



**MINUTES FOR STUDY SESSION**  
**PARK COMMISSION**  
**January 7, 2026**  
**Council Chamber, 1175 E Main – 6:00 PM**

Commissioners Present: Adams, Bachman, Gardiner, Landt, Weiner

Staff Present: Deputy City Manager Rooklyn, Deputy Director Dials, Division Manager – Senior Services Mettler, Parks Division Manager Caldwell, Executive Assistant Mero

Absent: Director Houston

Chair Bachman announced they had just concluded an executive session from which there would be no action.

I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:10 PM

II. **ROLL CALL** – Gardiner, Weiner, Bachman, Adams, and Landt all present.

III. **PUBLIC FORUM**

Sharon Bryson (did not share her city of residence): Spoke against the use of Glyphosate particularly in Ashland neighborhoods. Said the claim of worker safety is weak. Mentioned a bill banning the use of herbicides in Oregon went before the legislature last session. It did not pass. Other place have and are in the process of banning herbicides.

IV. **ASHLAND ROTARY CENTENNIAL ICE RINK UPDATE** – Deputy Director Dials

**Public Forum**

Ed Finklea, Ashland: President of the new Ashland Rotary Club. Spoke to the Rotary's financial backing of the Ice Rink (\$25,000 in 2005). Private/public partnerships are important for providing services. Rotary donated the trailer and are considering giving funds for buying new skates. He is at the meeting as himself, but said the Club is committed to the asset and believe it should be continued.

<b>Agenda Item</b>	IV. Ashland Rotary Centennial Ice Rink Update	
<b>Presenter</b>	Rachel Dials	Deputy Director
<b>Item Type</b>	Commission Requested <input type="checkbox"/> Request for Direction <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

**SITUATION & BACKGROUND** - Staff will give an update on the status of the required building permit of occupancy for the Ice Rink structure. The permit is required due to changing the designation of the structure from temporary to permanent.

**ATTACHMENTS** - NONE

**PREPARED BY:** Rachel Dials, Deputy Director

**Ice Rink Update**

**History:** Parks Department transitioned from seasonal ice rink structure to keeping it up permanently to reduce costs


Required building permit due to change from temporary to permanent structure.


- Updated Structural Plans from manufacturer
- Determined the plans needed an Oregon PE Stamp
- Hired Architect to complete application process and ensure compliance with Oregon Building Codes
- Completed Special Inspection (structural engineer assessment)

**Issue:** Manufacturer (XFS) laid off structural engineer prior to getting Oregon PE Stamp and sending the updated structural plans

**Current Status: Structural engineer has been retained by XFS and as of December 29, has retained an Oregon license.**

Ice rink update





2



# Ice Rink Update

## Fabric Structure Structural Analysis

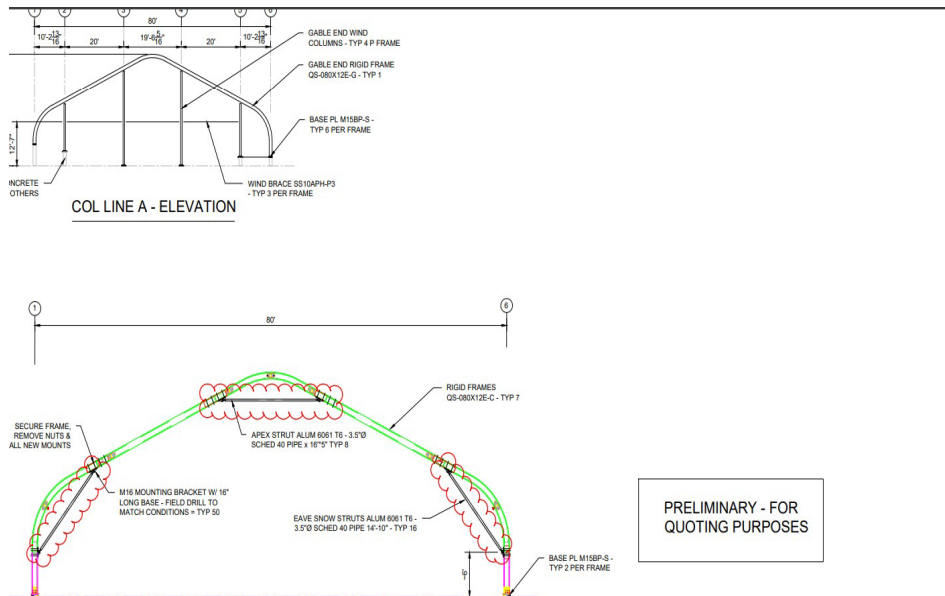
- XFS has performed the structural analysis needed. Load calculations have been received that are needed to assess if the existing footings are adequate. **The structure does not meet the current snow load requirements.**

