



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION

BUSINESS MEETING AGENDA

Wednesday, July 8, 2026

Council Chamber, 1175 E Main Street - 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 Regular Business Meeting June 10, 2026

IV. ADDITIONS OR DELETIONS TO THE AGENDA

V. PUBLIC FORUM

VI. CONSENT AGENDA

1. Trails Advisory Committee Meeting Minutes November 19, 2025

VII. BUSINESS

1. Employment of Parks Director (Job Description)
2. Interim Parks Director Contract
3. Pickleball Court Hours Discussion
4. Lithia Park Ice Rink Pavilion
5. Park Walk Medallion in Front of Lithia Park
6. Lithia Park East Hillside Mountain Bike Trail Public Input Update

VIII. ACTING DIRECTORS REPORT

IX. ITEMS FROM COMMISSIONERS/STAFF

X. UPCOMING MEETING DATES

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





Parks & Recreation Commission Meeting Agenda

“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 REGULAR BUSINESS MEETING

PARK COMMISSION

June 10, 2026

Council Chamber, 1175 E Main – 6:00 PM

Commissioners Present: Landt, Weiner, Bachman (Chair), Adams, Gardiner (Vice Chair)
Staff Present: Deputy City Manager Rooklyn, Deputy City Attorney Zahran, Acting Director Dials, Senior Division Manager Mettler, Administrative Coordinator Terry, Executive Assistant Mero
Absent: None

- I. **CALL TO ORDER** – Chair Bachman called the meeting to order at 6:01 PM
- II. **ROLL CALL** – Commissioners Landt, Weiner, Bachman, Adams, and Landt present
- III. **APPROVAL OF MINUTES**
 1. Park Commission Study Session May 6, 2026
 2. Park Commission Regular Business Meeting May 13, 2026

Chair Bachman asked if there were corrections/amendments to the minutes. There were none. Chair Bachman asked for approval of the minutes by unanimous consent. No objections, minutes were approved by unanimous consent.

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

- V. **PUBLIC FORUM** –

Todd Lantry, Ashland: Representing Daniel Meyer Pool users. He's head coach of the High School swim team, and president of the Rogue Valley Master's Swim Club. He is also a volunteer Certified Pool Operator and lifeguard for when his groups use the pool during the winter. Thanked the staff for maintenance on the pool, fixing the heater, replacing flags, new cranks for the pool tarps, new showers, etc. Reminder that the pool liner replaced two years ago has a five year warranty.

Aaron Goldman, Ashland: Speaking on the pool project timeline. DMP was his first social environment when his family moved to Ashland when he was eight. DMP became the only aquatic facility for swimmers when the SOU pool closed. He taught at DMP. Emphasized the importance of having the pool in Ashland as a community gathering place. Don't let the allocation of resources stop the process.

Cate Hartzell, didn't state: Thanked Dials for her quick response to potential spraying at the Grove on two separate occasions.

VI. **CONSENT AGENDA** – None

VII. **BUSINESS**

1. Public Hearing on the Employment of the Parks Director (Job Description) –
Deputy City Manager Rooklyn

SUMMARY – Public Hearing on the Employment of the Parks Director (Job Description)

BACKGROUND – The permanent Parks and Recreation Director position has been vacant since January 28, 2026. Prior to recruiting a new Parks Director, the job description needs to be reviewed and updated.

Purpose of the Job Description

Beyond being essential to support recruitment and selection, job descriptions serve as the foundation for performance management and organizational alignment. An employee cannot set goals without understanding the outline of their job and a supervisor cannot manage a direct report with no performance goals. Job descriptions also ensure legal compliance, assist in assessing requests for accommodation and work releases, align the workforce to the broader organizational goals, and facilitate career development.

The attached job description represents a full rewrite of the Parks and Recreation Director job description to provide better clarity on the day-to-day role of the position, create clearer standards, and align with AMC 2.28.600 – 660.

Requested Feedback Areas

The Park Commission can provide feedback or amendments to any portion of the job description. The following areas are specific sections that staff want to ensure accurately reflect the Park Commission's priorities.

- Essential Functions: Do these reflect your understanding of the Parks Director role?
- Competencies: Do these competencies align with the abilities you think are most needed for the success of the role?
- Qualifications: What are the required qualifications and preferred qualifications you'd like to set?

Note, one Commissioner has requested that a minimum or preferred qualification be that the Parks Director "resides in Ashland."

Public Hearing on the Employment of the Parks Director

Prior to holding executive sessions for the purpose of Park Director interviews or deliberation, ORS 192.660(7)(d)(C) requires that the Park Commission hold a public hearing to allow for community input on the scope and responsibilities of the Parks and Recreation Director (Parks Director). The hearing may include discussions on the position's job description, including administrative responsibilities, leadership needs, and organizational priorities. This discussion will not include specific candidates who may apply for the position.

After the public hearing, the Park Commission will have the option of amending the job description, adopting it as it is, or tabling the discussion to another meeting.

PROPOSED ACTIONS OR MOTION(S)

Adoption/Amendment: I move to adopt the Parks and Recreation Director job description [as amended].



Tabling: I move to table the Parks and Recreation Director job description to [the next regular business meeting.]

ATTACHMENTS – Draft Parks and Recreation Director Job Description (see packet)

Public Hearing on the
Employment of Parks
Director

Public Hearing–Employment of Parks Director (Job Description)

- The Park Commission can provide feedback or amendments to any portion of the job description.
- The following areas are specific sections that staff want to ensure accurately reflect the Park Commission's priorities.
- Essential Functions: Do these reflect your understanding of the Parks Director role?
- Competencies: Do these competencies align with the abilities you think are most needed for the success of the role?
- Qualifications: What are the required qualifications and preferred qualifications you'd like to set?





Public Hearing–Employment of Parks Director (Job Description)

PROPOSED ACTIONS OR MOTION(S)

- Adoption/Amendment: I move to adopt the Parks and Recreation Director job description [as amended].
- Tabling: I move to table the Parks and Recreation Director job description to [the next regular business meeting.]



Chair Bachman Opened the public hearing

Cate Hartzell, Ashland: Was on the Council previously, involved with hiring. Hoping that the Commissioners can remedy having program budget allocation for Community Gardens, it is important to hire a director that has that kind of expertise – program budget development and tracking. Pay attention to the softness of the job description so as not to end up with someone who needs high pay. Also look for someone who knows how to balance personal interests with broader interests developed over the years.

Chair Bachman closed the public hearing.

Questions/Discussion:

- Likes the structure of the new job description. Wants to look over Landt's edits. Still some ambiguities in terms of the dual reporting aspect of the job description.
- Emphasized the job has changed since the hiring of the last director. Looked at the old description and other descriptions to come up with the draft.
- The dual reporting is new, a result of Ordinance 3248.
- Good first draft, needs some work. Omissions like specifics of staff reports. Didn't understand some of the language. Some of it is too complex.
- Need to table the item. Some concerns in Landt's edits are reasonable.
- Rooklyn: Heading this item for HR. Asked Commissioners to work with her electronically on edits to the document with the intention of having a more polished version for the next business meeting.

Motion: I move to table the Parks and Recreation Director job description to the July 8 the next regular business meeting per the process outlined by Deputy City Manager Rooklyn.

Motion: Adams

Second: Weiner

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes		

2. Discussion on Interim Parks Director Role – Deputy City Manager Rooklyn

SUMMARY – Discussion on contracting for an Interim Parks Director or maintaining an Acting Parks Director

BACKGROUND – The permanent Parks and Recreation Director position has been vacant since January 28, 2026. The Parks and Recreation Department is currently overseen by Deputy Parks Director Rachel Dials as Acting Parks Director under the management of the City Manager.

The Park Commission has initiated the process to hire a permanent Parks Director. That process, however, is likely to span into 2027 under a new commission, depending on the results of the November 2026 election.

Members of the Park Commission have expressed interest in shifting from an Acting Parks Director to an Interim Parks Director. The major difference between the designations are:

- **Acting Director:** Serves under the management of the City Manager as an internal employee. The acting director maintains the status quo with limited authority, while maintaining the role of their permanent position. Typically, an acting director receives a 5% pay bump on their annual salary. The acting position ends when the permanent director’s position is filled, or an interim contract is put in place.
- **Interim Director:** serves under the management of the Park Commission via an interim director contract. The interim director typically has more leeway to alter major policies or launch large-scale projects under the direction of the Park Commission. Typically, an interim director is placed on the Director’s pay scale. The position ends when the permanent position is filled.

Process for Establishing an Interim Director

The Park Commission can choose to select an internal interim director or conduct a search for an external interim director. The Commission cannot meet in executive session on this topic, unless specific requirements are met, including posting the

vacancy and allowing public input on the hiring procedure, hiring standards, and job description.



If the Park Commission would like to conduct a search for an external interim director, the typical process is to authorize the Chair to work with staff to identify potential interested candidates, typically through resources such as the League of Oregon Cities Interim City Staff Candidate Listings or the Certified Park and Recreational Professional Registry. Once a candidate is selected, the Assistant City Attorney and Park Commission Chair will work with the candidate to negotiate a contract that will be brought before the Park Commission for a vote.

PROPOSED ACTIONS OR MOTION(S)

Internal Interim Director: I move to authorize the Park Chair and Assistant City Attorney to work with [insert name] to draft an Interim Parks Director contract.

External Interim Director: I move to authorize the Park Chair and City Manager’s Office to conduct a search for an external Interim Parks Director candidate.

ATTACHMENTS - N/A

<p>Discussion on Interim Parks Director</p> 	<h2 data-bbox="418 1016 878 1052">Interim Parks Director</h2> <ul data-bbox="381 1121 1276 1192" style="list-style-type: none">• Discussion on contracting for an Interim Parks Director or maintaining an Acting Parks Director  <p data-bbox="1377 1501 1393 1522">4</p>
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Interim Parks Director

PROPOSED ACTIONS OR MOTION(S)

- Internal Interim Director: I move to authorize the Park Chair and Assistant City Attorney to work with [insert name] to draft an Interim Parks Director contract.
- External Interim Director: I move to authorize the Park Chair and City Manager's Office to conduct a search for an external Interim Parks Director candidate.



Questions/Discussion:

- In the proposed actions or motions it says [insert name]. Question gesture.
- Rooklyn recommended Acting Director Dials as the internal person to be the Interim Director.

Motion: I move to authorize the Parks Chair and Assistant City Attorney to work with Rachel Dials to draft an Interim Parks Director contract.

Speak to motion:

- Doesn't interpret the Acting Director the same way but thinks it's critical to have the director report to the Commission. It is interim and we have a great candidate who is doing the job.
- Commissioners dedicated to having a thorough process for hiring the permanent director. Acting Director Dials doing a great job. Having her in the interim role will allow them to focus on hiring the permanent director.
- If an internal candidate fills the interim role, would their role be backfilled? A: The contract typically includes a right to return to the interim's original job. If there were issues of capacity there is an option to hire for the Deputy Director role.
- It's important, appropriate, to have an interim in place given the length of time it will take to hire the permanent director.
- Okay to move forward with interim director process though the permanent director job description isn't complete.

Motion: Landt

Second: Adams

Vote:

Gardiner	Yes	Weiner	Yes	Bachman	Yes
Adams	Yes	Landt	Yes		

3. Q3 FY26 Financial Update – Administrative Coordinator Terry

SUMMARY – The Finance Department provides a quarterly review of financial statements. On June 3, 2026, Interim Finance Director Bryn Morrison presented to City Council and the Park Commission preliminary statements ending in the third quarter (Q3) of fiscal year 2026 (FY26). The Parks and Recreation Department now presents specific Department details for the same period.

The third quarter of FY26 ended on March 31, 2026. Of the \$7,750,540 allocated in General Funds (GF) for FY26, \$5,130,906 or 66.20% of the total had been expended. An additional \$291,409 is encumbered.

The Parks Capital Improvement (CIP) Fund had a balance of \$3,250,234 at the end of Q2 FY26. At the end of Q3 FY26, the balance was \$3,478,241 with \$ 168,975 encumbered.

The Parks System Development Charges (SDC) Fund had a balance of \$505,940 at the end of Q2 FY26. At the end of Q3 FY26, the balance was \$522,201.

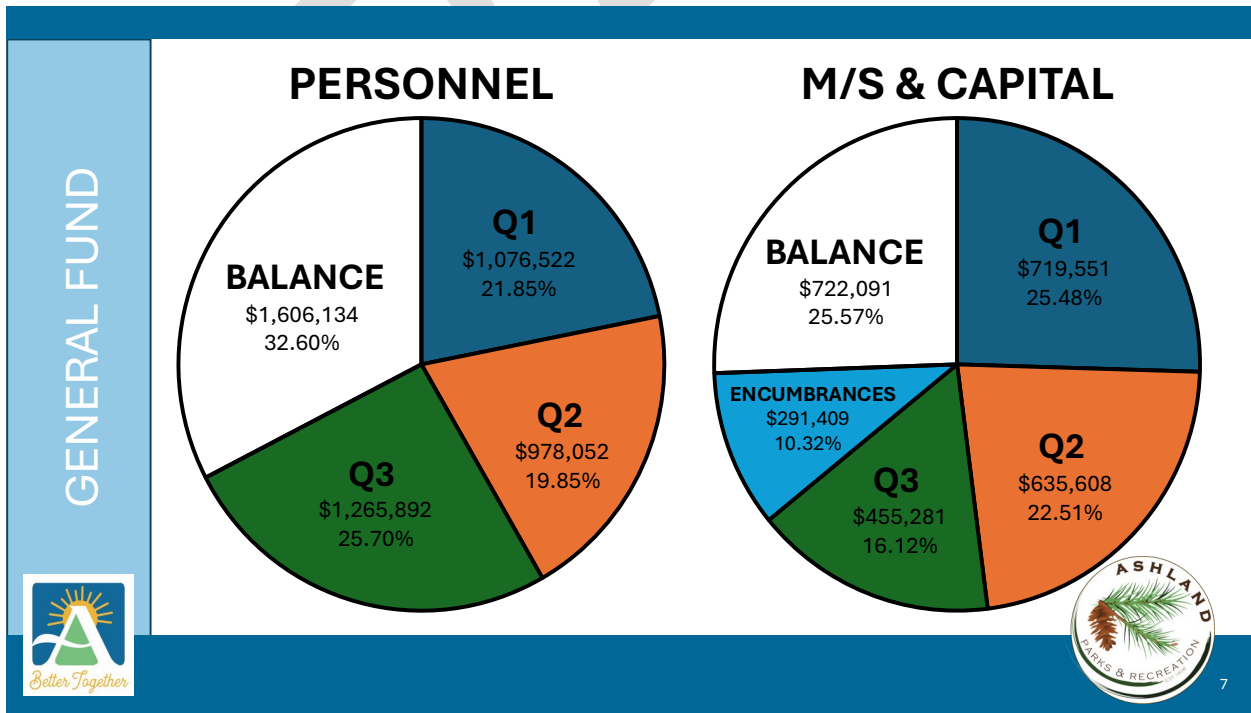
POLICIES, PLANS & GOALS SUPPORTED – Goal #1 Best Management Practices

PROPOSED ACTIONS OR MOTIONS – N/A

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – Q3 2026 General Fund Operations Expense/Balance Table

DIVISION	EXPENSE TYPE	ADOPTED BUDGET	REVISED BUDGET	YTD EXPENDED	Q3 EXPENDED	AVAILABLE BUDGET	ENCUMBRANCES	% SPENT*
* Does Not Include Encumbrance Balance								
ADMINISTRATION	PERSONNEL	\$ 906,461	\$ 906,461	\$ 661,341	\$ 245,636	\$ 245,120	\$ -	72.96%
	M/S	\$ 311,696	\$ 311,696	\$ 216,213	\$ 58,405	\$ 95,483	\$ 50,307	69.37%
	Total	\$ 1,218,157	\$ 1,218,157	\$ 877,554	\$ 304,041	\$ 340,603	\$ 50,307	72.04%
OPERATIONS	PERSONNEL	\$ 2,516,143	\$ 2,516,143	\$ 1,727,762	\$ 669,674	\$ 788,381	\$ -	68.67%
	M/S + CO	\$ 1,853,920	\$ 1,853,920	\$ 1,280,906	\$ 328,543	\$ 573,014	\$ 198,610	69.09%
	Total	\$ 4,370,063	\$ 4,370,063	\$ 3,008,668	\$ 998,217	\$ 1,361,395	\$ 198,610	68.85%
OPEN SPACE	PERSONNEL	\$ 531,649	\$ 531,649	\$ 368,421	\$ 142,177	\$ 163,228	\$ -	69.30%
	M/S	\$ 116,250	\$ 116,250	\$ 22,746	\$ 2,863	\$ 93,504	\$ 41,110	19.57%
	Total	\$ 647,899	\$ 647,899	\$ 391,167	\$ 145,040	\$ 256,732	\$ 41,110	60.37%
RECREATION PROGRAMS	PERSONNEL	\$ 252,750	\$ 252,750	\$ 117,280	\$ 44,000	\$ 135,470	\$ -	46.40%
	M/S	\$ 354,989	\$ 354,989	\$ 138,763	\$ 8,063	\$ 216,226	\$ 102	39.09%
	Total	\$ 607,739	\$ 607,739	\$ 256,043	\$ 52,063	\$ 351,696	\$ 102	42.13%
NATURE CENTER	PERSONNEL	\$ 231,204	\$ 231,204	\$ 89,563	\$ 37,626	\$ 141,641	\$ -	38.74%
	M/S	\$ 13,000	\$ 13,000	\$ 8,009	\$ 1,702	\$ 4,991	\$ 1,074	61.61%
	Total	\$ 244,204	\$ 244,204	\$ 97,572	\$ 39,328	\$ 146,632	\$ 1,074	39.95%
SENIOR SERVICES	PERSONNEL	\$ 268,368	\$ 268,368	\$ 199,956	\$ 74,955	\$ 68,412	\$ -	74.51%
	M/S	\$ 61,238	\$ 61,238	\$ 72,178	\$ 27,762	\$ (10,940)	\$ 205	117.86%
	Total	\$ 329,606	\$ 329,606	\$ 272,134	\$ 102,717	\$ 57,472	\$ 205	82.56%
RECREATION GOLF	PERSONNEL	\$ 220,025	\$ 220,025	\$ 156,144	\$ 51,824	\$ 63,881	\$ -	70.97%
	M/S	\$ 112,847	\$ 112,847	\$ 71,626	\$ 27,944	\$ 41,221	\$ -	63.47%
	Total	\$ 332,872	\$ 332,872	\$ 227,770	\$ 79,767	\$ 105,102	\$ -	68.43%
APRD TOTALS		\$ 7,750,540	\$ 7,750,540	\$ 5,130,906	\$ 1,721,173	\$ 2,619,634	\$ 291,409	66.20%

