



Parks & Recreation Commission Meeting Agenda

ASHLAND PARKS & RECREATION COMMISSION STUDY SESSION MEETING AGENDA Wednesday, November 6, 2024

Public Participation Instructions

This meeting will be held electronically via Zoom Webinar. Registration is required to view the meeting. A link to the meeting will be sent to you once registration has been completed: https://zoom.us/join/wn_oECKgXrTT9uypOFkpzDkvg?amp_device_id=87333b5a-4173-4412-9a65-b35bf986ef37

Written testimony will be accepted via [email](#). Please include “**Public Testimony**” in the subject line. Written testimony submitted before 12:00 PM the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an [email](#) before 12:00 PM the Tuesday before the meeting. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email “**Speaker Request**”, 2) include your name, 3) the agenda item on which you wish to speak, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer (Zoom Name) or the telephone number you will use if participating by telephone. On request, staff will provide information necessary to attend the meeting.

- I. CALL TO ORDER
- II. PUBLIC FORUM
- III. REVIEW TRAILS ADVISORY COMMITTEE BYLAWS
- IV. LITHIA PARK MASTER PLAN - PROJECT PRIORITIZATION DISCUSSION
- V. LOOKAHEAD REVIEW
- VI. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



November 6, 2024

REQUESTED ACTION	III. Review Trails Advisory Committee Bylaws
ACTION ☐	INFORMATION ☒

BACKGROUND

At the September 11, 2024, APRC regular business meeting, the Trails Advisory Committee (TAC) was formed. At the October 2, 2024, APRC study session the policies associated with an advisory committee and the location of the committee membership make up was discussed. The bylaws are the document that will outline the committee's membership make up, purpose, meeting rules, etc.

The APRC plans to review for adoption the draft bylaws for the TAC at the November 13, 2024, regular business meeting. The adoption of the bylaws is needed to support the recruitment of new members.

POLICIES & PLANS

CP.2023.10.25.23 – Advisory Committees and Management Advisory Committees

GOALS SUPPORTED

1. Goal #1 – Employ best management practices to strengthen relations between management, co-workers, City employees, and community members. Potential steps include work with APRC's HR provider – the City of Ashland HR Department – to simplify and communicate HR policies and procedures, improve diversity equity and inclusion efforts, ensure all staff understand how HR benefits employees and how to access HR, and reorganize and add staff to free up management time for these efforts.
2. Goal #6 – Continue to improve and develop our watershed ped and MTB trail network, including connectivity to adjacent National Forest Land (above) and town centers (below) city ownership, as well as securing easements on private properties that protect public access to this network.

FINANCIAL CONSIDERATIONS

There is no financial impact.

ATTACHMENTS

TAC draft bylaws

PREPARED BY:

Rocky Houston



Ashland Parks and Recreation Commission

Trails Advisory Committee Bylaws

Overview

The Ashland Parks and Recreation Commission (APRC) established the Trails Advisory Committee on September 11, 2024.

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Trails Advisory Committee (TAC).

ARTICLE II. PURPOSE

The purpose of the TAC is to make recommendations to the APRC on matters related to trails and to coordinate with the Parks Superintendent and APRC Director on matters related to the general operations and maintenance, development, and diversity, equity, and inclusion practices related to trail use.

ARTICLE III. MEMBERSHIP

The TAC membership shall be composed of up to five (5) voting members, as follows:

- (1) Cycling User Group Representative
- (1) Hiking User Group Representative
- (1) Accessibility (ADA) Representative
- (2) At-Large Members

The TAC shall have non-voting Ex Officio members representing:

- APRC
- Ashland City Council
- Forest Lands Subcommittee

TAC members are appointed by the APRC chairperson with recommendations coming from the TAC. The term of each program participant and community partner member will be four (4) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the APRC chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

See Addendum A for initial TAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify the TAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate.

ARTICLE IV. MEETINGS OF MEMBERS

TAC shall meet every other month or as needed decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the committee shall consist of at least four (4) members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All TAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE VI. OFFICERS

Each year, TAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each fiscal year.

