

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
August 19, 2019
Lithia Cabin 340 S. Pioneer

11:00 a.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Current Parks, Conservation, and Maintenance Subcommittee – June 17, 2019

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Signs, Memorial & Plaques Policy Update
 - Action Items:
 1. Discuss working draft of policy updates
 2. Bench, Picnic Table, Drinking Fountain recommendation for Parks Standards
 3. Update on GIS timeline/plan
- Existing Memorial – Additional Plaque Request
- Zero-Waste Policy Discussion

SET NEXT MEETING DATE / TIME / PLACE

ADJOURNMENT

Minutes
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
June 17, 2019
APRC Admin Building, 340 S. Pioneer

Present: Commissioner Lewis, Bell; Superintendent Oxendine; Tech III Minica (arrived at 2:18 p.m.) Tech II Godard; Assistant Sullivan

CALL TO ORDER

Bell called the meeting to order at 2:03 p.m.

APPROVAL OF MINUTES

- **Current Parks, Conservation, and Maintenance Subcommittee – April 15, 2019**

Motion: Lewis moved to approve the Minutes as presented. Bell Seconded.

Lewis requested staff to put the items listed on Attachment III (zero waste policy) on a future agenda for discussion with the inclusion of Tech III Miller and Minica.

PUBLIC PARTICIPATION

- **Open Forum**

Kristina Lefever of Ashland listed various counties and cities across the country that are banning the use of glyphosate. Lefever suggested that APRC consider banning the use of these chemicals completely.

ADDITIONS OR DELETIONS TO THE AGENDA

Bell suggested adding a discussion about the process to formulate zero waste strategies. Lewis suggested that subcommittee members review Attachment III from the previous meeting Minutes and come to the next meeting with ideas to discuss.

UNFINISHED BUSINESS

- **Integrated Pest Management (IPM) Logo and Sign Language Adoption**

Bell asked Oxendine if there was a sign proposed that needed to be approved by the subcommittee. Oxendine stated that the questions before the subcommittee are where the signs would be placed, what is the purpose of installing them and what language would go on them. Lewis stated that whatever is put on the sign needs to be based on actual practices and should be accurate.

Oxendine provided some possible language that could be put on the sign: "Synthetic Chemical Herbicides are not used to manage property" in most park lands except for the golf course and baseball fields. APRC cannot say that it is managed organically or does not use pesticides. If the move to use organic fertilizers is made, the signs could reflect that practice, but making this move would have a significant budget impact.

Kristina Lefever (audience member) was called on and spoke regarding Osbourne Organics who provides information to local jurisdictions, including Talent, OR, on organic fertilizer practices. Lefever supports APRC using fully organic fertilizer.

The subcommittee discussed the various types of signs throughout the park system as well as the potential to move towards sign kiosks, where most of the signs would be posted in a kiosk like structure at park entrances and parking lots. Updating signs about dogs not being allowed in Lithia Park as well as dog stations was discussed. Oxendine reported that many parks departments in Oregon are using sign kiosks and using interpretive signs listing the reasons why dogs are not allowed in some park lands.

- **Parks Standards Update**

Oxendine stated that his report will include this item as well the next item, Signs, Memorials & Plaques Update. Oxendine and Godard have identified several possible benches to include the Parks Standards policy that will also be used in the memorials policy. Oxendine provided a draft of the updated memorials policy finished the day of the meeting (see Attachment I).

Discussion on the updates include the following items:

- The name of the policy no longer references signs and plaques
- It is a rough working draft
- Standard memorials will include benches, picnic tables, drinking fountains and trees
- APRC has reached out to COA GIS to create a digital inventory of existing memorial locations as well as potential memorial sites that can then be displayed on a publicly accessible map
- The public could potentially utilize the map to identify a location and then fill out a form for a standard memorial that APRC staff will use to process the request.
- Memorials that are of a more custom nature would be referred to the Director to determine the appropriate course of action
- It is likely that the cost of the items will increase and therefore require a larger donation to establish a memorial in the park
- The current policy requires that the person being memorialized have strong connection to the parks system or City of Ashland
- Bell stated that memorials that he has seen do not fall into the standards outlined in the current policy. Oxendine clarified the process requires the applicant to fill out a form that provides information on a connection to the parks system. Bell stated that the requirements outlined in this policy could be reviewed and removed. If someone gives a donation, it may not be necessary to fall under any of the strict guidelines.
- Oxendine stated that since there is a limited number of memorials allowed that there could be rationale as to who can be memorialized in the park system.
- In response to a question by Lewis, Oxendine stated that there will be criteria set in place for someone donating to place a memorial on an existing park feature and that it would be refurbished.
- Lewis stated that once an inventory is complete, it will likely show that there is not much more room within Lithia Park for additional memorial sites and that it will be necessary to look towards other park lands.
- Lewis stated there may be a need to increase the size of the memorial plaque. Oxendine stated that keeping uniformity on the plaques is desirable.
- Oxendine stated that since the price will likely increase it may be necessary to create a scholarship program used to subsidize the cost of people who may not be able to afford. Funds could potentially be secured by requiring donations to more than cover the cost of purchasing the feature.
- Additional items that would be cheaper, such as bricks, should be identified as potential memorial features. The Nature Center has a memorial brick program that could be reviewed as a model.