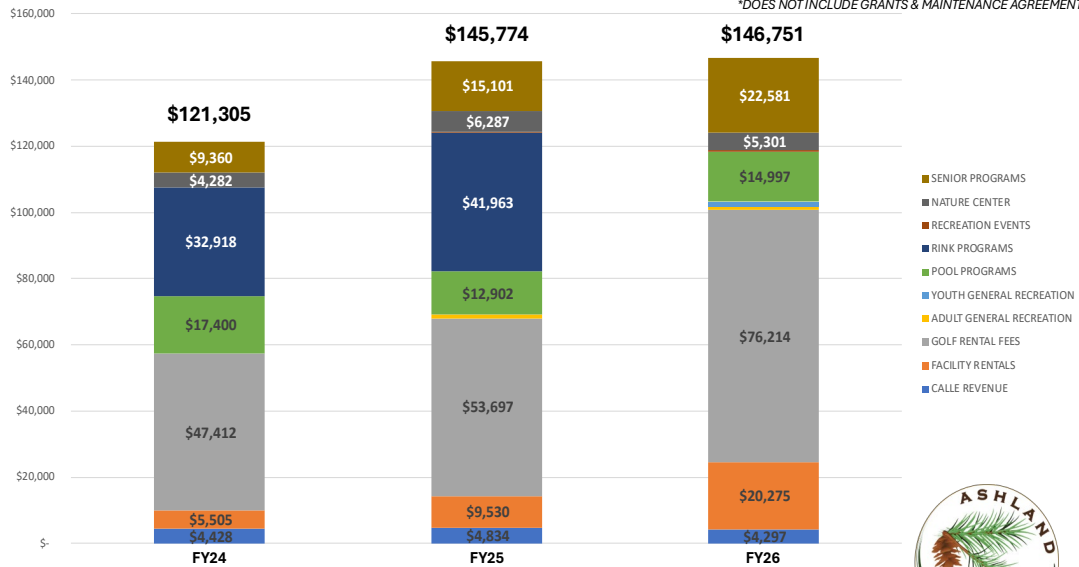


REVENUE



JAN-MAR GF REVENUE* FY24 vs FY25 vs FY26

*DOES NOT INCLUDE GRANTS & MAINTENANCE AGREEMENTS

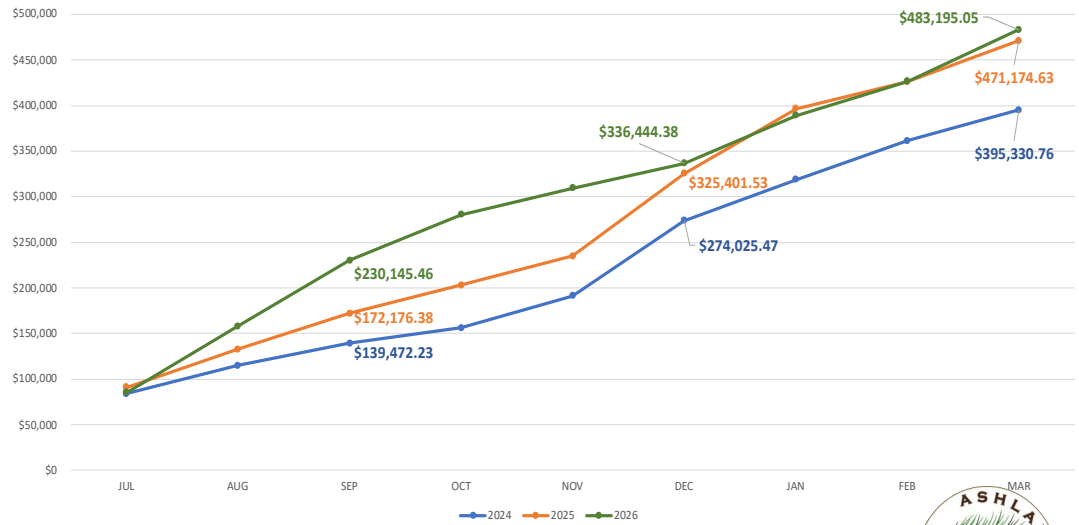


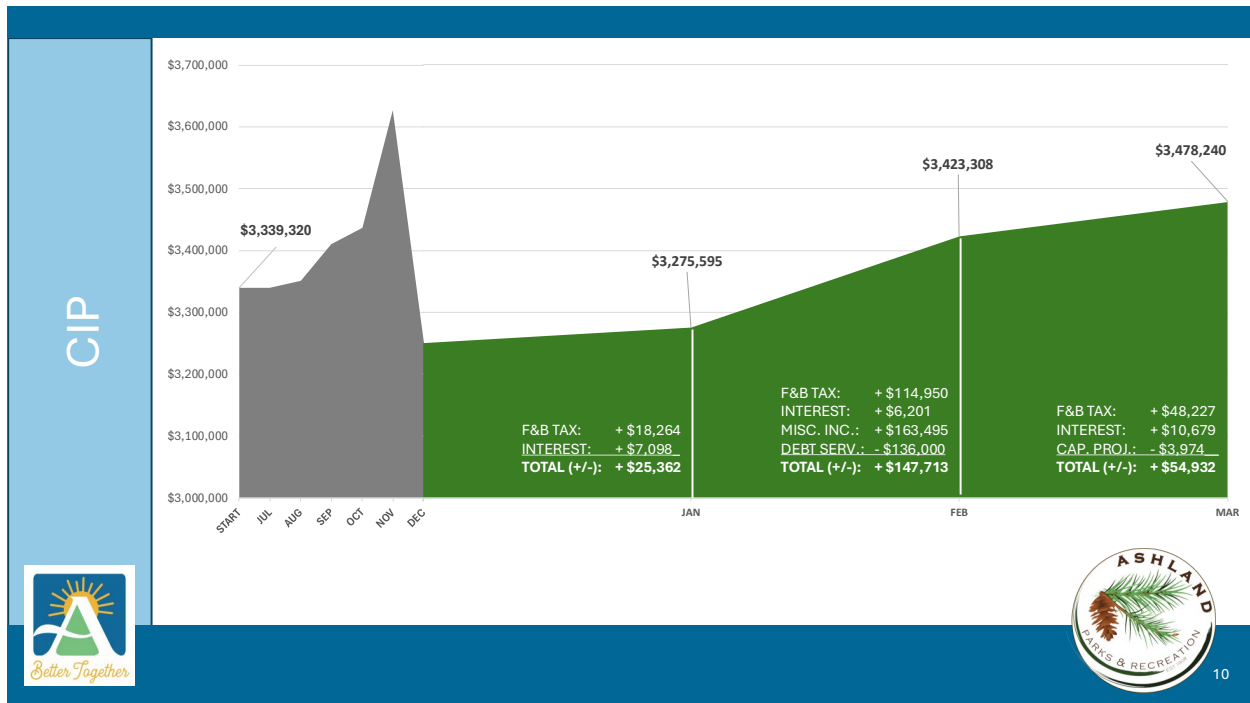
REVENUE



GENERAL FUND REVENUE* FY24 vs FY25 vs FY26

*DOES NOT INCLUDE GRANTS & MAINTENANCE AGREEMENTS





Questions/Discussion:

- What's the total debt on Briscoe? A: \$50,000.00.
- And on the Calle? A: \$37,500.00
- Will Brandon be doing projections if we don't get the F & B tax ? A : Haven't been tasked with that, could certainly provide it working with the Finance dept.

Dials confirmed that.

4. Update on Capital Improvement Projects, East Main Street Community Park Phase I and Hunter Park Tennis courts – Acting Director Dials

SUMMARY – On April 23, 2026, bid solicitation S-KA0010-00016720 was posted on OregonBuys for the Hunter Park Tennis Courts Rehabilitation project at 1699 Hunter Ct, Ashland, OR 97520. On June 3, 2026, the Parks Department posted its intent to award to LTM, Incorporated dba Knife River Materials. Knife River Materials was the only responsive bid at \$643,430, below the estimated cost of \$1,013,800.

On May 4, 2026, two bid solicitations were posted on OregonBuys for phase one of the East Main Street Community Park project Phase 1. Bid number S-KA0010-00016810 was to “develop a bike pump track, dog park, parking lot, prefab restroom, fencing, paved multi-use path, lighting, sleeving, conduit, signage, planting and irrigation”, while bid number S-KA0010-00015450 was largely for public improvements related to roadway access at 2228 E. Main Street. There were four responsive bids for the former, with the lowest bid coming from Outlier Construction at \$2,130,151.66. The public improvements solicitation

received three bids, with the lowest responsive bid from Pilot Rock Excavation at \$386,340.00.

All three solicitations will be presented to the Contract Review Board (the City Council) on June 16, 2026 for their review and determination.

POLICIES, PLANS & GOALS SUPPORTED - Provide and promote recreational opportunities and preserve and maintain public lands, both projects are on the current Parks CIP list.

FINANCIAL CONSIDERATIONS - In early January 2025, the Oregon Parks and Recreation Department awarded the City of Ashland two Local Government Grants for the projects outlined above. Agreement #LG24-025 for *East Main Park Phase 1* offers 42.94% reimbursement of funds spent, up to \$1,000,000 and Agreement #LG24-050 *Hunter Park Tennis Courts Rehabilitation Project* allows for a 60% reimbursement rate, up to \$720,000.

PROPOSED ACTIONS OR MOTION(S) - N/A


ATTACHMENTS - N/A


CIP Update

Capital Improvement Project Update

Hunter Park Tennis Court Rehabilitation

- April 23, 2026, bid solicitation was posted on OregonBuys.
- Bids closed on Tuesday May 26, 2026
- Knife River Materials was the only responsive bid at Total \$643,430 - **below the estimated cost of \$1,013,800.**
- Grant is 60/40 match. Grant Funds are reimbursed
- Next step-Council Meeting - 6/15

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Questions/Discussion:

- The funds stay in the CIP until we need them? A: Yes
- Does the Hunter Park tennis courts bid include the drain work? A: Yes
-

Capital Improvement Project Update East Main Park Phase 1

CIP Update



- On May 4, 2026, two bid solicitations were posted on OregonBuys .
 - Public Improvements & Park Improvements
- Park Improvements: There were four responsive bids
 - Lowest responsive bid came from Outlier Construction at \$2,130,151.66.
- Public Improvements: Received three responsive bids
 - lowest responsive bid from Pilot Rock Excavation at \$386,340.00.
 - **Total cost is below the estimated cost of \$3,325,000**
- Next step-Council Meeting - 6/15



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Questions/Discussion:

- Does the lower bid on East main Street Community Park mean we can add a playground in Phase One and how would that happen? A: Would like to wait until the work is in progress then come to the Commissioners with a proposed CIP that includes the playground. There is a playground in the master plan for the park. Also looking for grant opportunities for the playground.
- Believes the playground should go in asap. Also, would like natural, community garden and dog park areas cordoned off before construction begins to avoid the soils compaction that occurred at Ashland Creek Park.
- Could the playground be added to the current grant? We would focus on the playground specifically.

5. Treatment of Trees in Japanese Garden – Acting Director Dials

SUMMARY - To protect nine pine trees within and surrounding the Japanese Garden from destructive pests—specifically boring beetles, spider mites, and scale—a targeted basal bark pesticide application is recommended. This treatment will be injected directly into the trees, the locations of which are marked on the attached map.

The affected trees include:

- 6 Japanese Black Pines, 1 Red Pine, 1 White Pine, 1 Lacebark Pine

A soil injection to boost overall tree and soil health would also be performed. To proceed with these treatments, staff are requesting an official exemption from Policy #105, Integrated Pest Management Policy.

POLICIES, PLANS & GOALS SUPPORTED - Policy #105 - Integrated Pest Management (updated on June 13, 2024) Integrated Pest Management prohibits the use of synthetic pesticides. The policy identifies that the PC must grant an exemption to the no pesticide policy. Staff is seeking an exemption to preserve the pines in and around the Japanese Garden in Lithia Park.

FINANCIAL CONSIDERATIONS - Estimate for treatment is \$1,685.00. This is within the budget for Parks Operations.

PROPOSED ACTIONS OR MOTION(S) - I move to approve an exemption to Policy #105, Integrated Pest Management, for the treatment of nine pines in and around the Japanese Garden with a basal bark application of pesticide.

ATTACHMENTS - Map of pine tree locations in and around the Japanese Garden

Treatment of Trees
in Japanese Garden

Japanese Garden-Exemption to IPM Policy #105

Staff is seeking an exemption to preserve the pines in and around the Japanese Garden in Lithia Park. The affected trees include:

- 6 Japanese Black Pines
 - 1 Red Pine
 - 1 White Pine
 - 1 Lacebark Pine
- Policy #105 - Integrated Pest Management Integrated Pest Management prohibits the use of synthetic pesticides. The policy identifies that the PC must grant an exemption to the no pesticide policy.





Questions/Discussion:

- Who makes the recommendation? A: Staff arborist and the contractor who worked on the garden.
- Asked for an explanation of the process. A: The treatment is injected directly into the trees/soil so there is no potential for spread.
- Is the proposed soil injection applied the same way? A: Yes.
- Is this the same as what was done last year? A: Yes the last three years, but some of the trees are different.
- Did the trees improve? Yes.
- Question about the product used. Is it the same as what was used last year?
- Do we post signs before the treatments? A: Haven't in the past but we can.
- Despite the design, might be the wrong trees for the area. Can continue to treat, or consider planting trees that are more suited to this environment.

Motion: I move to approve the exemption of policy #105, Integrated Pest Management, for the treatment of nine pines in and around the Japanese Garden with a basal bark application of pesticide.

Motion: Adams

Second: Gardiner

Speak to the motion:

- We need to do what we can to preserve the tree species in the garden. This treatment is relatively safe. As plants naturally die we should think about replanting with more resilient species for the current climate.
- Thinks it's important to have more information on what's being used in the treatment(s). We had an extensive conversation last year, but it is important for the public to have the information as well.
- Finds a reasonable case for voting no on this motion. Ultimately the environment will decide.

Vote:

<u>Gardiner</u>	<u>Yes</u>	<u>Weiner</u>	<u>Yes</u>	<u>Bachman</u>	<u>Yes</u>
<u>Adams</u>	<u>Yes</u>	<u>Landt</u>	<u>No</u>		

6. Park Walk Plaque for Front of Lithia Park – Ashland Parks Foundation President Gardiner

SUMMARY – At the April 1, 2026 Park Commission Study Session, the Commissioners gave staff direction to pursue the placement of a Park Walk Plaque. The purpose of the plaque is to recognize the volunteer efforts of all the many individuals who have led park walks in Lithia Park beginning in 1989. The medallion would be similar in size and fashion to medallions that have been placed at many locations around town identifying important local historical events (MAP Project) and the current Public Art Advisory Committee's efforts to create the Literary Walk around town.

The Ashland Parks Foundation (APF) has reached out to the donor, Tom Foster who helped start the program back in 1989, and will coordinate the final artwork for the plaque. The APF will also facilitate securing the contractor to make the plaque.

The donor will make a monetary gift to the APF for the purchase of the plaque and the APF will then present the plaque to the Ashland Parks and Recreation Department (APRD) for installation near the main entrance to Lithia Park. Installation of the plaque will be scheduled for Fall of 2026. Once install occurs, staff will make a request to the Public Art Advisory Committee to become part of the public art collection for the City of Ashland.

POLICIES, PLANS & GOALS SUPPORTED – N/A

FINANCIAL CONSIDERATIONS – The plaque will be a private donation sponsored by the APF. The department will provide the labor and supplies to install the plaque within the park's operations budget.



PROPOSED ACTIONS OR MOTION(S) - I move to approve the installation of the Park Walk Medallion Plaque in the sidewalk near the main entrance to Lithia Park.

ATTACHMENTS - Location and Example of Plaque

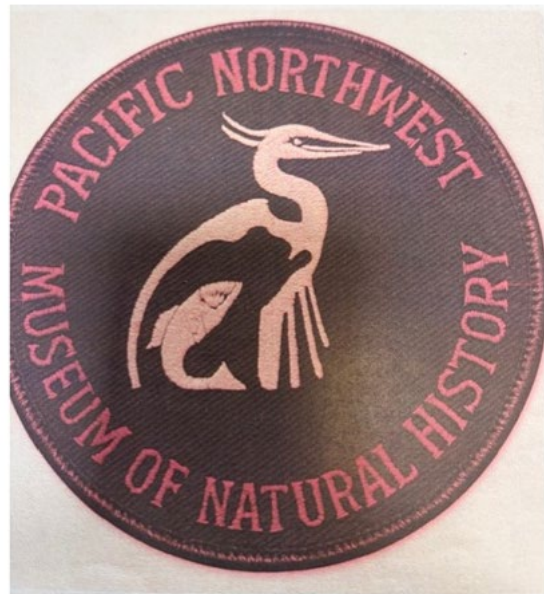
Park walk Medallion Request

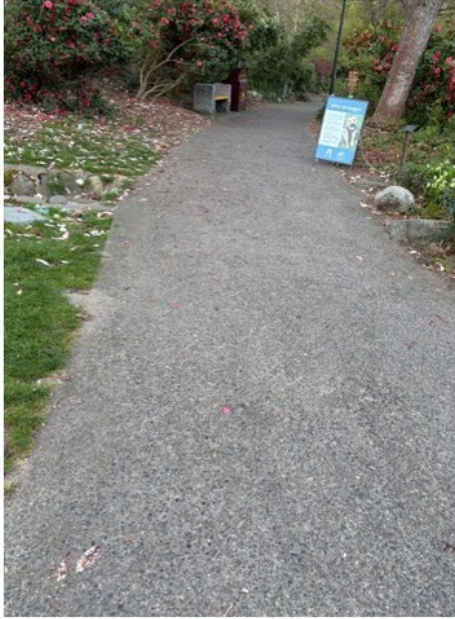
Park Walk Medallion Request

- At the April 1, 2026, Park Commission Study Session, the Commissioners gave staff direction to pursue the placement of a Park Walk Plaque.
- The purpose of the plaque is to recognize the volunteer efforts of all the many individuals who have led park walks in Lithia Park beginning in 1989.
- The Ashland Parks Foundation (APF) and Tom Foster will coordinate the final artwork for the plaque. The APF will also facilitate securing the contractor to make the plaque.
- APF will then present the plaque to the Ashland Parks and Recreation Department (APRD) for installation near the main entrance to Lithia Park, Fall 2026



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Questions/Discussion:

- Thought there was going to be a mockup of the plaque before taking action. A: The picture in the packet is what it will look like.
- Will it be rectilinear? A: Partial to round but still being negotiated.
- Why would we use a logo from a Museum that no longer exists? A: Without the Museum of Natural History the park walks wouldn't exist. It's historic and connected to the park walk program.
- Doesn't like the aesthetic of the rectilinear design. Would like attention paid to doing a really aesthetic job given the location is in Lithia Park.
- If the Commission doesn't want to approve the plaque as is, next move is to hire a graphic designer.

Motion: I move to table this item until the July 8 meeting when they will get better representation of the final product.

Adams : Reflected on an idea that was presented for a sculpture in the front of

Motion: Landt

Second: Wiener

Speak to the motion:

- Prefers the round design idea.
- Want to pay special attention to our special park.
- Likes the idea, but wants to see what it is before voting.

Vote:

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

7. Proposed Lithia Park East Hillside Mountain Bike Trail Public Input Schedule –
Acting Director Dials

SUMMARY – The Parks Department first received this trail proposal application September 17, 2025. The proposer temporarily called the trail the Glenview Hillside Trail with the official name TBD, suggesting perhaps it be called Dormouse. Given the location of the proposed trail and for transparency with the public, the proposed trail is being called the Lithia Park East Hillside Mt. Bike Trail. Staff is seeking feedback from the Commission regarding the public input schedule.

SCHEDULE

- **Open Comment Period from July 22 through September 2, 2026.** The press release will include ways to give public comments. This will include emailing parks commissioners via the website and attending upcoming meetings.
- **Parks Commission Study Session on August 5, 2026, at 6:00 PM in Council Chamber** where the proposed trail will be presented *only* for discussion and public comments.
- **Park Commission Regular Business** meeting September 9, 2026, at 6:00 PM in Council Chamber for potential action on proposed trail.
- **The proposed trail will be signed and marked from August 3 – through September 3** with one onsite tour TBD during those dates. Staff needs to work out details with the group proposing the trail.

ATTACHMENTS – Proposed Glenview Hillside Bike Trail Application (Renamed the Lithia Park East Hillside Mt. Bike Trail) (Please see Packet)

Public Forum

Cate Hartzell, Ashland: Should try to lower the stress and pressure on the people who care. Walked or tried to walk the trail but it wasn't clear. Would like the trail marked asap and left marked until it's time to make a decision. Would also like a map with landmarks. Open up public comment now, don't put dates on it. Would like Parks to present an unbiased version of the proposal. The proposal is a sales job. Do a question/answer page online. Conduct a couple of tours. Engage stakeholders. Fund an engineering analysis for erosion potential. Impact on trees, insurance, parking, who will patrol, etc. Consider alternative locations.



Questions/Discussion:

- Also question the date of August 3 for the trails to be marked. Two days before the August 5 Study Session isn't enough time for people to see/walk the trails.
- Agrees that the public comment should be formally opened now.
- Tough to go off trail and find the routes. At least mark where the proposed bike trails would cross pedestrian trails.
- How will the trails be marked? A: A parks staff member and someone from the proposing group will mark the trail together using less intrusive materials like flags. There will also be signs posted at the beginning of the trail(s).
- The Forest Lands Management Advisory Committee looked at the proposals. There are some special plants in the area. The trail proposers went to great lengths to avoid those plants. Therefore, he discourages people from trudging around the area before the trails are clearly marked.

Direction to staff:

1. Move up the date to mark/sign the trails.
2. Clearly mark the places where pedestrian and bike trails would cross.
3. Open up the comment period now.
4. Organize guided tour(s) with the trail proposers.
5. Will do some press releases informing the public.
6. Put in the lookahead an update on the process for the July 8 meeting.

