recommendation, the Parks General Fund is rolled into the City’s General Fund.
- 2025 City Council adopts Ordinance 3248 establishing the Ashland Parks and Recreation Department as a department of the City. This removes the Ashland Park Commission status as a separate legal entity.

Parks Director Role

¹ This history is from a compilation of sources and documents that may not have been verified. This timeline will be updated as information is confirmed, corrected, and added.

The changes in the funding and structure of the Parks Department have changed the role and scope of the Parks Director. Below are significant changes from years past, put in place by Ordinance 3248.

- Employee Oversight – The Parks Director is responsible for supervision only. The City Manager bargains and implements the labor contract for park employees; the City Manager, via the Human Resources Department, sets the employee policies; and the City Manager approves of all hires and terminations.
- Budgeting & Spending – All budgeting and major spending is performed under the direction of the City Manager and is subject to City Council approval.
- Reporting Structure – The Parks Director is responsible to the Park Commission on all strategic and policy matters related to the control and management of park land, and responsible to the City manager on all operation, financial, and compliance matters.

Current Challenges from Staff Leadership's Perspective

- Policy implementation – The most needed tools to successfully implement policies are budget oversight and employee oversight. While the Parks Director takes policy direction from the Park Commission, the director does not have full budgetary control. This calls for a high level of alignment needed between the Park Commission, the City Manager, and the City Council. When that alignment is not there, the Parks Director is unable to successfully do their job. An example of this was the establishment of a rental structure for Parks Department facilities.
- Capital projects – The Parks Department is responsible for its own capital projects as part of its role managing and maintaining park lands and facilities. These capital projects, however, often involve significant land use, building, electrical, and other City services to accomplish. The separation of duties between the Parks Department and Public Works puts Parks' capital projects at greater risk of coordination issues, timing issues, and permitting issues. An example of this is the East Main Park project and the ice rink canopy permitting process.
- Unique systems require unique candidates – Ashland's governance structure for our park lands and operations is unique. The new reporting structure requires a Parks Director who is familiar with day-to-day operations and oversight of a parks department, and who has the skills and experience to work with an elected board that provides policy oversight and direction. Since most municipal Parks Departments do not report to an elected board, it is difficult to find candidates with the requisite experience.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – Prior to hiring a new Parks Director, City leadership would like to implement changes that candidly address the core issues faced by the Parks Department and the City this past year. While some of these changes

will be able to occur at the operational level, others may require Park Commission and City Council guidance.

In the immediate time frame, staff recommend:

- Recommendation #1: Delay hiring of Parks Director while necessary changes are identified and implemented.
- Recommendation #2: Hold Park Commission meetings alongside City Council so that both entities can hear the same public engagement, city constraints, and staff input from all departments at the same time.

POLICIES, PLANS & GOALS SUPPORTED - Excellence in governance and city services (City Council values); Citywide standards and operational alignment (AMC 2.28.610 Ashland Parks and Recreation).

FINANCIAL CONSIDERATIONS - The Parks Director position is budgeted at a total cost of \$21,430 per month in FY26 and \$22,660 per month in FY27. Any delay in hiring will be treated as vacancy savings within the Parks Department budget.

ATTACHMENTS - None

Rooklyn: Gave a brief intro noting recent resignation of Director Houston and how the change in leadership makes it a good time to talk together about Parks history and integration into the City. Reviewed the history of Parks in Ashland. Please see Department Structure and Funding above and following slides from PowerPoint:

Discussion Purpose

Summary

With the Parks Director position vacant, we have an opportunity to identify and implement potential changes to better fulfill the Ashland Parks & Rec Department mission.

Level Set

Build a shared understanding of the department history and its relationship with the larger City organization.

Identify Issues

Hear from staff what issues they have experienced through an operational and liability lens.

Set a Path

Discuss if and how we'd like to move forward as an organization.



Ashland Park Commission Mission

Provide and promote recreational opportunities and to preserve and maintain public lands.

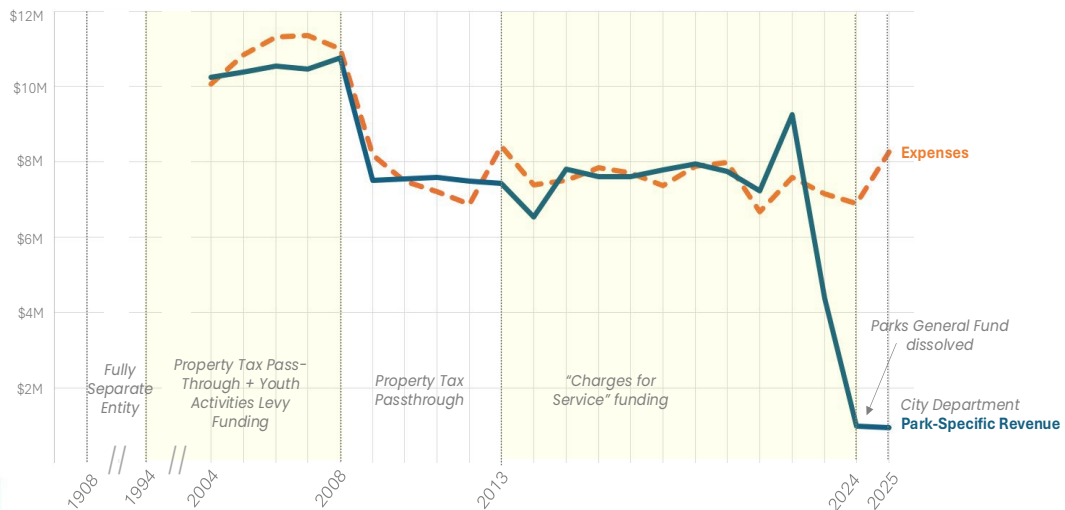
Per the City Charter,

- Control and manage all park lands (Article XIX, Section 3)
- Administer the Open Space Park Program (Article XIX A)
- Act as Recreation Commission (Article XXII)



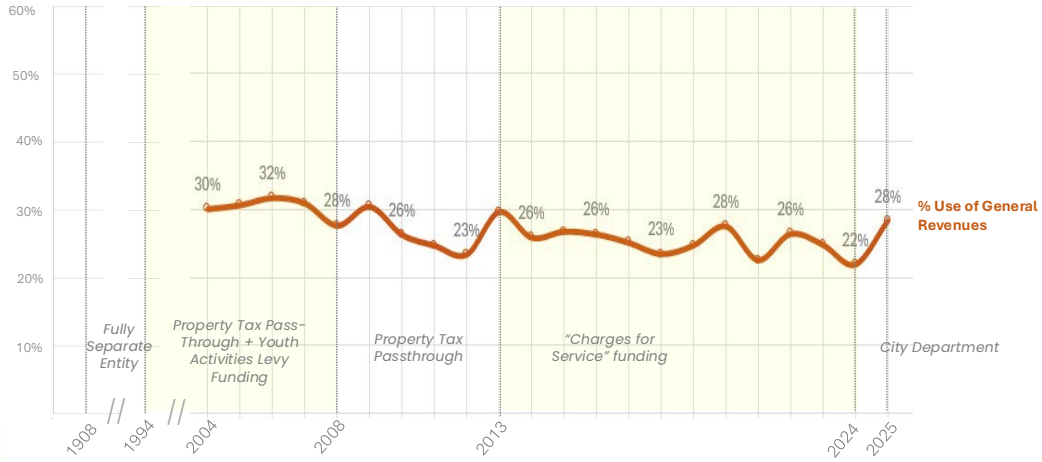
Major Changes to Parks & Recreation Structure

City of Ashland Annual Financial Reports, adjusted to 2025 dollars. **Expenses** represent operational expenses (personnel, materials & services, and capital outlay). **Park-Specific Revenue** represents charges for service and property tax income specific for park purposes, and does not include grants, interest, or miscellaneous income.



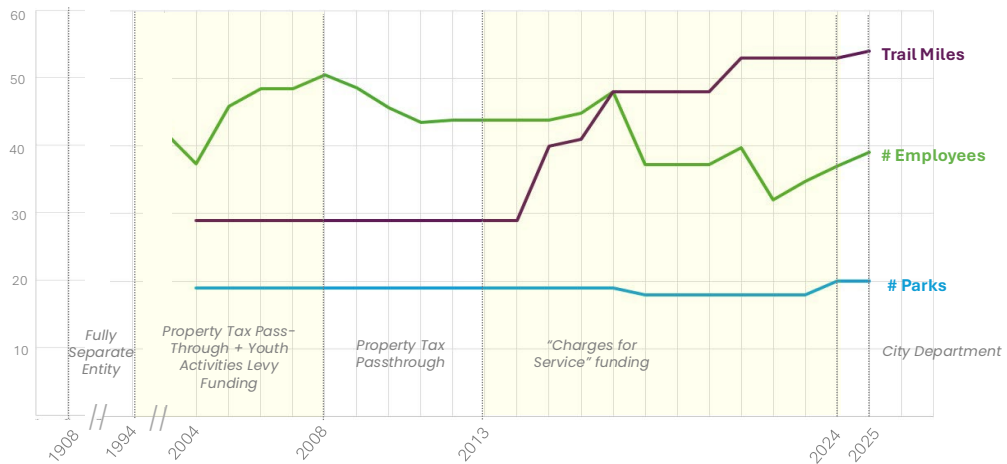
Major Changes to Parks & Recreation Structure

Calculated using City of Ashland Annual Financial Reports. **% Use of General Revenues** is defined as the the percentage of general revenue that is used for Parks Department operating expenses. General revenue is defined as property taxes, utility user tax, user taxes for government activities, and nonrestricted interest income.



Major Changes to Parks & Recreation Structure

City of Ashland Annual Financial Reports. Total acres of open space is not included, but follows a parallel growth pattern to Trail Miles. The Parks Department oversaw 642 acres of open space in 2015, and oversees 811 acres today.



ORD 3428: Ashland Parks & Rec Department

Employee Oversight: The Parks Director is responsible for supervision only.

Budgeting & Spending: All budgeting and major spending is performed under the direction of the City Manager and is subject to City Council approval.

Reporting Structure: Responsible to the Park Commission and the City Manager.



Operational Challenges

Challenge	Example
Alignment between Park Commission, City Manager, and City Council	Establishing the rental structure for Pioneer Hall and Community Center
Capital Projects	East Main Park; Winburn Way Paving
Communication with the Public	Ice Rink closure
Unique Role	Last Recruitment Pool



Rooklyn: Functionally, Parks has been operating as a City department. Ordinance 3248 made it official. Parks Director may be the toughest job in the City. Requires alignment between Park Commission, City Manager, and City Council for success. Takes a lot of time to get things done correctly. (example: time it took to arrive at fees for Pioneer Hall/Community Center). Parks is the only department that oversees its own capital projects. All other department's capital projects are overseen by Public Works. Need to

The Parks Director position is very unique. It is difficult to hire because the candidates tend to have operational skills but aren't used to reporting to an elected board.

Reminders:

RULE 2.1 ADVISOR In representing a client, a lawyer shall exercise independent professional judgment and render candid advice. In rendering advice, a lawyer may refer not only to law but to other considerations such as moral, economic, social and political factors, that may be relevant to the client's situation.

1. The Legal Department has 1 client: The City of Ashland
2. Disliking the Legal Department's advice does not make it bad advice



Areas of Concern

How APRC operates within the City of Ashland creates areas of concern in three primary areas:

1. Capital Projects
2. Human Resources and Personnel Concerns
3. Governmental Confusion



Capital Projects – Themes

Parks department is not equipped to execute technical capital projects as efficiently and with less likelihood for error as the public works department. Here are 2 broad ways in which that plays out.

1. Expertise Mismatch/Compliance Risk:

- a. Parks staff specialize in landscape, recreation, and operations—whereas PW has the expertise and the departmental structure to ensure the technical, permitting, and compliance capacity needed to avoid delays, liabilities, and costly change orders.

2. City-Wide Coordination:

- a. Successful capital projects coordinate between departments (streets, utilities, public safety). Centralized program ensures economies of scale
- b. Centralized project center means more likelihood the City is treating business partners fairly and in the same consistent manner.



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Capital Projects – Area for Concern

What do some of the potential consequences look like?

1. Mismanagement of Bids

- a. Increased risk for procurement protests → fines/ reputational damage

2. Failure to properly insure bonding/insurance

- a. Lack of familiarity may lead to mistakes in proper gathering, or greater likelihood to succumb to political pressure they are not needed.
- b. Consequence is City would take on liabilities of a contractor that is insolvent, or judgment proof.

3. Cost Overruns/ Project Delays

- a. Natural risk to any project, but structure of Parks department and APRC supervising these projects means more to coordinate, learn, verify.



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Capital Projects – Examples

1. **East Main Park**
 - a. Issue with frontage application and annexation
 - b. Incomplete bid package
2. **Ice Rink**
 - a. Lack of Permitting and engineering knowledge at the director level; lack of capacity to oversee multiple projects
3. **Winburn Way**
 - a. Is it Lithia Park and under Parks or just a Public Right-of-way that goes through Scott and the TAC committee? Whose responsibility is it to pave?



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Human Resources : Theme

The Parks Department should focus on recreation, maintenance, landscape operations, etc. It is not equipped and structurally incompetent to internally handle HR complaints, which can lead to legal, operational, and equity risks. Historically, and although changing, there was a culture that City employees that worked in parks were “different” from other City employees because of the Parks Commission.

The very nature of this can lead to concern in the following ways...



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Human Resources : Area of concern

1. Inconsistent Policies:

- a. Decentralized HR may cause uneven hiring, discipline, leave tracking, wage misalignment, improper job descriptions, leading to wage disputes

2. Improper Management of the Parks Director:

- a. But for the Commission, it would make sense if the Parks Director was managed in the same way as any other director. The bifurcation makes the Director one more step removed from supervision within broader City functions.

3. Staff being subject to political pressure:

- a. APCR has one advocacy goal – Parks and Rec. The focus of this advocacy and historic role of APCR has, at times, led to instances of Commissioners overstepping their policy role.
 - i. May impacts employee wellbeing and create confusion as to proper direction
 - ii. May pressure staff to act contrary to professional judgment, legal advice, or city policy.



Governmental Confusion: Theme

The City of Ashland is one governmental entity. Yet it has a hybrid policy model regarding just parks and rec—an elected parks board sets Parks policy while the City controls every step of that implementation (e.g. finance, HR, legal). At worst, the dynamic creates the perception of blurred accountability. It can leave residents and staff feel unsure who is responsible for decisions or complaints.