## XFS Snow Kit

- An add-on kit(struts) will need to be installed to strengthen the structure to meet the updated snow load requirements. XFS can provide this kit and is currently putting together a proposal to supply.



# Ice Rink Update





## Ice Rink Update

### ❑ Footing Analysis

Holding off on performing this analysis until the snow load kit proposal is received. Footings analysis work should take around one week.

### ❑ Final Permit Submittal

final permit documents should take about 2 days and then would be submitted to the City of Ashland Planning Department for a quick turnaround.



Currently In a holding pattern waiting for more information. Not likely the rink will open this season.

### Questions/Discussion:

- Why hold off on the footing analysis? Would that have to be done regardless? A: Holding off due to the potential cost of the snow load kit. Possibly decide against pursuing the permanent structure permit.
- The Department is considering returning to the practice of putting up/taking down the structure each year? A: Currently looking at all the alternatives. The structure does not meet the snow load requirements, so improvements will have to be made regardless.
- Are they new requirements? A: Yes, new since the structure was originally put up in 2013.
- Would the permitting be required if we continued with the structure as temporary?  
A: No
  - \* Request to keep the Commission updated between meetings as things change.
  - \* Request to have a placeholder for an update on the ice rink for the January 14 Park Commission Business Meeting.

Request acknowledged.

V. WINBURN WAY SAFETY UPDATE – Deputy Director Dials

January 7, 2026

<b>Agenda Item</b>	V. Winburn Way Safety Update	
<b>Presenter</b>	Rachel Dials	Deputy Director
<b>Item Type</b>	Commission Requested <input type="checkbox"/> Request for Direction <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

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

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

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

At the December 3<sup>rd</sup>, PC meeting staff was asked to bring back a rendering of design options with and without the center line that also includes the ADA improvements near the Japanese Garden.

Staff will give a brief presentation of the options.

**DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS** - Would the Commissioners like to move a design option forward for action at the January 14 2026 PC Regular Business meeting?