VIII. ACTING DIRECTORS REPORT – Acting Director Dials

Acting Director Report	<h3>Acting Director Report</h3> <ul style="list-style-type: none">• Daniel Meyer Pool opened June 3rd, Swim Lesson began June 5th• Garfield Park Splashpad is operating 7 days per week 11am-7pm.• Water Quality Alert for Ashland Creek near the Lithia Park Playground has been lifted.• Youth Conservation Corp (YCC) kicked off this week with high schoolers volunteering in Lithia and North Mountain Parks for school credit.• Lithia Park Bandshell hosted the Ashland High School Graduation tradition. Thousands of people were in the park on Friday June 5th.• Cookout for Seniors & their Families @ Hunter Park-June 13, 11:30-1pm• Bee City Pollinator Party@ North Mountain Park –June 20, 11am-2pm
	 



Acting Director Report

- Summer Sounds kicks off June 15th, Lithia with the band Dead Floyd with our friends from Epic Ashland. 6pm Lithia Park
- Ashland Folk Collective-in the Park with the band Fruition June 29, 6pm Lithia Park
- Golf Concessionaire, Salt & Fire is now serving food at the Oak Knoll Golf Course. OLCC license is still in process.
- Scott Howell-Rogue River Restoration Council. Received final approval for first year of project from City of Ashland Planning Dept.
- The Ashland Park Commission is seeking applications to fill two vacancies on the Trails Advisory Committee. The recruitment is open now until July 9, 2026. The application can be found on the City's website on the Parks and Recreation webpage: <https://or.ashland.civicplus.com/876/TrailsAdvisoryCommittee-TAC>



Questions/Discussion:

- Which positions on the TAC were vacated? A: At large and pedestrian

IX. ITEMS FROM COMMISSIONERS/STAFF

- Adams: Time to bring the pool back to a Study Session

X. UPCOMING MEETING DATES

1. Park Commission Regular Business Meeting July 8, Council Chamber 6:00 PM
2. Ashland Senior Advisory Committee July 13, Senior Center 3:30 PM
3. Trails Advisory Committee July 15, the Grove 5:00 PM
4. Recreation Division Advisory Committee July 16, the Grove 3:30 PM
5. Park Commission Study Session August 5, Council Chamber 6:00 PM

XI. ADJOURNMENT – Chair Bachman adjourned the meeting at 7:36 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



TRAILS ADVISORY COMMITTEE MEETING MINUTES

November 19, 2025

Lithia Park Cabin, 340 S Pioneer Street – 4:15 PM

Committee Members Present: Adams (Park Commission Ex-officio), Bender, Braught, Cott (Chair), B. Hansen (Vice Chair), E. Hansen (City Council Ex-officio), Kuwabara, Seffinger
Staff Present: Director Houston, Division Manager Caldwell, Supervisor Minica, Executive Assistant Mero
Absent: Heycke

- I. **CALL TO ORDER** – Chair Cott called the meeting to order at 4:15 PM
- II. **ROLL CALL** – Cott, B. Hansen, Kuwabara, Seffinger (additional TAC members arrived after the roll call – see above)
- III. **APPROVAL OF MINUTES**
 1. Trails Advisory Committee September 22, 2025
Seffinger moved to approve the minutes. Kuwabara seconded the motion. Chair Cott asked for unanimous approval. No objections. Minutes approved.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Chair Cott asked to add to the agenda a review of the Trail Proposal Procedure.

Questions/Discussion:

- The review process in the procedure is flawed, specifically section C 1a. and 2b.
- Concern that the Parks Department (Department) could refuse to move a trail proposal forward based on not enough staff to maintain the proposed trail and available volunteer hours aren't acknowledged in the procedure.
- Can the Fenceline trail proposal move forward? A: Not without getting a permit/permission from Jackson County as the land is outside the city limits of Ashland.
- Due to the concerns Houston offered to do another tracked changes version of the Trail Proposal Procedure.
- Acknowledgement that the TAC is at an impasse regarding trail proposals. There is no approved procedure for moving proposals forward.

- Houston said that a proposal could get approval retroactively, so it was okay to discuss/make a recommendation on proposals. However, public meeting law prohibits moving an agenda item listed as informational to an action item. The trail proposals on the agenda for this meeting were listed as informational items.
- Staff liaison Mero said that this question had previously been asked of the City recorder and legal counsel, and they said an agenda item could be changed from informational to action during a meeting.
- What is the process for moving the Trail Proposal Procedure forward?
- Chair Cott gave a brief recap.
- Suggestion was made to form a working group. Determined the working group will include Director Houston and TAC members Braught and Bender.
- Request for a site visit to proposed Dormouse Trail. E. Hansen and Adams volunteered to lead the visit(s). Mero will follow up with an email to the TAC members for logistics.

V. **PUBLIC FORUM** – Chair Cott asked the members of the public in attendance to introduce themselves and say why they were attending the meeting.

- Nancy Boyer: Attending because of interest in city/parks business.
- Barb McGee: Interested in how committees work. She is an avid hiker. Used to be a biker, too.
- Pat Turner: Always interested in what’s happening in Ashland.
- Shannon Bryson: Listening. Interested in City happenings.
- Dan and his daughter Maya Barklund: He’s a hiker himself, but his young daughter is into mountain biking. Supports having biking trails for kids particularly from the Watershed to town.
- Dave Richards: A member of the City’s Transportation Advisory Committee.
- Lea Richards: Public Works staff/GIS manager.

VI. **BUSINESS**

1. *2026 Trails Advisory Committee Meeting Schedule – Chair Cott

SITUATION – Chair Cott of the Trails Advisory Committee (TAC) has created a meeting schedule for 2026.

ASSESSMENT – Chair Cott created the meeting schedule based on input received from the members of the TAC and confirmation from staff that the Lithia Park Cabin was available.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS – The date of the March 2026 TAC meeting still needs to be determined. Suggested dates are March 18 or March 25. The date will be determined by a vote of the members of TAC.

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – 2026 Trails Advisory Committee Meeting Schedule

TRAILS ADVISORY COMMITTEE SCHEDULE OF MEETINGS FOR 2026

- January 21, 2026 4:15 – 5:45 PM
- March 18 or 25, 2026 TBD
- May 20, 2026 4:15 – 5:45 PM
- July 15, 2026 5:00 – 6:30 PM
- September 16, 2026 4:15 – 5:45 PM
- November 18, 2026 5:00 – 6:30 PM

Motion: I move to approve the Trails Advisory Committee 2026 meeting schedule with the March meeting date confirmed as _____

Motion:

Second:

Bender		Brought		Cott	
Hansen		Kuwabara		Seffinger	

*Note: This business item was not addressed.

2. Dormouse Trail Proposal – Director Houston

SITUATION – The Department has received a trail proposal

ASSESSMENT – The trail proposal was received on 9/17/2025. Staff has begun the review process, outlined in the draft trail proposal procedure. At the 7/15/25 TAC meeting, staff recommended using a trail proposal (like this one) to assess the draft procedure.

Staff is recommending that this proposal, given its location and documented concerns about cycling on Lithia Park’s trails, should have a public meeting and comment period if this proposal was to be recommended by the TAC prior to being presented to the Park Commission.

DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

POLICIES, PLANS & GOALS SUPPORTED – PROS Plan (in process)

FINANCIAL CONSIDERATIONS – N/A

ATTACHMENTS – Dormouse Trail Application

PREPARED BY: Rocky Houston

- Commissioner Adams (author of the proposal) gave some background on the proposed trail then addressed some of the “whys” for the proposal
 - Traffic data: Most cyclist/car accidents on Winburn Way occur near the Ice Rink and the head in parking by Lithia Park. Reported four accidents involving bikes annually.
 - Safety: The trails in the watershed are wonderful, but a rider’s skill level needs to be intermediate or better. Need trail opportunities for children/new riders in Ashland.
 - Tourism: Offering mountain bike trails suited to a variety of skill levels will draw visitors. Having a safer route from the watershed trails to downtown will potentially increase revenue for businesses.
- The proposed trail was designed to avoid pedestrian/bike interactions
- Historically trails have been user created then legitimized by Parks.
- The pedestrian/bike crossings on the proposed trail were thoughtfully planned at places where bikes would naturally slow (uphill).
- Potential issue: the proposed trail is within the boundaries of Lithia Park where bikes are currently not allowed, but things change over time.

Questions/Discussion:

- Noted that the original proposed trail included a connector trail that would enter Lower Lithia park below the Pioneer street extension and exit near OSF/the lower duck pond. This plan was tabled for the future by the previous trails advisory committee (ATAC) then the entire proposal was delayed by the official formation of the TAC.
- Noted that the proposed trail would exit riders near parking lot on Hargadine and a bike shop.
- The Hillside area of Lithia Park is underutilized.
- Concern expressed that the proposal doesn’t address how trail would impact traffic on the Pioneer extension which is heavily used by people with mobility issues and dog walkers.

- Noted that the proposed trail runs from Glenview St. into the Lithia Park upper hillside area exiting onto the Pioneer extension (exit is near the stairs for the existing hillside ped trails not far from where the extension joins the paved portion of Pioneer).
- Noted that bikes are currently allowed on the Pioneer extension.
- Concern expressed regarding adverse interactions on the trails between different users.
- Suggested that the trail would potentially work to reduce adverse interactions between users.
- At this point in the meeting an audience member wanted to give public comment. As a point of order it was noted that the public forum period of the meeting had passed, and no audience members had asked to give comment.
- Suggested that 85% of the bikers currently using the Pioneer Extension would be enticed to use the proposed trail
- When the trail was first proposed, the topic of allowing dog walkers in the upper Lithia hillside area was raised.
- Noted this was a separate issue from the trail proposal under discussion.

Proposed Dormouse Trail review criteria (from draft Trails Proposal Procedure):

1. Does the proposal address a need:
 - Yes there is a lack of green rated trails in the current trail system.
 - Also addresses need for equity and inclusion. In the current trail system trail users might need a vehicle, potentially with a bike rack and potentially even a 4WD vehicle to access mountain bike trails/trailheads. Not fair to trail users unable to afford those things.
2. Does the proposal have support from trail users and a funding plan for construction/maintenance:
 - Is there funding for this trail proposal? A: No money currently earmarked for this proposal. The Parks Department's current CIP includes \$75,000.00 for trail work in Siskiyou Mountain Park. The allocated money could be moved by following an established process.
 - Majority of TAC members supported prioritizing the proposed Dormouse trail over the trail work in Siskiyou Mountain Park. One member did not support this idea.
 - The proposed trail would necessitate a robust community engagement process. Bikes are currently not allowed in Lithia Park.
 - Public engagement needs to have a clear, consistently followed process.
 - Once the proposal has been brought to the community, can it move forward regardless of the outcome?

- Suggested that the proposal go first to the Park Commission then garner public input.
 - Director Houston: First the proposal needs to be assessed as a trail. It can be recommended to move forward in the process with the noted caveat of potential impact on the City.
 - Is conducting a public process outside of the TAC's purview? A: Yes. Public process would be at the request of the Park Commission.
3. Does the proposal create a sustainable/pleasing user experience:
 - This trail would be the first adapted trail in the trail system. The trail width would allow the use of three and four wheeled bikes.
 - Noted that there are two adapted trails in the USFS portion of the trail system.
 - The proposed trail is low angle and sustainable.
 4. Does the proposed route minimize impact on water quality, habitat, existing rec uses, etc.:
 - The trail is likely to positively affect existing trails.
 - Was there a study done on erosion? A: The proposal includes a lot of information on this.
 - Erosion is often introduced as an objective way of saying, "I don't like this proposal".
 - Construction of proposed trail might require several small culverts. There are no seeps, swales, or creeks that would qualify as seasonal.
 5. Does the proposal address the closure of similar unauthorized trails:
 - The area currently has multiple skid trails. If the proposed trail is fun to ride, riders will use it instead of the skid trails.
 6. Does the proposal address externalities such as impact on parking lot congestion, traffic flow, impact on other user groups, larger citywide economic impact, etc.:
 - The proposal would bring users closer to established, underused parking (Hargadine lot).
 - Noted that the Pioneer extension is a designated route for David's Chair.
 - Concern expressed regarding cyclists ending up on Pioneer right at OSF.
 - Noted that there have only been one or two recent accidents in that location. Safer than Winburn Way.
 - This trail proposal would help reduce bike traffic on Winburn Way.

Clarification on moving forward with this vote noted previously in these minutes (above).

From IV. Additions or Deletions to the Agenda:

- Houston said that a proposal could get approval retroactively, so it was okay to discuss/make a recommendation on proposals. However, public meeting law prohibits moving an agenda item listed as informational to an action item. The trail proposals on the agenda for this meeting were listed as informational items.
- Staff liaison Mero said that the question of moving an agenda item for an advisory committee meeting from information to action had previously been asked of the Ashland’s City Recorder and Legal counsel. They both replied that an advisory committee agenda item could be changed from informational to action during a meeting.
- From the notes under Trail Review Criteria point 2:
 - First the proposal needs to be assessed as a trail. It can be recommended to move forward in the process with the noted caveat of potential impact on the City. Chair

Chair Cott offered to write a narrative to be submitted with the proposal. He will share it with the TAC members for feedback. The members supported this idea.

Motion: I move to recommend the Dormouse Trail proposal and move it forward to the Park Commission.

Motion: Cott

Second: B. Hansen

Vote:

Bender	Yes	Brought	Yes	Cott	Yes
Hansen	Yes	Kuwabara	Yes	Seffinger	No

VII. ITEMS FROM COMMITTEE MEMBERS/STAFF – N/A

VIII. UPCOMING MEETING DATES

1. January 21 4:15 – 5:45 PM, Lithia Cabin
2. March 18 or 25 (TBD) 5:00 – 6:30 PM, Lithia Cabin
3. May 20 4:15 – 5:45 PM, Lithia Cabin
4. July 15 5:00 – 6:30 PM, Lithia Cabin
5. September 16 4:15 – 5:45 PM, Lithia Cabin
6. November 18 5:00 – 6:30 PM

IX. ADJOURNMENT – Chair Cott adjourned the meeting at 5:45 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VIII. Employment of the Parks Director (Job Description)	
Presenter	Jordan Rooklyn	Deputy City Manager
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

The permanent Parks and Recreation Director position has been vacant since January 28, 2026. Prior to recruiting a new Parks Director, the job description needs to be reviewed and updated.

At the June 10th Regular Park Commission meeting a Public Hearing was held to discuss the job description and gather public input. After the public hearing the Park Commissioners chose to table the discussion to give more input to the job description prior to approval.

The Park Commissioners have now had a chance to give input and feedback on the job description, and those changes and updates are reflected in the draft version. The job description represents a full rewrite of the Parks and Recreation Director job description to provide better clarity on the day-to-day role of the position, create clearer standards, and align with AMC 2.28.600 - 660.

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code 2.28.600 - 660

FINANCIAL CONSIDERATIONS

Currently budgeted.

PROPOSED ACTIONS OR MOTION(S)

Adoption/Amendment: I move to adopt the Parks and Recreation Director job description [as amended].

Tabling: I move to table the Parks and Recreation Director job description to [the next regular business meeting.]

ATTACHMENTS

Draft of Parks Director job description with tracked changes

Clean version of Parks Director job description

PREPARED BY: Jordan Rooklyn, Deputy City Manager

Summary

Plans, organizes, coordinates and directs the operations, finance and budget, and activities of the Parks & Recreation Department, ~~which supports public use of providing the public with~~ parks, open space, ~~and~~ trails, ~~and provides~~ recreational opportunities ~~for the public~~. Key performance areas include policy support, program planning, program development, and administration. ~~This position reports to the Park and Recreation Commission, with a dual reporting relationship to the City Manager.~~

~~The Ashland Parks Director is a unique role in that it reports to both the publicly elected Park Commission and the City Manager. The Parks Director is responsible to the Park Commission for implementing park-related policies, plans, and goals under their strategic direction, and is responsible to the City Manager for ensuring that all operations align with Citywide standards. More details can be found in Ashland Municipal Code Chapter 2.28.~~

Essential Functions

Policy Support

- Provides ~~complex technical and~~ administrative support, advice, and recommendations to the ~~Park and Recreation Commission (Park Commission); and~~ City Manager, ~~City Council, and various other boards and committees.~~
- Prepares recommendations and advises the Park Commission on matters relating to Parks Department affairs and attends, ~~and~~ participates, ~~and provides staff reports~~ in Park Commission meetings.
- ~~Implements~~ policies, plans, and goals as directed by the Park Commission, ensuring the management of parklands, recreational facilities, and programs that align with the Park Commission's strategic vision ~~and larger City of Ashland vision.~~
- ~~Synthesizes input from subordinates, committees, data, City staff and observations to produce clear, accurate, and thorough staff reports and special studies.~~
- ~~Periodically reviews Park Commission and Parks Department policies to insure they are organized, accurate, and up to date.~~

Program Planning

- Develops short- and long-range plans for park facilities, park expansion, and land acquisition, and supervises the development and implementation of capital programs and the Department's strategic plan.
- Conducts needs assessments, ~~cost-benefit reviews~~, and feasibility studies on various recreation and senior service programs.

- ~~Prepares and updates a variety of special studies and reports.~~

Program Development

- ~~Develops and administers user fee and maintenance policies.~~
- Develops cooperative programs and use agreements with internal and external agencies and citizen groups.
- Negotiates contract documents and ~~contracted contracts for~~ park development projects ~~with City Manager support.~~
- Reviews and ~~assesses provides assessments of~~ amendments to park-related development fees.

Administration

- Responds to and ~~makes reasonable effort to resolves~~ inquiries, concerns and issues from City officials, stakeholders, and citizens.
- Prepares, administers, and monitors the Department operating and capital improvement budgets.
- Ensures all operations, including ~~administrative human resources~~, financial and risk management functions, align with written City policies and standards.
- ~~Conducts performance management reviews and evaluations of direct reports.~~
- ~~Aligns department priorities with adopted Commission goals and priorities.~~
- Scope of assigned ~~area work~~ is dependent on AMC Chapter 2.28 (Ordinance 3248).

Other Functions

- Approves employees scheduled hours, time off, and overtime for payroll processing.
- Serves as the Department public relations officer; directs preparation of press releases and public announcements, and serves as the liaison with other City Departments, etc.
- Supervises staff including assigning work, coaching and assistance, employee development, hiring, disciplinary recommendations, etc.; administers applicable labor agreements.
- Upholds the values of the organization and has strong customer service orientation.
- Handles job stress and interacts effectively with others in the workplace.
- Fosters an environment that embraces ~~diversity equity~~, integrity, trust, and respect.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- ~~Demonstrates regular, reliable, and punctual attendance.~~

- Exhibits continued professional growth via journals, conferences, online sources, and interactions with statewide peers.
- Performs other ~~related projects and~~ duties as assigned.

Minimum Qualifications:

- Graduated from high school or GED equivalent; and
- Bachelor's degree from an accredited college or university in Parks & Recreation, Public Administration, or a related field; and
- ~~—~~ Nine (9) years of increasingly responsible experience in parks administration with at least four (4) of those years in a supervisory or executive leadership role. A
- Bachelor's degree in recreation or public administration, or other specific areas of study as deemed applicable may substitute for four (4) years of experience.

Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Preferred Qualifications:

- Master's degree from an accredited college or university in Parks & Recreation, Public Administration, or a related field; and/or, -
- ~~Project Management professional, Registered Landscape Architect, Certified Planner, or Professional Engineer, Certified Project Manager Professional~~ or a related field; and/or,
- ~~Certified Parks and Recreation Professional~~
- Experience reporting to an elected body or Boardboard.

~~Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.~~

Knowledge:

- Modern principles and practices of park planning and design, park maintenance, and recreation programming.
- Principles and practices of budget administration.

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contracts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Development and implement goals, objectives, policies, procedures, work standards, and internal controls for the City, department, and assigned program areas.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Conduct **complex** research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Demonstrate excellent written, verbal, and interpersonal communication skills.
- Possess a valid Oregon driver's license by date of hire.
- Maintain an acceptable driving record throughout employment.
- Successfully complete a background investigation to the satisfaction of the City.

Competencies

- **CommunicativenessCommunication:** effective performers recognize the essential value of continuous information exchange. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information. They take responsibility for ensuring that their peers and supervisors have the current and accurate information

needed for success. To ensure cohesive leadership, they may consult the Park Commission on key operational decisions before they are finalized to help build positive relations, fulfill voter expectations, and optimize operations.

- **Diplomacy:** Skilled performers effectively utilize the City’s internal landscape to achieve goals. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility and are able to navigate the political waters of the City. They forge positive coalitions and know how to stay viable within the system.
- **Organizing & Planning:** Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely and effectively prioritize multiple competing tasks. They plan, organize, and actively manage meetings for maximum productivity.
- **Problem Solving & Decision Making:** Effective performers can identify problems, solve them, act decisively, and show good judgement. They isolate causes from symptoms, and compile information and alternatives to illuminate problems or issues. They involve others as appropriate and gather information from a variety of sources. They find a balance between studying the problem and solving it. They readily commit to action and make decisions that reflect sound judgement.
- **Relationship Building:** Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They like interacting with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks. They initiate contacts readily and maintain them over time. They can utilize relationships to facilitate business transactions.
- **Talent Development:** Effective performers keep a continual eye on the talent pool, monitoring skills and needs of all team members. They expand the skills of staff through training, coaching, and development activities related to current and future jobs. They evaluate and articulate present performance and future potential to create opportunities for better use of staff abilities. They identify developmental needs and assist individuals in developing plans to improve themselves. They stay proficient in appropriate talent management processes, including best practices for prospecting, recruiting, selection, orientation, and succession management.

Complexity of Work

Decision Making Authority: Policy Driven

Autonomy and Discretion: Broad Latitude

Directly Supervises: Executive Assistant, Deputy Director, Division Managers

Internal Contacts: City Manager, Deputy City Manager, Finance Director, Human Resources Director for direction and guidance; other Department Heads as needed; Division Managers and Executive Assistant, Administrative Coordinator for administration of ongoing department operations; Supervisors, Coordinators, and Administrative Support for coordination of work or customer feedback as needed.

