

MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION
September 4, 2024
Electronic Meeting – 6:00 PM

Present: Commissioners Bachman (Chair), Lewis, Seffinger, Adams, Landt (Vice Chair)
Staff: Director Houston, Deputy Director Dials, Parks Superintendent Caldwell, Executive Assistant Mero, Senior Services Superintendent Mettler

I. CALL TO ORDER

Chair Bachman called the meeting to order at 6:00 PM

II. PUBLIC FORUM

None

III. LITHIA PARK MASTER PLAN Parks Director Houston

Houston shared that the Lithia Park Master Plan (LPMP) subcommittee has completed work on the eight addenda for the draft LPMP. It is ready to go before the Commissioners for adoption at the October 9 APRC business meeting. The draft plan and addenda will be posted on the City website and staff will make a media blast so that the public can view it before adoption.

Adams: The LPMP Subcommittee consists of him and Commissioner Landt. Mostly Commissioner Landt. Adams and Landt mentioned they both made concessions to reach agreement on the addenda.

There were several clarifying questions and discussion. In summary, there was agreement that it was time to adopt the plan. Adjustments can always be made in the future.

IV. LITHIA PARK – ADA PARKING – JAPANESE GARDEN Parks Director Houston

Houston proposed an option for ADA parking access to the Japanese Garden: two parallel spots in the roadway on Winburn Way on the same side of the street as the Garden, instead of the previously approved design that would add a new parking lot with five spaces adjacent to the volleyball court. Houston noted that the grades of the current sidewalk are not compliant with ADA guidelines. Views this option as a temporary parking solution and a permanent accessibility solution.

Discussion included cost difference – a savings of ~ \$75k; concern about making that busy section of Winburn Way more congested (could the curb be cut in some to create more space?); the suggestion of making one of the spots a loading zone (especially if a third spot could be added); adding benches along the path for rest; concern over spending more money on engineers.

V. TRAILS ADVISORY COMMITTEE FORMATION Parks Director Houston

Houston spoke to how the Trails Master Plan Subcommittee had morphed into the Trails Advisory Committee (TAC) without a formal process. Proper formation of the Committee is necessary. Houston outlined the makeup of the Committee, that the Forest Lands/Commissioner/Council members would be ex-officio non-voting, and explained the process of selecting members would be through open recruitment and include recruitment of the current members.

Discussion included noting inconsistencies between formation document and bylaws; keeping the formation process consistent with what the City is putting in the AMC; potential difficulty finding a member to represent the disabled in the community; clarification that though not formally chartered, TAC exists and the current members have been working very hard on projects and proposals, so there will likely be some frustration at the delays in that work caused by these administrative changes; process for adding members to Committees is that the Committee makes a recommendation to the Commissioners, they approve by vote or provide a reason if they disapprove; request to

replace the word 'equal' in the formation document with 'equitable'; desire for a representative of the dog walking community on the Committee.

Houston said staff will make suggested edits to the TAC formation document. It will come before the Commissioners for approval at the September 11 regular business meeting.

VI. **FY 26 – FY 32 CIP PLAN** Parks Director Houston

Houston gave a [presentation](#) on a Capital Improvement Plan (CIP) for Parks and Rec.

[CIP Process](#)

Discussion was all Kudos for the plan/presentation.

VII. **STRATEGIC PLAN SCOPE OF WORK** Parks Director Houston

In their BN 23-25 goals, the Commissioners listed a system-wide plan. Director Houston gave a [presentation](#) on his suggested plan.

Bachman: Looks like a wonderful plan. There will likely be a line item in the budget because these plans take staff to coordinate.

Discussion included appreciation for breaking down the process into steps with measurable goals.

VIII. **LEVEL OF SERVICE MODELING** Parks Director Houston

Houston: We will use the Level of Service Modeling tool to help inform the Strategic Plan, doing an overview of parklands, facilities, and recreational and senior center services, comparing what we offer to what other communities offer. [Presentation](#)

*Internet went out at the Annex in Ashland – lost contact with Rocky.

Bachman noted they had information on the Level of Service Modeling in the packet they could read.

*Internet came back up and Rocky finished his presentation on the Level of Service Modeling.

Discussion included appreciation for the strategic planning, getting back to basics, best practices approach; support for continuing new projects (such as East Main St. Park) because some of them have already had a lot of diligent work done by many people and they have been waiting a long time; huge support for data-driven methodology.

IX. **LOOKAHEAD REVIEW**

Bachman noted one mistake on the lookahead: The Lithia Park Master Plan will be presented for adoption at the October 9 Regular Business Meeting, not the September 11 Regular Business Meeting.

X. **ADJOURNMENT**

With unanimous consent, Bachman adjourned the meeting at 7:45.

Respectfully Submitted,
Nancy A. Mero
Executive Assistant