Governmental Confusion: Themes

1. **Blurred Accountability.**
 - a. Voters hold the elected Parks body responsible for park outcomes.
 - b. But, City and Council controls ever stage of implementation (policy, finance, legal, etc.)
 - c. The parks director reports to the Commission, which lacks the supervision, fiscal authority, and citywide perspective a City Manager provides.
 - d. Meanwhile, City Managers step back from oversight to avoid appearing to interfere with parks policy—leaving a gap in clear, effective supervision.
 1. → Dynamic fosters ineffective decision-making and increases the risk of missteps
2. **Budgetary & Communication Mismatch:**
 - a. Majority of Parks funds come thru the general fund, which is set by Council. But then Council
 - b. Meanwhile, APRC receives public input for park policy
3. **Unclear Political Accountability:**
 - a. Residents don't know whether to press the Commission or Council,
 - b. APRC must live within funding decisions as provided by Council
 - c. On the flip side, since Council does not have policy control over Parks, there may be an unwillingness to support Parks priorities that the Council did not have buy-in on a policy-level that the Council did not have ownership over



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Governmental Confusion: Examples

1. Pioneer Hall
2. PROs Plan and City Strategic Plan
3. Field Fees
4. Ice Rink



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APRC Mission Goal

The mission of the APRC is to provide and promote recreational opportunities and to preserve and maintain public lands



Last 12 months of Park Commission Agendas

Info	Committee Appointments	Fees	Park Map & Related	Capital Projects	Park Ordinance	Misc Policy
PROS	Trail advisory	Fields	Bandersnatch	Winburn Way		Indoor Facility
Recreation	Recreation Advisory	Pioneer Hall	Trail classification			Policy on Policies
Pickleball	Senior Advisory					
Golf						
Budget						
Fountain						



Staff Recommendations

Take the time to assess operational and structural changes to the Parks & Rec Department prior to hiring a Parks Director.

These changes may be able to occur at the operational level, others may require Commission and City Council guidance.

In the interim:

- Hold Park Commission meetings alongside City Council
- Hold Parks Director position vacant, with CMO as acting director



Zahran: Acknowledged the service the boards provide to the City. Historical practices are not always the best. Legal is tasked with giving frank advice that isn't always easy to digest.

Human Resources (HR): Heavy caveat as great strides have been made in the HR department. Still possible that employees aren't treated the same way.

Governmental Confusion: There is a hybrid model regarding just Parks and Rec due to the director reporting to the Park Commission (PC) and the City Manager. Can create blurred accountability for the citizenry. Puts City Manager in an awkward position due to not wanting to step on toes. Result is ineffective decision making.

Questions/Discussion

- Will take the recommendation to wait to hire the next director under advisement. The PC retains the authority to hire, evaluate, and terminate the parks director based on ORD 3248 creating the Parks and Recreation Department. The PC will be addressing next steps on what to do about the director position with input from the City Admin.
- Don't understand the recommendation to hold PC meetings alongside the Council meetings. Okay on a quarterly basis. Meetings would be too long.
- Question the seriousness of PC agenda items. Could fit into the Council agenda. Suggestion that both bodies would benefit from hearing the information at the same time. Possibly on a case by case basis depending on the item.
- Reminder that the voters overwhelmingly supported maintaining the PC. How are tonight's recommendations consistent with the City Charter, the will of the voters,

and with ORD 3248? Possible that deficiencies in an individual are being assigned to a whole Department. A: More coordination wouldn't change the PC's input on policy.

- There's just one City. Not two separate bodies. The right hand has to know what the left hand is doing for effective management. The risk is still the City's. This isn't an issue that went to the voters. Ideas have to be hammered through operationally with input from the City Manager and PW. The measure that went to the voters did not address these issues.
- Recommendations are asking for time for City management to work with the Deputy Director (sic) and the Parks Superintendent (sic) to come up with some operational changes that would have to be agreed to by both bodies for the success of projects for the community.
- Need to separate the two recommendations. Hiring of the Parks director doesn't apply to Council. The alongside meeting suggestion isn't functionally doable.
- Primarily, Capital projects should be with Public Works.
- Should the PC choose that path, the Council would participate in the discussions of how to go forward operationally.
- Request for a monthly report from Parks director to the Council (in the Charter) to reduce governmental confusion.
- What is the legal recommendation for coming together to make changes, timelines, proposals, etc.? A: Main priority is to have capital projects housed with Public Works. This is step one. Will come back with more specifics for step two.

Bachman: The mayor, chairs of both bodies and the PC vice chair are now meeting monthly to talk about these issues. He has met several times with the City Manager, and they are well on the way to having PW manage Park's capital projects. Redefining the role of the Park's director is an important step in the process.

VII. ADJOURNMENT FROM JOINT MEETING – Chair Bachman adjourned the Joint meeting at 7:48 PM. Called for a twelve minute break.

VIII. CALL TO ORDER FOR PARK COMMISSION BUSINESS MEETING – Chair Bachman called the PC business meeting to order at 8:00 PM.

IX. APPROVAL OF MINUTES

1. Park Commission Study Session January 7, 2026
2. Park Commission Regular Business Meeting January 14, 2026

Chair Bachman asked for unanimous consent. No objections. Minutes approved by unanimous consent.

X. ADDITIONS OR DELETIONS TO THE AGENDA – None

XI. **PUBLIC FORUM** - None

XII. **CONSENT AGENDA**

1. Approval of Bylaws Ashland Senior Advisory Committee
2. Recreation Division Advisory Committee Meeting Minutes October 16, 2025

Motion: I Move to approve and acknowledge the consent agenda.

Motion: Landt

Second: Adams

Vote:

Gardiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes

XIII. **BUSINESS**

1. **Park Commission Liaison Assignments** – Chair Bachman

SUMMARY – The Ashland Park Commission reviews liaison needs and makes appointments annually typically at the first regular business meeting of the calendar year.

POLICIES, PLANS & GOALS SUPPORTED – City Charter XIX

FINANCIAL CONSIDERATIONS – N/A

PROPOSED ACTIONS OR MOTION(S) – Move to approve the 2026 Park Commission liaison assignments

ATTACHMENTS – 2026 Park Commission Liaison Assignments

2026 Park Commission (PC) Liaison Assignments

Advisory Committees

- Ashland Senior Advisory Committee (ASAC) – Commissioner Gardiner
- Recreation Division Advisory Committee (RDAC) – Commissioner Bachman
- Trails Advisory Committee (TAC) – Commissioner Adams

Management Advisory Committees

- Bee City USA – Commissioner Bachman
- Current Parks, Conservation, and Maintenance – Commissioner Bachman

- Oak Knoll Golf Course – Commissioner Landt
- Ashland Japanese Garden – Commissioner Landt

2026 PC Representation on Non-PC Committees and Boards

- Ashland Parks Foundation Board – Commissioner Gardiner, President
- Forest Lands Management Advisory Committee (City MAC) – Commissioner Weiner
- Joint Powers Committee (Bear Creek Greenway) – Commissioner Landt
- Public Arts Advisory Committee (City MAC) – Commissioner Gardiner

No Commissioners requested different liaison assignments for 2026. Chair Bachman asked for unanimous consent. No objections. The 2026 PC liaison assignments are as listed above.

2. Calle Guanajuato Agreements – Acting Director Dials

SUMMARY – The following applicants have submitted requests for commercial space on Calle Guanajuato and the front of Lithia Park for the 2026 season. Staff is seeking Commissioner approval of these applications.

Requests

- Skout
- Café Lumina
- Little Tokyo
- Louie’s Bar and Grill
- Bar Juillet
- Oberon’s
- Greenleaf
- Mix Bake Shop
- Lithia Artisans Market

Draft 2026 Boundary Map Location

- R-6, R-6a, PP-8, PP-9
- PP-3a & PP-5
- PP-4, R-5 & PP-4b
- Part of R-4a, R-4b & PP-2
- Part of R-3
- Part of R-3& Part of R-4a
- R-2 & PP-3
- R-1a & R-1b
- A-1, A-1b, front of Lithia Park

Each year, restaurants adjacent to Calle Guanajuato and the Lithia Artisans Market can request rental space for seating and artisan booth placement. Once the agreements are approved, APRD staff, restaurant owners, and the manager of the Lithia Artisans Market collaboratively address any issues or concerns prior to the season opening.

The 2026 draft boundary map of rental spaces on Calle Guanajuato is included in the packet as well as schematics for a large and small Artisans Market in front of the park and on adjacent City of Ashland sidewalk space. These maps illustrate generally where restaurants and artisans will be located for the 2026 season. Each restaurant and the Lithia Artisans Market have submitted a request and a site plan in accordance with the Calle Policy.

Major Proposed Changes

The table below outlines the major proposed changes to this year’s leases. These changes stem from feedback from the Lithia Artisan’s Market, Calle restaurant owners, and Deputy City Manager Jordan Rooklyn. They are intended to help increase vendor and restaurant sales, better integrate leases with park assets for improved vibrancy, and reduce coordination burdens between businesses. These proposed changes are recommended as a pilot for this summer season and will be reviewed prior to future leases.

<i>Last Year’s Leases</i>	<i>Proposed Change</i>	<i>Reason for Change</i>
On Saturdays, approx. 10 Lithia Artisan Market vendors were on the Calle interior.	Remove Lithia Artisan Market vendors from the Calle interior. Keep “anchor vendors” at the Calle entrances.	<ul style="list-style-type: none"> • Provide restaurant owners with more seating capacity on the busiest days of the week. • Reduce the burden on restaurants for reconfiguring seating every weekend.
Lithia Artisan Market had space along the Lithia Park front sidewalk, in front of the Lithia Park entrance, in front of 51 Winburn Way, and along the Calle.	Consolidate Lithia Artisan Market vendors into one location; integrate market with Lithia Park.	<ul style="list-style-type: none"> • Allow stronger branding and visual presence for Lithia Artisan’s Market. • Maintain the iconic entrance to Lithia Park. • Make Lithia Park a more natural connection with the market, inviting shopping visitors into the park and park visitors to shopping.

- See the attached maps for Lithia Artisan Market locations on Saturdays (Large Market) and Sundays (Small Market). These maps denote general booth locations and booth types; the exact number, spacing, and booth sizes in each area will be a collaboration with Lithia Artisan’s Market and APRD staff. APRD staff were consulted and expressed concern regarding soil compaction around the perimeter of the front lawn and parking strip and on the south side lawn near the Ash trees. An increase in the number of vendors would greatly increase foot traffic on the front lawn in and around the trees. Staff’s recommendation would be to work with the Lithia Artisans Market to ensure that booths stay clear of tree roots by marking areas where the Artisans can place their booths.

Season of Operation

Over the years, the season of operation for the Lithia Artisans Market and restaurants has increased:

- The current Calle Guanajuato policy states: “The default season of operation is Memorial Day through Labor Day. ”
- Once the Calle Guanajuato was reconstructed in 2014, more restaurants were interested in using it for longer periods and the Commission allowed an extended season, from mid-March through Mid-November.
- For the 2025-26 season, the Commission approved three options for seasons:
 - March 10 through November 9 (8 months)
 - March 10 through December 31 (9.5 months)
 - January 1 through March 9 (2.5 months).
- **For the 2026-27 season staff propose similar options:**
 - March 10–November 8, 2026 (8 months)
 - March 10–December 31, 2026 (9.5 months)
 - January 1, 2027–March 7, 2027 (2.5 months)

Fees:

In 2023, the Commission approved a three-year fee schedule for the restaurants and artisans. Restaurants will be charged for either five or seven days per week, based on their selected season of operation and square footage. The Lithia Artisans Market is charged for two days per week. This is a one-time payment that covers the entire rental period, which historically has lasted from mid-March through mid-November (eight months). This year, fees will be reviewed in May with all other City and Parks and Recreation fees.

POLICIES, PLANS & GOALS SUPPORTED - Calle Guanajuato Commercial Use Policy #101

FINANCIAL CONSIDERATIONS - Revenue is consistent with fluctuations that happen as restaurants open and close. Revenue for the Calle Guanajuato is \$50,000 to \$60,000 per year depending on these fluctuations.

PROPOSED ACTIONS OR MOTION(S)

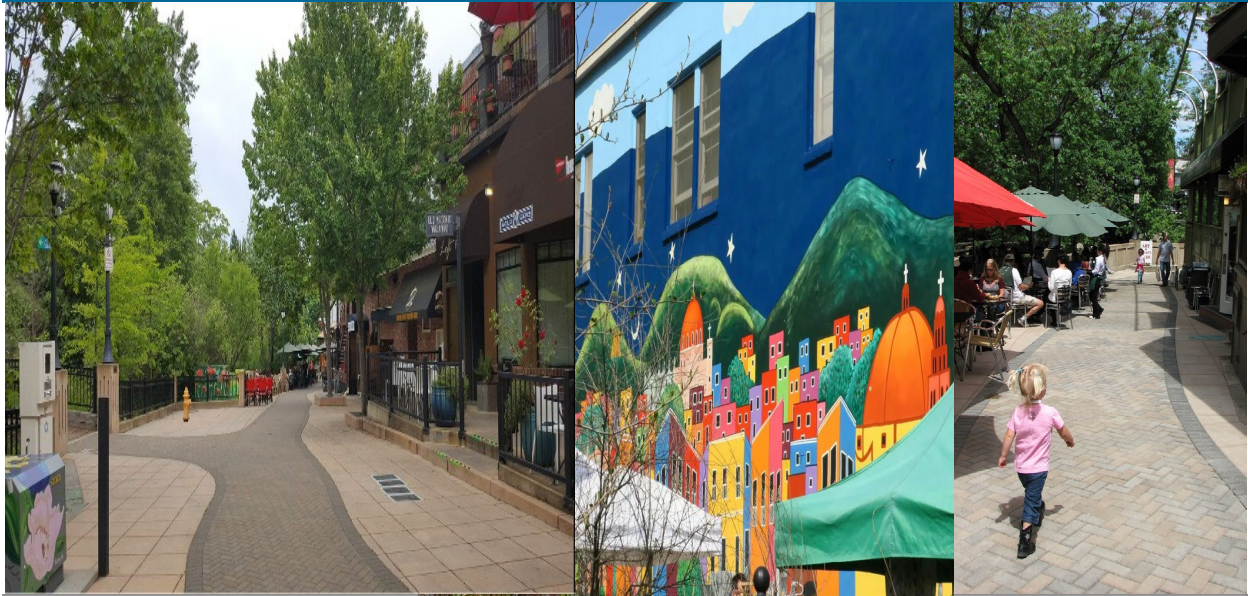
A separate motion is recommended for each of the items listed below:

- Move to approve the 2026 Calle Guanajuato Boundary Map.
- Move to approve an eight (8) month season March 10–November 8, 2026, a nine and one half (9.5) month season March 10–December 31, 2026, and off season use from January 1, 2026–March 9, 2027 giving restaurants and the Lithia Artisan Market the option to extend the months of the season of operation with a plan in place by November 1 to remove equipment, chairs, tables, etc., if a flood threatens.
- Move to approve the Lithia Artisans Market use of the front of Lithia Park during the regular season of March through November 8 with no use of

grass areas if one half inch or more of rain falls within a three-day period prior to the rental. Locations for the booths will be marked by APRD staff.

- Move to approve the nine (9) requests listed in the staff report for Calle Guanajuato for the 2026 Season.