External Contacts: Travel Ashland, Ashland Chamber for events; Ashland School District, Southern Oregon University and other local sports associations for facility usage; Recreation service providers such as YMCA, OLLI, SOU for all ages of programming; Ashland Parks Foundation for capital funding; Professional organizations including ORPA, NRPA, LOC and Oregon State Parks to stay up to date on current trends and issue.

Budget Responsibility

Authority to commit funds: Yes

Supports budget preparation: Yes

Assigned budget responsibility: Yes

DRAFT

Summary

Plans, organizes, coordinates and directs the operations, finance and budget, and activities of the Parks & Recreation Department, which supports public use of parks, open space, and trails and provides recreational opportunities for the public. Key performance areas include policy support, program planning, program development, and administration.

The Ashland Parks Director is a unique role in that it reports to both the publicly elected Park Commission and the City Manager. The Parks Director is responsible to the Park Commission for implementing park-related policies, plans, and goals under their strategic direction, and is responsible to the City Manager for ensuring that all operations align with Citywide standards. More details can be found in Ashland Municipal Code Chapter 2.28.

Essential Functions

Policy Support

- Provides administrative support, advice, and recommendations to the Park Commission and City Manager.
- Prepares recommendations and advises the Park Commission on matters relating to Parks Department affairs and attends, participates, and provides staff reports in Park Commission meetings.
- Implements policies, plans, and goals as directed by the Park Commission, ensuring the management of parklands, recreational facilities, and programs that align with the Park Commission's strategic vision.
- Synthesizes input from subordinates, committees, data, City staff and observations to produce clear, accurate, and thorough staff reports and special studies.
- Periodically reviews Park Commission and Parks Department policies to insure they are organized, accurate, and up to date.

Program Planning

- Develops short- and long-range plans for park facilities, park expansion, and land acquisition, and supervises the development and implementation of capital programs and the Department's strategic plan.
- Conducts needs assessments, cost-benefit reviews, and feasibility studies on various recreation and senior service programs.

Program Development

- Develops cooperative programs and use agreements with internal and external agencies and citizen groups.
- Negotiates contract documents and contracts for park development projects with City Manager support.
- Reviews and provides assessments of amendments to park-related development fees.

Administration

- Responds to and makes reasonable effort to resolve inquiries, concerns and issues from City officials, stakeholders, and citizens.
- Prepares, administers, and monitors the Department operating and capital improvement budgets.
- Ensures all operations, including human resources, financial and risk management functions, align with written City policies and standards.
- Conducts performance management reviews and evaluations of direct reports.
- Aligns department priorities with adopted Commission goals and priorities.
- Scope of assigned work is dependent on AMC Chapter 2.28 (Ordinance 3248).

Other Functions

- Approves employees scheduled hours, time off, and overtime for payroll processing.
- Serves as the Department public relations officer; directs preparation of press releases and public announcements, and serves as the liaison with other City Departments, etc.
- Supervises staff including assigning work, coaching and assistance, employee development, hiring, disciplinary recommendations, etc.; administers applicable labor agreements.
- Upholds the values of the organization and has strong customer service orientation.
- Handles job stress and interacts effectively with others in the workplace.
- Fosters an environment that embraces equity, integrity, trust, and respect.
- Is an integral team player, which involves flexibility, cooperation, and communication.
- Demonstrates regular, reliable, and punctual attendance.
- Exhibits continued professional growth via journals, conferences, online sources, and interactions with statewide peers.
- Performs other duties as assigned.

Minimum Qualifications:

- Graduated from high school or GED equivalent; and
- Bachelor’s degree from an accredited college or university in Parks & Recreation, Public Administration, or a related field; and
- Nine (9) years of increasingly responsible experience in parks administration with at least four (4) of those years in a supervisory or executive leadership role. A Bachelor’s degree may substitute for four (4) years of experience.

Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.

Preferred Qualifications:

- Master’s degree from an accredited college or university in Parks & Recreation, Public Administration, or a related field; and/or,
- Registered Landscape Architect, Certified Planner, Professional Engineer, Certified Project Manager Professional or a related field; and/or,
- Experience reporting to an elected body or board.

Knowledge:

- Modern principles and practices of park planning and design, park maintenance, and recreation programming.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of contract administration and evaluation.
- General principles of risk management related to the functions of the assigned area.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contracts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Development and implement goals, objectives, policies, procedures, work standards, and internal controls for the City, department, and assigned program areas.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Demonstrate excellent written, verbal, and interpersonal communication skills.
- Possess a valid Oregon driver's license by date of hire.
- Maintain an acceptable driving record throughout employment.
- Successfully complete a background investigation to the satisfaction of the City.

Competencies

- **Communication:** effective performers recognize the essential value of continuous information exchange. They actively seek information from a variety of sources and disseminate it in a variety of ways. They use modern technologies to access and circulate information. They take responsibility for ensuring that their peers and supervisors have the current and accurate information needed for success. To ensure cohesive leadership, they may consult the Park Commission on key operational decisions before they are finalized to help build positive relations, fulfill voter expectations, and optimize operations.
- **Diplomacy:** Skilled performers effectively utilize the City's internal landscape to achieve goals. They are perceptive to social cues in the environment. They recognize personal agendas. They are skilled at handling situations without arousing hostility and are able to navigate the political waters of the City. They forge positive coalitions and know how to stay viable within the system.
- **Organizing & Planning:** Effective performers have strong organizing and planning skills that allow them to be highly productive and efficient. They manage their time wisely and effectively prioritize multiple competing tasks. They plan, organize, and actively manage meetings for maximum productivity.

- **Problem Solving & Decision Making:** Effective performers can identify problems, solve them, act decisively, and show good judgement. They isolate causes from symptoms, and compile information and alternatives to illuminate problems or issues. They involve others as appropriate and gather information from a variety of sources. They find a balance between studying the problem and solving it. They readily commit to action and make decisions that reflect sound judgement.
- **Relationship Building:** Effective performers understand that a primary factor in success is establishing and maintaining productive relationships. They like interacting with people and are good at it. They devote appropriate time and energy to establishing and maintaining networks. They initiate contacts readily and maintain them over time. They can utilize relationships to facilitate business transactions.
- **Talent Development:** Effective performers keep a continual eye on the talent pool, monitoring skills and needs of all team members. They expand the skills of staff through training, coaching, and development activities related to current and future jobs. They evaluate and articulate present performance and future potential to create opportunities for better use of staff abilities. They identify developmental needs and assist individuals in developing plans to improve themselves. They stay proficient in appropriate talent management processes, including best practices for prospecting, recruiting, selection, orientation, and succession management.

Complexity of Work

Decision Making Authority: Policy Driven

Autonomy and Discretion: Broad Latitude

Directly Supervises: Executive Assistant, Deputy Director, Division Managers

Internal Contacts: City Manager, Deputy City Manager, Finance Director, Human Resources Director for direction and guidance; other Department Heads as needed; Division Managers and Executive Assistant, Administrative Coordinator for administration of ongoing department operations; Supervisors, Coordinators, and Administrative Support for coordination of work or customer feedback as needed.

External Contacts: Travel Ashland, Ashland Chamber for events; Ashland School District, Southern Oregon University and other local sports associations for facility usage; Recreation service providers such as YMCA, OLLI, SOU for all ages of programming; Ashland Parks Foundation for capital funding; Professional organizations including ORPA, NRPA, LOC and Oregon State Parks to stay up to date on current trends and issue.

Budget Responsibility

Authority to commit funds: Yes

Supports budget preparation: Yes

Assigned budget responsibility: Yes

DRAFT



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VII2. Interim Parks Director Contract	
Presenter	Jordan Rooklyn	Deputy City Manager
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

At the June 10 Regular Business Meeting the Park Commission moved to appoint Rachel Dials Interim Parks Director. The Assistant City Attorney, Deputy City Manager, and Park Commission Chair have worked with the candidate to negotiate a contract.

The main points of the contract are:

- The contract is for one year or until a permanent director is hired, whichever is sooner.
- Rachel Dials will retain rights to the Deputy Director role.
- Rachel Dials will be at Step 4 of the Parks Director salary range, which represents a 10% increase from what she would make as Deputy Director.
- Other benefits - including potential severance - parallel those which City department heads receive.

POLICIES, PLANS & GOALS SUPPORTED

Ashland Municipal Code 2.28.600 - 660

FINANCIAL CONSIDERATIONS

Currently budgeted

PROPOSED ACTIONS OR MOTION(S)

I move to appoint Rachel Dials as Interim Parks Director and request City Manager to execute the contract.

ATTACHMENTS

DRAFT Interim Director Contract (Please note: Once the Park Commission has approved the final version of the Parks Director job description it will be included as Exhibit A in the Interim Parks Director Contract).

PREPARED BY: Jordan Rooklyn, Deputy City Manager

CITY OF ASHLAND
EMPLOYMENT AGREEMENT
DEPUTY PARKS DIRECTOR AS INTERIM PARKS DIRECTOR

This Employment Agreement ("Agreement") is entered into between the City of Ashland, an Oregon municipal corporation ("City"), and Rachel Dials ("Employee"). This Agreement is effective as of _____ ("Effective Date").

1. POSITION AND RESPONSIBILITIES

1.1 Employee shall serve as the Interim Parks & Recreation Director ("Interim Parks Director") for the City of Ashland during the term of this Agreement. Employee shall be the chief executive and administrative head of the Parks Department with primary responsibilities that include all duties and tasks specified in the Ashland City Charter, the Ashland Municipal Code, and the director of the Parks Department position description (Exhibit A). The City shall not unreasonably interfere with Employee's performance of such duties.

1.2 Except as may be provided otherwise by the Ashland City Charter, the Ashland Municipal Code and other applicable law, or the City's agreement with any other person, Employee shall have the authority to establish internal rules and procedures which the Employee deems necessary for the efficient and effective operation of the Parks Department.

2. EMPLOYMENT TERM

The term of employment under this Agreement shall commence on _____, and terminate upon the earlier of (a) one year from the Effective Date, or (b) upon the hiring of a permanent director of the Parks Department. By mutual agreement, the parties may amend this Agreement.

3. TERMINATION

The employment of the Employee may only be terminated prior to the end of the term set forth in Section 2 under the following circumstances:

3.1. Breach of Agreement: The City may terminate the Employee's employment for a material breach of this Agreement, including willful or continued failure or refusal to substantially perform the usual and customary duties of Employee's employment, that remains uncured for a period of thirty (30) days after written notice from the City.

3.2. Violation of Law, Policy, or Malfeasance: In addition to the City's right to terminate pursuant to Section 3.1, the City may terminate Employee's employment with the City, including but not limited to under this Agreement and any deputy position or other

positions within the City, for Malfeasance during or outside the course of Employee's employment. The term "Malfeasance" refers to the intentional or deliberate commission of an illegal or wrongful act, and includes but is not limited to misappropriation, conviction of, written confession to, or plea of guilty or no contest with respect to a felony or any crime involving fraud, theft, embezzlement, dishonesty or moral turpitude, conduct by Employee that materially discredits the City or is materially detrimental to the reputation, character and standing of the City, the commission of an action by Employee which results in the incurrence by the City of any material civil liability, breach of trust, insubordination, neglect of duty, failure to perform duties in a manner that is consistent with applicable law, sexual harassment, or committing any violation of City policies or standards that the City deems a serious violation; or engaging in other acts or omissions demonstrating a disregard for the interests of the City.

3.3 Except for cases involving Malfeasance as set forth in Section 3.2, Employee shall have the option to return to the employment position of deputy parks director upon 30 days' notice, unless the position of deputy parks director has been filled. Termination solely under Section 3.1 shall not impact any return to employment as a deputy parks director if the deputy parks director position has not already been filled.

3.4 Except for (a) termination pursuant to Section 3.1 or Section 3.2 or (b) if Employee resigns or accepts another position within the City organization, then if City terminates Employee's employment as Interim Parks Director during the term of this Agreement, City shall pay Employee an amount equal to three (3) months of the Employee's base salary at the time of dismissal.

4. COMPENSATION

4.1. Base Salary: Employee shall receive a salary equivalent to Step 4 of the Parks Director salary schedule. The City agrees to annually increase the monthly salary and/or other benefits of the Interim Parks Director in the same percentage as may be accorded to other Management and Confidential Employees of the City.

4.2. Additional Benefits: Employee will receive additional benefits in accordance with the benefits provided to Management and Confidential Employees of the City as adopted by the City's Management Resolution, attached as Exhibit B.

5. HEALTH INSURANCE.

Except as otherwise already provided in her employment with the City, the Employee shall be entitled to the highest level of benefits that are enjoyed by or offered to Management and Confidential Employees of the City as provided in the City's Management Resolution.

7. PROFESSIONAL LIABILITY AND BONDING

The City agrees that, to the maximum extent permitted by law, it shall defend, hold harmless, and indemnify the Employee from and against any costs, expenses, demands, claims, suits, actions, or awards incurred in connection with or arising out of an alleged act or omission occurring in the performance of the Employee's duties in her official capacity, provided the incident arose while the Employee was acting within the scope of her duties.

ENTIRE AGREEMENT

This Agreement constitutes the entire understanding between the parties with respect to the Employee's employment during the specified term and supersedes all prior agreements, representations, and understandings, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

CITY OF ASHLAND

EMPLOYEE

By: Sabrina Cotta, City Manager Date

Rachel Dials Date

Approved as to Form

Carmel Zahran
Assistant City Attorney

APPENDIX "B"
Health, Welfare, and Retirement Benefits

The city agrees to provide health, welfare and retirement benefits in accordance with this appendix for employees subject to this resolution.

1. Health Insurance.

The City will pay 90% of the total monthly health premium (Medical, dental and vision) for the base plan CIS Copay H, with the employee paying the remaining 10% on a pre-tax basis. The employee will have the option to buy-up to a lower deductible plan, CIS Copay F. **Employees will be responsible for paying the difference in premiums between the base plan and the premium plan each month by payroll deduction. Employees may choose between Willamette Dental with Ortho or Delta Dental III with Ortho.**

The City reserves the right to make funding decisions regarding our health benefit program. We will strive to retain equivalent benefit offerings wherever feasible.

2. Life Insurance. Premiums for life insurance for each employee at one times annual salary (Up to a maximum \$100,000).
3. Dependent's Life Insurance. Premiums for \$1,000 life insurance policy for each qualified dependent of an employee.
4. Retirement. As required by law, the City will contribute to the Oregon State Public Employees Retirement System for each employee. Enrollment will commence six months from the date of employment for new employees, unless that person was in PERS immediately before coming to work for the City. Upon retirement, one-half of unused sick leave earned will be applied to retirement as provided in statute. The City will also assume or pay the employees' contributions for employees at a uniform rate of six (6) percent.
5. Medical Insurance for Retirees. All employees retiring from City employment and their eligible dependents will have the option of continued participation in the City's medical insurance program at the same monthly group premium as active employees. The retiree must be actively covered under the City's group plan at the time of retirement to be eligible for continued retiree coverage. Retirees must make their health insurance payment to the City or designated Third Party Administrator as agreed upon each month to continue health coverage. The right to participate and medical coverage ceases when the retiree or his or her eligible dependent(s) become Medicare-eligible at age 65.

Any employee retiring in a position covered by this resolution with 15 or more years of consecutive service shall be provided with a payment equivalent to the Blue Cross Preferred Choice 65/ Plan C when he or she reaches age 60. Payments will be made directly to the employee on a quarterly basis. Qualifying employees may elect direct

deposit of this payment. No payment will be made after the qualifying employee's death.

Any employee hired on or after July 1, 2008, or hired into management on or after July 1, 2008 will not be eligible to receive retiree benefits under this provision. Employees hired on or before June 30, 2008 will continue to be eligible as long as the criteria for benefit eligibility are met.

6. Deferred Compensation. Deferred compensation in the amount of **\$100.00** per month in matching funds per employee enrolled in a City deferred compensation program.
7. HRA/VEBA. The City will contribute an amount equal to 3.5% of salary for each employee covered by this resolution to HRA/VEBA.

7.1. HRA/VEBA for Retirees. Upon retirement, employees covered by this resolution shall receive a percentage of their unused sick leave balance credited to their individual HRA/VEBA account. Credit will be paid at the employee's wage rate at retirement in accordance with the following schedule:

UNUSED SICK LEAVE HOURS	PERCENTAGE OF CREDIT
100-399	30%
400-599	40%
600-960	50%

Employees must provide, to the City, ninety (90) days' written notice of their intent to retire to be eligible for this benefit.

No compensation for unused accrued sick leave shall be provided if an employee is terminated for any other reason.

8. Mercy Flights. The City agrees to pay the premium for household membership in **Mercy Flights** for combined air and ground ambulance transport service.



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VII3. Pickleball Court Hours Discussion	
Presenter	Rachel Dials	Interim Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

This memo provides an operational update regarding the Lithia Park pickleball courts. This is in response to concerns regarding off-hours usage and acoustic impacts.

Included are options for updated rule regulations, physical site controls, and improved collaboration with the Ashland Police Department.

Commissioners are asked to provide staff direction regarding court hours, structural sound mitigation, and facility security.

BACKGROUND

Court Hours

Increased pickleball participation has led to higher use at the Lithia Park Courts. Staff have observed the courts see the highest demand M, W, F from 8 AM -11 AM during open play.

Currently, the posted facility rules state that the courts open at 7 AM and close at "sunset," creating ambiguity that hampers enforcement. In speaking with the Ashland Police Department (APD) their recommendation was to clearly state the open and close times on signage and to refer people to contact APD with violations of the posted hours.

Locking the Courts

Locking the courts at night is one of the options discussed to reduce violations. The court complex itself features four (4) independent pedestrian entry gates and two (2) maintenance gates, all which remain unlocked at all hours. Staff have evaluated this idea, and it would require an extra 15 minutes per shift for opening and closing.

The bigger concern is confrontation with non-compliant players. If this option was considered, staff would need to implement a safety protocol with explicit escalation steps for staff to follow for non-compliant players.

APD's recommendation was to start with increased signage that includes opening and closing hours and to not lock the courts at this time. The only park facilities that are currently locked at night are public restrooms within all parks and the Japanese Garden.

Quiet Pickleball Equipment

Another idea was to **require** Quiet Pickleball Equipment such as paddles and balls.

<https://usapickleball.org/acoustics/>

Through research and discussion with the Ashland Oregon Pickleball Club, it was determined current "quiet ball" technology changes gameplay dynamics, requiring players to strike balls with significantly more force. The Club indicated that the manufacturing sector's quiet equipment technology is still evolving. Staff recommends utilizing advisory signage to **encourage** use of USA Pickleball-certified acoustic equipment rather than pursuing an unenforceable mandate.

Sound Mitigation

Staff are currently evaluating high-performance, heavy-duty vinyl sound barriers for potential use at the Lithia Park courts, looking specifically at the "Acoustiblok" system currently utilized at the Rogue X pickleball facility in Medford.

Staff need to assess how these barriers will perform within a canyon topography. Additionally, evaluation of the structural load capacity of the existing fencing will need to occur, as adding sound barriers may necessitate structural reinforcing or replacement.

While this infrastructure improvement is being explored for future Capital Improvement Plan (CIP) funding, staff will compile more information to present in future discussion.

ASSESSMENT

Current Ordinance: Per AMC 9.08.170, disruptive noise (such as yelling, shouting, or whistling) is prohibited in residential and noise-sensitive areas between 10:00 p.m. and 7:00 a.m., or whenever it unreasonably disturbs community peace based on volume, timing, or duration.

Staff requests Commission discussion regarding the implementation of designated court hours and expanded rules signage at all four entrances to the pickleball courts:

Proposed Operating Hours: 7:00 AM to 8:00 PM, year-round.

Signage Content (Rules & Enforcement):

- **Hours & Trespassing:** Playing outside of posted hours, playing after dark, or trespassing is strictly prohibited. Violators face citations or exclusion by the Ashland Police Department per AMC 10.68.
- **Sound Mitigation:** Players are urged to use USA Pickleball-approved "Quiet Category" paddles and acoustic balls to reduce community noise impacts.
- **Amplified Sound:** External speakers, boomboxes, and amplified audio are strictly prohibited under AMC 9.08.170.

PROPOSED ACTIONS OR MOTION(S)

Discussion only – not applicable

ATTACHMENTS

AMC 9.08.170 Unnecessary Noise
Current pickleball signage at Lithia Park Courts
Specific public comments related to pickleball noise

PREPARED BY: Rachel Dials, Interim Director

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9.08.170

Unnecessary Noise

A. *Definitions.* For the purposes of this section only, the following words shall have the meaning provided in this subsection:

1. Emergency means any occurrence or set of circumstances involving actual or imminent physical trauma or property damage demanding immediate attention.
2. Emergency Work means any work performed for the purpose of preventing or alleviating physical trauma or property damage, whether actually caused or threatened by an emergency, or work by private or public utilities when restoring utility service.
3. Noise Sensitive Area means real property normally used for sleeping, or normally used as a school, church, hospital or public library.
4. Plainly Audible means any sound that can be detected by a reasonable person of ordinary sensitivities using his or her unaided hearing faculties.
5. Public Right-of-Way means any street, sidewalk, or similar place normally accessible to the public which is owned or controlled by a government entity.
6. Public Space means any real property or structures on real property, owned by a government entity and normally accessible to the public, including but not limited to parks and other recreational areas.
7. Residential Property means any real property located in a residentially zoned district pursuant to the local land use code.