**POLICIES, PLANS & GOALS SUPPORTED** - This will address the Department Work Plan's item number six.

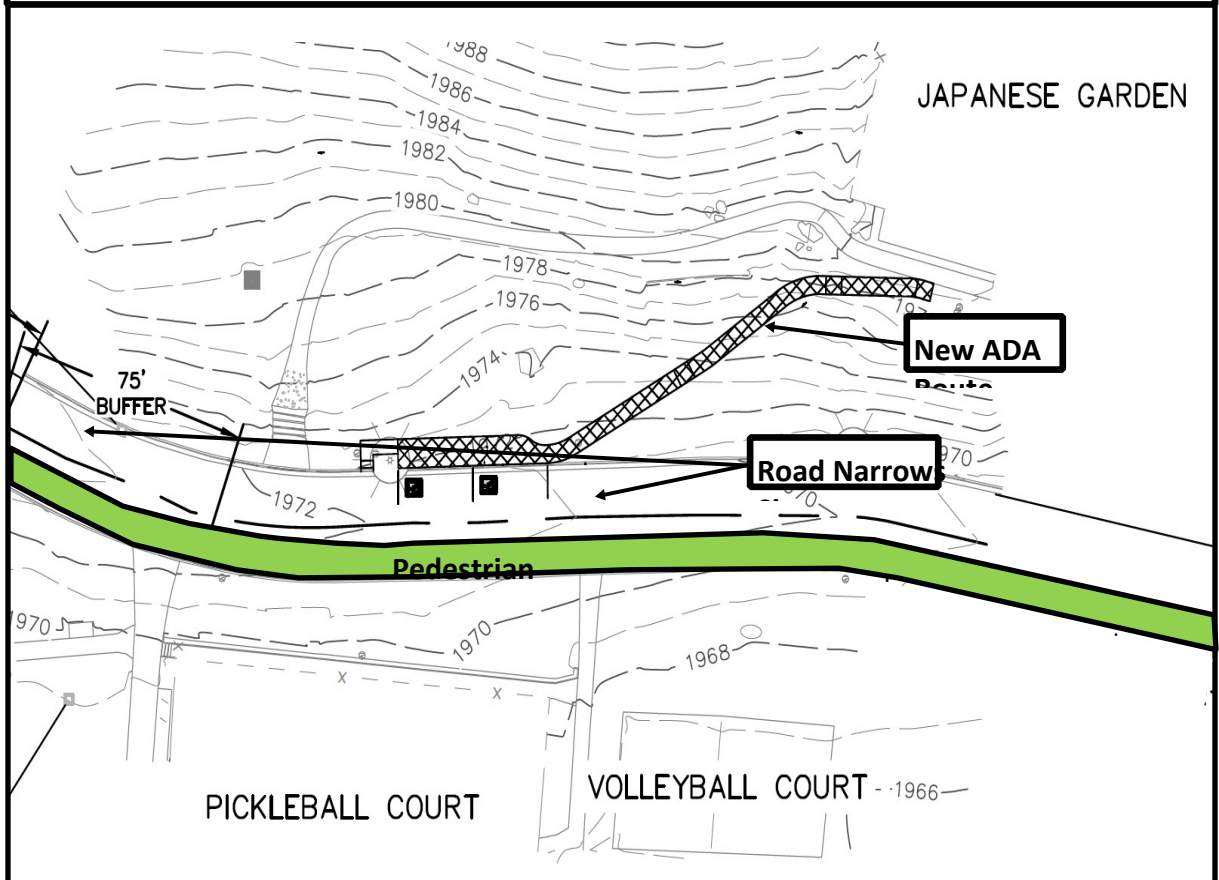
**FINANCIAL CONSIDERATIONS** - There is an approved capital budget line item for up to \$50,000 to complete this project and other LPMP tasks identified under item number six in the Department Work Plan.

**ATTACHMENTS**

- Winburn Way design option without a center lane
- Winburn Way design option with a center lane