ATTACHMENTS – 2026 Draft Boundary Map, 2026 Lithia Artisans Market front of Lithia Park small and large market options, Calle Guanajuato Commercial Use Policy



Calle Guanajuato Lease Agreements

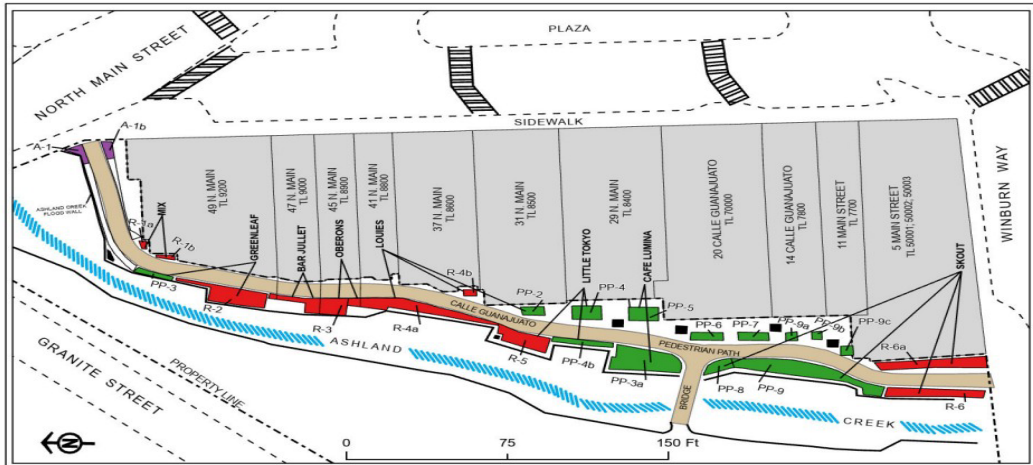
APRC Regular Business Meeting | February 11, 2026



Better Together



Calle Guanajuato



CALLE GUANAJUATO BOUNDARY MAP DRAFT
approved by APRC on _____



LEGEND

■ PILOT PROJECT 2026	■ ARTISAN SPACE (WEEKENDS)
■ RESTAURANT SPACE (7 DAYS PER WK)	■ CONCRETE TREE WELLS

Business Name	Space #	Business Name	Space #	Business Name	Space #
Artisans	A-1 & A-1b, front of Lithia Park	Little Tokyo	PP-4, R-5, & PP-4b	Oberon's	Part of R-3 & Part of R-4a
Bar Juliet	PP-3a, PP-5	Louie's	Part of R-4a, R-4b, & PP-2	SKOUT	R-6, R-6a, PP-8, & PP-9
Cafe Lumina	R-2, PP-3	Mix	R-1a & R-1b		
Greenleaf					



DRAFT Calle Guanajuato Boundary Map 2026



Calle Guanajuato



SMALL market configuration 2026





Questions/Discussion:

- No artisans on the Calle? A: They are at the top and bottom entrances to the Calle.
- The artisans are okay with this? A: Yes.
- Did we have to get permission from Com Dev for being in front of that building. A: They have a conditional use permit.
- Artisan booths don't go up to the entrance of Lithia Park? A: Correct.
- Regarding the orange umbrellas on the slide. Is the purpose to make space for more restaurants on the Calle? A: Yes.
- The inclusion of the umbrella spots for artisans was at the request of the Market. They wanted to be connected. Adding the umbrellas is a pilot due to the already high use of the front lawn of Lithia.
- Recommendation made to use spaces not on the lawn first to spare the grass. Request to have that added to the contract.
- Suggestion to move some vendors to the Plaza. A: Artisans want to stay consolidated this year. Will consider the Plaza and other streets going forward.
- On the map of the restaurants and vendors on the Calle, please identify which space would be opened up by having the vendors relocate to the front of Lithia Park. A: On the map, the areas in green are what will be opened up for restaurants.
- What are the purple dots on the schema? A: Vendors. Both restaurants and artisans like having vendors at the top and bottom of the Calle to draw visitors.
- Request for documentation of impact of market vendors on Lithia front lawn by taking before and after aerial photographs.

Vote:

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

XIV. ITEMS FROM COMMISSIONERS/STAFF - None

- a. Liaison Report

XV. UPCOMING MEETING DATES

1. Park Commission Study Session March 4, 2026
2. Park Commission Regular Business Meeting March 11, 2026
3. Park Commission Study Session April 1, 2026
4. Park Commission Regular Business Meeting April 8, 2026
5. Ashland Senior Advisory Committee Meeting April 13, 2026
6. Recreation Division Advisory Committee April 16, 2026

XVI. ADJOURNMENT - Chair Bachman adjourned the meeting at 8:29 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



REGULAR BUSINESS MEETING AGENDA BRIEF

March 11, 2026

Agenda Item	VIII. Recreation Division Annual Report	
Presenter	Lonny Flora	Recreation Supervisor
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

Staff will present the 2025 Recreation Division Report that will summarize data related to programs and services in Ashland offered through APRD and in collaboration with partner organizations. These programs and services discussed include the Nature Center, Adult & Youth Recreation Programs, Community Events, Daniel Meyer Pool and Ashland Rotary Centennial Ice Rink.

POLICIES, PLANS & GOALS SUPPORTED

The mission of APRD is to provide and promote recreational opportunities and to preserve and maintain public lands.

FINANCIAL CONSIDERATIONS

Not Applicable

PROPOSED ACTIONS OR MOTION(S)

Not Applicable

ATTACHMENTS

2025 Ashland Parks and Recreation Division Report

PREPARED BY: Lonny Flora, Recreation Supervisor



2025 Ashland Parks and Recreation Division Report Summary

The Recreation Division is responsible for providing recreation opportunities within the City of Ashland. The division works together with the entire APRD team to provide recreational opportunities. This team includes Senior Services, Volunteer programs, and Parks division staff.

This report outlines the accomplishments of the Recreation Division for the 2025 calendar year in areas of Youth & Adult Recreational Programming, Nature Center Programs, Daniel Meyer Memorial Pool & Ashland Rotary Centennial Ice Rink seasonal facilities. Information will also cover results of events held at APRD facilities and rental facilities available to the public. This information does not include data from Senior Services or events organized through the Volunteer Program.

Our Recreation Division team consists of Lonny Flora, Recreation Supervisor, Kirsten Came, Environmental Ed. Coordinator, Volunteer and Event Coordinator, Sulaiman Shelton and Admin Assistants Amber Shroy and Cheryl DeSaram.

Programming

Community Programs listed in this section are pre-registered activities that include a fee or are coordinated with partnering instructors hosted by APRD. Registrations are taken in our registration system, as well as drop in registrations taken on-site.

There was a total of 127 programmed activities and events with 2,008 total participants.

Nature Center Programming	# of Sessions/Events	2025 Total Participation
Art Classes	3	10
Project Feederwatch	20	39
Monthly Bird Surveys (qty in hours)	21	21
Birding Classes	8	144
Conservation Burial	7	50
Gardening & Landscaping Classes	4	43

Community Gardens	4 locations	100
Art Walks	3	30
Bat Night	1	12
67		449

Adult General Recreation	# of Sessions/Events	2025 Total Participation
Beginning Ballroom & Swing Dance	11	74
Zumba for All Levels	1	13
Yoga for Every Body	5	13
Beginning Guitar & Ukulele	2	8
Pickleball for All	1	120
20		228

Youth General Recreation	# of Sessions/Events	2025 Total Participation
Adapted Gaming Socials	12	73
I Can Play! Guitar & Ukulele	1	6
Kindermusik	7	21
Pool Swim Lessons	3	442
Ice Rink Skating Lessons (Jan/Feb 2025)	3	57
Ice Rink School Groups	14	732
40		1331

Events

Special events handled by the Recreation Division include events that are led and directed by APRD staff as well as events where APRD staff provide support with staffing and facilitation.

Event Title	# of Events	APR Role	Estimated Attendance	Additional Details
Bird Day	1	Lead - Nature Center	150	7 vendors and 15 different activities

Salmon Field Day	1	Lead - Nature Center	225	9 vendors and 12 different activities
Arbor Day	1	Lead - Nature Center	15	12 trees and 10 shrubs planted
Ashland Folk Collective Concerts	3	Support	4500-6000	Approx. 1500-2000 attendees per concert
Epic Ashland Concerts	4	Support	6000-8000	Approx. 1500-2000 attendees per concert
All In! Swimming Night	1	Facilitated at Pool	72	Inclusive event designed for people experiencing disabilities and their families. Sponsored by Bridging Communities and Southern Oregon Autism Society
All In! Skating Night	1	Facilitated at Ice Rink	54	Inclusive event designed for people experiencing disabilities and their families. Sponsored by Bridging Communities and Autism Society
Southern Oregon Adult Hockey Association Annual 3v3 Hockey Tournament	1	Facilitated at Ice Rink	60	18 out of town players

Facilities & Visitor Services

APRD staff handles a wide variety of visitor services including facility booking requests for both public and private events. Approximately 8,000 hours of reserved time was coordinated throughout the parks system by APRD staff. Facilities include

picnic areas located in various parks, classroom and gym space at the Grove, Nature Center facilities, ball fields at North Mountain and Hunter Parks, pickleball and tennis courts.

Other services include the David's Chair program in Lithia Park. The reservation of the chair is administered by David's Chair organization and APRD staff coordinate with volunteers to help check out the chair. The chair was reserved 15 times for a total of 30 hours of use in 2025.

Trail services organized by Coordinator Came include interpretive signage in North Mountain Park, printed guides for the Briscoe Geology Park Trail and the new Track Trails program in Lithia Park.

The Daniel Meyer Pool also continues to serve the needs of local athletes by providing a training facility during the school year for local aquatics teams. Rogue Valley Masters, Ashland High School Swim team as well as the Ashland Water Polo team lease the facility in the off-season for training.

Marketing

The end of 2025 brought a new era of marketing for Ashland Parks and Recreation. The Fall 2025 Community PlayGuide was the final printed recreation guide directly mailed to approximately 12,500 households and businesses in Ashland. The switch to a digital-only format also included transitioning marketing strategies to include regular e-newsletters, increased social media presence, display ads with partnering organizations and other creative solutions to keep APRD "in view" of Ashland community members.

To prepare for the upcoming transition to a digital-only guide, the internal marketing team organized and distributed the first e-newsletter that was sent out to 5,385 contacts in April of 2025. The CyberImpact e-mail marketing system that was used integrates with our current registration software to easily import user lists to target marketing. In Fall the number of contacts grew to 6,254.

The marketing team implemented another strategy for the first digital-only guide at the end of 2025 for the 2026 Winter-Spring Community PlayGuide. Postcards were designed, printed, and mailed to Ashland households alerting community members about the switch to the digital-only format. The e-newsletter and postcards were identified as effective ways to communicate the digital marketing transition into 2026. Staff will continue to monitor analytics to determine effectiveness of these

plans and implement cost-effective strategies to keep APRD relevant in the community.

We have also increased APRD’s social media presence by organizing regular postings that include highlights, programming and events on Instagram and Facebook. Administrative Assistant Amber Shroy is primarily responsible for the design and execution of social media marketing across multiple divisions including posting for Senior Services, volunteer programs, and Parks Division information.

Partnerships have been an important ingredient to effective marketing for APRD. Multiple strategic partnerships managed by staff have allowed the department to leverage resources and increase visibility while saving money. Agreements with local service providers and media outlets have helped improve the effectiveness of our reach in the community.

Partnerships

A crucial component to providing successful programs to the community with limited resources is leveraging partnerships. APRD staff have continued to develop and nurture mutually beneficial relationships to help increase service levels in programming and events, effective marketing strategies, and overall usage of the Ashland Parks and Recreation system.

The following list is not comprehensive of all partnerships managed by APRD. This list demonstrates the types of partnerships that help align goals for recreation in Ashland.

Partner Organization	Partner Services Provided to APRD	APRD Service Provided to Partner
Osher Lifelong Learning Institute @ SOU (OLLI)	Display advertising in marketing, classes held in APRD facilities	Marketing in APRD publications, facility space provided
Bridging Communities & Southern Oregon Autism Society	Outreach to targeted communities, event and program facilitation	Facility space provided, advertising, customer service & registration services
Creekside Strings	Events and programs for youth	Facility space provided, advertising, customer

		service & registration services
Salmon Watch	Event volunteer training	Event coordination and facilitation
Klamath Bird Observatory	Program support	Facilitation and access to volunteers
RV Audubon Society	Program support	Facilitation and access to volunteers
Kids in Parks	Donations and program support for self-guided trails program	Program location facilitation, coordination of materials and program execution
EPIC Ashland	A 501 c3 that provides events in the Ashland Community at low to no cost.	Facilities, On-site event assistance and volunteers
Ashland Folk Collective	A 501 c3 that provides events in the Ashland Community at low to no cost.	Facilities, On-site event assistance and volunteers
DEVO	Teach young people to mountain bike and ride trails safely. Provides volunteer services to parks	Trade advertising and low-cost use of outdoor facilities
Ashland Climate Collaborative	Provided partnership to acquire Pedal Power bikes and trailer for biking programs.	Trade advertising and location to store trailer. Program oversight.
Ashland Tennis & Fitness Club	Provide low cost adult tennis programs to the community and trade advertising Organize Big Al's tennis tournament	Trade advertising and facility use at Hunter Park
United States Tennis Association (USTA)	Provide youth tennis programs to the Ashland Community	Trade advertising and revenue share

The Recreation Division aims to provide high quality recreation services for the Ashland community. While the team is small in numbers, we have identified effective strategies to improve service levels and leverage partnerships to provide more activities and events. This has been accomplished by outreach to the community through marketing, and continuing to maintain recreational facilities to operate efficiently.



REGULAR BUSINESS MEETING AGENDA BRIEF

March 11, 2026

Agenda Item	VII2. Q1-Q2 FY26 Financial Update	
Presenter	Brandon Terry	Administrative Coordinator
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

The Finance Department provides a quarterly review of financial statements. On February 11, 2026, Interim Finance Director Bryn Morrison presented to City Council and Park Commission the preliminary statements ending in Quarter 2 (Q2) of Fiscal Year 2026 (FY26). The Parks and Recreation Department now presents specific Department details for the same period.

The first quarter of FY26 ended on September 30, 2025. Of the \$7,750,540 allocated in General Funds (GF) for FY26, \$1,796,073 or 23.17% of the total had been expended. The second quarter ended on December 31, 2025 with \$3,409,733 in total spent, or 43.99%, with an additional \$162,561 encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,339,320 at the beginning of the 2025-2027 biennium. At the end of Q1 FY26, the fund stood at \$3,410,268 with Q2 ending with \$3,250,233 and an additional \$116,559 encumbered.

The Parks System Development Charges (SDC) Fund began the 2025-2027 biennium with a balance of \$479,909. At the end of Q1 FY26, the fund stood at \$489,415 and ended Q2 with a balance of \$505,940.

POLICIES, PLANS & GOALS SUPPORTED

Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS

This is an informational item, no actions requested.

