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AGENDA FOR STUDY SESSION

ASHLAND PARKS & RECREATION COMMISSION
September 16, 2019
The Grove, Otte-Peterson Room
1195 E. Main Street

5:30 p.m.

- I. CALL TO ORDER
- II. PUBLIC INPUT
- III. SIGNS, PLAQUES, AND MEMORIALS POLICY DISCUSSION
- IV. IPM POLICY DISCUSSION
- V. ITEMS FROM COMMISSIONERS AND STAFF
- VI. ADJOURNMENT

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ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:
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Joel Heller
Rick Landt
Jim Lewis
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Michael A. Black,

Director

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TO: Ashland Parks and Recreation Commissioners
FROM: Mike Oxendine, Parks Superintendent
DATE: September 11, 2019
SUBJECT: Signs, Plaques, and Memorials Policy Amendment Discussion

SITUATION:

Through planning processes, it was determined that the parks memorials program needed to be updated. Staff initiated a review of the Signs, Plaques, and Memorials Policy by the Current Parks, Conservation, and Maintenance Subcommittee to identify potential amendments to update the program.

BACKGROUND:

This policy was initially approved by the Commission in 2004 and was amended in 2008 and 2013. The Subcommittee began reviewing the policy in March 2019 and recommended the attached documents to the full Commission on August 12, 2019.

The proposed amendments address the following goal and recommendation:

- APRC 2019 – 2021 Biennium Goal #2: *Develop parks development standards and guidelines.*
- Recommendation #30 in the Draft Lithia Park Master Plan: *Determine consistent strategy for evaluating the introduction of new memorials in the park, and what type of physical elements are appropriate for memorials.*

ASSESSMENT:

Upon review, it was determined that several areas in the policy need to be amended. The recommended attachments include specific changes to the Signs, Plaques, and Memorials Policy as well as a document that outlines procedures and guidelines for Standard Memorials. Below is a summary of the recommended updated:

Signs, Plaques, and Memorials Policy Amendments:

- Creates a Standard Memorial Program and associated guidelines. This item addresses a 2013 recommendation (page 1 of 6, II. A)
- Costs will be reassessed every biennium and will include the actual cost of the memorial installation as well as a general donation for parks maintenance. This item addresses a 2013 recommendation (page 2 of 6, III. H)
- Identifies the ability for large donations to be directed towards the creation of an endowment fund for parks maintenance managed by the Ashland Parks Foundation (page 3 of 6, IV. D)

- Identifies Standard and Non-standard Memorial Types and points to the Standard Park Memorial Administrative Procedure for Standard Memorials guidelines (page 3 of 6, V. A & B)
- Updates the application process to provide the authority to the Current Parks, Conservation, and Maintenance Subcommittee to approve Standard Memorials (page 4 of 6, VI.B.1 a & b)
- Stipulates that Non-Standard Memorials will go to the Current Parks, Conservation, and Maintenance Subcommittee for a recommendation to the Commission (page 4 of 6, VI. B.2)
- Updates the application process to defer significant memorial proposals to the APRC Director for guidance on the appropriate process (page 5 of 6, VI.B.3)
- Establishes a 10-year time limit on Standard Memorials. This item addresses a 2013 recommendation (page 5 of 6, VIII.)

Standard Park Memorial Administrative Procedures:

- Identifies a general process for the public to submit memorial requests
- Identifies guidelines for materials and plaque installation
- Identifies donation costs for new and existing memorials

RECOMMENDATION:

Staff is seeking feedback on the proposed amendments and administrative procedures document in its draft form. Staff plans to bring the item before the Commission in its final form at the September 23, 2019 Regular Business Meeting for approval.

Attachments: Draft Signs, Plaques, and Memorials Policy Amendments; Draft Standard Memorial Administrative Procedures

PARKS POLICY FOR SIGNS, PLAQUES, AND MEMORIALS

Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Ashland Parks and Recreation Commission (APRC) appreciates and encourages such contributions and strongly urges those wishing to commemorate persons, groups, or events to consider making a contribution without requiring a physical memorial. A guiding principle is for the park itself to be the showpiece or center of activity, rather than a site containing memorials.