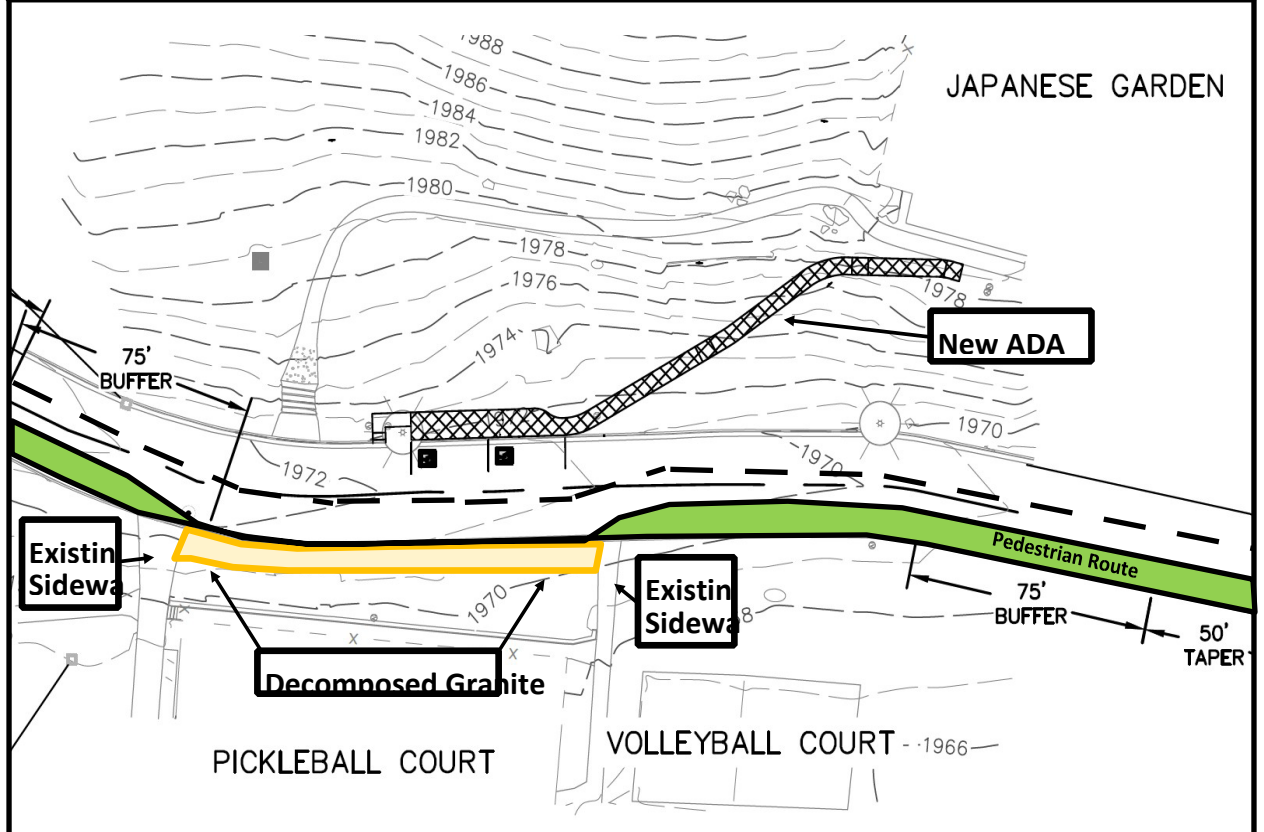
# Lithia Park: Winburn Safety

## No center traffic lines



# Lithia Park: Winburn Safety

## Center traffic lines



**PREPARED BY:** Rachel Dials, Deputy Director



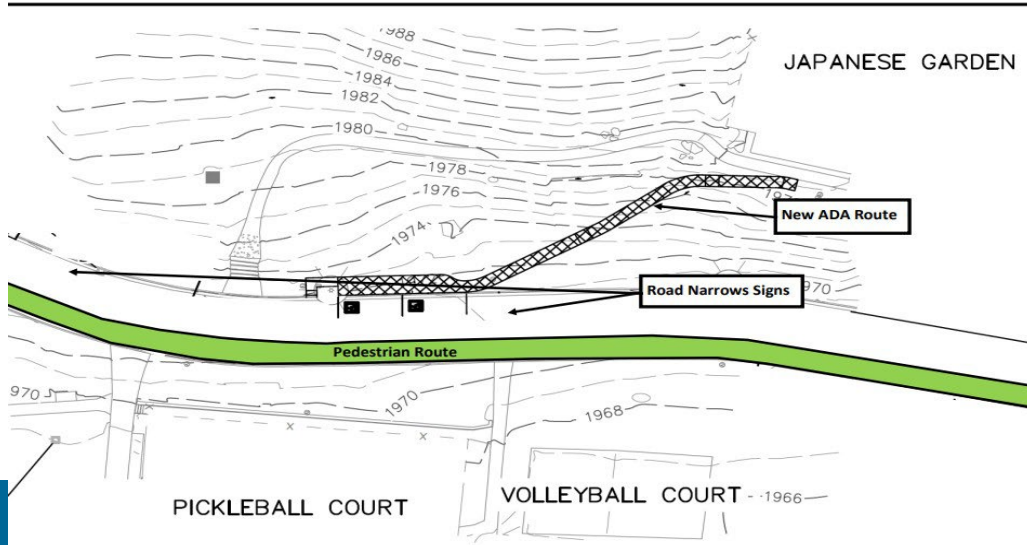
## Winburn Way

- ❑ Staff presented information on Winburn Way at the December 3<sup>rd</sup> Regular Business Meeting.
- ❑ Commissioners tabled any discussion regarding the Winburn Way/Granite Street Y intersection
- ❑ Commissioners asked staff to bring back renderings of the two design options for Winburn Way
  - one with a center line that incorporates the ADA improvements
  - one without the center line that incorporates the ADA improvements