Oxendine asked that the subcommittee review the updated policy provided at the meeting. A marked-up version of the policy will be sent out that identifies the changes to the current policy. Oxendine will consult Director Black on the next step for the public review process.

Bell reiterated that he would like to see criteria allowing who is eligible for memorialization to be less stringent and to also create a tiered donation structure so there are affordable options. Options for memorials, including pictures and price quotes, will be provided at the next meeting for review.

- **Signs, Memorials & Plaques Update**

See above item.

NEW BUSINESS

- **None**

Bell solicited items to be added to New Business

- Oxendine reported that bears have been hitting trash cans in Lithia Park and would like to replace all standard trash cans with bear cans. Bear cans also reduce the amount of household trash that is disposed of in park trash cans.

Kristina Lefever of Ashland was called upon to address an issue not on the agenda. Lefever spoke about the garden at The Grove which is a Bee City USA project. Bee City USA is proposing a sign be placed at this garden to install a sign. The size is proposed to be 10' x 3'. Lefever is looking for direction or parameters that they should follow when designing the size. Commissioners & Staff suggested Lefever follow up with the City of Ashland (COA) on options that would fall in line with the COA sign ordinance Lefever also handed out materials for the APRC/Pollinator Garden tour (See Attachment II).

ITEMS FROM SUBCOMMITTEE MEMBERS

- Oxendine reported that the placement of memorial for Michael Moorhead has not moved forward. Lewis suggested that the memorial move forward with placement near the current pool.

SET NEXT MEETING DATE / TIME / PLACE

August 12th at 2 p.m. in Lithia Cabin

ADJOURNMENT

Meeting adjourned at 3:54

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell

Attachment I



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

STAFF MEMORANDUM

TO: APRC Commissioners; All Parks and Rec. Staff
FROM: Mike Oxendine
DATE: 6/17/2019
SUBJECT: Memorials Policy Updates

~~PARKS~~ ^{APRC} POLICY for MEMORIALS

Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Parks Commission 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.
2. Establish a clear and consistent process for application, review, approval, and implementation of all proposals.
3. Define ongoing maintenance responsibilities of the Parks Department.

II. Policy:

It is the policy of the Ashland Parks and Recreation Commission to consider installing 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 our standard parks memorial program. See section IV below.
- B. When the feature will enhance the park and be in character with the purpose for which the park was created.
- C. When the person or group memorialized has contributed significantly to the mission of Ashland Parks and Recreation Commission.

- D. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons. When a donation is made that constitutes the major portion of resources necessary to acquire a park site or significant park feature.

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. 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, artwork, walkways or other structures.
- F. 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 memorials in Lithia Park in order to preserve its natural and historic character.

All memorials need to have a maintenance plan and cost for the maintenance associated with them in order to be considered.

IV. APRC Standard Memorials (APRC S.M.)

- A. The APRC Standard Memorial or APRC S.M. for short was created by staff to ensure that future memorials in developed Ashland parks meet the vision of this entire policy document. The APRC S.M. process expedites the implementation of new memorials for the donor, staff, and the commission.
- B. APRC staff have conducted memorial evaluations of all developed parks within the APRC park system. These evaluations focused on three things; 1.) Identifying each

specific developed park needs for any additional park features. 2.) The proper location of those features. 3.) The maintenance potential of added features.

- C. When selecting an APRC S.M. the patron will complete the online APRC S.M. request form and follow all steps on the form. Paper copies of the form will be available upon request at the APRC administration office.
- D. The APRC Standard Memorial form includes the following criteria.
 - a. Review the provided list of “Standard Memorials” and pick the type of memorial that they prefer. The cost for each standard memorial is included on the list. The list of standard memorials contains benches, picnic tables, drinking fountains, and trees.
 - b. Review the potential locations from the GIS park memorials needs map. These maps are created and updated by APRC staff and the Current Parks, Conservation, and Maintenance Subcommittee.
 - c. Complete and sign the application documents included with the APRC S.M.
 - d. The maintenance for a APRC S.M. is already included and factored into the process to meet the criteria from section 3 F above.