This statement of policy and guidelines is designed to:

1. Provide specific criteria for design and placement of memorials and signs.
2. Establish a clear and consistent process for application, review, approval, and implementation of all proposals.
3. Define ongoing maintenance responsibilities of the donor and of the Parks DepartmentDivision.

II. Policy:

It is the policy of the Ashland Parks and Recreation CommissionAPRC to consider installing signs or memorials on the property managed by the Commission under one or more of the following circumstances:

A. When the memorial proposed has been located, selected, and purchased following the standard parks memorial program, as outlined in the Standard Park Memorials Administrative Procedure document maintained by staff.

A.B. When the feature will enhance the park and be in character with the purpose for which the park was created.

B.C. When the person or group memorialized has contributed significantly to the mission of Ashland Parks and RecreationAPRC.

C.D. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.

D. When a donation is made that constitutes the major portion of resources necessary to acquire a park site identified on the current Parks, Trails, and Open Space Plan.

Note: *Complying with some or all of the above policy elements does not automatically secure approval.*

III. Criteria and Rationale

- A.** Ashland's parks are established to provide playgrounds, areas for organized active recreation, trails, open space, aesthetic benefits, and environmental protection and enhancement. Signs and memorials will be in character with and not detract from the purpose of the park or facility.
- B.** There must be justification for the existence and location of all memorials.
- C.** The preferred location for a memorial is inside or immediately adjacent to a structure such as a building or parking area or entrance to a structure or trail. Development of a trail, renovation of a feature or structure, or restoration of a natural area may be acknowledged by a sign or plaque within its access or parking area or within or on an existing structure.
- D.** Memorials or signs placed outdoors should be part of a landscape design plan and carefully incorporated so as to be part of the fabric of the site, rather than a feature of the site.
- E.** Memorials to individuals may be incorporated into benches, tables, bbq grills, drinking fountains, bear resistant trash cans, artwork, walkways or other structures or amenities. A commemorative bench or tablenewly installed park structure or amenity may be considered for a particular site if the park plan designates the need.
- F.** Interpretive signs or memorials related to community history or natural history may be placed in accordance with the park plan.
- G.** A conservative approach will be taken regarding requests for signs and memorials in Lithia Park in order to preserve its natural and historic character.
- G.H.** The costs of memorials will include the actual costs of installing the memorial as well as a general donation for parks maintenance. Costs for standard memorials identified in the Standard Park Memorial Administrative Procedure document shall be assessed at the beginning of the second year of each biennium.

IV. Memorials that may be considered:

A. Historic Events

Events significant to the park's formation or development or in the development to the region of town in which the park is located.

B. Persons or Groups

Persons or groups who were influential in understanding, developing, or preserving the park or region of town. Persons must be deceased a minimum of one year before applications for memorial items will be accepted. Exceptions will be made for donations of items from current needs list.

C. Structures

Commemorating the roles of individuals, such as designers, government agencies, and others in the development and construction of new structures located in the park.

D. Endowment Fund

~~Donations~~ Large Donations can be made to establish the an Ashland Parks Foundation's memorial endowment fund for signs, plaques, and memorials, or for the future maintenance of Lithia Park the park system.

V. Monument Types:

A. Standard Memorials: Guidelines for standard memorial types and plaques are outlined in the Standard Park Memorial Administrative Procedures document. Standard plaques will be 1x4 inch aluminum with Times Roman text, font size 14. Words will be limited to six, with no dates listed.

B. Nonstandard Memorials: Parks staff will maintain a current needs list of potential non-standard memorials such as bridges, gazebos, trails, paths, picnic shelters, sports courts, and other park amenities. All locations, types of materials, and any other considerations will follow all parks policies and standards. Plaques made of permanent materials such as bronze, other metals, or stone. May be mounted in walls, in paving, or on cast concrete. Plaques will be or can be attached to the donated item.