B. *General Prohibition.* No person shall make, continue, or assist in making:

1. Any unreasonably loud, disturbing, or raucous noise;
2. Any noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, safety, or peace of reasonable persons of ordinary sensitivity, within the jurisdictional limits of the City; or
3. Any noise which is so harsh, prolonged, unnatural, or unusual in time or place as to occasion unreasonable discomfort to any persons, or as to unreasonably interfere with the

peace and comfort of neighbors or their guests, or operators or customers in places of business, or as to detrimentally or adversely affect such residences or places of business.

C. The standard for judging loud, disturbing and unnecessary noises shall be that of an average, reasonable person with ordinary sensibilities after taking into consideration:

1. The character of the neighborhood in which the noise is made and the noise is heard;
2. The proximity of the sound to sleeping facilities, whether residential or commercial;
3. The land use, nature, and zoning of the area from which the sound emanates and the area where it is received or perceived;
4. The time of day or night the sound occurs;
5. The duration of the sound; and
6. Whether the sound is recurrent, intermittent, or constant.

D. *Noises Prohibited*. The following acts are declared to be per se violations of this chapter. This enumeration does not constitute an exclusive list:

1. *Unreasonable Noises*. The unreasonable making of, or knowingly and unreasonably permitting to be made, any unreasonably loud, boisterous or unusual noise, disturbance, commotion or vibration in any boarding facility, dwelling, place of business or other structure, or upon any public street, park, or other place or building. The ordinary and usual sounds, noises, commotion or vibration incidental to the operation of these places when conducted in accordance with the usual standards of practice and in a manner which will not unreasonably disturb the peace and comfort of adjacent residences or which will not detrimentally affect the operators of adjacent places of business are exempted from this provision.
2. *Animals and Birds*. Unreasonably loud and raucous noise emitted by an animal or bird for which a person is responsible. A person is responsible for an animal if the person owns, controls or otherwise cares for the animal or bird. Public nuisance matters related to dogs and dog noise shall be first addressed under AMC [9.16.070](#).
3. *Vehicle Horns, Signaling Devices, and Similar Devices*. The sounding of any horn, signaling device, or other similar device, on any automobile, motorcycle, or other vehicle on

any right-of-way or in any public space of the City, for more than ten consecutive seconds. The sounding of any horn, signaling device, or other similar device, as a danger warning is exempt from this prohibition.

4. *Nonemergency Signaling Devices.* Sounding or permitting sounding of any amplified signal from any bell, chime, siren, whistle or similar device, intended primarily for nonemergency purposes, from any place for more than ten consecutive seconds in any hourly period. The reasonable sounding of such devices by houses of religious worship, ice cream trucks, seasonal contribution solicitors or by the City for traffic control purposes is exempt from the operation of this provision.

5. *Emergency Signaling Devices.* The intentional sounding or permitting the sounding outdoors of any emergency signaling device including fire, burglar, civil defense alarm, siren, whistle, or similar emergency signaling device, except in an emergency or except as provided in subsections [D.5.a](#) and [D.5.b](#), below.

a. Testing of an emergency signaling device shall occur between 7:00 a.m. and 7:00 p.m. Any testing shall use only the minimum cycle test time. In no case shall such test time exceed five minutes. Testing of the emergency signaling system shall not occur more than once in each calendar month.

b. If a false or accidental activation of an alarm occurs more than twice in a calendar month, the owner or person responsible for the alarm shall be in violation of this chapter.

6. *Construction or Repair of Buildings, Excavation of Streets and Highways.* The construction, demolition, alteration or repair of any building or the excavation of streets and highways other than between the hours of 7:00 a.m. to 7:00 p.m. on weekdays, and 8:00 a.m. to 6:00 p.m. on weekends and holidays, except in the case of an emergency in the interest of the public welfare and safety. In cases of emergency, construction or repair noises are exempt from this provision.

Beginning in the month of June and lasting through September, the hours in this section are accordingly adjusted to 5:00 a.m. to 7:00 p.m. on weekdays and 6:00 a.m. to 6:00 p.m. on weekends and holidays, with the above exceptions to still apply, in order to improve working conditions in extreme heat.

In nonemergency situations, the City Manager may issue a permit, upon application, if the City Manager determines that the public health and safety, as affected by loud and raucous noise caused by construction or repair of buildings or excavation of streets and highways between the hours of 7:00 p.m. and 7:00 a.m., will not be impaired, and if the City Manager further determines that loss or inconvenience would otherwise result. The permit shall grant permission in nonemergency cases for a period of not more than five days. The permit may be renewed once for a period of five (5) days or less. The actual owner of property may do work on property which is owner occupied between the hours of 6:00 p.m. and 10:00 p.m. without obtaining a permit under this paragraph.

7. *Radios, Televisions, Boomboxes, Stereos, Musical Instruments and Similar Devices.* The use or operation of a radio, television, boombox, stereo, musical instrument, or similar device that produces or reproduces sound in a manner that is plainly audible to any person other than the player(s) or operator(s) of the device, and those who are voluntarily listening to the sound, and which unreasonably disturbs the peace, quiet, and comfort of neighbors and passers-by, or is plainly audible at a distance of 50 feet from any person in a commercial or industrial area, or public space. The use or operation of a radio, television, boombox, stereo, musical instrument, or similar device that produces or reproduces sound in a manner that is plainly audible to any person other than the player(s) or operator(s) of the device, and those who are voluntarily listening to the sound, and unreasonably disturbs the peace, quiet, and comfort of neighbors in residential or noise sensitive areas, including multifamily or single-family dwellings.

8. *Loudspeakers, Amplifiers, Public Address Systems, and Similar Devices.* The unreasonably loud and raucous use or operation of a loudspeaker, amplifier, public address system, or other device for producing or reproducing sound is prohibited without a permit from the City Manager. The City Manager may grant a permit to responsible persons or organizations for the broadcast or amplification of sound as a part of a national, state, or City event, public festival, or special events of a noncommercial nature. If the City Manager does not grant the permit, the matter may be appealed to an outside hearings officer pursuant to AMC [2.30](#). This permit shall not be required for any public performance, gathering, or parade for which a permit authorizing the event has been obtained from the City.

9. *Yelling, Shouting, and Similar Activities.* Yelling, shouting, hooting, whistling, or singing in residential or noise sensitive areas or in public places, between the hours of 10:00 p.m. and

7:00 a.m., or at any time or place so as to unreasonably disturb the quiet, comfort, or repose of reasonable persons of ordinary sensitivities. This section is to be applied only to those situations where the disturbance is not a result of the content of the communication but due to the volume, duration, location, timing or other factors not based on content.

10. **Noise Sensitive Areas – Schools, Courts, Churches, Hospitals, and Similar Institutions.** The creation of any unreasonably loud and raucous **noise** adjacent to any **noise** sensitive area while it is in use, which unreasonably interferes with the workings of the institution or which disturbs the persons in these institutions; provided, that conspicuous signs delineating the boundaries of the **noise** sensitive area are displayed in the streets surrounding the **noise** sensitive area.

11. **Blowers and Similar Devices.** In residential or **noise**-sensitive areas, between the hours of 9:00 p.m. and 8:00 a.m., the operation of any **noise**-creating blower, power fan, power tools or any internal combustion engine, the operation of which causes **noise** due to the explosion of operating gases or fluids; provided, that the **noise** is unreasonably loud and raucous and can be heard across the property line of the property from which it emanates.

Blowers or similar devices may be used between the hours of 6:00 a.m to 9:00 p.m. by City employees or City-contracted service providers.

12. **Commercial Establishments Adjacent to Residential Property.**

- a. Unreasonably loud and raucous **noise** from the premises of any commercial establishment, including any outdoor area which is part of or under the control of the establishment, between the hours of 11:00 p.m. and 7:00 a.m., which is plainly audible from the property line of any residential property.
- b. The use of a mechanical device operated by compressed air, steam, or otherwise, unless the **noise** thereby created is effectively muffled.

E. Generally, sound measurements are not required for enforcement of this chapter; however, sound measurements are required for enforcement pursuant to this section. If sound measurements are taken, they shall be taken with a sound level meter in good operating condition. Any source of **noise** which exceeds the following standards is considered a public nuisance:

1. **Decibel Noise Standards.** Allowable statistical **noise** levels in any one hour:

7 a.m. to 9 p.m.	9 p.m. to 7 a.m.
L50 – 50 dBA	L50 – 45 dBA
L10 – 55 dBA	L10 – 50 dBA
L1 – 60 dBA	L1 – 55 dBA

Where:

L50 = noise level exceeded 50% of the time

L10 = noise level exceeded 10% of the time

L1 = noise level exceeded 1% of the time

2. *Where Measured.* Measurement of a noise source shall be made from the closest property line of a residential property.

3. *Heat Pumps or Mechanical Devices.*

a. No person shall operate a commercial or residential heat pump, air-conditioning unit, or similar mechanical device if noise levels from its operation exceed forty-five (45) dBA from the closest property line of a residential property on an adjacent parcel of land characterized as a noise sensitive area.

b. No person shall operate a commercial or residential heat pump, air-conditioning unit, or similar mechanical device that was installed prior to 1981 if noise levels from its operation exceed fifty (50) dBA from the closest property line of a residential property on an adjacent parcel of land characterized as a noise sensitive area.

c. Residential heat pumps or air conditioners that were installed under a building permit and within their twenty-five (25) year operating life are exempt from this section.

d. Heat pumps or mechanical devices are a Class II violation.

4. *Variances.* The Council may grant variance to the decibel **noise** standards when it finds that strict compliance with this section would cause an unusual and unreasonable hardship to a commercial or industrial use.

a. The Council shall notify all adjacent residential structures within 200 feet of the proposed variance and shall hold the public hearing on the variance prior to making any decisions on the request for a variance.

b. The variance shall be the minimum necessary to alleviate the unreasonable hardship.

F. *Exemptions.*

1. Sounds caused by the following are exempt from the prohibitions set out in subsection [D](#) of this section and are in addition to the exemptions specifically set forth in subsection [D](#) of this section:

a. Sounds of regular vehicular traffic upon premises open to the public; provided, that the prohibition of subsection [D.3](#) of this section continues to apply.

b. Sirens, whistles, or bells lawfully used by emergency vehicles, or other alarm systems used in case of fire, collision, civil defense, police activity, or imminent danger; provided, that the prohibition contained in subsection [D.5](#) of this section continues to apply.

c. The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work.

d. Sounds regulated by federal law, including, but not limited to, sounds caused by railroads or airports.

e. Bell tower chimes.

f. *Temporary Construction Activities.* **Noise** from temporary construction activities that take place between 7:00 a.m. and 9:00 p.m.

g. *Outdoor School and Playground Activities.* Reasonable activities conducted on public playgrounds and public or private school grounds, which are conducted in

accordance with the manner in which such spaces are generally used, including, but not limited to, school athletic and school entertainment events.

h. *Other Outdoor Events.* Athletic events, outdoor gatherings, public dances, shows and sporting events, and other similar outdoor events; provided, that any required permits have been obtained from the appropriate permitting authority.

G. *Penalty.* Any violation of this section is punishable as provided under AMC [9.08.990](#). (Ord. 3293 § 1, amended, 03/03/2026; Ord. 3290 § 1, amended, 03/17/2026; Ord. 3243 § 1, amended, 09/17/2024; Ord. 3192 § 82, amended, 11/17/2020; Ord. 3137, amended, 2017; Ord. 3038, amended, 11/07/2010; Ord. 3025, amended, 08/03/2010)

The Ashland Municipal Code is current through Ordinance 3295, passed March 17, 2026.

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashlandoregon.gov](http://www.ashlandoregon.gov)

[City Telephone: 541.488.5307](tel:541.488.5307)

[Hosted by General Code.](#)










PICKLEBALL COURTS

OPEN DAILY | 7AM – SUNSET

GENERAL RULES

These courts are for **EVERYONE**. Please be **CONSIDERATE**.



-  All Lithia Park Rules and City of Ashland Ordinances apply to use of courts.
-  Courts are for pickleball only.
-  Non-marking court shoes **REQUIRED**.
-  Do not use hard bristle brooms, tape, or anything that can damage the court surface.
-  All ages and skill levels are welcome to play during “Open” and “Drop-in” play. Children under age 10 must be supervised by an adult.
-  Only Ashland Parks and Recreation Department authorizes court reservations. PlayTime Scheduler and other online platforms cannot be used to reserve courts.
-  Private events, leagues, lessons, and tournaments require Ashland Parks and Recreation approval and permitting prior to the event.

For more information on reserving courts and special event permit requests for private use visit ashlandoregon.gov/pickleball



Thank you for helping us make the Lithia Park Pickleball Courts experience positive for everyone!



OPEN PLAY RULES

Monday – Wednesday – Friday | 8am – 11am

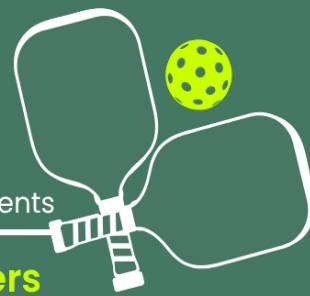
"Open Play" is a structured pickleball gameplay experience for players of **ALL** skill levels.



- All games follow USA Pickleball Association rules.
- Join a court by placing your paddle in the paddle rack according to posted procedures.
- Two Players Per Side/Two Games Per Turn
- You may place your paddle back in the rack after your two games are done.

DROP-IN PLAY RULES

"Drop-in play" are all hours not scheduled for Open-Play and/or APRD authorized events



Drop-in sessions are for **all abilities, ages, and groups of players** to enjoy the courts privately or invite others to join in pick-up games. All courts are available unless reserved through Ashland Parks & Recreation.

When courts are full:

- All players must be present and follow posted procedures to rotate onto courts.
- Organized activities or practices that violate posted procedures and limit access to others are strictly prohibited.
- Once a group steps onto a court, there is a 1 hour 30-minute time limit before all group members must vacate and allow others to rotate on.
- A minimum of two players per court is required. 1v1 and 2v1 groups are encouraged to invite waiting players onto their court to maximize enjoyment for everyone.

Thank you for helping us make the Lithia Park Pickleball Courts experience positive for everyone!



Please visit the website ashlandoregon.gov/pickleball for more information as we continue to improve your pickleball experience!

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name	Andrea Weiner
Phone	<i>Field not completed.</i>
Email	
Subject	Lithia Park Tennis
Message	<p>Good afternoon Parks Commission and Department: I would like to voice my support for reverting the Lithia Park courts back to "tennis only". The constant, intrusive noise associated with pickleball is not compatible with Lithia Park, especially when the courts are directly adjacent to our \$2 million Japanese Garden, the upper duck pond, and picnic areas.</p> <p>In summer 2023, I had several e-mail conversations with staff and commission whereby they acknowledged the problem: "It is my understanding that the commissioners take this issue seriously (as do I) and that we intend to trouble shoot some of these problems (noise, hours of play, etc) in the coming months."</p> <p>"I'm hopeful we can find a way to allow folks to play pickleball and also reduce/eliminate/move the damaging noise of the game for residents."</p> <p>"Administratively we can lock the courts when we lock the garden each night and open them after 7am which we will be doing."</p> <p>Nearly three years later, and nothing has been done to correct the error of putting pickleball in Lithia. You now have the opportunity to do so.</p> <p>Thank you for your time and consideration.</p> <p>Respectfully, Andrea Weiner</p>
Upload your file	<i>Field not completed.</i>

Contact the Parks & Recreation Commissioners

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Full Name	James di Properzio, Ashland resident
Phone	
Email	
Subject	Cogent comment on our pickleball/tennis pickle!
Message	<p>Dear Commissioners,</p> <p>I attended the meeting but arrived too late to sign up to speak. Most of the tennis community arrived late, because they had circulated the wrong location among themselves, and thus were underrepresented among the speakers.</p> <p>The double-lining proposal pits the tennis and pickleball communities against each other, and neither wants it anyway. Just months ago, in 2025, a public meeting on the renovation of the tennis courts was held, at which we were assured by the then-head of Parks and Rec that the courts would not be double-lined.</p> <p>Switching the Lithia Park courts back to tennis again is a double waste of money, infuriates the pickleballers, and won't work for the AHS tennis team, because they can't split up practices and competitive home meets. The team needs 8 courts together to host meets.</p> <p>Also, rules for high-school competitive tennis matches follow USTA, which forbids courts lined for pickleball entirely. The state scholastic standards follow this, though they do allow play on double-lined courts in emergencies or temporarily, neither of which would apply in Hunter Park.</p> <p>Noise from pickleball in the park is a noticeable nuisance to me for more than a quarter-mile when I walk the chip trail up Lithia Park, but that problem is easily solved at no cost to the city. Multiple types of quiet and even 'near-silent' pickleballs are made now, and they perform as well or better than the first-generation, Whiffleball-style pickleballs.</p>

Restrict play to the balls manufactured to be quieter—some are as quiet as tennis balls or quieter. Problem solved. Some pickleballers may grumble initially, until they try the new balls and realize they perform better.

Let's leave the pickleballers their 8 courts in the park, leave the tennis team and community their last remaining 8 courts in Hunter Park without double lines, and look toward where dedicated pickleball courts can be built, as they will clearly be needed in the coming years.

Sincerely,
James di Properzio

Upload your file

Field not completed.

Contact the Parks & Recreation Commissioners

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Full Name	Robert Hart
Phone	
Email	
Subject	pickleball courts
Message	I live directly above the pickleball courts on the east side of Lithia Park. The noise is a constant irritant. The pickleball courts should be relocated as soon as feasible. It would be a huge win for the homeowners and Lithia Park!
Upload your file	<i>Field not completed.</i>

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name	Bonnie Mavis
Phone	<i>Field not completed.</i>
Email	
Subject	Pickleball in Lithia Park
Message	<p>Pickleball is a fun and healthy activity that connects people and builds community, versus dividing community and creating a negative cloud. I live a couple of blocks from the courts and am challenged to hear the play until I get right above it on Granite. The sound of Pickleball, in my mind, is not a bad thing...it is a happy sound and merely a matter of personal opinion. The sound I hear whenever I am near the courts is laughter and lively conversation...isn't that the point? Our country's health in general needs more activities like this and a lovely and convenient place to do them. People can engage, move, laugh and build community, which is critical to healthy aging. In addition, the courts also attract young people and blur the lines of age that is so obvious on the streets of Ashland. Encouraging this connection and diversity is a positive way to knit together the gap between our generations. Eliminating Pickleball in Lithia is short sighted and will serve only the people who choose to make something negative out of a very positive activity that brings life to Ashland. You know the statistics...Pickleball is growing world wide and it should be aloud to grow here as well.</p>
Upload your file	<i>Field not completed.</i>

Contact the Parks and Recreation Commissioners

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name	Cindy Picton
Phone	
Email	
Subject	Pickleball
Message	<p>I have heard there is a proposal to eliminate pickleball in Lithia Park. I find this unacceptable. Who determines what constitutes noise that is unacceptable? If we dislike the sound of kids playing at the park, do we say no more playground? If I find music playing in the park distasteful, do we ban music? These courts are used by so many residents of this community. We all pay taxes to support the park and have every right to enjoy it. When one purchases property next to a park, they should be aware that a park creates noise. These courts provide so much for the people of our community and the loss of this would be so unfortunate. I truly hope you consider what this sports brings to people both physically and socially. Once you restrict one thing, you open the door to restricting many other things that someone else might find annoying.</p>
Upload your file	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Contact the Parks & Recreation Commissioners

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Full Name	John & Rebecca Lane
Phone	<i>Field not completed.</i>
Email	
Subject	Lithia Park
Message	<p>There will be Noise</p> <p>Lithia Park checks all the boxes for an ideal urban park with plenty of open public spaces that support a variety of leisure and recreational activities. The park provides a safe and aesthetically pleasing environment with natural wildlife, vegetation, duck ponds, and a year-round creek. It also offers a wide range of amenities, such as; a playground, pickleball and volleyball courts, walking trails, picnic areas, an outdoor band shell, Japanese Garden, and green space for outdoor vendor markets. There are restrooms and several free parking lots to support numerous park visitors.</p> <p>Amenities attract adults and children who wish to recreate. We want amenities to be well utilized. Toddlers laughing on the swings and splashing in the creek, hikers plodding on well-worn trails, music coming from the band shell, market vendors selling their wares, groups enjoying a picnic, and kids of all ages playing pickleball. There will be noise. If you have a park with lots of amenities, but without any noise, then it is probably underutilized. Welcome these outdoor activities and the exuberant noise.</p>

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name	Robert Brownell
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Phone	
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Email	
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Subject	Keep Pickleball in Lithia Park
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Message	<p>Dear Commissioners,</p> <p>I live at 233 Granite Street, next door to Commissioner Weiner, and as close to the pickleball courts as any home in Ashland. When I am in my home, I do not hear anything from the pickleball courts. When I am on my porch, I can hear activity, but it is no bother. I can also hear concerts at the Bandshell, which is no bother. When I walk to town through the park, I can hear the shrieks of children playing. Again, this is no bother. In fact, it is expected. I live across the street from a public park. In fact, it is wonderful. The public park is being used by the public. If there is no noise from these activities, then we are doing something wrong. Hiking, walking, picnics, quiet contemplation, boisterous play, concerts, street musicians and, yes, pickleball are all accommodated. What a wonderful place.</p> <p>Eliminating pickleball from Lithia Park is as absurd as prohibiting any of the other activities mentioned above. It may be the most utilized real estate in the park. It is also the activity that attracts the broadest cross-section of residents. Seniors, families, college students, young professionals and children are all frequent users. The Parks Commission should be proud that so many more people are using the park since the courts converted to pickleball. Bravo!</p> <p>When people play in the park, do they make noise? Of course. Do they park in front of my house? Certainly. Because it is a park for the people of Ashland, not a dedicated open space for the residents of Granite Street.</p>
---------	--

My thoughts,
Bob Brownell

Upload your file

Field not completed.