FINANCIAL CONSIDERATIONS

Not applicable

ATTACHMENTS

Q1-Q2 2026 GF Operations Expense/Balance Table

PREPARED BY

Brandon Terry, Administrative Coordinator



Q1-Q2 2026 GENERAL FUND OPERATIONS EXPENSE/BALANCE TABLE

DIVISION	EXPENSE TYPE	REVISED BUDGET	Q1 EXPENDED	Q2 EXPENDED	YTD EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
* Does Not Include Encumbrance Balance								
ADMINISTRATION	PERSONNEL	\$ 906,461	\$ 208,534	\$ 207,172	\$ 415,705	\$ 490,756	\$ -	45.86%
	M/S	\$ 311,696	\$ 63,545	\$ 94,263	\$ 157,808	\$ 153,888	\$ 67,039	50.63%
	Total	\$ 1,218,157	\$ 272,078	\$ 301,435	\$ 573,513	\$ 644,644	\$ 67,039	47.08%
OPERATIONS	PERSONNEL	\$ 2,516,143	\$ 574,486	\$ 483,602	\$ 1,058,088	\$ 1,458,055	\$ -	42.05%
	M/S + CO	\$ 1,853,920	\$ 499,881	\$ 452,482	\$ 952,363	\$ 901,557	\$ 51,601	51.37%
	Total	\$ 4,370,063	\$ 1,074,368	\$ 936,083	\$ 2,010,451	\$ 2,359,612	\$ 51,601	46.01%
OPEN SPACE	PERSONNEL	\$ 531,649	\$ 113,172	\$ 113,072	\$ 226,244	\$ 305,405	\$ -	42.56%
	M/S	\$ 116,250	\$ 12,123	\$ 7,760	\$ 19,883	\$ 96,367	\$ 41,110	17.10%
	Total	\$ 647,899	\$ 125,295	\$ 120,832	\$ 246,127	\$ 401,772	\$ 41,110	37.99%
RECREATION PROGRAMS	PERSONNEL	\$ 252,750	\$ 37,541	\$ 35,738	\$ 73,280	\$ 179,470	\$ -	28.99%
	M/S	\$ 354,989	\$ 90,822	\$ 39,878	\$ 130,700	\$ 224,289	\$ 901	36.82%
	Total	\$ 607,739	\$ 128,363	\$ 75,617	\$ 203,980	\$ 403,759	\$ 901	33.56%
NATURE CENTER	PERSONNEL	\$ 231,204	\$ 27,016	\$ 24,921	\$ 51,937	\$ 179,267	\$ -	22.46%
	M/S	\$ 13,000	\$ 1,694	\$ 4,613	\$ 6,307	\$ 6,693	\$ 1,909	48.52%
	Total	\$ 244,204	\$ 28,710	\$ 29,534	\$ 58,244	\$ 185,960	\$ 1,909	23.85%
SENIOR SERVICES	PERSONNEL	\$ 268,368	\$ 63,445	\$ 61,555	\$ 125,000	\$ 143,368	\$ -	46.58%
	M/S	\$ 61,238	\$ 23,135	\$ 21,281	\$ 44,416	\$ 16,822	\$ -	72.53%
	Total	\$ 329,606	\$ 86,581	\$ 82,836	\$ 169,417	\$ 160,189	\$ -	51.40%
RECREATION GOLF	PERSONNEL	\$ 220,025	\$ 52,328	\$ 51,992	\$ 104,320	\$ 115,705	\$ -	47.41%
	M/S	\$ 112,847	\$ 28,351	\$ 15,332	\$ 43,682	\$ 69,165	\$ -	38.71%
	Total	\$ 332,872	\$ 80,679	\$ 67,324	\$ 148,003	\$ 184,869	\$ -	44.46%
APRD TOTALS		\$ 7,750,540	\$ 1,796,073	\$ 1,613,661	\$ 3,409,733	\$ 4,340,807	\$ 162,561	43.99%



REGULAR BUSINESS MEETING

AGENDA BRIEF

March 11, 2026

Agenda Item	VII3. Ice Rink Cover Update	
Presenter	Rachel Dials	Acting Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

Staff will give an update on the current state of the Ice Rink cover permitting process.

PREPARED BY: Rachel Dials, Acting Director



REGULAR BUSINESS MEETING AGENDA BRIEF

March 11, 2026

Agenda Item	VII4. Ashland Parks Foundation Fundraising Proposal for NEW Ice Rink Amenities	
Presenter	Mark Knox	Ashland Parks Foundation
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

Ashland Parks Foundation Board member Mark Knox will outline the goals, process, and timeline for fundraising for a new ice rink cover and accessory structures.

PREPARED BY: Rachel Dials, Acting Director



REGULAR BUSINESS MEETING AGENDA BRIEF

March 11, 2026

Agenda Item	VII5. Hunter Park Tennis Court Project Update	
Presenter	Rachel Dials Kevin Caldwell	Acting Director Parks Division Manager
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

In 2024, APRD secured a matching grant from the Oregon Parks and Recreation Department (OPRD) to rehabilitate the Hunter Park Tennis Courts. As the project nears the bidding phase, staff are seeking feedback on proposed amendments to the original design to better align with current multi-sport demand and regional participation trends.

Current Project Scope & Timeline

The approved grant plan includes the rehabilitation of eight tennis courts, featuring one multi-use court for bike polo and futsal. Any changes to this scope require a public process, and submission of changes to OPRD.

Infrastructure Improvements:

- **Surfacing:** Full asphalt and concrete resurfacing.
- **Utilities:** Installation of a new water line and drinking fountain.
- **Fencing:** New black vinyl fencing (4' interior/10' exterior).
- **Structural:** New siding for the plywood center wall.

Proposed Timeline (2026):

- **Bid Solicitation:** May – June
- **Contract Award:** June – July
- **Construction:** August – October
- **Deadline:** December 31, 2026 (Grant Requirement)

Data and Market Trends:

Recent data from the 2025 PROS Plan surveys and national trends suggest a high demand for diversified court access, particularly pickleball.

From PROS Plan Public Survey #1Q: Did you participate in any of the following outdoor sporting activities in Ashland during the past 12 months?

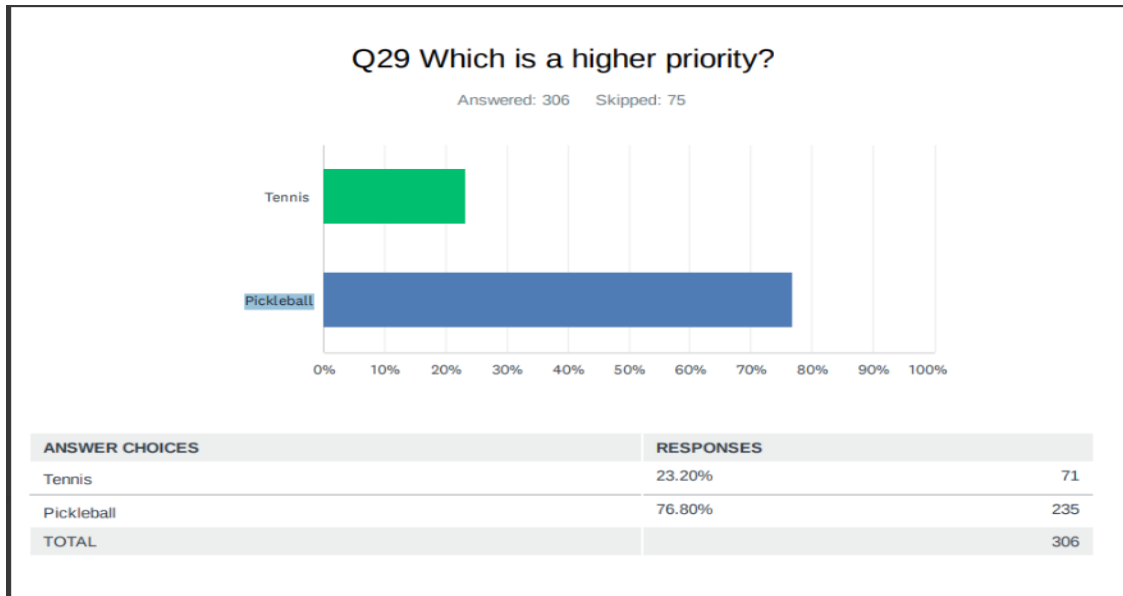
Parks, Recreation, Open Spaces & Senior Services Strategic Plan (PROS): Community Survey

ANSWER CHOICES	RESPONSES	
Picnicking	44.09%	306
Taking children or grandchildren to a playground	41.35%	287
Nature immersion (e.g. relaxing, hanging out, escaping heat or noise)	75.65%	525
Going to dog parks or off-leash areas	29.39%	204
Attending outdoor concerts, fairs, or festivals	69.88%	485
Golfing	11.53%	80
Tennis (played outdoors)	14.99%	104
Pickleball (played outdoors)	29.54%	205
Outdoor court games other than tennis/pickleball (e.g. basketball, badminton, futsal, beach volleyball)	12.10%	84
Field Sports (e.g. soccer, softball, baseball, football, ultimate frisbee, disc-golf, lacrosse)	26.37%	183
Visiting historic sites or history-themed parks (e.g. history orientated museums, outdoor displays, visitor centers)	20.75%	144
Other (please specify) If selected text box must be filled in	13.11%	91
Total Respondents: 694		

Q: Do you agree with the following?

- Ashland needs more pickleball courts: 32% agree, 39% disagree
- Ashland needs more tennis courts: 17% agree, 45% disagree

From the [PROS Plan Values Survey](#):



General Pickleball and Tennis Data

Tennis Growth: National participation hit a record 27.3 million in 2025. Locally, tennis remains a high-value activity for Ashland residents.

Pickleball Expansion: Now a mainstream sport with 22.7 million active players, the demographic has shifted younger, with an average age of 34.8.

Municipal Shift: Leading municipal projects in 2026 are moving away from single-sport sites in favor of multi-sport facilities to maximize tax-payer return on investment and facility utility.

Proposed Project Amendments:

To ensure the Hunter Park facility remains versatile and serves the broadest range of residents, staff recommend the following changes to the project for discussion:

1. **Expanded Pickleball Access:** Add additional striping to Court 5 (the multi-purpose court) to accommodate four pickleball courts.
2. **Universal Net Versatility:** Upgrade all courts to include removable tennis nets. This allows the entire facility to be cleared for major special events, tournaments, or alternative recreational uses.

Recommended Discussion Questions

- Is the Park Commission interested in integrating pickleball courts at Hunter Park?
- Is the Park Commission interested in increasing the “use flexibility” on all courts?

POLICIES, PLANS & GOALS SUPPORTED:

PROS Plan Survey Data and Meeting Summary’s

Parks Capital Improvement Project and workplan

FINANCIAL CONSIDERATIONS:

This project is approved for grant funding through OPRD. \$720,000(60%) grant, \$480,000(40%) from Parks CIP, for\$1,200,000 total project cost. These proposed amendments are not expected to impact the approved budget.

PROPOSED ACTIONS OR MOTION(S)

No action. Recommendation to bring this item back for discussion and vote at the next Regular meeting, April 8, 2026

ATTACHMENTS:

Hunter Park Tennis Court Grant

Sept 24, 2025, Hunter Park Tennis Court Project Public Meeting summary

PREPARED BY: Rachel Dials, Acting Director

Hunter Park Tennis Courts Rehabilitation Project - Application #10561

LGGP Rehabilitation Application

Project Information

Project Name *

Hunter Park Tennis Courts Rehabilitation Project

Brief Project Description *

The project aims to restore 8 dilapidated tennis courts in Hunter Park, located in the City of Ashland. The project would enhance accessibility for many users, including children and the growing aging population in the City.

Project Start Date *

04/01/2025



Project End Date *

11/30/2025



Site Name *

Hunter Park

Site City/Town/Area *

Ashland

Site County *

Unknown

Baker

Benton

Clackamas

Clatsop

Columbia

Coos

Crook

Curry

Deschutes

Douglas

<input type="checkbox"/> Gilliam
<input type="checkbox"/> Grant
<input type="checkbox"/> Harney
<input type="checkbox"/> Hood River
<input checked="" type="checkbox"/> Jackson
<input type="checkbox"/> Jefferson
<input type="checkbox"/> Josephine
<input type="checkbox"/> Klamath
<input type="checkbox"/> Lake
<input type="checkbox"/> Lane
<input type="checkbox"/> Lincoln
<input type="checkbox"/> Linn
<input type="checkbox"/> Malheur
<input type="checkbox"/> Marion
<input type="checkbox"/> Morrow
<input type="checkbox"/> Multnomah
<input type="checkbox"/> Polk
<input type="checkbox"/> Sherman
<input type="checkbox"/> Tillamook
<input type="checkbox"/> Umatilla
<input type="checkbox"/> Union
<input type="checkbox"/> Wallowa
<input type="checkbox"/> Wasco
<input type="checkbox"/> Washington
<input type="checkbox"/> Wheeler
<input type="checkbox"/> Yamhill

Site Description

Hunter Park, a vital 10-acre hub nestled in the heart of Ashland, Oregon, boasts an array of recreational amenities. Its features include tennis courts, ball fields, picnic areas, a playground, and a seasonal pool, catering to diverse interests and ages. As a focal point for tennis enthusiasts, Hunter Park hosts annual tournaments, drawing participants from across the

city. The park's strategic location and varied offerings make it a cornerstone of community engagement and well-being. However, the current state of the tennis courts presents a challenge, limiting accessibility and detracting from the overall experience. By revitalizing these courts, the City aims to not only restore a cherished community asset but also promote public health and recreational equity. With a renewed emphasis on inclusivity and accessibility, the refurbished courts will serve as a welcoming space for all residents, including underrepresented, aging, and low-income populations.

Site Acreage *

10

Find Lat/Lng

Latitude *

42.18857210885082

Longitude *

-122.68507321339467

Contact Information

Applicant

City of Ashland

Project Contact *

Rocky Houston

Address

Rocky Houston
Ashland Parks & Recreation Department
340 S Pioneer St
Ashland, OR 97520

Reimbursement Contact

Leslie Eldridge

Address

Leslie Eldridge
840 Pinecrest Terrace
Ashland, Oregon 97520-3460

Financial Information



Financial fields are updated once you have filled out your Project Budget Worksheet and clicked the 'Save Application' Button.