Other Memorials: These include all that are three dimensional, such as statuary, structures, benches, fountains, and other items not included above.

VI. Application Process

A. Parties involved:

1. Donor: Individual or group proposing a memorial or sign.
2. A memorial review subcommittee ~~was shall be~~ formed to review proposals ~~and make recommendations~~ regarding memorials and signs. The subcommittee ~~is shall be~~ comprised of a minimum of two members of the ~~Ashland Parks and Recreation~~ Commission and may include other appropriate persons.

~~Duties:~~

~~3. The Subcommittee rReviews~~ proposals in accordance with standards described herein and approves Standard Memorials and makes recommendations to the full commission on Non-Standard Memorials.

~~3. Parks Commission approves or denies the request.~~

B. Process:

- 1) For Standard Memorials:
 - a. The donor will follow the process outlined in the Standard Park Memorial Administrative Procedures document.
 - b. The Subcommittee will review all requests for compliance with Standard Memorial Guidelines and has the authority to grant final approval.
- 2) For Non-standard Memorials:
 - a. The donor will After reviewing this policy statement, and the donor submits the a preliminary proposal in writing to the Ashland Parks and Recreation Director, 340 South Pioneer Street, Ashland, OR 97520.
 - a.b. The proposal must indicates who or what is being commemorated, the type of memorial desired, the preferred location, maintenance considerations and justification for the request.
 - c. The subcommittee requests detailed drawings from the donor showing full-scale design, wording, typeface, materials, and location. The subcommittee forwards its recommendation to the Ashland Parks and Recreation Commission.
- 3) Memorial projects that have been determined by the director or parks superintendent that propose significant financial or resource contributions to APRC will not follow the subcommittee process and will be referred to the director to determine the appropriate process.

~~If the recommendation is favorable:~~ The commission reviews the drawings and makes a final approval, with any conditions noted.

~~If approved:~~ The subcommittee reviews the request and/or approves associated wording.

VII. Installation

Upon final approval of the memorial proposal, it becomes the donor's responsibility to coordinate and finance the fabrication, delivery, and installation of the plaque or memorial with ~~Parks DepartmentAPRC staff~~. Any changes must be approved by the ~~commission~~ Commission prior to installation of the memorial.

The ~~p~~Parks ~~s~~Superintendent inspects the memorial before and after installation to ensure that all the conditions of approval have been met.

VIII. Removal, or Replacement and Expiration

~~Ashland Parks and RecreationAPRC~~ reserves the right to move, remove, or replace any sign or memorial within any property under its jurisdiction if the memorial does not comply with the above policy and guidelines, if it interferes with the development of a park for its intended purpose, or for any other reason it identifies.

If the memorial becomes damaged beyond repair, an attempt will be made to contact the donor to repair or replace the item, or it may be removed.

After a period of ten years, standard memorials will expire and become available. The donor who initially established the expired memorial will be contacted when possible and be provided an opportunity to re-dedicate the memorial by donating the amount identified for existing memorials in the Standard Park Memorial Administrative Process document without going through the formal approval process.

Any Standard Memorial plaques removed after the 10-year period will be moved to a central location in Lithia Park.

IX. Date of Effect of these Guidelines

The guidelines become effective upon adoption by the ~~Ashland Parks and Recreation~~ Commission.

2013 Amendment Recommendations from Subcommittee:

- ~~To recover all costs associated with shipping, installation and maintenance, raise prices: from \$300 to \$600 for standard bench and from \$1,200 to \$2,000 for metal framed bench.~~
- ~~For ongoing requests, created a “Sponsor a bench” form outlining rules and fees~~
- ~~Implement a 10 year time limit on memorial items in parks~~
- ~~For donations above \$5,000, authorize staff to approve a 3x4 plaque with as many words listed as space allows, Times New Roman font, size 14.~~

DRAFT

Standard Park Memorial Administrative Procedures

This document contains procedures and guidelines for standard park memorials and will provide staff with direction when installing standard memorials on park amenities. The purpose of the guidelines is to establish a cohesive look throughout the park system and will provide clarity to those seeking a standard memorials.