### Lithia Park: Winburn Safety Project

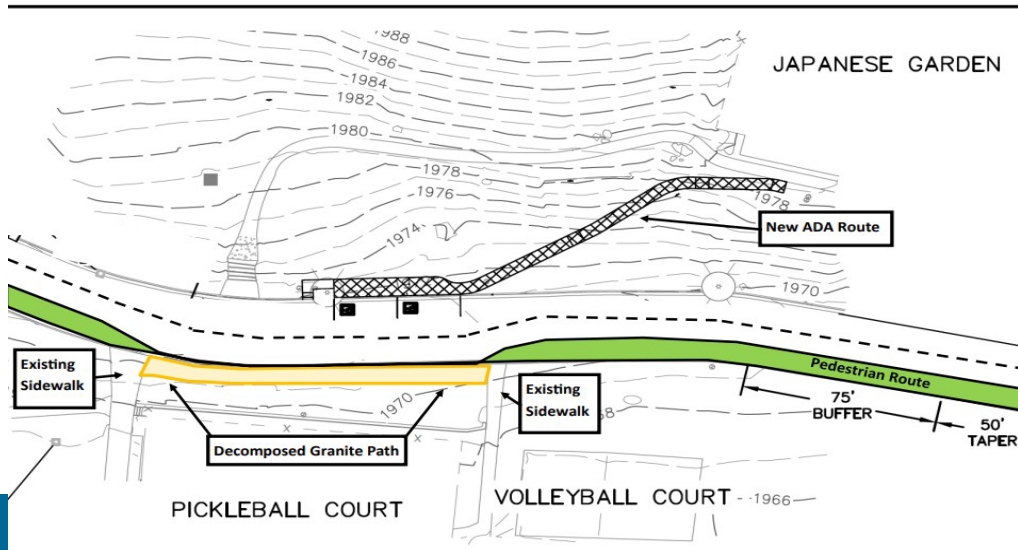
No center traffic lines option





### Lithia Park: Winburn Safety Project

Center traffic lines option



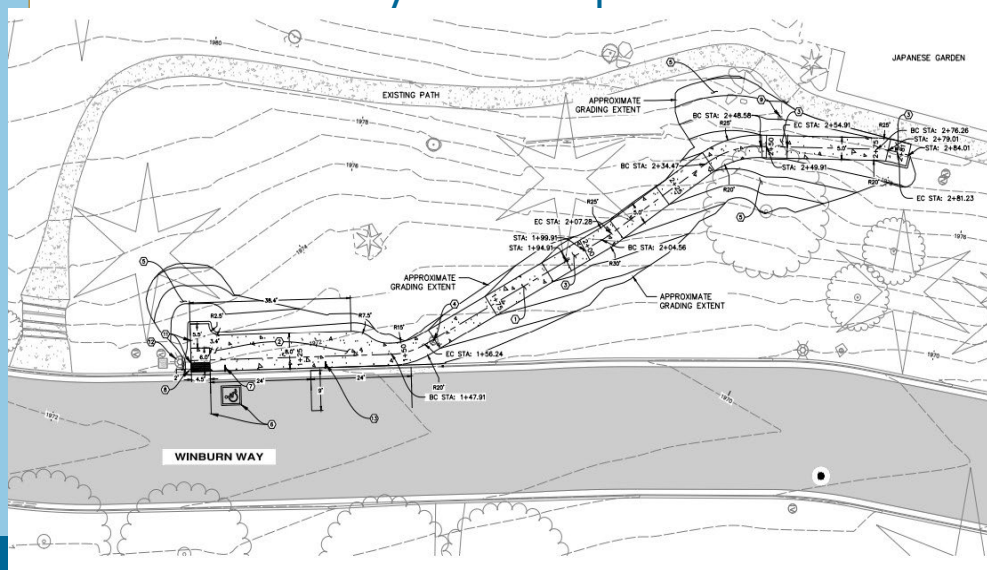
## Winburn Way-ADA Improvements

- ❑ Staff did work with a local engineering company (Adkins Engineering) for drawings for ADA & Parking improvements near the Japanese Garden. Included in the drawings:
  - ❑ Install of 5' concrete ADA accessible path
  - ❑ Install 8' wide concrete ADA unloading area
  - ❑ Install 5'x5 ADA landing with max 1.5% slope
  - ❑ Install for 9' wide, 24' long ADA parking space and a loading zone parallel to curb

This plan is different than the one that was approved by the PC in Oct 2024.