Requested Amount *

\$720,000.00

Match Amount *

\$480,000.00

Total Project Cost *

\$1,200,000.00

Grant %

60 %

Match %

40 %

Project Budget Worksheet

Project Budget Worksheet	
Demolition	\$615,000.00
(CONSTRUCTION) Placing, grading, compacting 3"-6" crushed aggregate	\$240,000.00
(CONSTRUCTION) 2 layer of 6 mil vapor barrier	\$16,000.00
(CONSTRUCTION) Installation of industry standard 4000 psi 5" thick post tensioned concrete slab (including 1/2" steel tendons, 12" thickened edges, reinforced pour backs between slabs)	\$235,570.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of net post ground sleeves	\$1,680.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of center anchor	\$1,200.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of net posts	\$4,000.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of net and center straps	\$2,800.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of 10' tall galvanized fencing	\$50,000.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of Plexipave 4 coat system	\$33,750.00

Source of Funding Worksheet	
Demolition (Ashland Parks and Recreation CIP Budget (Food and Beverage Tax))	\$246,000.00
(CONSTRUCTION) Placing, grading, compacting 3"-6" crushed aggregate (Ashland Parks and Recreation CIP Budget)	\$96,000.00
(CONSTRUCTION) 2 layer of 6 mil vapor barrier (Ashland Parks and Recreation CIP Budget)	\$6,400.00
(CONSTRUCTION) Installation of industry standard 4000 psi 5" thick post tensioned concrete slab (including 1/2" steel tendons, 12" thickened edges, reinforced pour backs between slabs) (Ashland Parks and Recreation CIP Budget)	\$94,228.00

Project Budget Worksheet

(INSTALLATION OF TENNIS EQUIPMENT) Installation of net post ground sleeves (Ashland Parks and Recreation CIP Budget)	\$672.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of center anchor (Ashland Parks and Recreation CIP Budget)	\$480.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of net posts (Ashland Parks and Recreation CIP Budget)	\$1,600.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of net and center straps (Ashland Parks and Recreation CIP Budget)	\$1,120.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of 10' tall galvanized fencing (Ashland Parks and Recreation CIP Budget)	\$20,000.00
(INSTALLATION OF TENNIS EQUIPMENT) Installation of Plexipave 4 coat system (Ashland Parks and Recreation CIP Budget)	\$13,500.00

Total Project Cost

\$1,200,000.00

Total Match from Sponsor

\$480,000.00

Grant Funds Requested

\$720,000.00

Supplemental Information

A. PROJECT NARRATIVE (Please limit each answer to 400 words or less.)

1. What will this project do? Describe all elements of the project. What new facilities will be constructed? What existing facilities will be renovated or removed? Describe present development on the site and how the proposed project fits in with current and future development. *

The Hunter Park Tennis Courts Rehabilitation Project is a comprehensive, community driven initiative aimed at revitalizing the existing eight (8) tennis courts in the City of Ashland to ensure they meet diverse community needs, including those of low-income and aging residents. The current courts, in a state of disrepair, have faced frequent closures for temporary fixes despite high demand, especially for year-round tournaments organized by various user groups. It is difficult to differentiate between the eight distinct courts, due to tennis stripping being faded and worn down. Over the years, a multitude of cracks have appeared and grown on the courts' playing surface, with some cracks moving beyond being nuisance for causing bad bounces and into the territory of trip and fall hazard. The courts at Hunter Park are in need of major repair, and the project addresses these challenges by replacing the existing courts with fully accessible ones suitable for players of all ages and abilities.

The scope of work includes several key elements. Firstly, the project will demolish the deteriorating asphalt surface and replace it with 3"-6" crushed aggregate, followed by the installation of two layers of 6 mil vapor barrier. The courts

will then be outfitted with industry-standard 4000 psi 5" thick post-tensioned concrete slabs featuring ½" steel tendons, 12" thickened edges, and reinforced pour backs between slabs. Additionally, brand-new tennis equipment such as net post ground sleeves, center anchors, net posts, net and center straps will be provided, along with 10' tall, galvanized fencing and a Plexipave 4 coat system for a smooth playing surface.

The rehabilitation project aligns with the existing park amenities at Hunter Park, including ballfields, picnic areas, restrooms, a swimming pool, and a playground, especially as tennis is a sport enjoyed by residents of all ages. Despite the facility's popularity and multigenerational use, the tennis courts are long past their normal life expectancy and are in dire need of repair to meet ADA requirements and provide safe playing conditions for users ranging from children to older adults.

A comprehensive reconstruction of the tennis courts will allow Hunter Park to meet the needs of vulnerable user groups, including the elderly, underrepresented, low-income, youth, and individuals with disabilities, while also providing them with a lasting, sustainable facility. This initiative will promote recreational equity and public health in the City of Ashland while ensuring that residents have access to high-quality recreational opportunities for years to come.

2. Why is this project a priority? What needs will be met by this project? How will these needs be met? *

This project is a priority as Hunter Park is the last publicly accessible tennis court facility in Ashland. In the recent past, approximately 16 courts have been taken out or repurposed, as the City lost various courts at Helman Elementary School, Lithia Park, as well as 11 courts at Southern Oregon University. These courts were lost for several reasons, including facility removal and conversion to pickleball courts, leaving Hunter Park as the only publicly accessible, outdoor tennis court facility in Ashland. This also means that the eight (8) existing tennis courts in Hunter Park are invaluable for serving the city's rising numbers of tennis players. As a result, the project facility serves a diverse range of users, including members from the Ashland Tennis & Fitness Club, children taking tennis lessons, Ashland High School tennis teams, and older adults in their fifties to the mid-nineties from the adjacent Ashland Senior Center, which is also located in Hunter Park. In addition to many local enthusiasts, recreational court facilities have become a destination for travelers along the I-5 corridor, and Hunter Park has especially become a destination for residents from Talent, Phoenix, Jacksonville, and Medford as well ("Geezer Group" Letter of Support, 2024; Lithia Park Public Comments, 2021). There is an overwhelming and growing demand for tennis programming and space, with courts filling up Hunter Park especially during the peak playing times of early mornings and late afternoons.

This ever-increasing use of the facility has amounted to courts that are in an irreparable and unplayable state, far beyond their normal life expectancy. The current condition of the courts poses significant safety risks and severely limits usability, especially for vulnerable user groups, including the elderly, underrepresented, low-income, youth, and individuals with disabilities. Although these issues persist, Hunter Park is often characterized by full courts and people waiting or choosing to go home, with these patterns of court shortages frequently seen on both weekdays and weekends.

A recent Mayo Clinic Sports Medicine Study (2018) revealed that tennis adds nearly 10 years to participants' lives, more than any other sport studied. Urgent rehabilitation of the tennis courts is needed to sustain the community's recreational tapestry, and ensure safety and accessibility, including retrofitting features to withstand extreme weather events such as extreme heat events. Extreme heat events are becoming more frequent across the region, and the City is committed to taking measures to ensure that the project takes steps towards climate resilience and adaptation. Specifically, the project seeks to incorporate 10' tall, galvanized fencing, which would serve as a protective factor against extreme heat events and promote shade equity. Through the revitalization of the tennis courts, Hunter Park will be finally activated as a safe, inclusive, and vibrant community space that meets the diverse recreational needs of residents, while promoting health, equity, and social wellbeing. Considering the diverse needs of the users, including the need for shade and safety, the project will provide a sustainable, lasting solution for the City of Ashland's recreational purposes.

3. Who will do the project work? Who will provide project supervision? *

The City will assemble a project team that consists of members from the Parks & Recreation Department, who will finalize the project scope. The project work will be carried out by a third-party contractor that will be selected through the City's bid process. This firm will perform the work under the supervision of the project team, ensuring regular communication and oversight throughout the project's duration. The third-party contractor will also be familiar with the current ADA standards for tennis courts, and the Parks and Recreation Department will ensure compliance with all ADA standards prior to project completion. This collaborative approach will facilitate efficient execution and adherence to the project's objectives, ultimately ensuring the timely rehabilitation of the tennis court facility at Hunter Park.

4. Who and how many people will benefit from this project? *

The project promises extensive benefits for the 21,285 residents of the City of Ashland, including underrepresented, low-income, and underrepresented members of the community, and vulnerable user groups such as the elderly, underrepresented, low-income, youth, and individuals with disabilities.

This project will directly benefit a significant and diverse group of participants and spectators throughout various tournaments as well. Specifically, the Hunter Park tennis courts support: (1) Three tennis tournaments, attracting participants as follows: Stevenson Memorial Tournament (May 31 – June 2) with an estimated attendance of 80-120 participants; Big Al Tennis Tournament (July 11 – 14), with an estimated attendance of 250-300 participants; and the Universal Tennis Ranking Tournament (September 6-8), with an estimated attendance of 60-100 participants; (2) All of Ashland High School's tennis tournaments, including all home matches with other regional high schools; (3) A bike polo tournament (June 7-9) that is projected to attract 50 to participants. In total, these events collectively benefit not only hundreds of participants but also attract spectators, families, and supporters, and enrich the community's recreational spirit.

As the tennis courts are situated within a public facility at a midway point in the City, they will serve a diverse array of potential tennis enthusiasts, including more than 5,917 older adults, 2,788 young adults, and 1,532 persons with disabilities. The significance of rehabilitating the tennis courts is underscored by the fact that 27.8% of Ashland's population is aged 65 and over, surpassing the state average of 19.2%. Furthermore, youth under 18 make up 13.1% of the community, and 17% of the community live with a disability. With a median household income of \$64,767 - below the state's average of \$76,732 - and 17.9% living below the poverty line, higher than the state's 12.1%, the need for accessible recreational opportunities is clear.

Additionally, Jackson County's Community Data Profile highlights the County as a region with a higher proportion of veterans (14%) and individuals with disabilities (17%) compared to state (11% and 14%, respectively) and national averages (9% and 12%, respectively) (Federal Reserve Bank of San Francisco (2015)). This, coupled with 41% of the population being out of the labor force, not only indicates that a significant segment of the community could benefit from accessible leisure activities, but also emphasizes the urgency for enhancing existing recreational facilities.

The City's community engagement initiatives (2021) have vividly illustrated the wide-ranging impact that the City's tennis courts have on residents of all ages and backgrounds. For instance, a local resident shared how she and her husband, along with others ranging from 8 to 87 years old, have fostered a communal spirit by "sweeping the courts and teaching each other to play". This reflects the growing popularity of tennis in Ashland as in the rest of the nation, and the Ashland Parks and Recreation Department seeks to be proactive in supporting a recreational opportunity that is becoming abundantly popular for the local community.

5. What is the population of the applicant City, County or Service Provider Area (if a Parks and Recreation District or Port District)?

21,285

B. CONSISTENCY With STATEWIDE PRIORITIES - SCORP Criteria (0-20 points)

1. Does the project meet needs identified in the Oregon Public Provider Survey, and if so, which needs are addressed? (See Table 12.1, page 216 of the 2019-23 SCORP) If the project does not address any of these needs, enter N/A. *

The project meets needs identified with close-to-home priorities, namely children's playgrounds and play areas built with manufactured structures. When it is not utilized for tennis-related activities, the facility doubles as a fenced, multipurpose space that can be used as a playing field.

2. Does the project meet needs identified in the Oregon Resident Survey, and if so, which needs are addressed? (See Table 12.2, page 216 of the 2019-23 SCORP) If the project does not address any of these needs, enter N/A. *

The project meets needs identified in the Oregon Resident Survey. The project addresses the close-to-home priority of "dirt / other soft surface walking trails and paths" and the dispersed-area priority of "more places and benches to observe nature and others." Although unconventional, the rubberized path within the tennis court facility offers pedestrians and recreational users a low-impact, non-slip, firm but resilient surface made from recycled rubber that can be utilized for walking when the court is not being used for tennis. Given the court's direct positioning by many trees, the space provides an opportune view of the trees and is well positioned to be used for bird-watching purposes.

C. CONSISTENCY with STATEWIDE ISSUES - SCORP Criteria (0-10 points)

To what extent does the project address ONE or MORE of the following four Statewide Issues identified in the 2019-2023 SCORP?

1. Aging Population - Does the project meet outdoor recreation needs of an Aging population, and if so, what needs are addressed? (See Tables 12.3-12.8, page 216-218 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

Yes, the project meets outdoor recreation needs of an aging population, and specifically addresses two funding priority categories - (1) actions to increase outdoor recreation engagement, and (2) close-to-home priority projects within urban growth boundaries - as listed within Tables 12.7 and 12.8 ("Young old population SCORP funding priorities": and "Middle old population SCORP funding priorities") of the Oregon resident outdoor recreation survey. The specific funding priorities that are addressed as a result of the project include: (1) providing more free-of-charge recreation opportunities, (2) making parks safer from crime; (3) nature and wildlife viewing areas; and (4) more places and benches to observe nature and others. As highlighted above, 27.8% of Ashland's population is aged 65 and over, a figure that significantly exceeds the state average of 19.2%. This statistic is not just a number – it represents a substantial portion of the community with specific recreational needs and preferences. The trend towards an aging population in Ashland is becoming increasingly pronounced, indicating a growing need for recreational facilities that are accessible, safe, and suited to the preferences of older adults. The project would focus on providing accessibility and safety improvements that cater directly to this demographic shift. As a result, the rehabilitated tennis court facility would immensely improve access to outdoor recreation for all users, but especially older adults in the community, including the active older adult group from the Ashland Senior Center located within Hunter Park. The planned improvements, such as better fencing, aim to protect the park from vandalism and increase the perception of safety, addressing concerns highlighted by the aging population.

Public comments from July 13, 2021, were also received by the Ashland Parks and Recreation Commissioners and underscore the project's importance. For instance, Linda Gamble, a 25-year resident of Ashland, shared her evolving experience of local tennis courts, and highlighted the significance of the Hunter Park courts for a group of 18 older adult players. In those 25 years, she played at Lithia Park courts (which have been converted to pickleball courts), Webster Avenue courts (which were removed to build university courts), stadium courts (which have become neglected and unusable). She now plays at Hunter Park exclusively with the group of older adult players. Similarly, Bruce Barnes, an avid player who is "happily one of the regular players who is over 80 years in age" expressed how

tennis at Hunter Park delivers immense satisfaction to older players. Both Linda and Bruce's comments reflect the community's desire for accessible, safe, and enjoyable outdoor recreation facilities, reinforcing the project's alignment with the needs of Ashland's aging population.

2. Diverse Population - Does the project meet outdoor recreation needs of an increasingly Diverse population, and if so, what needs are addressed? (See Table 12.9-12.14, page 219-221 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

The project significantly contributes to meeting the outdoor recreation needs of an increasingly diverse populations, by specifically addressing needs for greater accessibility for everyone in the community, including older adults, children, and individuals with disabilities. While the project area is not directly within a high priority Urban Growth Boundary (UGB), its proximity - within 60 miles of Klamath Falls County, identified as a Latino population high priority UGB- positions the project as a critical asset for addressing the recreational needs of diverse populations in and around Ashland, including significant Latino and Asian communities, older adults, children, and people with disabilities. The project aligns with several SCORP funding priorities relevant to diverse populations, as outlined in Tables 12.13 and 12.14: (1) making parks safer from crime, (2) developing parks closer to home, and (3) more places and benches to observe nature and others.

1. MAKING PARKS SAFER FROM CRIME: Enhancing security measures such as fencing will allow the project to create a welcoming and safe environment for all users of the facility, irrespective of their background. This addresses a fundamental need for safe public spaces where diverse communities will feel secure to engage in recreational activities.

2. DEVELOPING PARKS CLOSER TO HOME: Accessibility is a key factor in promoting outdoor recreation among diverse populations, especially those who may have trouble navigating to the project site on their own. The project site is located within 0.4 miles of the nearest bus stop (Ashland/Walker), and less than 500 feet from the nearest single-family homes, making it conducive to walking for those in the neighborhood. Such provision of a high-quality recreational facility within accessible walking distance ensures that families and residents from various cultural backgrounds have equal opportunities to participate in outdoor activities, which will encourage a stronger sense of community inclusion.