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Standard Memorials Process

The Standard APRC Memorial was created to ensure that future memorials in Ashland parks meet the vision of this policy and to expedite the implementation of new memorials for the donor, staff, and Commission.

- Staff will create and maintain a webpage providing information to potential donors for standard and non-standard memorials.
- Available Standard Memorial locations and memorial types will be inventoried and made available to the public via a GIS Web Application.
- When selecting a Standard Memorial, the donor will complete the online Standard Memorials Request Form. Paper copies of the form will be available upon request at the APRC administration office.
- The Standard Memorial Form will contain the following items.
 - A link to the GIS web app that lists all available Standard Memorials
 - A place for the donor to identify a specific location and type of the desired location
 - The list of Standard Memorials contains benches, picnic tables, drinking fountains, and bear resistant trash receptacles. Additional standard Items may be added as needs for additional amenities arise.
 - Donor Contact Information
 - Information on who or what is being memorialized
- Donors will make checks payable to APRC and will receive a donation statement.

Standard Memorial Benches

Various styles of benches are utilized throughout the APRC park system which utilize wood slats or planks. See Figures 1-3 for examples of existing benches.



Fig.1-Full steel frame w/ wood slats located in Lithia Park



Fig.2-Partial steel frame w/ woods slats located in Lithia Park



Fig.3-Emerged steel support posts w/ wood planks located in Lithia Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on benches with wood slats or planks.

- Plaque size: 1" x 4", Install on the uppermost backboard, centered
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 14 with no dates listed
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new bench where it is determined that the characteristics of the site are more suited to utilizing an embedded steel support posts that does not require a concrete pad. Figure 3 meets these guidelines. Figures 1 & 2 are examples of steel benches with wood slats that do not meet these guidelines.

- The frame should be constructed of a durable weather resistant material such as steel and able to be embedded into the ground
- Length: 5'
- Wood Planks: 4 2x4 & 2 2x6 installed as pictured in Fig. 3 above; Steel planks could also be utilized.

New Wood Cost: \$1,000

Existing Wood Cost: \$750

The following guidelines will be used when retiring existing wood benches or when procuring a new bench and the characteristics of the site are more suited to utilizing a steel bench. Figure 4 is an existing steel bench that meets these guidelines.

- Length: 6 '
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Include sufficient space between slats to allow water to run off
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- A uniform concrete pad should be poured to secure the bench
- Availability to purchase a plaque designed for the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4-All steel bench located in Ashland Creek Park

New Steel Cost: \$ 3,400

Existing Steel Cost: \$2,550

Standard Memorial Tables

Various styles of tables are utilized throughout the APRC park system which utilize wood planks or are completely constructed of steel. See Figures 1-3 for examples of existing tables.



Figure 1 - Standard wood table located in Lithia Park



Figure 2 - Non-Standard wood table located in Lithia Park



Figure 1 - Standard steel table located in Garfield Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on wood tables.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 14 with no dates listed
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new table where it is determined that the characteristics of the site are more suited to utilizing a wood table. Figure 1 meets these guidelines. Figure 2 is an example of a higher quality wood table found in Lithia Park that would be considered non-standard.

- Allow for wheelchair access at the ends of the table when located in an ADA accessible area
- The frame should be constructed of a durable weather resistant material such as steel
- Length: minimum 5'
- Wood Planks: 3 2x12 for the table top and 1 2x12 for each seat

New Wood Cost: \$1,100

Existing Wood Cost: \$825

The following guidelines will be used when procuring a new table and the characteristics of the site are more suited to utilizing a steel table over a wood table. Figure 3 is an existing all steel table. Figure 4 is an example of all steel table. Both meet these guidelines.