ARTICLE V. SUBCOMMITTEES

The TAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, or subcommittees, shall report their findings back to TAC in a public meeting.

ARTICLE VII. STAFF

The Parks Superintendent and/or APRC Director, or designated representative, will attend and assist in the planning, advertising and management of TAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

TAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

ARTICLE IX. MINUTES

TAC (or an APRC staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

ARTICLE X. YEARLY REPORT

With the assistance of the Parks Director (or designee), TAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE XI. DISSOLUTION

By motion of the APRC, TAC may be dissolved or merged with another similar organization conducting substantially the same activities.

ARTICLE XII. AMENDMENTS

TAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the APRC.

ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on [insert approval date] as the Bylaws of this committee.

Jim Bachman, APRC Chair

ATTEST: Rocky Houston, APRC Director



Ashland Parks and Recreation Commission

Trails Advisory Committee

Bylaws Addendum A: Initial Appointments and Terms

Position	Name	Representing	Date appointed	Current Term Expires
1.		ADA Representative		
2.		Hiking Representative		
3.		Cycling Representative		
4.		At-Large		
5.		At-Large		
Ex-Officio		APRC Commissioner		
Ex-Officio		City Councilor		
Ex-Officio		Forest Lands Subcommittee		



ASHLAND PARKS & RECREATION COMMISSION

AGENDA ITEM



November 6, 2024

REQUESTED ACTION	IV. Lithia Park Master Plan – Project Prioritization Discussion
ACTION ☐	INFORMATION ☒

BACKGROUND

The Lithia Park Master Plan (LPMP) was adopted at the October 9, 2024, APRC regular business meeting. The LPMP identifies 37 recommendations. To organize the recommendations by priority and plan projects to implement these recommendations staff has utilized the capital improvement plan scoring rubric. Staff has scored the recommendations (attached) and identified ten projects that are capital or operational to begin implementing the recommendations.

Staff plans to review the recommendations and projects for input on developing a strategy and/or projects to operationalize the recommendations in the master plan.

POLICIES & PLANS

Lithia Park Master Plan, 2024

GOALS SUPPORTED

1. GOAL #1 – Perform a system-wide master plan for Ashland Parks and Recreation Commission to include the following sections, at least (sections may be completed together or independently):
 - c. Park system maintenance and improvements
 - e. Design and maintenance guidelines

FINANCIAL CONSIDERATIONS

Input will have impacts on future capital projects and operational budgets.

ATTACHMENTS

- Lithia Park Master Plan Recommendation Prioritization
- Lithia Park Master Plan Projects Prioritization

PREPARED BY:

Rocky Houston

Major Maintenance

Theme	Recommendation #	Project Title	Project Summary	Cost Estimate	Condition	Park User Impact	Strategic Return	Operations Impact	Stewardship Impact	Score
Creek to Canopy	12	Wildfire Mitigation	mitigation of park from future fires.		3	3	2	4	4	64
Lithia Park Legacy	26	Historic Resources	proactive in protecting historic resources		3	3	2	3	4	60
Lithia Park Legacy	29	Restrooms & water fountains	remove from floodplain and to visible sites		2	3	3	3	4	60
Creek to Canopy	15	Tree Canopy	manage succession of tree canopy to maintain natural and cultural tree character		3	3	2	2	4	56
Access and Connection	22	Historic Bridges	maintain connections across creek and balance with performance with flood events and universal design		1	3	3	3	4	56
Lithia Park Legacy	29	Remove buildings in floodplain	remove buildings in floodplain and not build more		1	3	3	3	4	56
Creek to Canopy	13	Invasive Vegetation removal	remove invasive species and replace with planned vegetation		1	3	2	2	4	48
Access and Connection	24	Dogs	clarify where dogs are allowed within and near park		1	3	3	3	2	48
The Meander	3	Trail Loops	create measured and named loop trails		1	3	2	3	2	44
Lithia Park Legacy	29	Abandoned non-historic infrastructure	remove and introduce new infrastructure		1	3	2	2	3	44
The Meander	2	Diverse Spaces	integrate linear town to wild theme while keeping unique character		1	3	2	2	2	40
Creek to Canopy	14	Ornamental Gardens management	maintain ornamental gardens using flowering deer resistant species		1	3	2	1	2	36