3. MORE PLACES TO OBSERVE NATURE AND OTHERS: The project emphasizes an inclusive space that provides an opportunity to observe nature and engage in socializing with others in the community. Public access to the courts will be significant to the community for fostering greater communal identity.

The project prioritizes disability-friendly ADA accommodations in recognition of the fact that 17% of Jackson County's population lives with a disability, which is higher than both the state (14%) and national (12%) averages. The project is committed to going beyond ADA compliance to ensure that recreational needs of individuals with disabilities are met, and that they are provided with equal access to opportunities to enjoy tennis at Hunter Park.

3. Families with Children - Does the project meet outdoor recreation needs of Families with Children, and if so, what needs are addressed? (See Table 12.15-12.17, page 221-222 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

The rehabilitation of the tennis courts at Hunter Park directly meets the outdoor recreation needs of families with children, especially from low-income backgrounds, offering a safe, accessible, and engaging environment for family-friendly activities. This project is perfectly aligned with the following SCORP funding priorities as listed in Table 12.17, specifically focusing on: (1) providing more free-of-charge recreation opportunities, (2) developing parks closer to home, and (3) making parks safer from crime.

1. PROVIDING MORE FREE-OF-CHARGE RECREATION OPPORTUNITIES: As mentioned prior, the project promotes equitable access to recreational tennis by providing a free-of-charge facility open for players of all ages and abilities. By offering access to well-maintained courts, the project ensures that families of all socioeconomic

backgrounds can enjoy tennis, promoting physical activity and healthy lifestyles without financial barriers.

2. DEVELOPING PARKS CLOSER TO HOME: The strategic location within Hunter Park, which is proximal to Walker Elementary School (less than 500 feet away), TRAILS Elementary and Middle School, ensures that families have convenient access to outdoor recreation opportunities. This proximity is crucial for encouraging regular physical activity among children and fostering convenient uptake of outdoor sports.

3. MAKING PARKS SAFER FROM CRIME: The introduction of 10' galvanized fencing around the tennis courts is a significant measure to enhance security. This not only protects the facility from any potential vandalism that may occur within the facility, but also reinforces a safer environment for children and families to play, which contributes to a greater sense of wellbeing among community members.

Especially given the close proximity to three elementary schools, TRAILS Elementary and Middle School, and the Ashland High School, the City is committed to emphasizing a safe, accessible, and free-of-charge facility that addresses a growing need within the Ashland community for inclusive recreational spaces that cater to families. Tennis is a unique sport that spans generations and encourages both individual and group play, which offers a unique opportunity for families to engage in healthy, active recreation collectively.

4. Low-Income Population - Does the project meet outdoor recreation needs of a Low-Income population, and if so, what needs are addressed? (See Table 12.18-12.20, page 222-23 of the 2019-23 SCORP) If question is not relevant, enter N/A. *

Yes, the project aligns with the following Low Income SCORP funding priorities as mentioned in Table 12.20 - (1) Providing more free-of-charge recreation opportunities, (2) making parks safer from crime, (3) developing parks closer to home, and (4) more places and benches to observe nature and others.

1. PROVIDING MORE FREE-OF-CHARGE RECREATION OPPORTUNITIES: Hunter Park is the only public tennis court facility that is truly accessible by all Ashland residents, making the project a vital opportunity to provide amenities that can be enjoyed by all, including those from low socioeconomic backgrounds. This is especially important for Ashland, for as mentioned earlier, the County reports a median household income of \$64,767 - below the state's average of \$76,732 - and 17.9% of residents live below the poverty line, higher than the state's 12.1%.

2. MAKING PARKS SAFER FROM CRIME: Implementing security features such as improved lighting and fencing will help the project achieve a safer environment and encourage more frequent use by family and individuals who might otherwise be deterred due to safety concerns.

3. DEVELOPING PARKS CLOSER TO HOME: The strategic location of Hunter Park within walking distance from key community transit points such as the Ashland and Walker bus stop (approximately 0.4 miles from the courts) makes the tennis courts easily accessible even for those who do not have access to a personal vehicle. The courts are also located 200 feet from the Central Bike Path which stretches across the City. This proximity is essential for equitable access to all residents, especially for those who may find it difficult to typically navigate throughout a community.

4. INCREASING AVAILABILITY OF PLACES AND BENCHES TO OBSERVE NATURE AND OTHERS: Adding additional seating and free-of-charge natural observation areas within the courts caters to a broad range of recreational needs and allows tennis users to enjoy passive recreational activities such as enjoying the outdoors while watching or playing tennis.

Furthermore, the project's location and accessibility not only serve the local community but also serve as a potential opportunity to attract visitors passing through Ashland. Residents noted that they have met a number of people who visit Ashland or pass through on vacation, that stop to play at the various recreational courts in the City. This influx of tourists, who engage with the City's amenities, including hotels, restaurants, and shops, contributes significantly to the local economy. With renovated courts, the City may consider hosting more frequent occasional tennis tournaments, including Big Al's Annual Tennis Tournament (through Ashland Tennis & Fitness Club), which would further enhance this economic benefit, providing a boost to local businesses and creating a diverse income stream for the City. This

would not only exemplify a comprehensive approach to community development locally, but also leverage a recreational infrastructure to support economic vitality and social wellbeing for the community as a whole.

D. LOCAL NEEDS AND BENEFITS - SCORP Criteria (0-25 points)

1. Is your project in a CLOSE-TO-HOME area located within an urban growth boundary (UGB), unincorporated community boundary, or in a DISPERSED AREA located outside of these boundaries? Select from DROP-DOWN menu. A map clearly identifying the project location and UGB, or unincorporated community boundary drawn on it, must be uploaded in the attachments section of this application. *

CLOSE TO HOME

2. Please identify how the project satisfies local, State or county level needs by using AT LEAST ONE of the following FOUR priority local public planning processes (a-d). In addition to the following categories, you may use the parkland mapping website to conduct a ½ mile service area analysis to provide a visual representation of the need for this project.

a) Public Recreation Provider Identified Need - Does the project address county-level needs identified by the Public Recreation Provider Survey beginning on page 224 in the SCORP? (See Tables 12.21-12.56) If so, enter which priority or priorities are identified for the project county. Please use either the Close-to-Home Priorities or Dispersed Area Priorities, not both. *

N/A

b) Oregon Resident Identified Need - Does the project address State-wide level needs identified by the Oregon Resident Survey included on page 230 in the SCORP? If so, enter which priority or priorities are identified. (See Tables 12.57-12.60) *

The project addresses statewide urban need: Close-to-home-priorities for nature and wildlife viewing areas (Table 12.57), as well as Dirt/other soft surface walking trails and paths (Table 12.57-12.60). The tennis courts are situated within an area that naturally integrates with the surrounding environment, allowing the project to capitalize on the unique opportunity to blend active recreation with passive observation of wildlife and Ashland's mountain landscapes.

1. NATURE AND WILDLIFE VIEWING AREAS: As can be seen from the photo essay attached in the application materials, the strategic location of the courts allows for the enjoyment of the City's picturesque landscape and wildlife, enriching the recreational experience by offering dual benefits of physical activity and connection with nature.

2. DIRT/OTHER SOFT SURFACE WALKING TRAILS AND PATHS: Although the project is focused on tennis court rehabilitation, the project's scope includes enhancing access within the facility, providing soft surfaces that encourage walking and wheeling without obstruction by cracks.

The attached photo essay vividly illustrates the potential for wildlife and nature observation from the courts and underscores the project's capacity to serve as a gateway to nature within an urban setting. This unique feature makes the tennis court facility at Hunter Park an exemplary model of how urban recreational facilities can contribute to meeting statewide outdoor recreation needs in the beauty of their natural surroundings.

c) Local Planning - To what extent does the project satisfy priority needs, as identified in a current local planning document (park and recreation master plan, city or county comprehensive plan, trails master plan, transportation system plan or bicycle and pedestrian plan)? *

The project satisfies priority needs as identified in the City's Transportation System Plan (2012) and Climate and Energy Plan (2017). The project lies within the City's North-East Quadrant, which, according to the Ashland Transportation System Plan, includes a priority to expand future development of the network of multi-use pathways or facilities appropriate for recreational cyclists. As it stands, Hunter Park is one of numerous neighborhood parks such as Lithia Park, that generate significant bicycle and pedestrian travel. However, there are a number of gaps along the bikeway including an incomplete connection across Oak Street, which is approximately 700 feet away from Hunter Park. The development of Hunter Park facilities would encourage greater foot traffic from those using the existing cycling network to Hunter Park and would thereby foster discussions on continuing the multi-use pathway along the Oak Street corridor, to provide connections to existing bikeways. The impacts of climate change will have tangible effects on public health and quality of life for Ashland's residents and visitors. In addition to the direct dangers of extreme weather events made even worse by climate change, secondary effects of more extreme temperatures include health and livelihood impacts to sensitive and exposed populations, heightened threats to species and habitats, and most of all, consequences for local outdoor recreation. Given that tennis is an outdoor recreational sport that is highly seasonal and climate-dependent, the City is determined to create a facility that is climate-resilient and contributes towards satisfying the City's sustainability and climate change goals, as laid out in the City's Climate and Energy Plan. Specifically, the project will contribute towards the Plan's goal of reducing Ashland's contribution to global carbon pollution by reducing greenhouse gas emissions associated with City and residential activities and reducing overall Ashland community greenhouse gas emissions by 8% on average every year to 2050. The facility will align with Strategy PHSW-3, "Optimize City services to minimize public health impacts", by developing shading structures that will minimize potential urban heat impacts. The project also satisfies an innovative pedestrian treatment as laid out in the City of Ashland Transportation System Plan's Bicycle and Pedestrian Facility Design Toolkit, through the presence of ADA appropriate ramps and accessible routes throughout the courts facility, which will be installed for physically challenged participants and guests.

d) Public Involvement Effort - If the project is not included in a current local planning document, describe the public involvement effort that led to the identification of the priority project including citizen involvement through public workshops, public meetings, surveys, and local citizen advisory committees during the project's planning process. *

Since its inception, the project has deeply valued and prioritized public involvement, and the City has made efforts to ensure that the project not only reflects but is propelled by the community's desires and needs. This commitment to community engagement has been evident in several key activities:

1. **ENGAGEMENT WITH LOCAL COMMUNITY GROUPS:** The project team distributed surveys within the community in order to gauge interest in and gather suggestions for rehabilitating the tennis court facility. Active dialogue with local community groups, including the Ashland Tennis Club and the Ashland Senior Center, has been a cornerstone of the project's planning process. These groups, representing a cross-section of the community's tennis enthusiasts and older adult residents, have provided invaluable insights and feedback, which are vital for making sure that the design of the courts reflects the specific needs and interests of stakeholders that already utilize the facility.

2. **PUBLIC MEETINGS AND DISCUSSIONS:** Beyond targeted engagement efforts, broader public meetings and discussions have welcomed participation from the wider Ashland community. These forums are monumental for residents to voice their opinions, make inquiries, and contribute to the shaping of park projects.

3. **OBSERVATION AND NEEDS ASSESSMENT:** General observations of the outdated tennis court facility – recognizing their outdated condition and the impact on users – have underscored the urgent need for revitalization. This practical assessment of the facility's current state is documented in the exhibits showcased in the attached photo essay, and further highlights the dire condition of the project site.

The overwhelming support and engagement from citizens reflect the project's significance and its alignment with the community's recreational needs and priorities. The robust public involvement that took place not only confirms the importance of the tennis courts to the community but also ensures that the project will provide an inclusive and sustainable solution for an extremely relevant community need.

E. PHYSICAL ACTIVITY BENEFITS (0-5 points):

1. Does the project meet physical activity needs identified in the 2019-23 SCORP, and if so, which needs are addressed? See Tables 12.61-12.63 on page 231 of the SCORP. In addition to the Tables, the parkland mapping tool can be used to identify body weight index high priority areas. If your project is in a high-priority area, please identify if the project satisfies one of the four physical activity priorities included in Table 12.61.

*

Although the project is not specifically located in a body weight index high priority area, it is neighbored by counties that are within high priority areas (Klamath and Douglas Counties). The project supports physical activity needs identified in the 2019-23 SCORP, specifically by improving upon the second statewide physical activity priority - "More parks closer to where I live".

F. NEED for MAJOR REHABILITATION (0-5 points):

1. MAJOR REHABILITATION projects involve the restoration or partial reconstruction of eligible recreation areas and facilities. If the project includes major rehabilitation, please check all that apply: *

the recreation area or facility is beyond its normal life expectancy|the recreation area or facility does not meet access requirements of the Americans with Disabilities Act|the recreation area or facility does not meet health and safety codes/requirements

a) Please list the specific facilities that are in need of rehabilitation. Upload photos in the Attachments tab showing the facilities in need of rehabilitation. *

The specific facilities in need of rehabilitation are the eight (8) tennis courts, which are beyond their normal life expectancy and do not meet the access requirements of the Americans with Disabilities Act (ADA). Visual reference photos have been attached to illustrate the severity of the facility's poor condition. These images depict court surfaces that have become inconvenient and a potentially dangerous impediment, with deep cracks throughout the courts that render the courts almost unplayable. A resident, Jenifer Sturges, noted a crack that was so extensively severe that dandelion weeds were coming through the crack. The fences separating the courts are unsteady and deteriorating in many areas. Residents have also noted fallen debris from adjacent trees, which pose even more hazardous fall risks for tennis players. The enlarged cracks, deteriorating fences, and poor conditions currently increase the chance of court injuries and negatively affect play. The significant magnitude of the cracks showcases the urgent need for remedial action to ensure greater safety and accessibility for all users.

b) If only part of the project is rehabilitation, approximately what percentage of the project is rehabilitation? *

*

100%

G. ACCESSIBILITY ACCOMMODATIONS (0-5 points)

1. Does the project meet statewide accessibility needs identified in Table 12.64 on page 231 of the SCORP, and if so, what needs are addressed? *

The project meets statewide accessibility needs identified in Table 12.64, specifically addressing the third priority: "Rehabilitation of a recreation area or facility which does not meet access requirements of the ADA". The current condition of the tennis courts, currently characterized by significant wear and tear such as cracks and deterioration, severely limits accessibility for individuals with disabilities, failing to meet ADA standards and thus compromising the

inclusivity of the facility.

The project takes a holistic approach to rectify these issues by not only demolishing and resurfacing the existing courts to eliminate physical barriers but also by implementing a suite of features designed to ensure full accessibility for people with disabilities, including those with mobility, visual, hearing, and learning impairments. Key components of the project aimed at achieving ADA compliance and enhancing accessibility will include:

1. **INSTALLATION OF RAMPS AND ACCESSIBLE ROUTES:** Ramps and other accessible routes will facilitate easy access to the tennis courts for individuals that use wheelchairs or mobility aids, which will expand the facility's usage to all members of the community.