Contact the Parks & Recreation Commissioners

This form provides the opportunity for citizens to submit comments to Ashland Parks and Recreation Commissioners. Your comment will become part of APRC's public record.

Full Name	Robin DONALDSON
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Phone	
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Email	
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Subject	STRONGLY SUPPORT PICKLEBALL in Lithia Park
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Message	<p>I must express concern that this APR message presents a perspective that feels both one-sided and dismissive of the park's longstanding purpose.</p> <p>Lithia Park was established with the guiding principle "to serve the public through culture, recreation, natural beauty, and health-oriented tourism." From its original design in 1914, recreation has been a central and intentional component. Original recreational features, such as the tennis courts and bandshell are, by nature, active and sound-producing spaces. The addition of the children's playground after 1920, expanded and improved repeatedly, has always brought the joyful noise of play. More recently, the skating rink introduced in 2019 has added another layer of recreational activity and the sounds that accompany them.</p> <p>The reality is that recreation and sound are inherently linked. What one person perceives as noise, another experiences as vitality, connection, and community life.</p> <p>A missed hockey shot may echo loudly, but it represents effort, competition, and engagement. The laughter of children, the performances at the Elizabethan Theatre, the music of the solo cello player to the rock various bands playing in the park, or even the natural sounds of wildlife, all contribute to the rich and dynamic character of Lithia Park.</p> <p>"Peace and quiet" is, ultimately, subjective. For many, the sounds of activity are not disturbances but affirmations that the park is fulfilling its purpose, bringing people together to enjoy</p>
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shared spaces.

Rather than framing these sounds as intrusions, I would encourage a broader perspective: they are indicators of a thriving public space. They reflect health, recreation, culture, and community, exactly what Lithia Park was intended to support.

I invite the APR board to join me in the living room of any one of my extended family's homes adjacent to the Lithia Park to experience, hear, measure the silence of a pickleball as it strikes the paddle.

40 Granite

70 Granite

114 Granite

227 Granite (DIRECTLY across from the pickleball courts)

Upload your file

Field not completed.

Contact the Parks & Recreation Commissioners

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Full Name	Kathleen Page
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Phone	
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Email	
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Subject	in support of pickleball
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Message	<p>I'm writing in support of pickleball play in Lithia Park. I understand that some people who live near the park don't like the sound of the game. The sound produced during pickleball play is quiet enough, but it has a somewhat higher pitch as compared to tennis. I often walk along Granite Street near the courts. From there, I can hear the sound of children and adults playing pickleball and I find it delightful. It's not loud at all; it is simply the sound of people engaged in recreation. If you choose to live near a public park, you must accept that the park will not be silent. There are sounds from various events that take place there, the playground, bandshell concerts, volleyball courts, and the pickleball courts. I would like to suggest the use of noise-canceling headphones for those who are bothered by the low decibel sounds produced at the courts. There are not many places to play pickleball in Ashland, and it is an increasingly popular game. Playing pickleball promotes social connections between Ashland residents and improves fitness. It would be tragic if pickleball were banned from Lithia Park. I'm certain that there are far more Ashland residents who benefit from having pickleball courts in the park as compared to the number of residents who don't like the sound of it. The Ashland Parks and Recreation commission should prioritize parks and recreation, not peace and quiet</p>
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Upload your file	<i>Field not completed.</i>
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Contact the Parks & Recreation Commissioners

Full Name	Martha Kalin
Phone	
Email	
Subject	Pickleball Courts
Message	<p>Hello,</p> <p>I wanted to give my input on the issue of pickleball courts in Ashland, as I have heard there is discussion of eliminating the court at Lithia Park. I play regularly at Lithia Part, at least 3 or 4 times per week. I'm a retiree, so this is possible for me time wise, and it's one of the great joys of my life. I'm new to Ashland as of 3 years ago, and have met so many wonderful people of all walks of life at the pickleball courts. I donate to help support the courts, I help to clean off the courts on days when they are wet or icy. I bring my daughter and grandkids and their friends to learn how to play. I see so much intergenerational joy, diversity and camaraderie on the courts, something so very important in this time in the world. We share volunteer opportunities we're involved with and passions in our lives. We go for walks through the park before and after. We go to the nearby stores and restaurants. There is nothing comparable that I've encountered that is so wonderfully open and welcoming. I recognize that people also value the silence and beauty of Lithia Park and I count myself as one of these people as well. However, it would be a great tragedy to remove something so amazing and that brings so much joy as the beautiful Lithia Park Pickleball Courts. When I'm walking or sitting in the woods in a reflective mood, I love the sounds of children playing on the playground, or people playing music, or people of all ages playing pickleball. There must be ways to allow all of this to coexist in a respectful way.</p> <p>Thank you for considering this, Martha Kalin</p>
Upload your file	<i>Field not completed.</i>



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VII4. Lithia Park Ice Rink Pavilion	
Presenter	Mark Knox	Ashland Parks Foundation Board
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

The Ashland Parks Foundation Board desires to meet with the Ashland Park Commission at their July 8, 2026 meeting to present a progress report on the proposed Ice Rink replacement structure and ancillary building.

ATTACHMENTS:

- Lithia Ice Rink Pavillion Concept Plan
- City of Ashland Pre-application for the Lithia Ice Rink Pavilion

PREPARED BY: Rachel Dials, Interim Director

PLUMBING FIXTURES

CHAPTER 29 AND PLUMBING CODE

OCCUPANCY	OCC LOAD	WATER CLOSETS		URINALS		LAVATORIES		BATHTUBS/SHOWERS		DRINKING FOUNTAINS	
		M	F	M	F	M	F	U	U	U	U
A-4	300	2.0	3.75	1.33	0.75	1.00	-	-	-	-	1.00
X-X	XX	X.XX	X.XX	X	X.XX	X.XX	X.XX	X.XX	X.XX	X.XX	X.XX
SUBTOTAL		X.XX	X.XX	X	X.XX	X.XX	X.XX	X.XX	X.XX	X.XX	X.XX
ROUNDED TOTAL		3	4	2	1	1	X	X	X	X	X
PROPOSED		X	X	X	X	X	X	X	X	X	X

- A-4 RINK OCCUPANCY CALCULATION (TABLE 1004.5):
- RINK SURFACE = 7,417 SF (7417/50 = 148.34) = **149**
- DECK UNDER STRUCTURE = 2,265 SF (2265/15 = 151.00) = **151**

- REQUIRED FIXTURES FOR BOTH USE CASES SHALL BE PROVIDED AT EXISTING PARK RESTROOM FACILITY TO THE EAST OF THE STRUCTURE
- TRAVEL DISTANCE TO ADJACENT PARK RESTROOM FACILITY IS <300'-0"
- SIGN TO BE POSTED IN STRUCTURE INDICATING LOCATION OF ADJACENT RESTROOMS
- ADJ PARK RESTROOMS SHALL REMAIN OPEN AND ACCESSIBLE DURING ICE RINK OPERATIONS

BICYCLE PARKING

PER CITY OF ASHLAND LAND USE ORDINANCE - SECTION 18.4.3

BICYCLE PARKING REQUIREMENT:
 SKATING RINKS: 1 SPACE PER 1000 GSF
 10,462 GSF / 1,000 = **11 BICYCLE SPACES REQUIRED**

NOTE:
 Bicycle parking shall be located so that it is visible to and conveniently accessed by cyclists, and promotes security from theft and damage.

Bicycle parking requirements, pursuant to this section, can be met in any of the following ways:

- Providing bicycle racks or lockers outside the main building, underneath an awning or marquee, or in an accessory parking structure.
- Providing a bicycle storage room, bicycle lockers, or racks inside the building.
- Providing bicycle racks on the public right-of-way, subject to review and approval by the Staff Advisor.

All required exterior bicycle parking shall be located on-site and within 50 feet of a regularly used building entrance and not farther from the entrance than the closest motor vehicle parking space. Bicycle parking shall have direct access to both the public right-of-way and to the main entrance of the principal use.

VEHICLE PARKING

PER CITY OF ASHLAND LAND DEVELOPMENT CODE - SECTION 18.4.3

OFF-STREET AUTOMOBILE & BIKE PARKING (TABLE 18.4.3.040)

LAND USE CATEGORY	MAX AUTO ALLOWED	MIN BIKE REQUIRED
SKATING RINKS	1 SPACES FOR EACH 350 GSF OF FLOOR AREA = 29 SPACES MAX. (10,462 GSF / 350) 24 PROVIDED	1.0 PER EACH 1000 GSF OF FLOOR AREA = 11 SPACES MIN. (10,462 GSF / 1000)

NOTES:

- STANDARD SPACE SIZE: 9' X 18'
- COMPACT SPACE SIZE: 8' X 16'
- ACCESSIBLE SPACES: 18' LONG, 9' WIDE, 7' HIGH, 6' AISLE (OSSC 1106)
1-25 SPACES = **1 ACCESSIBLE SPACES SHALL BE PROVIDED**
- VAN ACCESSIBLE SPACES: 18' LONG, 9' WIDE, 8' HIGH, 8' AISLE (OSSC 1106)
1-25 SPACES = **1 VAN ACCESSIBLE SPACE SHALL BE PROVIDED**
- ELECTRIC VEHICLE CHARGING:
40% OF THE PARKING SPACES SHALL BE INSTALLED WITH THE ELECTRICAL SERVICE CAPACITY AND CONDUIT FOR CHARGING ELECTRIC VEHICLES.
4 ELECTRICAL VEHICLE STALLS SHALL BE ACCOUNTED FOR
- PARKING AREAS OF MORE THAN SEVEN PARKING SPACES SHALL BE SERVED BY A DRIVEWAY ACCOMMODATING TWO-WAY VEHICULAR CIRCULATION ON SITE SHALL BE 20 FEET.

ALLOWABLE AREA

CHAPTER 5

ALLOWABLE AREA PER FLOOR (TABLE 506.2):			
CONST TYPE	OCCUPANCY TYPE	ALLOWABLE AREA PER STORY	NOTES
IIb	A-4	9,500	

FRONTAGE INCREASE FACTORS (506.2.1)

I_f = AREA INCREASE DUE TO FRONTAGE (SECTION 506.2, EQUATION 5.1 - 5.2)
 F = BUILDING PERIMETER THAT FRONTS PUBLIC WAY OR OPEN SPACE
 = 45'-8" + 32'-11" + 37'-2" + 131'-0" + 80'-11" = 327'-8"

P = PERIMETER OF ENTIRE BUILDING
 = 45'-8" + 32'-11" + 37'-2" + 131'-0" + 80'-11" + 37'-2" + 131'-0" = 496'-0"

W = WEIGHTED WIDTH OF OPEN SPACE/PUBLIC WAY
 $= [(L1 \times W1 + L2 \times W2 + L3 \times W3) / F] (20' \text{ min } / 30' \text{ max})$
 = $[(45'-8" \times 28' + 32'-11" \times 30' + 37'-2" \times 30' + 131'-0" \times 30' + 80'-11" \times 30') / 327'-8"]$
 = 29.71

$I_f = \left[\frac{F}{P} \cdot 0.25 \right] \cdot W$ $0.4065 = \left[\frac{327.6}{496} \cdot 0.25 \right] \cdot 29.71$
 = 40.65%

FRONTAGE INCREASE FACTOR: I_f = 40.65%

$A_a = A_o \times (1 + I_f) + (A_o \times I_s) + (A_o \times I_r \times I_s)$
 $A_a = 9500 \times (1 + 0.4065) + (0) + (0)$
 $A_a = 13,361$

PROPOSED BUILDING AREAS (SF)			
LEVEL	A-4 OCC		ALLOWED (Aa)
1	10,462 SF		13,361 SF
TOTAL	10,462 SF		13,361 SF

GENERAL NOTES - SITE PLAN

- SITE PLAN KEYNOTES APPLY TO SHEET AXXX.
- ARCHITECTURAL REFERENCE ELEVATION 100'-0" = XXX.XX' ON SURVEY AND CIVIL DOCUMENTS.
- REFERENCE CIVIL AND LANDSCAPE DRAWINGS FOR ADDITIONAL SITEWORK INFORMATION.
- WORK IN THE RIGHT OF WAY IS SHOWN FOR REFERENCE ONLY. REFER TO SEPARATE RIGHT OF WAY IMPROVEMENT DRAWINGS FOR INFORMATION.
- REFERENCE ELECTRICAL DRAWINGS FOR SITE LIGHTING SCHEDULE.

KEYNOTES - SITE PLAN

- ALIGN

ZONING INFORMATION

BASE ZONE: R-1-7.5
OVERLAY ZONES: -
SPECIAL DISTRICTS: -
MAP & TAX LOT: 391E09 - 100



143 N 1st. ST.
 ASHLAND OR
 97520
 TEL.: 541.488.8200

PRELIMINARY

THESE DRAWINGS SHALL NOT BE USED FOR: CONSTRUCTION BIDDING RECORDATION CONVEYANCE ISSUANCE OF A PERMIT

CONCEPT DESIGN

SHEET FORMAT = 24" X 36"

LITHIA PAVILION

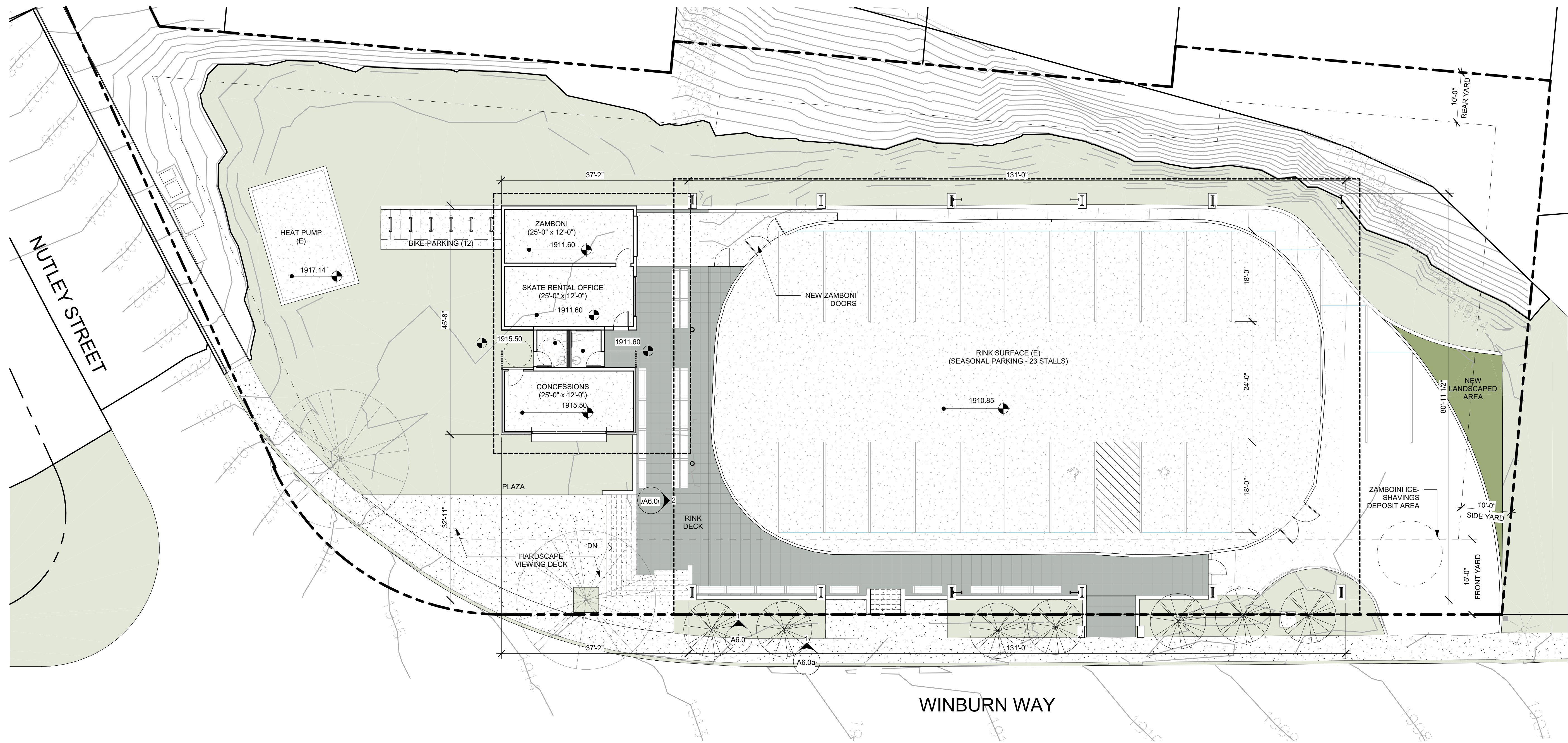
CITY OF ASHLAND
 95 Winburn Way, Ashland, OR 97520

REVISIONS

SITE PLAN & ZONING SUMMARY

PROJECT NO.: 26-024
 ISSUE DATE: 06/22/2026
 SHEET:

A0.1



SITE - PLAN
 3/32" = 1'-0"

1

GENERAL NOTES - EXT ELEVATIONS

- A. ELEVATION KEYNOTES APPLY TO SHEETS A6.X - A6.X. ALL KEYNOTES MAY NOT OCCUR ON THIS SHEET AND DO NOT APPLY TO ANY OTHER SHEETS EXCEPT THOSE NOTED.
- B. SEE A1.X FOR WALL ASSEMBLIES
- C. GRIDS ARE FOR REFERENCE ONLY. CONTRACTOR TO SET CONTROL POINTS FOR LAYOUT.