Park Enhancements

Theme	Recommendation #	Project Title	Project Summary	Cost Estimate	Needs Impact	Park User Impact	Strategic Return	Operational Impact	Stewardship Impact	Score
The Meander	1	Incorporate Interpretation	addition of storytelling on cultural and natural qualities using art, media, programs and perm. or temp. exhibits		3	3	3	3	2	56
Access and Connection	19	Universal Design	use universal design principals to ensure accessibility park		3	3	3	2	3	56
Creek to Canopy	8	Pond Water Quality	improve water quality of ponds by incorporating their function into Ashland Creek		3	3	1	3	3	52
Creek to Canopy	17	Environmental Education	bring citizen science and monitoring into park		3	3	3	2	2	52
Access and Connection	18	Traffic Speeds	manage three speeds of traffic accommodation		3	3	2	3	2	52
Access and Connection	20	Road Design	redesign vehicular roads to increase safety for all modes of travel		3	3	2	3	2	52
Creek to Canopy	9	Creek Augmentation	input of gravel, cobble and wood material into creek		2	3	1	2	4	48
Creek to Canopy	16	Wildlife Corridor	improve habitat to support wildlife corridor to NF		2	3	1	2	4	48
Access and Connection	21	Green Infrastructure	incorporate green infrastructure and elements to support green transportation		3	3	2	1	3	48
Lithia Park Legacy	36	Water	ensure safe and potable water is available		2	3	2	2	3	48
Creek to Canopy	5	Improve Aquatic Life Habitat	creek improvements		2	3	1	1	4	44
Creek to Canopy	6	Granite Street Dam Removal	restore creek to pre-dam conditions		2	3	1	1	4	44
Creek to Canopy	10	Mitigate Climate Change	monitor and mitigate effects of climate change on low flows of creek during dry season		1	3	1	1	4	40
Lithia Park Legacy	28	Maintenance Yard	reduce maintenance yard by 50% & move park offices to Granite St.		1	3	1	1	4	40
Creek to Canopy	7	Floodplain Connections	restore connection between Ashland Creek and adjacent floodplain to decrease channelization		1	3	1	1	3	36
Creek to Canopy	11	TID outlet	reduce noise at TID outlet		1	3	1	3	1	36
Lithia Park Legacy	27	Park Offices	convert current offices into community house		1	3	2	1	2	36

Planning

Park		Project Title	Project Summary	Cost Estimate	Needs Impact	Park User Impact	Strategic Return	Operational Impact	Stewardship Impact	Score
Lithia Park Legacy	33	Operation & Maintenance	consider short and long-term maintenance impacts on current and future park facilities or activities		3	3	4	4	4	72
Lithia Park Legacy	30	Memorial Policy	develop strategy to evaluate memorials in park		2	3	2	4	3	56
Lithia Park Legacy	34	Play Areas	focus on nature play		1	3	1	2	2	36

Acquisitions

Park		Project Title	Project Summary	Cost Estimate	Needs Impact	Park User Impact	Strategic Return	Operational Impact	Stewardship Impact	Score
Access and Connection	23	Mountain biking	support mtb by acquiring adjacent property		3	3	3	3	3	60
Lithia Park Legacy	32	Sell Parcel	small parcel on granite and nutley street		3	3	3	2	4	60
Lithia Park Legacy	31	Acquisition	acquire lands that support guiding principals		2	3	2	2	4	52