2. **CREATION OF ACCESSIBLE OBSERVATION AREAS:** Spaces for individuals with disabilities to comfortably watch and engage in tennis will be included as part of the facility. The project will foster a more inclusive environment and will make sure that there is adequate separation between the courts to allow for wheelchairs and mobility aids to traverse throughout the facility.

3. **COMPREHENSIVE RESURFACING AND REHABILITATION:** The project goes beyond addressing merely wear and tear and will include resurfacing that will be designed to allow for safe navigation of individuals with mobility challenges.

Incorporating these enhancements will allow the project to not only meet but exceed ADA requirements, establishing a "fully accessible" recreational facility that is thoughtfully designed to accommodate the needs of people with diverse abilities. By revitalizing the tennis courts with these accessibility features, the project ensures that individuals of all abilities can fully and easily participate and enjoy usage of the courts.

2. Does the project meet statewide accessibility needs for certain demographic groups identified in Table 12.65 on page 232 of the SCORP, and if so, what needs are addressed? *

Yes, the project meets statewide accessibility needs for the Young Old, Middle Old, Latino, Asian, and Low-Income Populations as identified in Table 12.65 of the SCORP. Specifically, the revitalization of the tennis court facility addresses the following needs: (1) Rehabilitation of a recreation area or facility which does not meet access requirements of the ADA (Young Old, Latino, and Low-Income Populations); (2) More safe walking areas (Middle Old population), (3) More benches/places to sit (Middle Old population); and (4) More information about accessible facilities (Asian population).

1. **REHABILITATION OF RECREATION AREA OR FACILITY WHICH DOES NOT MEET ACCESS REQUIREMENTS OF THE ADA:** For the Young Old, Latino, and Low-Income populations, the project focuses on upgrading the tennis courts to comply with the Americans with Disabilities Act (ADA) standards. By addressing existing accessibility barriers, the facility will become navigable and enjoyable for individuals with disabilities and will promote broader community participation in outdoor tennis.

2. **MORE SAFE WALKING AREAS:** The project will incorporate and improve pathways within the tennis courts, which will facilitate easier access to specific courts without the potential danger of collision with a player on a different court.

3. **MORE BENCHES/PLACES TO SIT:** The project will provide comfortable places for passively observing tennis players and facilitating social interaction, which will make the recreational experience more enjoyable, especially for individuals who may require frequent breaks.

4. **MORE INFORMATION ABOUT ACCESSIBLE FACILITIES:** The project commits to offering clear, accessible information regarding the courts and their accessibility features, including their hours of operation. Clear signage regarding the facility's uses will ensure that community members are well informed about the project's intended use, which will boost usability and sustainability of the courts.

H. UNIVERSAL DESIGN CONCEPTS / INCLUSIVE OUTDOOR RECREATION (0-5 points)

1. Universal design attempts to meet the needs of all people, and includes those of all ages, physical abilities, sensory abilities and cognitive skills. It includes the use of integrated and mainstream products, environmental features and services, without the need for adaptation or specialized design. Please describe how your project goes beyond the Americans with Disabilities Act (ADA) and strives to incorporate Universal Design concepts. Please show evidence that the project design has considered cognitive, vision, hearing, social, and other kinds of disabilities. *

As mentioned above, the project strives to create a 'fully accessible' tennis facility that will accommodate players and spectators of all ages and physical abilities (mobility, visual, hearing). The City has considered how this accessibility may appear in the design of the tennis court facility and will ensure that the facility goes beyond ADA compliance. Measures in which the project design has considered mobility, visual, hearing, and learning disabilities, include the following: Parking, access from parking lot, entrance doors, on-court player accessibility, changes in level, visual problems that may be encountered, and hearing problems that may be encountered.

2. For acquisition projects where development of out-door recreation facilities is planned at a future date, please describe how your project will be planned to go beyond ADA requirements and incorporate Universal Design concepts and design considerations. *

Since this project is not an acquisition project, the question regarding development planned at a future date does not apply directly. Nevertheless, the project aims to deliver an outdoor tennis court facility that caters to diverse community interests and needs. For instance, the project prioritizes the installation of fencing that offers adequate shade equity for facility users, including older adults, children, and people with disabilities. While not explicitly mandated by ADA requirements, these considerations reflect our commitment to inclusivity and accessibility for members of the community.

I. BICYCLE AND PEDESTRIAN TRAIL PROJECTS (0-5 points)

1. Non-Motorized Trail Connectivity involves linking neighborhood, community and regional trails; connecting community parks and other public recreational facilities; connecting parks to supporting facilities; connecting neighboring communities; and providing alternative transportation routes. To what extent does the project address non-motorized trail connectivity? *

The proposed project area is extremely vital for the region. According to the Ashland Transportation System Plan (2017), the project is located within a half-mile of residents that have the highest density of households without access to a personal automobile (15-30%). It is imperative thus to provide easy walking access to recreational services such as tennis, especially for those without access to fixed-route transit or a personal vehicle. The courts are also located 200 feet from the Central Bike Path which stretches across the City. This proximity is essential for equitable access to all residents, especially for those who may find it difficult to typically navigate throughout a community. The project is also located adjacent to numerous key destinations in Ashland that have been identified as likely destinations for bicyclists, pedestrians, and users of other active modes of transportation (e.g., rollerblading and skateboarding), including Walker Elementary School, TRAILS Elementary and Middle School, Southern Oregon University, and the Fire Station. The strategic location of Hunter Park within walking distance from key community transit points such as the Ashland and Walker bus stop (approximately 0.4 miles from the courts) makes the tennis courts easily accessible even for those who do not have access to a personal vehicle.

J. COMMUNITY SUPPORT (0-5 points)

1. To what extent can you demonstrate community support for the project? Can you provide letters of support, advisory committee meeting notes and/or survey analysis? If yes, please include supporting documentation with this application. *

The project demonstrates significant community support through a multi-faceted approach that includes a range of partnerships, engagement initiatives, and planned outreach activities. The diverse demographic composition of Ashland, particularly its higher-than-average population of underrepresented community members, low-income individuals, veterans, retirees, and a substantial number of college-aged residents from Southern Oregon University, underscores the broad appeal and necessity of the tennis court rehabilitation. The park facility amasses wide interest from these demographic groups, especially the older adults, given that the Ashland Senior Center is also located within the same park (Hunter Park) as the project. The population of Ashland is also significantly aging and will continue to do so through an in-migration of people nearing retirement age, which has contributed to the strong support and enthusiasm that residents have for high quality recreational facilities.

This broad-based support is evidenced by letters of support that have been secured from key stakeholders, including a dedicated ensemble of tennis players known as the “Geezer Group”, the Ashland Tennis & Fitness Club, the United States Tennis Association – Pacific Northwest (USTA), the Ashland Parks Foundation, Ashland High School, and numerous local residents. One compelling testament to the project’s impact comes from resident Anne Huang, who shared how the tennis courts have been pivotal for quality family time with her teenage daughter, reinforcing her family’s decision to relocate to Ashland for the city’s close-knit community and the idyllic setting of Hunter Park. Echoing this sentiment, residents Jo Wayles and Alan Steed highlighted that their enjoyable experiences playing tennis at Hunter Park during a visit in 2002 played a significant role in their decision to make Ashland their home, further emphasizing the facility’s value to the community. The letters of support attached to the application underscore the depth of community support, and vividly illustrate the strong local backing, including a demonstrated willingness among community members to maintain the upkeep of the courts, and to financially contribute to the project’s success.

The Resolution to Apply, as well as meetings with the Ashland Parks Foundation and Ashland Tennis & Fitness Club document the collaborative planning process as well as project endorsement. Survey and observational analyses have also been conducted in the past when discussing efforts to convert tennis courts at Lithia Park, another prominent park in Ashland where all tennis courts were converted to pickleball courts. From this effort, letters of support indicating strong support of keeping tennis courts at Hunter Park were documented and serve as evidence of the City’s commitment to assess and respond to the recreational needs and preferences of Ashland’s residents. The analysis revealed strong support for the rehabilitation of the tennis courts, and particularly highlighted the importance of accessible, high-quality recreational facilities for older adults and youth.

Various partnerships with Ashland Tennis Fitness Club, Ashland Parks Foundation, and local schools (Walker Elementary School, TRAILS Elementary and Middle School, Ashland High School) are involved in the project to foster engagement and financially support the project. Ashland High School exclusively relies on the Hunter Park tennis courts to serve the needs of their female and male tennis teams, including all tennis practices and home matches against other regional teams. The project has also initiated outreach more broadly, to educational institutions, businesses, and residents, to gather feedback and foster a community-wide sense of inclusion over the project. The ongoing dialogue throughout the project will allow the facility to remain responsive to the community’s aspirations and needs. The inclusion of supporting documentation with the application – such as letters of support and documented public testimonies made during a recent Parks & Recreation Commission business meeting (March 13, 2024)– will further substantiate the comprehensive community support behind the Hunter Park Tennis Courts Rehabilitation project. Rebuilding the courts reinforces community strength and makes the courts safer to play. The widespread community support is evidence that the project is not merely a recreational enhancement but is a catalyst for community pride and identity, supported by a broad coalition of community partners and stakeholders.

K. FINANCIAL COMMITMENT (0-10 points)

1. What is the source of local matching funds for the project? A Resolution to Apply must be submitted with this application to indicate a commitment of local match funding for the project. *

The source of local matching funds for the project is rooted in a collaborative effort that exemplifies the strong community support and a commitment to enhancing Ashland's recreational facilities. Specifically, the funding strategy involves a diverse mix of contributions, including:

1. Community Members: A sizable portion of the matching funds comes from the generous donations of local residents who are deeply invested in the community's well-being and recreational amenities. These funds include those from local sponsors, which include local businesses and community-based organizations. The involvement of the community not only reinforces essential financial support but highlights the project's role in fostering a vibrant, active community.
2. City's Capital Improvement Program (CIP) Funds: The City is committed to the project and will allocate necessary funds from its Capital Improvement Program.

A Resolution to Apply accompanies this application and serves as a formal declaration of the City's commitment to local match funding. This resolution solidifies the partnership that the City has with community members and sponsors and demonstrates support towards the project's successful implementation.

2. Project applicants are encouraged to develop project applications involving partnerships with other agencies or organizations. To what extent does the project involve partnerships with other agencies or groups? Are donations and/or funding from other agencies or groups secured? *

The project stands as a model of community collaboration and partnership and engages with a variety of local organizations and groups to allow the tennis court rehabilitation project at Hunter Park to come to life. This extensive network of partnerships is pivotal to the project's success, and involves the Ashland Tennis Club, Ashland Parks Foundation, local schools, and miscellaneous community and business engagement. More information on the following partnerships is specified below:

1. Ashland Tennis & Fitness Club is a cornerstone of the local tennis community and has committed to significantly supporting the project, pledging approximately \$100,000 in funds.
2. Ashland Parks Foundation plays a critical role in supporting parks and recreation projects throughout the area, and the project may also partner with the foundation for expertise in project management and community engagement.
3. There are also various schools (Walker Elementary School, TRAILS Elementary and Middle School, Ashland High School) which are within proximity to the project site, and the project plans include outreach to student families to encourage community involvement and engaging younger generations in outdoor recreation.
4. Beyond the specific partnerships mentioned above, the project will leverage support and gain insights from the broader community, including educational institutions, surrounding businesses, and residents, to gain feedback about the project.

These organizations and stakeholders will be informed throughout the duration of the project and will be key informants that will help guide the design, development, and maintenance of the project.

3. If it was possible, would you ask for a larger grant amount for this project? And if so, what would you propose for the Grant and Match amounts? *

No, the City is confident that the requested funds will provide sufficient resources to cover all necessary aspects of the tennis court rehabilitation project. This cost-efficient initiative is designed to deliver a long-term solution through sustainable design practices.

4. Do you believe your agency currently has an economic hardship? And if so, please describe. *

The City of Ashland Parks and Recreation Department is currently financially stable and capable of fulfilling its obligations. There are no budget constraints, revenue shortfalls, or unexpected expenses that are foreseen at this

time.

REMINDER: Please Limit Answers to Each Question to 400 Words or Less.

L. SUSTAINABILITY (0-5 points)

1. Describe how sustainability was considered in the intent, strategies, and long-term management plans for the proposed project. Examples may include but are not limited to: sustainable design methods; projects that will have a minimal impact on the surrounding ecosystem; projects that will result in user protection of natural resources such as water quality/conservation, plant conservation, wildlife conservation, energy conservation, pollution control and environmental protection and restoration. *

Sustainability is a fundamental consideration in the planning and execution of the project. The project aims to implement sustainable design methods and practices that minimize environmental impact and promote long-term stewardship of natural resources. To achieve this, the project has integrated several strategies into the project plan. First, the design phase prioritizes the use of environmentally friendly materials and construction techniques to reduce waste and energy consumption. For instance, the project will use a Plexipave coat system for the tennis court surface, known for its minimal maintenance and energy-efficient properties. This acrylic-based hardcourt tennis surface not only conserves energy but also allows for multifunctional use, thereby promoting sustainability in operation. The challenges of drought conditions, extreme weather, and impact of human activities on the courts emphasize the needs for environmentally sustainable design principles, which will be incorporated wherever they are practical. Environmentally sustainable design principles will particularly be adhered to during court construction, where drainage, water capture, and opportunities to reuse resources may be present. Wherever possible, the facility will also demonstrate the use and adoption of environmentally sustainable design principles through the facility design process.

Additionally, all construction work would be confined within the tennis court facility to prevent disturbance to sensitive habitats or wildlife populations in the surrounding ecosystem. The project team is actively engaging with the Ashland Tennis Club and other community organizations to develop long-term management plans for the facility that prioritize the protection and conservation of the courts. The project will also have pollution control measures integrated to mitigate potential environmental impacts during construction and operation. The project will adhere to proper waste management practices and prioritize the use of eco-friendly construction materials wherever feasible. The project's commitment to sustainability extends beyond project completion. The City is dedicated to ongoing environmental protection and restoration efforts to ensure that the facility remains an ecologically responsible community asset for generations to come. By prioritizing sustainability at every stage of the project, the City aims to set a standard for environmental stewardship and community resilience.

M. DIVERSITY, EQUITY and INCLUSION (0-5 points)

1. Diversity, equity, and inclusion strategies guide organizations to address inequity in the communities they serve, ensure diverse representation in the planning and decision-making process, and promote welcoming environments for all visitors, employees, and volunteers. If your organization has an inclusion strategy or is working towards an inclusion strategy, describe that here. If applicable, describe your organization's diversity, equity, and inclusion strategy as it relates to this project. Upload supporting documentation if applicable. *

The Ashland Parks and Recreation Commission (APRC) is committed to equity, diversity, and inclusion, striving to ensure that Hunter Park and its facilities are accessible and safe for all members of the Ashland community, regardless of race, gender, age or abilities, sexual orientation, religion, or socioeconomic status. It is imperative that the court's infrastructure is well prepared to cater for and enhance the total tennis experience for all Ashland residents. Throughout the COVID-19 pandemic, the APRC proactively promoted safe access to open spaces,

recognizing that everyone deserves access to quality parks. This commitment to open space equity is reflected in the APRC's 2023-2025 Biennium Goals, with Biennium Goal #9 specifically focusing on fostering community building through programs and events in the parks, open spaces, and trail networks that celebrate art, music, sports, and nature. The APRC's diversity, equity, and inclusion strategy are reflected in the priorities of the 2023-2025 Biennium Goals document, which is attached as supporting documentation to this application. Also attached as documentation is the City's DEI Assessment Draft. Through collaborative efforts and community engagement, the APRC is dedicated to creating welcoming environments where all visitors, employees, and volunteers feel valued and included.