# Winburn Way-ADA Improvements



## Winburn Way

□ Transportation Advisory Committee: TAC met on December 18<sup>th</sup> and provided the following motion to be sent to Parks as part of the ongoing discussion:

*“David moves to emphasize that TAC discussed Parks’ proposed options at length and TAC formally supports maintaining the status quo. This motion serves to reiterate TAC’s position to uphold the current arrangement of Winburn Way along Lithia Park. Kahn seconds. Graf abstains from voting; Motion receives YES vote from remaining TAC members present.”*

Premise was lack of evidence from crashes and near misses to warrant substantial changes to the existing system.



### Questions/Discussion:

- Do the presented engineered plans meet ADA requirements? A: Yes

- Challenge issued to that statement. Contends the plans do not meet ADA requirements. Exceeds allowable grade in sections which necessitates landings and handrails. Engineers need to justify the plans. A: We can do that.
- Additional concern, have to remove branches from a Magnolia. Earlier engineered drawing included the pathway only from street level to the top of the stairs. Director Houston claimed that areas of the existing pathway didn't meet ADA specs.
- Suggestion: adjust the pathway to avoid the trees and make it a longer gentler grade. Absolute necessity that any new trail be ADA compliant before moving forward. Recommend avoiding putting in a handrail as they are excessively expensive.
- The premise of there not having been any accidents is valid. We can't improve safety statistics. The issue is the *perception* of a lack of safety. Not personally comfortable in the safety of the area. Dedicated pedestrian path is desirable. Commission owes it to the community. It's known that narrowing a street's width results in traffic calming.
- Favor moving the project forward without the center line. Favor including a landing and/or switchbacks on the pathway – going beyond ADA standards.
- Important to have the pedestrian pathway on the Pickleball side and to widen it by the ADA parking stalls.
- Confident that the engineered plans meet the specs for ADA accessibility.
- Looked at past meeting minutes/recordings and the original plans for parking were where the volleyball court is. Recommended looking at that proposal again. Should at least price out a DG path which would take pedestrians out of the street.
- Further disagreement that the plans meet ADA standards.
- This point regarding ADA specs needs to be discussed in an office meeting not here tonight.
- Suggestion to have a center line adjacent to the parking spaces, at least.
- Reminder that the Commission is looking at the current plan because it is the most cost effective. Other plans are more expensive and more intrusive into the park. This plan also most closely follows the existing route. Having a partial center line could be confusing.
- Think of this plan as the first phase of the project. Can make adjustments in the future. Not in favor of starting the whole project over again but rather moving forward.
- Support (long-term) for a DG ped path down to the bandshell.

Staff Direction: Bring back these two options for discussion and confirm plans meet ADA standards for the January 14 meeting.

- No support for a path that carves up the Magnolia.
- In the current plans one branch would need to be removed from the Magnolia.

- As discussed, also bring back to Jan 14 meeting a third option of the roadway plan with no center line and the short DG path.

**VI. LOOKAHEAD REVIEW – Deputy Director Dials**

Date	Agenda Item	Presenter
<b>1/14</b>	<b>Park Commission Regular Business Meeting Council Chamber 6 PM</b>	
	Election of Chair/Vice Chair (Action)	Bachman
	Golf Course Annual Report (Information)	Weaver
	Winburn Way Safety (Action)	Caldwell
<b>2/4</b>	<b>Park Commission Study Session Council Chamber 6:00 PM</b>	
	VIP Annual Report (Information)	Shelton
<b>2/11</b>	<b>Joint Meeting with City Council, Council Chamber 6:00 PM</b>	<b>APRD Hosts</b>
	Calle Guanajuato Agreements (Action)	Dials
<b>3/4</b>	<b>Park Commission Study Session Council Chamber 6:00 PM</b>	
<b>APRC Advisory and Management Advisory Committees</b>		
1/15/2026	Recreation Division Advisory Committee, the Grove 3:30 PM	
1/12/2026	Ashland Senior Advisory Committee, Senior Center 3:30 PM	
1/28/2026	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	
<b>Council Business/Budget Meetings/Commissions</b>		
1/20/2026	2 <sup>nd</sup> Reading of Amendment 3275 to AMC 10.68 Public Parks	
<b>Public Meetings</b>		

Direction: Include an Ice Rink update at the February 11 joint meeting with Council.

**VII. ADJOURNMENT – Chair Bachman adjourned the meeting at 6:52 PM.**

Respectfully submitted by Nancy A. Mero, Executive Assistant