Recommendation				In CIP	O&M Task
Project	#	Prioritization	Notes		
Fuels Reduction	12	1	5 acres schedule in FY24 for clearing and section along Glenview Rd for burn		X
Hazard Tree Removal	15	2	Remove hazard trees and plant new trees to maintain canopy		X
Japanese Garden - ADA access improvements	19	3	Improving access from Winburn Way and providing ADA parking site on Winburn Way	X	
Road Closure Pilot	18, 20	4	Close portion of Winburn Way for 1 year to pilot pedestrian safety demonstration		X
Traffic Speed & Road Design	3,18,20	5	Integrate road diet by adding center line and pedestrian/bike lane in Winburn Way to reduce speeds and improve safety for pedestrians and bicyclists		X
Environmental Education Programming	17	6	Development and promotion of citizen science and/or other environmental education at Lithia		X
Interpretation Update	1	7	Replacement of old interpretation signs with QR code and downloadable pdf for self-tours		X
Trail Map Update	3,19	8	Develop new trail map for park		X
Restroom Replacement & ADA Improvements	29	9	Removal of a restroom in 100 year floodplain and improvements to existing restroom	X	
Memorial & Public Art Policy	30	Completed	Create policy to assess memorials and public art in Lithia Park		X

		Information	Action	Lead Staff / Commissioner or Entity Responsible
11/6	Parks Commission Study Session (Zoom) 6:00 PM			
	Review TAC Bylaws (Information)	X		Director Houston
	Lithia Master Plan - Project Prioritization Discussion (Information)	X		Director Houston
11/13	Parks Commission Business Meeting Council Chambers 6:00 PM			
	Draft CIP (Information)	X		Director Houston
	Trails Advisory Committee Bylaws (Action)		X	Director Houston
	Fourth Quarter FY24/First Quarter FY25 Financial Reports (?) (information)	X		Director Houston
12/6	Parks Commission Regular Business Meeting Council Chambers 6:00 PM			
	2025 APRC Meeting Schedule (Action)		X	Director Houston
	Ashland Parks Foundation Annual Report (Information)	X		APF President Gardiner
	Draft CIP (Hearing) (Information) Public Comment	X		Director Houston
	TAC Appointments (Action)		X	Chair Bachman
	RDAC and ASAC Year in Review (Information)	X		Deputy Director Dials/SSSuperintendent Mettler
1/8	Parks Commission Regular Business Meeting Council Chambers 6:00 PM			
	CIP Adoption (Action)		X	Director Houston
	Budget Draft (Information)	X		Director Houston
	Election of Chair/Vice Chair (Action)		X	Chair Bachman
	APRC Advisory and Management Advisory Committees			
11/18/2024	Ashland Senior Advisory Committee (In Person Senior Center 3:30 PM)			Senior Services Superintendent Mettler
11/21/2024	Recreation Division Advisory Committee (Lithia Cabin 4:00 PM)			Recreation Manager Flora
TBD	Ashland Japanese Garden MAC - (Lithia Cabin 2:00pm)			Director Houston
TBD	Bee City USA MAC			Deputy Director Dials
TBD	Current Parks, Conservation, and Maintenance MAC			Parks Superintendent Caldwell
	Council Business / Budget Meetings/Commissions			
11/19/2024	2nd Reading ORD 3244 Uniform Policies for Committees			City Attorney McGeary
11/19/2024	Parks Department Ordinance			City Attorney McGeary
	East Main Park (GOAL #3 East Main Park)			
	Daniel Meyer Pool (GOAL #2 Improve Public Aquatics)			
	Ice Rink Chiller Replacement (Goal #9 Support opportunites for events)			
	Salmon Safe Certification			
	Lithia ADA Parking			Parks Superintendent Caldwell
	Bandshell Improvements (GOAL #9 Support opportunities for events)			
	System Development Charges			
Ongoing	Hiring			
	Annual Reports			
	Ashland Parks Foundation Annual Report (December)			APF President
	Standard Memorial Report (Program on Hold)			
	Advisory Committee & Management Advisory Committee Reports (TBD)			
	Volunteers in Parks Report (February)			Volunteer and Events Manager Shelton
	Senior Services Annual Report (December)			Senior Services Superintendent Mettler
	Recreation Division Annual Report (January)			Deputy Director Dials
	Parks Division Annual Report (February)			Parks Superintendent Caldwell
	Mission, Vision and Values Report (GOAL: Master Plan)			Recreation Manager Flora