V. Memorials that may be considered:

A. APRC Standard Memorials

All APRC S.M. applications that meet the requirements of this policy will be reviewed and considered.

B. 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.

C. 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.

D. 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.

E. Endowment Fund

Donations can be made to create an endowment fund for future maintenance of APRC Parks.

VI. Monument Types:

▪ APRC Standard Memorials:

The APRC S.M. monuments are already approved for use following this policy.

- **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 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.

VII. Application Process

A. Parties involved:

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

Duties: Review proposals in accordance with standards described herein and make recommendations to the full commission.

3. Parks Commission approves or denies the request.

B. Process:

1. For Standard APRC Memorials the donor will fill out the online form or request a printed form at the APRC administration office.
2. For non-standard memorial request the donor will review this policy statement, and submit a preliminary proposal in writing to Ashland Parks and Recreation, 340 South
3. Pioneer Street, Ashland, OR 97520. The proposal must indicate who or what is being commemorated, the type of memorial desired, the preferred location, an ongoing maintenance plan and justification for the request.
4. The subcommittee requests detailed drawings from the donor showing full-scale design, wording, typeface, materials, and location.
5. Memorial projects that have been determined by the APRC Director or Superintendent that propose significant financial or resource contributions to APRC will be referred to the APRC Director for the appropriate process to move forward.
6. After the Current Parks, Conservation and Maintenance Subcommittee has reviewed the donor's memorial proposal for completeness and eligibility, the APRC designated staff liaison to the APRC will present the request to the APRC at the next scheduled Commission Business Meeting. The APRC will make a motion regarding the memorial request and that decision will be delivered to the donor by staff. Donors are encouraged to attend the Commission meeting and present their memorial request in person, but this step is not required for approval.

VIII. Installation and Implementation of Approved Memorials

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 Department staff. Any changes must be approved by the commission prior to installation of the memorial.

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

IX. Removal or Replacement

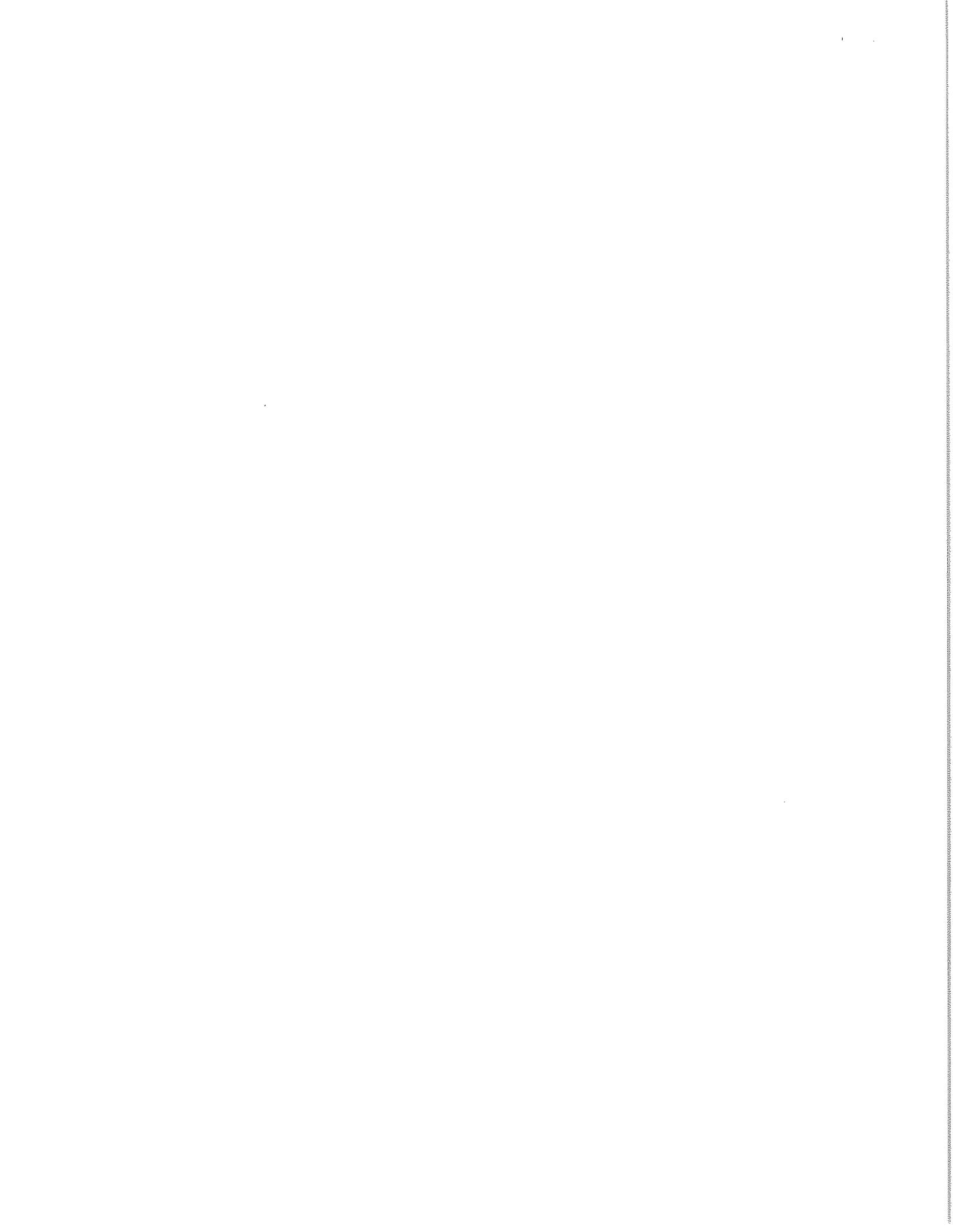
Ashland Parks and Recreation reserves the right to move, remove, or replace any sign or memorial within any property under its jurisdiction if the memorial does not comply with the above policy and guidelines, if it interferes with the development of a park for its intended purpose, or for any other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