For the Hunter Park Tennis Courts Rehabilitation Project, various components, such as short and long-term feasibility of the tennis court facility were assessed, and the current project scope was deemed as the best solution to meet community needs. To maximize the inclusion of all community members within the project decision making process, the project team will continue to consult with a range of relevant external stakeholders and organizations to find an agreed upon project scope elements and form mutually beneficial, lasting partnerships. This may include partnerships with community groups outside of tennis to deliver greater community benefit, including groups historically left out of the planning decision making process, such as minority community groups, older adults, and persons with disabilities. The prioritization of diversity, equity, and inclusion within the project's planning and decision-making process aims to ensure that the tennis courts will be an inclusive space for all members of the community. A DEI Assessment policy is attached to this application.

N. ACCESSIBILITY COMPLIANCE

1. Does your agency have a board or city council adopted/approved ADA Transition Plan? *

Yes. It is attached to the application as "City of Ashland ADA Transition Plan" as part of the "Other" category of attachments.

2. How will your proposed project meet current ADA accessibility standards? To what extent will this project involve consultation with building officials, contractors or companies required to know and apply ADA requirements? *

The project will meet current ADA accessibility standards of tennis court facilities as written in the ADA Accessibility Guidelines (ADAAG) and will fully follow accessibility requirements for an accessible tennis court facility. Special attention will be made to ensure that ADA standards will be considered throughout the project planning process. To gauge the feasibility of the project, and to ensure that it will be created with ADA-centric research and design, the project team requested quotes from appropriately qualified external contractors who have experience developing ADA compliant tennis facilities. APRC staff also conducted physical site visits, through which field observations made note of current court needs.

One significant way that the project ensures compliance with ADA accessibility standards is by creating accessible routes (continuous, unobstructed paths connecting all accessible elements and spaces of the tennis court facility) to directly connect both sides of the court. The courts will be designed so that players will not have to traverse through another court to get to the other side of their court. The facility will also be created with level surfaces, which will also be stable, firm, and slip resistant using Plexipave coat system (acrylic cushion coat used when resurfacing a tennis court). All gates in the tennis court area will comply with ADAAG provisions for gates and doors.

Maintenance for the project site is also documented in the City's Maintenance Plan (attached as part of the application), and the tennis courts will be swept (blown) and cleaned as often as 2 times per week to 1 time every two weeks, depending on the detected level of need, to ensure that any vegetation and debris will be removed frequently to avoid injuries, while also allowing for unobstructed recreational usage of the facility.

3. If the answers to question 1. is no, the applicant should conduct an ADA Site Evaluation for the project. An ADA Site Evaluation should identify and propose how to fix problems that prevent people with disabilities

from gaining equal access to sites and activities. To review and access ADA evaluation tools, see the ADA Resources included with this Application. Has an ADA Site Evaluation been completed for this project? *

This question is not applicable as the City of Ashland has a board approved ADA Transition Plan.

O. READINESS TO PROCEED

1. Have you submitted a signed Land Use Compatibility Statement with this application? *

Yes - attached to the application

2. Have you submitted construction or concept plans with this application? *

Yes, concept plans only. Construction Plans are currently in development.

3. List required permits and status of permit applications for the project (i.e. Corps of Engineers, Division of State Land, Building Permits, etc.). Describe any possible delays or challenges that could occur in receiving permits. *

The Oregon Department of Environmental Quality reviewed the project and noted that it may require a 1200C construction stormwater permit from DEQ, if the proposed project disturbs more than an acre including temporary work areas. The City of Ashland acknowledges the significance of adhering to permitting requirements for stormwater piping or onsite retention to mitigate the environmental impacts of urban runoff. In alignment with this understanding, we commit to ensuring that any new or replacement impervious surfaces linked to the proposed project will be thoroughly addressed. This commitment extends to full compliance with the Oregon Plumbing Specialty Code as well as adherence to all relevant requirements set forth by the Department of Environmental Quality (DEQ). As such, there are no possible delays or challenges that will occur to compromise the current timeline of the project, and the project is ready to be executed whenever grant funds are awarded. As the project design is developed, Ashland Parks and Recreation will remain in close communication with the City of Ashland Planning Department. Through this approach, we aim to uphold our responsibility towards environmental stewardship and sustainable urban development.

4. If this project is selected for funding, what will be the next step in the process? E.g. pursue construction drawings, apply for permits, solicit bids, etc. *

If the project is selected for funding, the next step in the process will be Phase 3 - Project Refinement, Phase 4 - Project Delivery, and Phase 6 - Project Evaluation and Maintenance. Currently, the project has completed Phase 1 (Project Planning) and Phase 2 (Project Development). During Phase 1 (Project Planning), a needs assessment and community engagement was used to identify the need for renovations to the existing tennis facility. Phase 2 included a Feasibility assessment and draft conceptual estimates for the new court. During Phase 3 (Project Refinement), the project will prepare a design brief, finalize design plans, prepare detailed construction plans and budget estimates, seek necessary approvals (i.e., planning and building permits), and solicit contractors in the bid process. Upon completion of Phase 3, the project will enter Phase 4 (Project Delivery), where construction and commissioning of the tennis court facility will take place. The project will follow all best management practices in relation to sustainability and ADA compliance. Lastly, Phase 5 (Project Evaluation and Maintenance) will include project evaluation and ongoing facility operational procedures to ensure that the lifespan of the project is maximized to the greatest extent.

P. ACTIVE AND PAST GRANTS PERFORMANCE

1. Describe your performance and compliance with all active and past OPRD grant awards. *

Ashland Parks and Recreation has a strong track record of successfully completing and adhering to the requirements of all past OPRD grant awards. In June 2013, the OPRD awarded Ashland Park and Recreation with \$309,950 for the development of Ashland Creek Park, a project that underscored the City's dedication to creating vibrant, outdoor community spaces. Under the construction of Vitus Construction, the park was completed in 2015 with a total investment of just under \$750,000. Today, Ashland Creek Park includes 40 community gardens of various sizes, a playground and shade cover, irrigated multi-use playing field lawn, ADA-accessible inner decomposed granite trail loop, ADA-accessible parking, restrooms, and bicycle parking. While a sport court is still under consideration for future development, the existing facilities have significantly enhanced the park's offerings.

The most recent grant was awarded in 2018 for the development of a Nature Play Area at North Mountain Park. The North Mountain Park Nature Play Area is currently complete. The contract with the construction company, Knife River Materials, went very smoothly, resulting in a play area that was executed almost perfectly according to the initial design vision, featuring engaging play structures and landscaping that encourages natural exploration and creativity among children. The Nature Play Area quickly became a beloved community asset during the first open months, fostering collaborative play, motor skill development, and imaginative play until its temporary closure due to COVID-19 precautions. Since reopening, it has continued to draw positive feedback from the community, highlighting Ashland Parks and Recreation's effective use of grant funds to create spaces that significantly enhance the quality of life of Ashland residents.

The City's performance and compliance with these two past OPRD grant awards showcase the City's dedication to ensure project completion with the Hunter Parks Tennis Courts Rehabilitation Project, along with adherence to all current OPRD grant requirements, and the impactful delivery of recreational spaces in Hunter Park that serve the broad interests and needs of the community.

17 of 17 Required Attachments

<p>✓ Construction Drawings/Design Plan or Restoration Work Plan</p>	<p>Construction Work Plan pdf</p>
<p>✓ Environmental Checklist - Completed</p>	<p>Completed Environmental Checklist pdf</p>
<p>✓ Land Use Compatibility Statement (LUCS) - Completed</p>	<p>Completed Land Use Compatibility Statement pdf</p>
<p>✓ Letters of Support</p>	<p>Compilation of Letters of Support pdf</p>
<p>✓ Map - Location / Vicinity</p>	<p>Vicinity Map of Hunter Park pdf</p>
<p>✓ Map - Park Boundary</p>	<p>Boundary Map of Hunter Park pdf</p>
<p>✓ Map - Project Area</p>	<p>Project Area Map (Hunter Park) pdf</p>

✓ Map - Site Map / Site Plan

Site Plan of Hunter Park pdf

✓ Map - Urban Growth Boundary

Urban Growth Boundary Map (Hunter Park) pdf

✓ Other

Public Testimonies Received, APRC Special Business Meeting (March 13, 2024)	pdf
Ashland DEI Assessment	pdf
ADA Transition Plan	pdf
2023/25 Biennium Goals of the Ashland Parks and Recreation Commission	pdf
Maintenance Plan (Ashland Parks and Recreation)	docx

✓ Photos

Photos of Existing Conditions at Hunter Park pdf

✓ Property Deed or Easement or Lease Agreement

Property Deed pdf

✓ Resolution to Apply for a Grant - Completed

Signed Resolution pdf

✓ SHPO Clearance Form - Completed

Completed SHPO Clearance Form	pdf
(.docx file version) Completed SHPO Clearance Form	docx

✓ SHPO Map: 7.5 min. USGS Topo Map or 1 Sq. Mile Map

Topographic Map pdf

✓ SHPO Submittal Form - Completed

Completed SHPO Submittal Form pdf

✓ State Agency Review Form - Completed

ODFW Review Form	pdf
DEQ Review Form	pdf
DSL Review Form	pdf

14 Files

Environmental Checklist Packet - Blank

LGGP Manual

ADA Quick Reference Guide - Camping

ADA Quick Reference Guide - General

ADA Quick Reference Guide - Parking

ADA Quick Reference Guide - Restrooms and Showers

ADA Site Evaluation Tools

Land Use Compatibility Statement (LUCS) - Blank

Parkland Mapping Tool

Resolution to Apply for a Grant - Blank Form

SHPO Clearance Form (Built environment assessment) - Blank

SHPO Submittal Form (Archaeological assessment) - Blank

2013-2017 SCORP Apdx A - Planning Guide

2019-23 Oregon SCORP



Hunter Park Tennis Court Project

Date: September 24th, 2025 | 5:30pm – 6:45pm

Location: Senior Center, 1699 Homes Ave, Ashland OR

The department presented a brief presentation that reviewed the scope of work and schedule. Staff opened the meeting to questions. The following is a summary of the questions asked:

Project Access

- **Question:** When the courts are finished, will players be able to pass through the **front and back of the courts** (with gates)?
- **Answer:** Yes, access will be maintained.

Project Timeline & Funding

- **Schedule:**
 - Construction will begin **August 2026** and conclude by **November 2026**, scheduled around High School tennis season.
 - Grant funds must be used by **December 2026**.

Construction & Design Concerns

- **Drainage Issue:**
 - A resident noted past reconstruction (approx. 20 years ago) failed to address the **curtain drain**, leading to cracking when water seeped under the courts.
 - Recommendation: Ensure **curtain drain is looked at**.
- **Geo-technical Testing:**
 - Question: Were formal soil/core samples taken before bidding?
 - **Answer:** No formal testing, but Parks staff conducted core samples during the week of Sept 24, 2025, to determine depth.
- **Reinforcement Materials:**
 - Question: Could wire reinforcement be used in the asphalt or concrete?
 - **Answer:** Explored, but cost is prohibitive for concrete surfacing.
- **Shade Fencing:**
 - Question: Could shade/windbreak fencing be added near the parking lot to reduce glare?
 - **Answer:** No plans at this time; concerns raised about blocking spectator



views. Windbreak/shade fencing will be added on the **roadside**.

- **Hitting Wall:**
 - Plans to repair siding and repaint if budget allows; will be done after main construction.
 - Clarified that the wall will **not be removed**, only updated.
- **Handrails:**
 - Resident asked about adding handrails to stairs leading down to courts.
 - **Answer:** Not in current plan. Resident noted holes already exist, and handrails would improve safety for older players.
- **Lighting:**
 - **Question:** Will lights be replaced?
 - **Answer:** Lighting improvements are **being assessed**.
- **Duration:**
 - Ideal construction time is approximately **2 months** under favorable conditions.

Multi-Use & Other Activities

- **Bike Polo:**
 - Question: Will resurfacing prohibit bike polo due to damage concerns?
 - **Answer:** No. One court will remain designated as **multi-use** for bike polo and other activities.
 - Resident noted bike polo users have improved in maintaining the court and managing nets responsibly.

Budget & Financing

- **Project Budget:** \$1.2 million total.
 - \$780,000 from state grant.
 - \$480,000 from City (Capital Improvement Funds).
- **Contingency:** Estimated construction costs currently at \$980,000, leaving \$230,000 in contingency. *Note: project has not been bid yet and construction costs will not be known until the project is bid.*
- **Funding Constraints:**
 - If bids exceed budget, the project scope will be revised, other projects may be delayed, or funds reallocated.
 - Grant funds must be used exactly as specified in the application.



Tennis Season & School Coordination

- **Ashland High School (AHS):**

- Strong request that reconstruction **not interfere with AHS tennis season** (starting March 2, 2026).
- Multiple residents and the AHS coach emphasized the importance of not missing the season, particularly with both boys' and girls' teams poised for championship potential.
- Residents stressed celebrating the success of youth tennis and building back the sport.

- **Alternative Facilities:**

- Question: Could SOU courts be refurbished/used during construction?
- **Answer:** An option to explore. Staff reached out to SOU and the courts have been decommissioned and are not available for use.
- Additional requests for temporary courts to avoid a lapse in play.

Short-Term Concerns

- **Cracks & Safety Hazards:**

- Residents noted dangerous cracks on the courts now.
- **Response:** Parks will assess and determine if interim fixes are possible before reconstruction.

- **Pool Water Seepage:**

- Question: Has pool water leaking under courts been resolved?
- **Answer:** Not a known issue; a new liner was installed, which may have resolved the concern.

Pickleball Concerns

- Resident asked about **pickleball use at tennis courts.**

- **Answer:** No plans to add pickleball at Hunter Park tennis courts as part of this project. The Park Commission has directed staff to complete the project and the strategic plan prior to any policy discussion on pickleball courts. However, we do not know what the future holds and can only speak to this project.

Closing Comments & Community Sentiment

- Multiple residents expressed **thanks and appreciation** for moving forward with this project.
- Emphasis on:
 - Protecting and celebrating **youth tennis.**
 - Ensuring no interruption to AHS tennis season.



- Recognizing the courts and pool as essential recreational assets, especially since Ashland now has fewer facilities than in the past.
- Community members affirmed that the tennis program and facilities are an important part of the **fabric of Ashland's community**.