KEYNOTES - EXTERIOR ELEVATIONS

- 1 ALIGN



143 N 1st. ST.
ASHLAND OR
97520

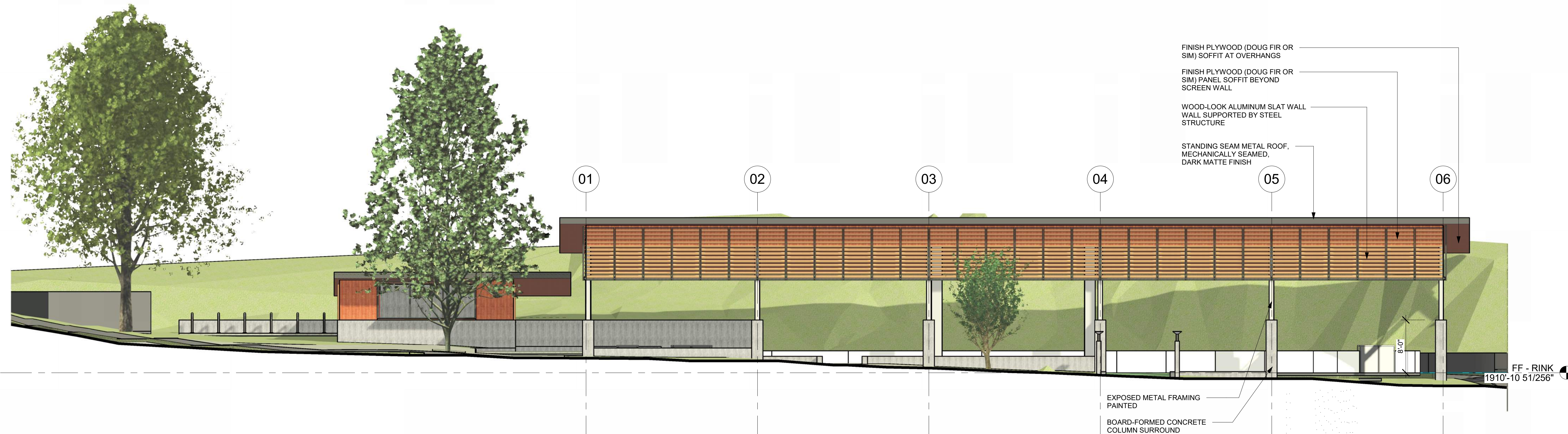
TEL.: 541.488.8200

PRELIMINARY

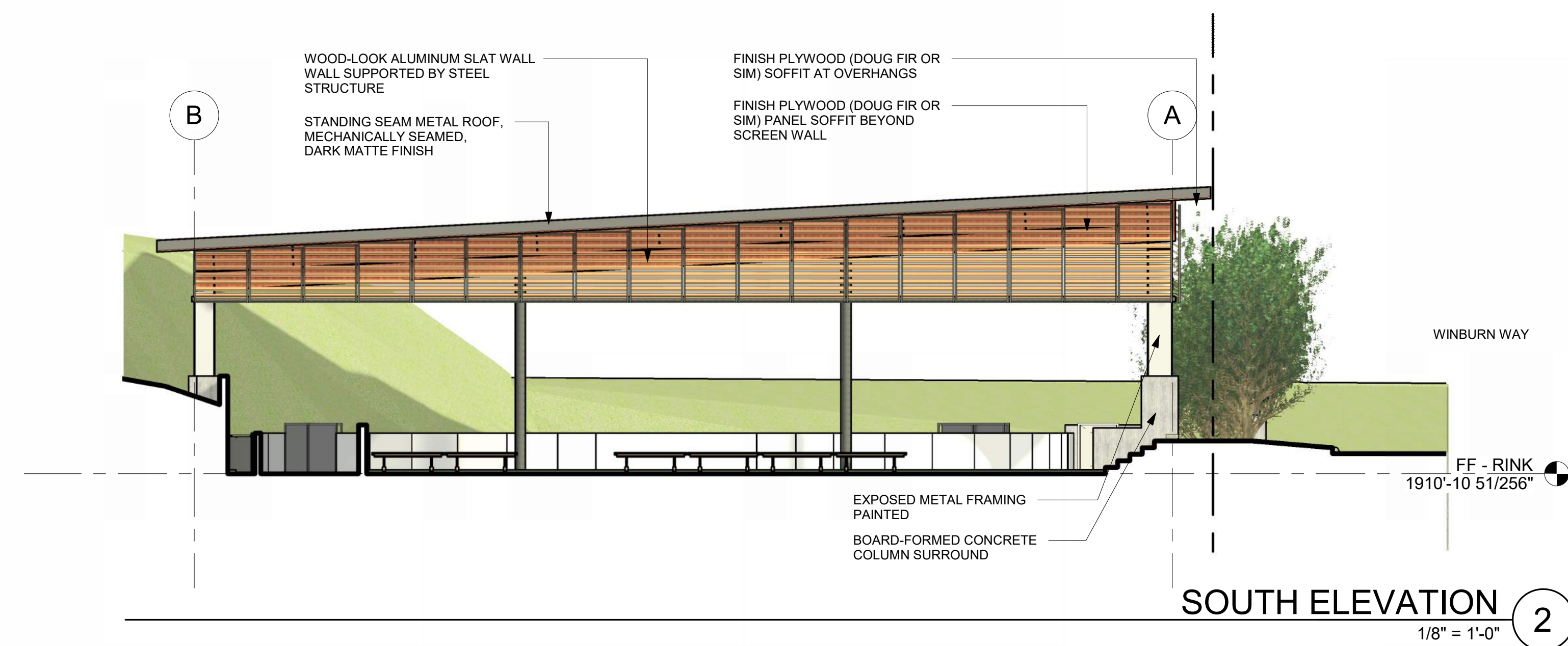
THESE DRAWINGS SHALL NOT BE USED FOR: CONSTRUCTION BIDDING RECORDATION CONVEYANCE ISSUANCE OF A PERMIT

CONCEPT DESIGN

SHEET FORMAT = 24" X 36"



EAST ELEVATION 1
1/8" = 1'-0"



SOUTH ELEVATION 2
1/8" = 1'-0"

LITHIA PAVILION

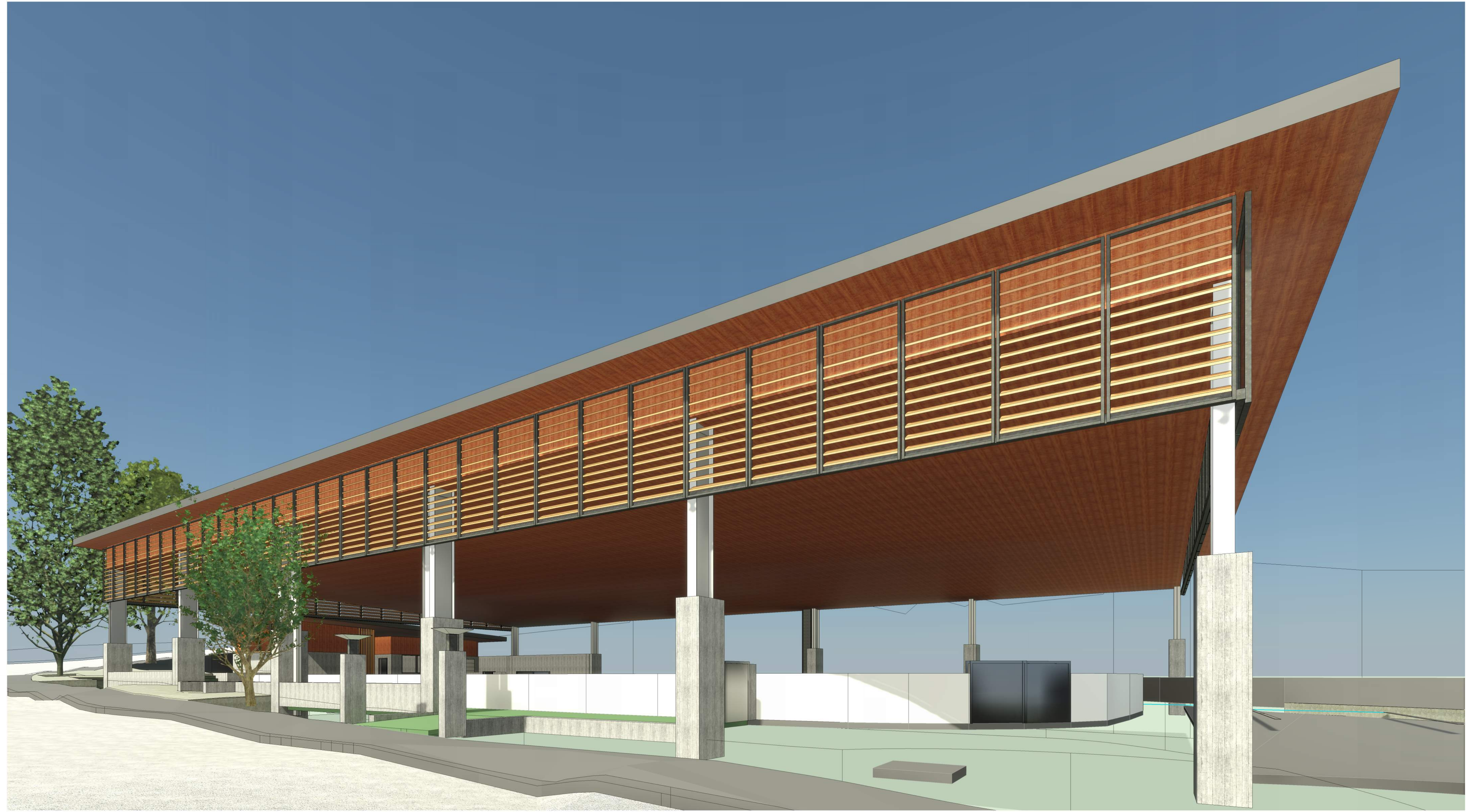
CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

EXTERIOR ELEVATIONS

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

A6.0



VIEW FROM WINBURN NORTH 1



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ASHLAND OR
97520
TEL.: 541.488.8200

PRELIMINARY
THESE DRAWINGS SHALL NOT BE USED FOR:
CONSTRUCTION
BIDDING
RECORDATION
CONVEYANCE
ISSUANCE OF A PERMIT
CONCEPT DESIGN

SHEET FORMAT = 24" X 36".

LITHIA PAVILION
CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

EXTERIOR PERSPECTIVES

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

A6.1



VIEW FROM PLAYGROUND ①



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CONVEYANCE
ISSUANCE OF A PERMIT

CONCEPT DESIGN

SHEET FORMAT = 24" X 36"

LITHIA PAVILION

CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

EXTERIOR
PERSPECTIVES

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

A6.2



VIEW FROM WINBURN 1



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CONCEPT DESIGN

SHEET FORMAT = 24" X 36"

LITHIA PAVILION

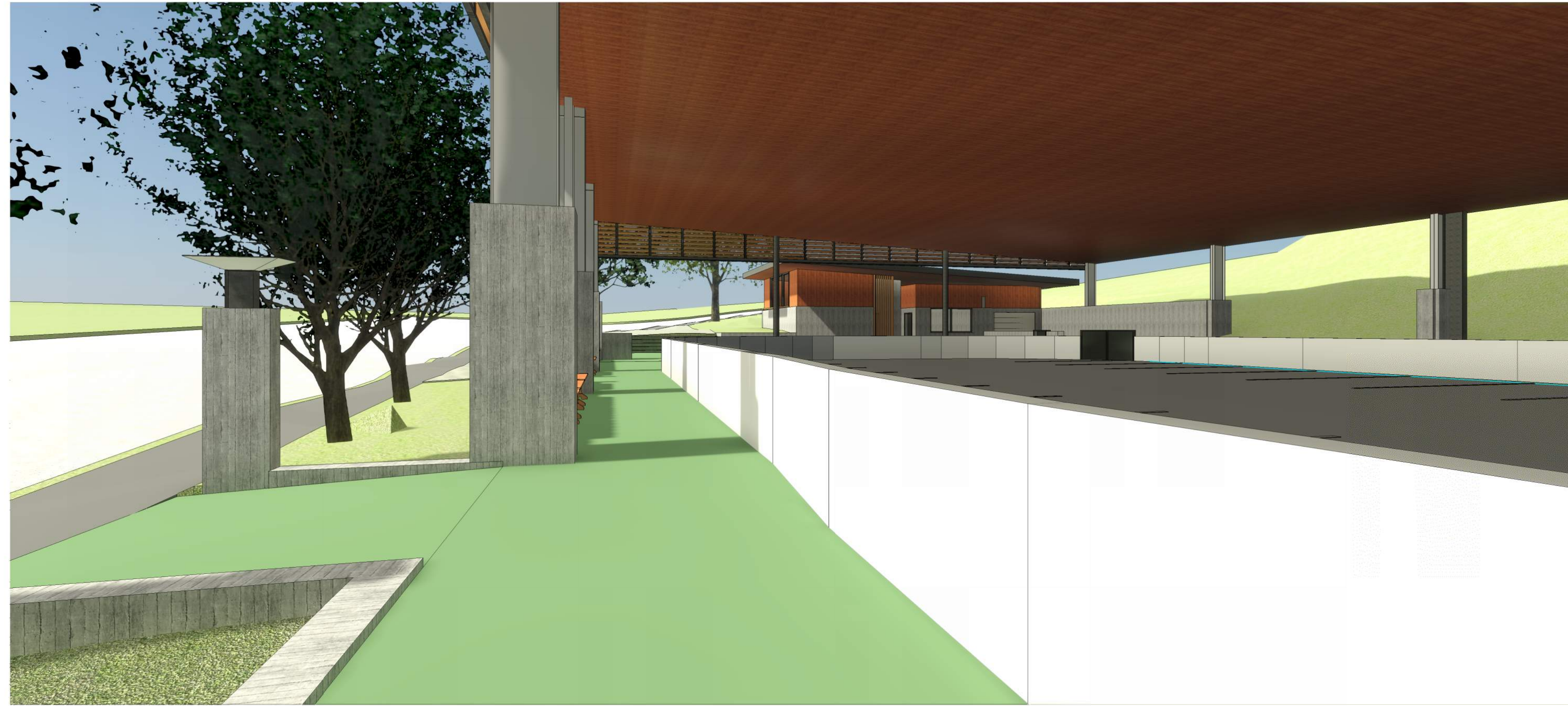
CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

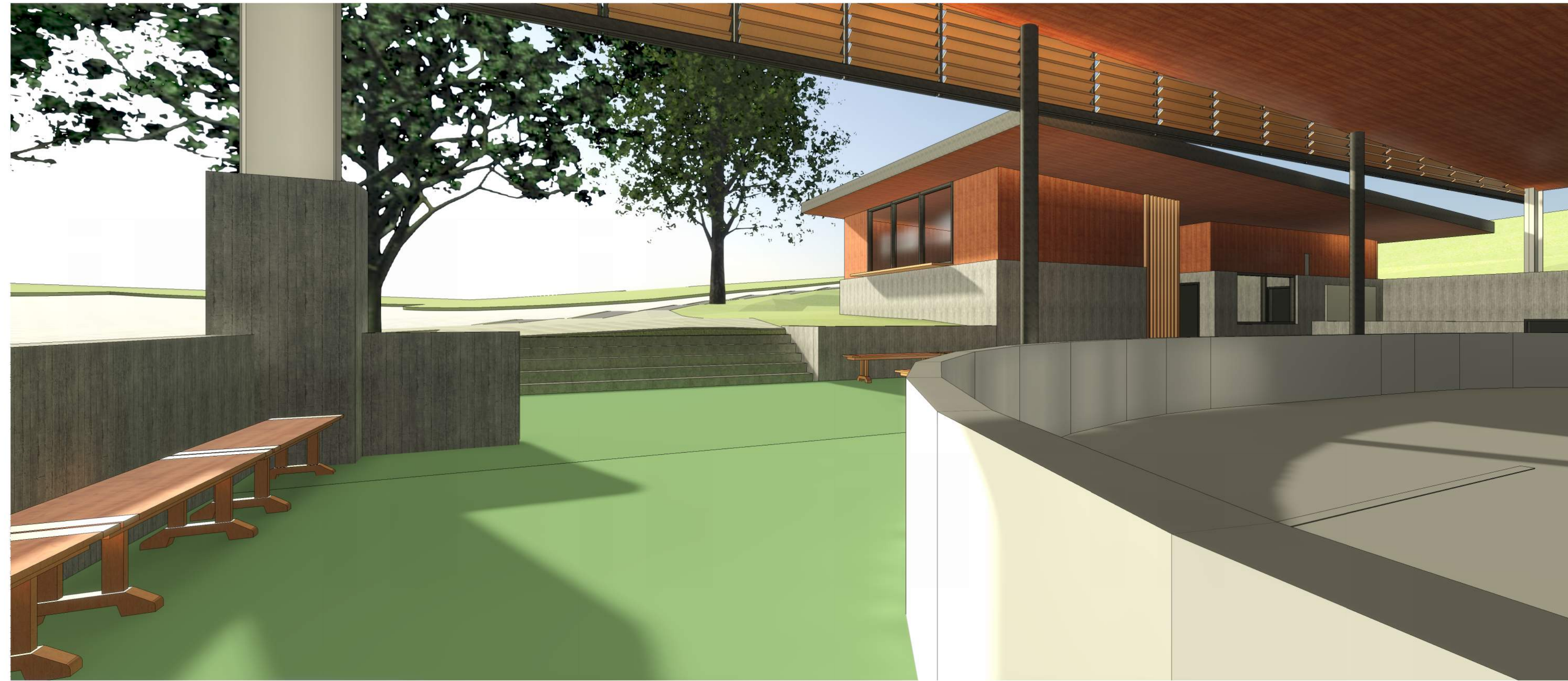
EXTERIOR
PERSPECTIVES

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

A6.3



VIEW FROM WINBURN ENTRY 1



VIEW FROM PLAZA ENTRY 2



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RECORDATION
CONVEYANCE
ISSUANCE OF A PERMIT

CONCEPT DESIGN

SHEET FORMAT = 24" X 36".

LITHIA PAVILION

CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

INTERIOR
PERSPECTIVES

PROJECT NO.: 26-024

ISSUE DATE: 06/22/2026

SHEET:

A6.4



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CONCEPT DESIGN

SHEET FORMAT = 24" X 36"

LITHIA PAVILION

CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

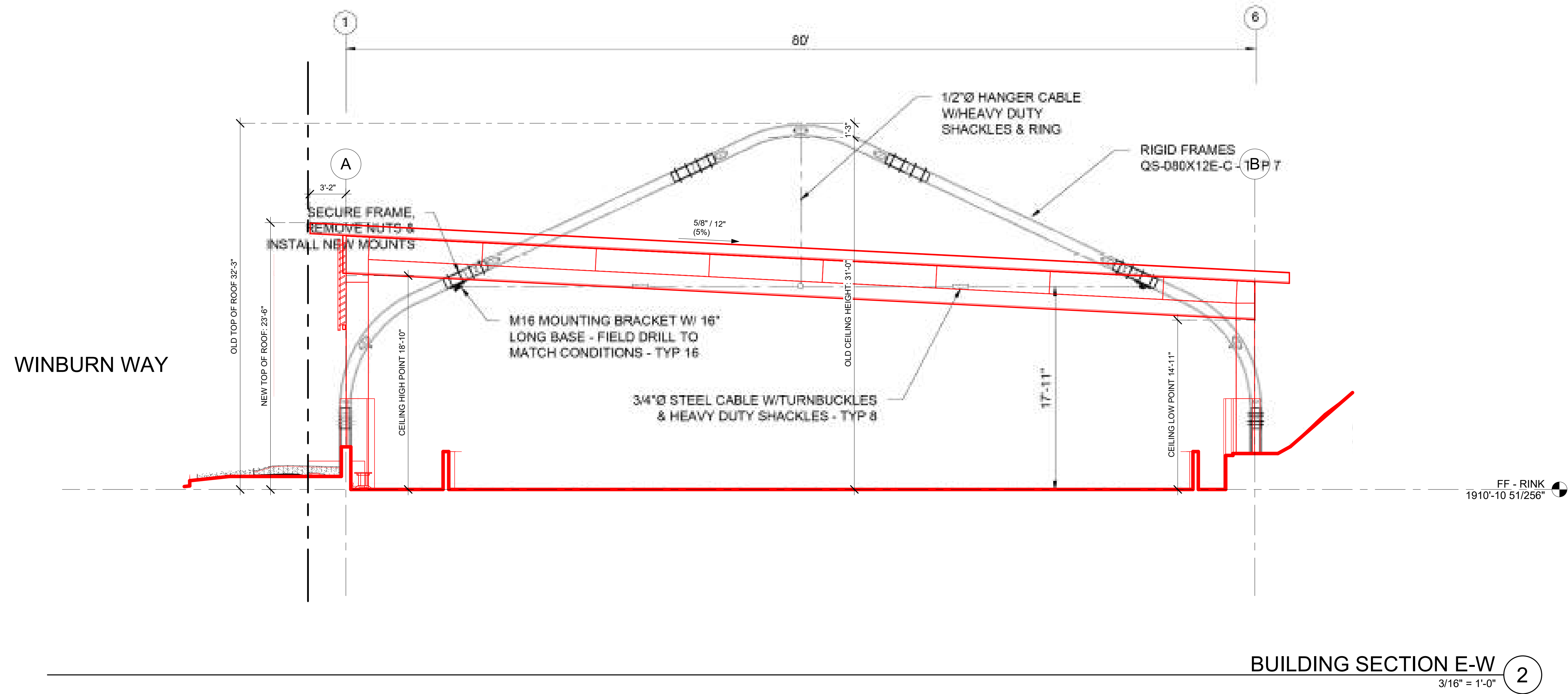
BUILDING SECTIONS

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

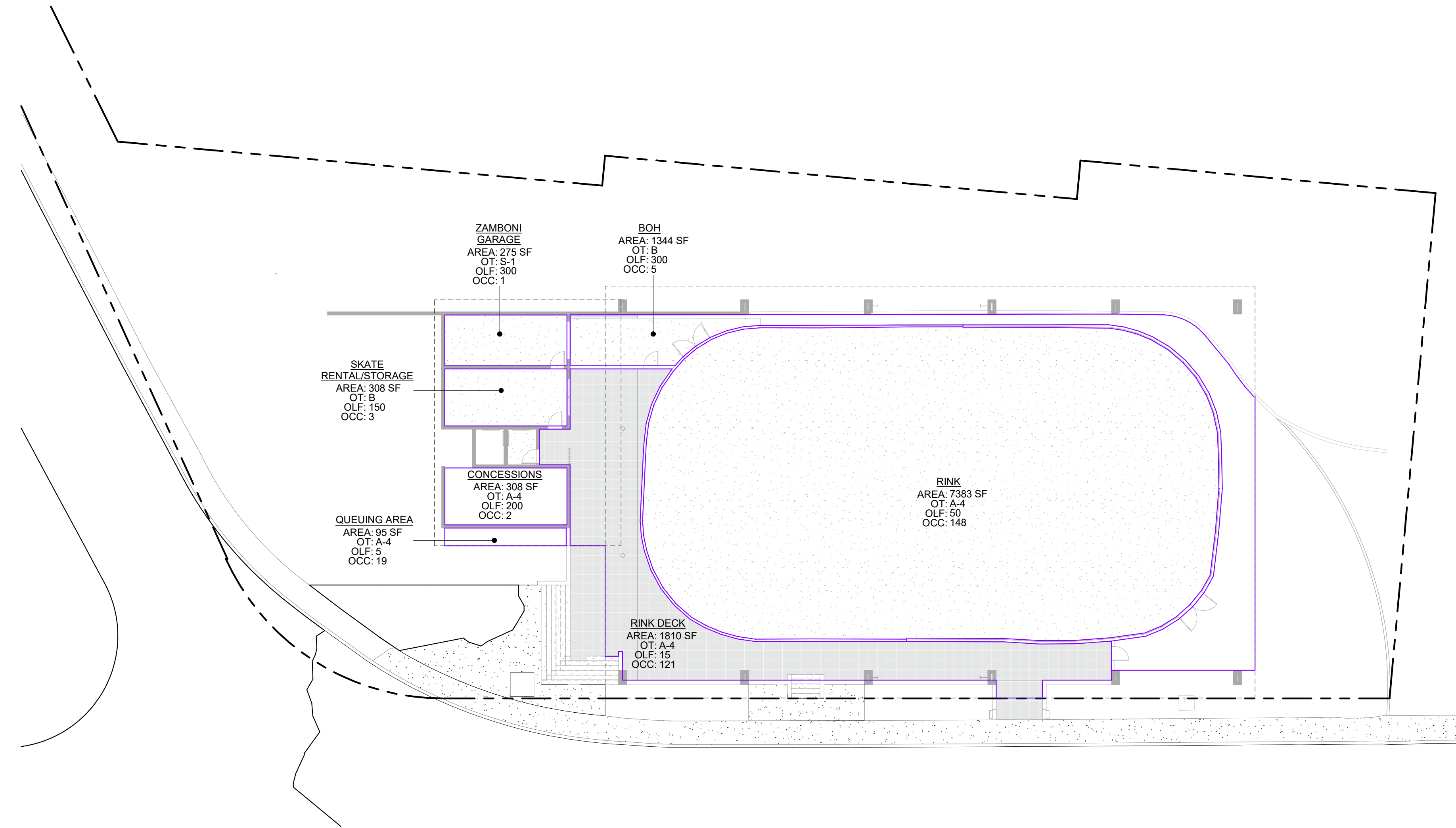
A7.1

GENERAL NOTES - BUILDING SECTIONS

- A. SECTION KEYNOTES APPLY TO SHEETS A7.X - A7.X. ALL KEYNOTES MAY NOT OCCUR ON THIS SHEET AND DO NOT APPLY TO ANY OTHER SHEETS EXCEPT THOSE NOTED.
- B. SEE A1.X FOR ASSEMBLIES.
- C. GRIDS ARE FOR REFERENCE ONLY. CONTRACTOR TO SET CONTROL POINTS FOR LAYOUT.