- ADA Compliant
- Constructed of a durable weather resistant material such as powder coated steel
- Color: Black, Dark Green, Blue or Brown
- Includes spaces on seats and table top to allow water run-off
- Shape: Square, round or rectangular
- Availability to purchase a plaque designed for the table and utilize plaque guidelines above taking available plaque dimensions into consideration



Figure 4 - Example of standard steel table

New Steel Cost: \$2,300

Existing Steel Cost: \$1,725

Standard Memorial BBQ Grills

There are currently BBQ Grills installed at Lithia Park and Garden Way Park. One of the reservable sites at Lithia Park has a large grill installed. The other grill in Lithia and Garden Way Parks are smaller and similar in size. Figures 1 – 3 are examples of existing APRC grills.



Fig. 2 - Small grill located at the Madrone Picnic Area in Lithia Park



Fig. 2 - Large grill located at Hillside Picnic Area in Lithia Park



Fig. 3 - Newly installed grill located at Garden Way Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on BBQ Grills.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 14 with no dates listed
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the grill, centered

The following guidelines will be used when procuring a new BBQ Grill. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these guidelines.

- Firebox constructed of thick steel, be finished with a non-toxic corrosion resistant material and contain drainage holes
- The grate should be constructed of steel
- The grate height should be adjustable
- Stand should be constructed of heavy-duty metal with the ability to mount into concrete
- Ability to swivel is preferred
- The grilling surface should be a minimum of 420 square inches
- The fire box dimensions should be a minimum of 23" L x 18" D x 10" H

New BBQ Grill Cost: \$900

Existing BBQ Grill Cost: \$675

Standard Memorial Drinking Fountains

Various styles of Drinking Fountains are utilized throughout the APRC park system. See Figures 1-3 for existing examples.



Fig. 3 - Concrete fountain at Lithia tennis courts



Fig. 2 – ADA fountain without bottle filler at Garden Way Park



Fig. 3 - Newly installed ADA fountain with bottle filler at Garfield Park

The following guidelines will be used when installing a standard memorial plaque on Drinking Fountains

- Plaque size: 5" x 7"
- Material: Aluminum or other weather resistant material
- Font: Friz Quadrata
- Words: Limited to 14 with no dates listed
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the drinking fountain using a plaque that conforms to the curve of the fountain

The following guidelines will be used when procuring a new Drinking Fountains. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these Guidelines.

- ADA compliant
- Casing: Constructed of a durable weather resistant material such as cold rolled steel with anti-corrosion coating
- Basin: Constructed of durable weather resistant material such as stainless steel
- Color: Green
- Vandal resistant features
- Includes a bottle filler
- Where appropriate, dog accessible bowls should be considered (see Figure 4)

New Fountain Cost: \$4,300

Existing Fountain Cost: \$3,225



Fig. 4 – Example of dog accessible fountain

Bear Resistant Trash Receptacles

Bear resistant trash receptacles are located within Lithia Park and not currently utilized on other park properties.

The following guidelines will be used when installing a standard memorial plaque on Bear Resistant Receptacles.

- Plaque Size: 5" x 7 "
- Material: Aluminum
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the large front access door, centered

The following guidelines will be used when procuring a new bear resistant trash receptacle. Figure 1 meets these guidelines.

- ADA Compliant
- Ability to attach an add on receptacle to collect recyclable materials
- Dual shoots are preferable to allow for the ability to expand recycling options
- Color: Forrest Brown or Green
- Constructed of corrosion proof steel or a similarly durable material
- Hardware constructed of corrosion proof material such as zinc coated steel



Figure 1 - Bear resistant trash receptacle located in Lithia Park

New Bear Can Cost: \$3,600

Existing Bear Can Cost: \$2,700

ASHLAND PARKS & RECREATION COMMISSION

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MEMORANDUM

TO: APRC Commissioners
FROM: Mike Oxendine
DATE: September 16, 2019
SUBJECT: Integrated Pest Management Policy Review

In an effort to evaluate and improve Ashland Parks and Recreation Commission's Integrated Pest Management Policy, a yearly review is conducted and presented by APRC staff. In advance of that review, we believe it would be prudent to have a discussion amongst the Commissioners and staff about any observations or concerns regarding the current policy. Any potential changes to the current policy could then be incorporated into APRC staff's annual review.