

MINUTES FOR STUDY SESSION
ASHLAND PARKS & RECREATION COMMISSION
July 15, 2019
The Grove, Otte-Peterson Room
1195 E. Main Street

Present: Commissioners Gardiner (Chair), Landt (Co-Chair), Bell, Heller, Lewis; Director Black; Senior Services Superintendent Glatt; Parks Superintendent Oxendine, Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

CALL TO ORDER

Gardiner called the meeting to order at 6:03pm

PUBLIC INPUT

None

ASAC MEMBER EXPANSION

The item was deferred for the time being. Glatt presented after the Consent Agenda Discussion. Glatt reviewed the staff report included in the [meeting packet](#). Discussion on the item included the following points:

- The ASAC Subcommittee discusses Senior Service Division issues and votes on recommendations to the Commission
- ASAC recommendation expansion to allow: 1) more capacity on ASAC to execute the ambitions goals and workplan established for Biennium 2019-2021 2) Opportunity to strengthen ASAC with additional program participant members and representatives from key community partner organizations
- Black stated that in addition to the reason listed by ASAC, succession planning is another reason to potentially expand the Subcommittee
- The number of appointed members would be used to determine quorum
- Staff was directed to bring the item to the next Regular Meeting

CONSENT AGENDA DISCUSSION

Black reviewed the staff report included in the [meeting packet](#). Discussion on the item included the following points:

- If a Commissioner would like an item pulled off the consent agenda, they can contact staff prior to the meeting so staff can be prepared to address concerns. Items can also be pulled at the meeting by a Commissioner without prior notice.
- Once an item is pulled at the meeting, the item can be discussed prior to voting on the remaining items on the consent agenda or in another appropriate location on the agenda such as Old Business or Unfinished Business
- Clarifying questions can be asked without pulling an item off the consent agenda
- A single Commissioner can pull an item off of the consent calendar for discussion

- Landt would like to ensure utilizing the consent agenda actually saves time and would like to try using it for a one-year trial period
- Other public bodies utilize consent agendas
- Use of the consent agenda would easily allow for the Commission to vote on acknowledging subcommittee minutes rather than stating acknowledgement as has been the practice
- Subcommittee minutes will be included on the consent agenda. Minutes from Commission meetings will not be placed on the consent agenda
- Staff was directed bring an action item to the Regular Meeting on using a consent agenda for a one-year trial period. Once the use of the consent agenda is approved, the consent agenda itself can be considered for approval

TRAILS MASTER PLAN UPDATE

Black reviewed the staff report included in the [meeting packet](#) and briefly discussed the public process to date. Black also provided the the [Trails Master Plan](#) to Commissioners, which was not included in the meeting packet by mistake. Discussion on the Master Plan included the following points:

- The Trails Master Plan was initially adopted in 2006
- Gardiner and Lewis sat on the Trails Master Plan update committee, which was also comprised of citizen volunteers and APRC staff
- Amendments were made to bring it inline with current goals and objectives and to make it more consistent with the way master plans read
- The City of Ashland GIS Department also made updates to maps in the master plan
- The master plan would be considered a supporting document to Chapter VIII Parks, Open Space, and Aesthetics of the City of Ashland Comprehensive Plan
- APRC is notified by the planning department on all planning actions. APRC staff determines if planning actions would impact APRC lands, goals or planning efforts
- The master plan provides guidance to staff when providing comments on planning actions that could impact APRC interests. In the past, APRC was not included in the planning action comment process
- APRC staff is responsible for reviewing planning actions to determine potential conflict or opportunities and to make appropriate comments. Weekly meetings are held at Community Development to discuss planning actions. APRC are able to participate in meetings when planning actions have the potential to impact APRC interests
- Planning actions can provide opportunities for APRC to request activities that can further APRC planning goals such as extending the Bear Creek Greenway
- The master plan provides justifications when APRC submits comments on planning actions and ask for conditions to be included in the approval of the project in question
- The master plan is used internally when evaluating land acquisitions or land donations for trail connectivity. All land acquisitions, both purchased and donated, are approved by the Commission
- Landt expressed concern that the Ashland Creek Corridor map on pg 56 includes land that could not be included in a natural corridor because it is fully developed. Black and Gardiner stated that this is a standard planning overlay that identifies areas that may have the potential to improve trail connectivity. Lewis stated that connectivity is sometimes obtained in non-natural areas due to circumstances on the ground.

- The Ashland Trails Corridor on pg 56 includes a typo in the title.
- Landt expressed concern that the map identifies three parallel trails on the Mace Property. Black requested that desired changes be made at a Regular Meeting when the items is next presented and GIS can make the alterations.

Proposed changes indentified through the Planning Commission process are as follows and are located on page 4 of 5 in the [Planning Division Staff Report](#). Black will verify all proposed changes and belives the change to the Overview Section in Ch. 2 will not be included as a final amendment.

- Striking the following sentence included in the executive summary on page 4. : “In addition, the 2018 TMP will provide a source of information that may be used to assist the community in the evaluation of local land use decisions.”
- Adding the underlined text on page 12: “Trail development should conform to City floodplain, riparian and hillside ordinances and regulations such as erosion control and setbacks. When appropriate, a geologist or geotechnical engineer will be consulate in areas of steep terrain, unstable soil conditions or severe erosion areas.
- Adding the following to the Overview Section in Chapter 2: “Most of the trails in this Master Plan are within Ashland’s city limits or the City’s Urban Growth Boundary and therefore within the City’s planning jurisdiction. A number of trail sections are within Jackson County, whose comprehensive plan strongly supports cooperation with cities and encourages the development of recreational facilities and opportunities to meet the need of urban population centers. The City will work with the County on whatever planning requirements deemed necessary by the County to make the Master Plan trails and trail connections a reality.”

Staff will bring this item to a Regular Meeting at a future date.

ITEMS FROM COMMISSIONERS AND STAFF

- Oxendine reported on a GIS memorial inventory project, which will be made available to the public
- Black stated the first Rock the Knoll concert which was a success. Over 200 people attended. Two food vendors participated and the clubhouse sold beverages. Future concerts are scheduled
- Gardiner suggested selling the pasaneger van owned by APRC

EXECUTIVE SESSION (pursuant to ORS 192.660(2)(e))

The meeting was called into Executive Session at 7:06. The Executive Session concluded at 7:42.

ADJOURNMENT

The meeting was adjourned at 7:42

Respectfully submitted by
Sean Sullivan
Office Assistant II