CODE SUMMARY - RINK LEVEL									
OCC TYPE	NAME	AREA	OCC L.F.	OCC LOAD	AREA - OCC LOAD (CHECK N' HIDE)	# OF EXITS (1006)	COMMON PATH DIST (1006.2.1)	EXIT ACCESS DIST (1017)	COMMENTS
A-4									
A-4	CONCESSIONS	308 SF	200	2	2				
A-4	QUEUING AREA	95 SF	5	20	19				
A-4	RINK	7383 SF	50	148	148				
A-4	RINK DECK	1810 SF	15	121	121				
A-4		9597 SF		291					
B									
B	BOH	1344 SF	300	5	5				
B	SKATE RENTAL/STORAGE	308 SF	150	3	3				
B		1652 SF		8					
S-1									
S-1	ZAMBONI GARAGE	275 SF	300	1	1				
S-1		275 SF		1					
Grand total		11523 SF		300					



CODE SUMMARY - RINK LEVEL 1
1/16" = 1'-0"

GENERAL NOTES - CODE SUMMARY

- A. ALL WORK SHOWN ON THIS SHEET IS INCLUDED IN THE CONTRACT FOR CONSTRUCTION, WHETHER SHOWN ELSEWHERE OR NOT. CONTRACTOR SHALL MAKE ALLOWANCES FOR CONNECTION, HOOK UP, ETC. AS REQUIRED SO THAT ITEMS, EQUIPMENT, ETC. ARE FIT FOR INTENDED PURPOSE.
- B. SEE ELECTRICAL & MECHANICAL PLANS FOR ADDITIONAL SYMBOLS
- C. PROVIDE A LISTED FIRESTOP, CONTINUOUS AT PERIMETER GAPS OF ALL RATED CONSTRUCTION AS REQUIRED TO MAINTAIN THE SPECIFIED RATING.

LEGEND - CODE SUMMARY

- PROPERTY LINE
 - 1/2 HOUR FIRE PARTITION - 1/3 HOUR DOOR
 - 1 HOUR FIRE PARTITION - 1/3 HOUR DOOR
 - 1 HOUR FIRE BARRIER - 1 OR 3/4 HOUR DOOR
 - 2 HOUR FIRE BARRIER - 1 1/2 HOUR DOOR
 - 3 HOUR FIRE BARRIER - 3 HOUR DOOR
 - XX' EXTERIOR EGRESS PATH TO R.O.W. WITH TRAVEL WIDTH REQUIRED (PROVIDE MINIMUM ILLUMINATION FOR EXITING)
 - XX' INTERIOR EGRESS PATH OF TRAVEL WITH TRAVEL WIDTH REQUIRED (PROVIDE MINIMUM ILLUMINATION FOR EXITING)
 - C.P. XX-XX' COMMON PATH OF EGRESS TRAVEL (PER 1014.3)
 - E.A. XX-XX' ACCESSIBLE ROUTE OF TRAVEL
 - E.A. XX-XX' EXIT ACCESS DISTANCE (PER 1016)
 - X HR RATED SHAFT (WALL CONSTRUCTION TO MEET FIRE BARRIER REQUIREMENTS)
- AREA NAME**
AREA: 150 SF
OT: X-X
OLF: XXX
OCC: XX
- AREA TAG**
AREA (SF)
OCCUPANCY TYPE
OCCUPANT LOAD FACTOR
OF OCCUPANTS
- 555 OCCUPANT LOAD TAG
 - ➔ BUILDING EXIT
 - ♿ ACCESSIBLE ENTRANCE
 - ⊗ CEILING MOUNTED LIGHTED EXIT SIGN - SHADING INDICATES LIGHTED FACE(S) ARROW INDICATES DIRECTION ARROW ON SIGN
 - ⊗ WALL MOUNTED LIGHTED EXIT SIGN
 - FE FIRE EXTINGUISHER
 - ☼ SMOKE DETECTOR
 - MH MAGNETIC HOLD OPEN
 - ▶ MANUAL PULL STATION
 - ⊗ STANDPIPE



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CONCEPT DESIGN

SHEET FORMAT = 24" X 36"

LITHIA PAVILION
CITY OF ASHLAND
95 Winburn Way, Ashland, OR 97520

REVISIONS

CODE SUMMARY

PROJECT NO.: 26-024
ISSUE DATE: 06/22/2026
SHEET:

G0.6

***“LITHIA PAVILLION IN LITHIA PARK”
(NEW ICE RINK)
PRE-APPLICATION***



A PROPOSAL FOR

**A SITE REVIEW PERMIT AND VARIANCE REQUEST TO
CONSTRUCT A PERMANENT ICE RINK COVER AND ACCESSORY
BUILDING TO REPLACE THE SITE’S EXISTING ICE RINK COVER
AND ASSOCIATED TEMPORARY STRUTURES**

SUBMITTED TO

CITY OF ASHLAND

BY

**THE ASHLAND PARKS FOUNDATION
PO BOX 247
ASHLAND, OR 97520**

JUNE 23RD, 2026

PROJECT INFORMATION:

PROJECT NAME: “Lithia Pavilion”

APPLICANT: Ashland Parks Commission and Ashland City Council

PRE-APPLICATION: Ashland Parks Foundation PO Box 247 Ashland, OR 97520	ARCHITECT KSW Architects 143 N 1st Street Ashland, OR 97520	LANDSCAPE ARCHITECT Laurie Sager Landscape Architects P. O. Box 1778 Jacksonville, OR 97530
SURVEYOR: Pariani Land Surveying 17 South Platt Avenue, Suite C Eagle Point, OR 97524	LAND USE PLANNING: Ashland Parks Foundation PO Box 247 Ashland, OR 97520	CONTRACTOR: Outlier Construction 2070 Nansen Drive Medford, OR 97504

ZONING DESIGNATION: R-1-7.5 Residential Single Family

COMPREHENSIVE PLAN DESIGNATION: City Parks

Property: The subject property is located on the corner of Winburn Way and Nutley Street which is part of the larger (90+ acre) Lithia Park and was acquired by the City as parks and open space consistent with the City’s adopted Parks and Open Space Plan. The site is currently a public parking lot in the summer months and as a dormant park and ice rink in the winter months. The ice rink and its uses (family ice-skating, open ice-skating events, hockey, etc.) rose out of a grass roots community fundraising effort in the late 1990’s and for the most part, has been appreciated by the citizenry and visitors since inception.

The public parking lot has a level concrete slab surface area, which aligns with the oval shaped ice-rink and serves as a below surface fixed-cooling system for the rink’s ice surface). Short 3’ to 4’ masonry walls exist along the west and south sides, but the site is relatively level with Winburn Way. Vehicular access to the parking lot is located at the far northeast corner of the property from Winburn Way. The parking lot measures approximately 12,800 sq. ft. and the ice rink portion is approximately 7,600 sq. ft. The existing structure’s foundation piers (anchors) added in 2013 are placed immediately behind the noted retaining wall on the west side as well as the east side (parallel with Winburn Way) within an odd remnant asphalt area when the facility had no cover. Bollards are located throughout parking lot to protect piers.

Both of the property’s Nutley and Winburn Way street sides are fully improved, including raised sidewalks, which provide many of the Park’s users comfortable mobility throughout Lithia Park and its various spaces.

Request #1 of City Staff: The applicants request the corner of Nutley and Winburn Way be evaluated in the next TSP Update with respect to the various improvements and activities created since the previous TSP was adopted. The applicants desire to work with City staff to participate in concept plans to achieve not only modal equity opportunities near the proposed pavilion, but also increased safety opportunities for traffic calming options.

Proposal: The proposal is to replace the existing temporary canopy with a permanent steel frame structure that is not only attractive and efficient, but also capable of a multitude of public assembly

opportunities that are recreational in nature or public event oriented, including weddings, bicycle training, roller skating, farmer's markets, City events, etc.).

Proposed Site Plan: The draft site plan submitted herein identifies the oval surface area which outlines the ice rink and noted on-site parking spaces. The proposal modifies the parking area by reducing the aisle width and shifting the parking spaces accordingly consistent with City Parking standards. The modification is generally a surface improvement (surface graphics) which results in an opportunity to increase event viewing for Park patrons and passersby's to enjoy viewing of events - under shelter. To the north of the site the existing driveway will remain and also double, as it does currently, as a storage area for snow shavings and a turnaround area for the rink's Zamboni machine (tractor) and any additional facility equipment. The plan also includes the reduction of two parking spaces which are intended to soften the parking lot's auto-centric appearance and reduce the site's solar reflective heat gains from the asphalt, but also for additional tree and shrubbery plantings to assist in stopping projectile objects in that direction (hockey pucks - which has been a common occurrence).

The Winburn Way street side is proposed to be a mixture of landscaping and hard surface area for pedestrian mobility, streetscape aesthetic, sidewalk viewing and contextual enhancement within the park itself. In this regard, the applicants are proposing to extend/widen sections of the 5' public sidewalk an additional 4' toward the rink as part of an enhanced entry element but also added viewing opportunity or respite area from the abutting sidewalk. The roof cover extends to the edge of the property line providing shelter for the Winburn Way assembly area(s) as well as a comfortable walking aisle for spectators and participants with ice skates on.

The rear or west side of the property is intended to remain "as is" other than some strategic tree plantings to be determined by the project's Landscape Architect and Project Arborist with the assistance of abutting neighbors. The area is essentially an embankment with trees (some stumps preserved for root stability), shrubs and grasses. Above the embankment is abutting residential single-family houses, most of which are historic and located within the Skidmore Academy Historic District.

The south side of the property is currently an underutilized park space with grass, intermittent trees, rock outcroppings and the rink's chiller building for the rink's ice surface. However, the proposal is to enhance this area by creating a multi-use assembly area that functions as a distinct viewing area to the Pavilion's active uses as well as independent gathering space for public or private events. This area includes a small building for skate rental accommodations, light drink/food concessions, bathrooms, Zamboni (tractor) garage and general storage space.

Request #2 of City Staff: The subject proposal is entirely dependent on private donations raised through the Ashland Parks Foundation and will not include any public funding. As such, it is to be understood certain elements of the plaza space, all elements other than City code obligated elements (bicycle parking, street lighting, etc.) "may" be deferred to a secondary phase. If this is the case, the applicants request staff to identify any additional code obligated requirements in order to ensure early incorporation onto Planning and construction plans.

Building Design: The projects Architects have designed the pavilion to be an attractive building fitting well into the context of the Winburn Way streetscape which includes both prominent public and private buildings. The pavilion building is inviting with its openness, accentuated entry areas and associated plaza. The pavilion's shed-roof, streamed-line height and split-level accessory building has been carefully considered for two specific reasons first relating to the rink's southern sun light exposure and occasional warm winds that currently melt the ice in the late winter / early spring months which have been very problematic for Park's staff to maintain ice temperatures (thus the dropped canopy on the southern end of

the current structure). Secondly, the height has been carefully planned to mitigate the structure's roof mass relative to neighboring views from above and to the north side of the site. Finally, the accessory building's design and orientation fit well into the overall architectural scheme and planned uses with a split-level building design for activities at the surface level of the ice rink as well as the upper level of the plaza area.

Variance Request: A Variance to the building's setback along Winburn Way is to be proposed with this application, similar to the request and reasoning proposed with the existing structure's Planning Action approvals (PA-T1-2014-01837 and PA-T1-2025-00270. The request allows the roof line of the pavilion to extend to the property line which will help provide shelter to the rink's assembly area along the Winburn Way frontage. The space is further enhanced by new structural steel posts that are proposed to be roughly an additional eight feet, abutting the rink's dasher board, which will allow for a more spacious and continuous seating area and walking aisle. As it functions currently, the temporary building's roof sits directly over the rink's edge causing rain runoff to fall directly onto spectators. Further complicating this area are the temporary structure's posts which are located in the path conflicting with needed mobility areas, especially for those with ice skates on.

Site Review Permit: To the best of the applicant's knowledge, the proposal does comply with the City's applicable Site Design Standards.

Plaza: At the time of this writing, the Plaza's design has not been fully resolved or a budget assigned to the space. However, at the time of the official land use application submittal, more detail plans will be provided. Regardless, the intent of the plaza is to be a multi-purpose space serving as an ancillary gathering space for both winter and summer recreational activities. The plaza will include seating, shade trees and other landscape elements intended to enhance the space. Further, the accompanying plaza building is planned to include a concession space with attached bathrooms on the upper level (plaza level) and a skate rental office, lockers and a Zamboni garage at the lower ice rink level. The rink's existing mobile trailer and porta-potty are to be eliminated with this proposal.

Trees: Similar to the plaza design noted above, further analysis relating to the site's trees, especially within the planned plaza area, is still to be determined. At the time of this writing, a number of trees within the plaza area will likely need to be removed in order to accommodate the proposed building placement, site circulation, utilities and seating accommodations. A tree protection and tree replacement plan will be provided at the time of the final application submittal.

Parking: Of the site's 24 parking spaces, two are proposed to be removed to accommodate the proposal. The subject spaces are located on the northern end of the site, abutting a residence. The space is proposed to be landscaped with shrubs and trees to not only soften the asphalt and increase permeable surface area, but also function as a buffer to the adjoining residence that currently is impacted by lighting, noise and projectiles (hockey pucks). Further, it's the Architects and Design Committee's attempt to soften the rink's parking centric appearance by slightly reducing the site's asphalt area. The applicants understand the importance of parking for Downtown uses, but contend the two lost spaces are justified when compared to the Pavilion's positive economic impact on Ashland's overall summer and winter economy.

The applicants and Parks Foundation Board look forward to meeting with City staff to further enhance the proposal. Various meetings have already occurred with Parks staff to address specific Park Department operation needs, but additional input would be helpful to the success of the proposed project.

Ashland Parks Foundation (Non-Profit501C3)
Representative, Mark Knox, 541-821-3752, knox@mind.net



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VII5. Park Walk Medallion in Front of Lithia Park	
Presenter	Mike Gardiner	President, Ashland Parks Foundation (APF)
Item Type	Action <input checked="" type="checkbox"/> Information <input type="checkbox"/>	

SUMMARY

At the June 10th Regular Meeting, Ashland Parks Foundation (APF) President Gardiner again gave a presentation on the Park Walk Medallion. The purpose of the plaque is to recognize the volunteer efforts of all the many individuals who have led park walks in Lithia Park beginning in 1989. The medallion would be similar in size and fashion to medallions that have been placed at many locations around town identifying important local historical events (MAP Project) and the current Public Art Advisory Committee's efforts to create the Literary Walk around town.

Tom Foster, longtime volunteer with the Park Walk program, will be donating the money for the medallion to the APF and in return APF is facilitating securing the contractor to make the medallion.

The medallion will be created in bronze. If approved by the Commission the medallion will be installed by Parks staff in fall of 2026.

POLICIES, PLANS & GOALS SUPPORTED

Not Applicable

FINANCIAL CONSIDERATIONS

The medallion will be a private donation sponsored by the APF. The Department will provide the labor and supplies to install the plaque which is within the Parks Operations budget.

PROPOSED ACTIONS OR MOTION(S)

I move to approve the design and the installation of the Park Walk Medallion in the sidewalk near the main entrance to Lithia Park.

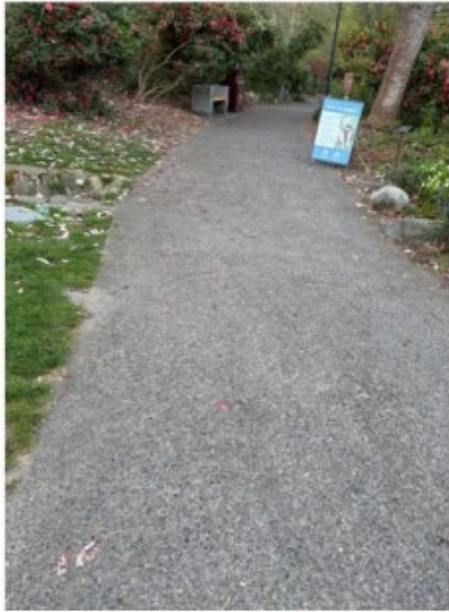
ATTACHMENTS

Picture of Location in Lithia Park

Final design artwork of medallion

PREPARED BY: Rachel Dials, Interim Director

Location of plaque in Lithia Park



Example of similar plaque in Railroad Park



IN GRATITUDE TO

LITHIA PARK
NATURE WALK
GUIDES



past, present and
future for sharing
their love of our beautiful
Lithia Park with residents and
visitors since 1989



REGULAR BUSINESS MEETING AGENDA BRIEF

July 8, 2026

Agenda Item	VII6. Lithia Park East Hillside Mountain Bike Trail Public Input Update	
Presenter	Rachel Dials	Interim Director
Item Type	Action <input type="checkbox"/> Information <input checked="" type="checkbox"/>	

SUMMARY

Update on Public Input for Lithia Park East Hillside Mountain Bike Trail.

- **Comment Period opened on the website on June 15, and comments will be received through September 3, 2026.** We have collected and filed 87 public comments that date back to 2025. There is a direct link on the main Parks and Recreation homepage that highlights the public process, ways to give input and includes a link to the trail proposal.
- **Parks Commission Study Session on August 5, 2026, at 6:00 PM in Council Chamber** where the trail proposal will be presented *only* for discussion and public comments.
- **Park Commission Regular Business** meeting September 9, 2026, at 6:00 PM in Council Chamber for potential action on proposed trail.
- **The proposed trail is now marked with biodegradable paint.** RED for the uphill section and ORANGE for downhill section. The trail crossings as of right now are marked with two lines (=). Specific signage for the trail crossings and Notice of the proposed trail will go up by July 22nd or as soon as possible.
- **Staff will coordinate with TAC to hold at least one public meeting on-site to view the trail.** That meeting is TBD. TAC will have a meeting on July 15, and this will be on the agenda for discussion.
- **Staff have viewed the full trail site.** The proposed trail traverses rough terrain which may make it difficult for some members of the public to see the full impact. It was suggested that TAC or the proposer put together some drone footage that could be shared.

PROPOSED ACTIONS OR MOTION(S)

Information only. Staff seeking feedback.

ATTACHMENTS

NONE

PREPARED BY: Rachel Dials, Interim Director