X. Date of Effect of these Guidelines

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

Mission: To provide and promote recreational opportunities and preserve and maintain public lands.





Pesticides and Pollinators Don't Mix

Grow flowering plants near vegetable plants to attract pollinators and beneficial insects.

Use pesticides only as a last resort, and if you do, precisely follow label instructions and treat late in the evening when most pollinators are least active.

Do not use and do not buy plants treated with systemic neonicotinoid insecticides.

Convert Lawn to Pollinator-Friendly Plantings



Consider replacing some or all of your lawn with native shrubs, trees, flowers, and grasses.*

If you have a lawn, include clover to feed the soil (nitrogen) and the bees.



Invite Pollinators to Nest and Overwinter

Offer all pollinators a home by leaving patches of bare ground, undisturbed areas, brush piles, and reedy plants, with water and mud puddles nearby.

Most native bees are solitary and nest in the ground, unlike honey bees that live as colonies in above-ground cavities.

Tie together bundles of dry pithy stems or small pieces of bamboo for mason and leafcutter bees.

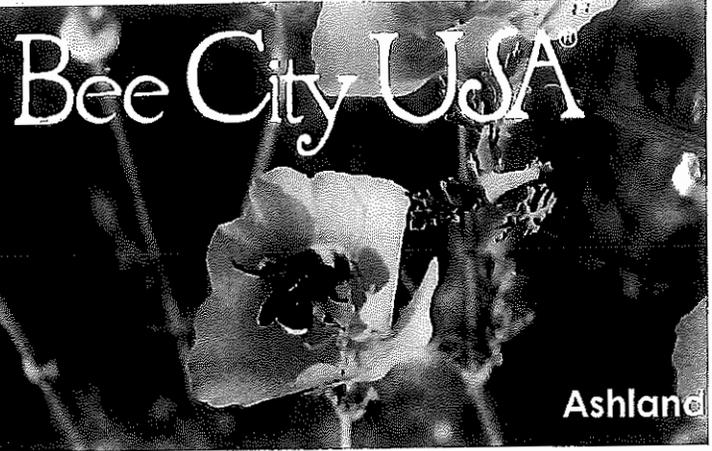
*You may be eligible for a rebate through Ashland's Waterwise Program.

Help us build a movement to reverse pollinator decline across America!



Bee City USA Ashland is a subcommittee of Ashland Parks and Recreation. For information about our Pollinator Garden Program, pollinator plants, and more, visit: ashland.or.us/bee-city • beecityusa.org

With appreciation to Kayla Bondoc



Bee City USA® is a national initiative of the Xerces Society that encourages cities to celebrate pollinators—bees, butterflies, moths, beetles, bats, flies and hummingbirds. More than one-third of our food and more than 90% of wild plants rely on hundreds of thousands of species of insects and other animals for pollination. But pollinators are at-risk due to inappropriate pesticide use, poor nutrition, disease, parasites, and a shortage of places to nest. We can reverse this trend!

Bee City USA Ashland invites neighbors, businesses, and schools to work together to help save our pollinators.

How You Can Help Pollinators



Eat Organic (and Local)

The fewer pesticides used in agriculture, the better, for both human and pollinator health. Why not buy raw honey from a local beekeeper?

Plant a Variety of Natives



Plant native plants to support native pollinators. Our native plants and pollinators co-evolved over millions of years.

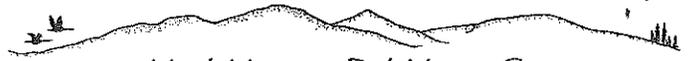
Did you know that Monarch caterpillars only eat milkweed plants?

Make it easy: plant multiples of the same flowering plant species to form at least 3-foot clumps.

Offer a diversity of flower types and colors throughout the landscape—hummingbirds love red flowers but bees prefer purple and blue.

Provide pollinators with food from spring to fall by choosing plants that bloom at different times.

ashland.or.us/bee-city
Photos: North Mountain Park, Ashland



North Mountain Park Nature Center
620 N Mountain Avenue in Ashland

www.NorthMountainPark.org

541.488.6606

Ashland's 3rd Annual Pollinator Garden Tour

DAY Saturday & Sunday
DATE June 29 & 30
TIME 9am—12pm
PLACE Throughout Ashland
COST \$10
(\$15 after 6/28)
AGES All Ages



This tour was so popular, we added an extra day! Each tour day will feature different locations, with hosts in their gardens to welcome guests and answer questions. Pick up your tour booklet (with maps for each day) at the North Mountain Park Nature Center. Carpooling is highly encouraged. Wear appropriate apparel for walking in the sun and bring a water bottle. Bathrooms will not be available at the tour sites. Please register online or call the NMP Nature Center at 541-488-6606.

INSTRUCTOR: Participating homeowners invite the public to view their beautiful gardens.

*To Register for a program, or View
the complete Ashland Parks
Program Recreation Guide online
www.ashland.or.us/register*



ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Mike Oxendine, Parks Superintendent

DATE: 8/15/2019

SUBJECT: Signs, Memorials & Plaques Policy Updates

Action items for this topic include the following:

1. Discuss working draft of policy updates

The attached working draft, which includes mark ups of proposed changes, was emailed to Subcommittee Members in July for review. The Subcommittee will discuss the proposed changes outlined in the working draft (see attached).

2. Recommendations for Parks Guidelines

Staff will present recommended guidelines for standard park memorials (see attached).

3. Update on GIS/ timeline/plan

Staff will present an update on the timeline and plan for a GIS application which will display existing and potential memorial sites. The app will be accessible to the public. Statistics for memorials in Lithia Park are attached.

PARKS POLICY FOR SIGNS, PLAQUES, AND MEMORIALS

Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Parks Commission 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 Department.

II. Policy:

It is the policy of the Ashland Parks and Recreation Commission 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 our standard parks memorial program, as outlined in the Standard Park Memorials Administrative Procedure Manual.

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 Recreation Commission.

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 artwork, walkways, drinking fountains or other ~~structures~~amenities outlined in the Standard Park Memorials Administrative Procedure Manual). A ~~commemorative bench or table~~newly installed park 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.
- H. All memorials need to have a maintenance plan and cost for the maintenance associated with them in order to be considered. Costs for standard memorials identified in the Standard Park Memorial Administrative Procedure Manual should be assessed at the beginning of the second year of each biennium.

G.I.

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~~ Restricted Fund

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

V. Monument Types:

- **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 attached to the donated item. Specifications for standard memorial plaques are outlined in the Standard Park Memorial Administrative Procedures Manual~~Standard plaques will be 1x4 inch aluminum with Times Roman text, font size 14. Words will be limited to six, with no dates listed.~~
- Nonstandard Memorials: Parks staff will maintain a current needs list of potential nonstandard 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.
- **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 formed to review proposals and make recommendations regarding memorials and signs. The subcommittee is comprised of a minimum of two members of the Ashland Parks and Recreation Commission and may include other appropriate persons.

Duties: Review proposals in accordance with standards described herein and make recommendations to the full commission.

3. Parks Commission approves or denies the request.

B. Process:

1. For Standard Memorials the donor will follow the process outlined in the Standard Park Memorial Administrative Procedures Manual.
- ~~1.2.~~ For non-standard memorial requests the donor will After reviewing this policy statement, and the donor submits the a preliminary proposal in writing using a paper or online form to the Ashland Parks and Recreation Commission, 340 South Pioneer Street, Ashland, OR 97520. The proposal must indicates who or what is being commemorated, the type of memorial desired, the preferred location, an ongoing maintenance plan and justification for the request.
3. 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.
4. Memorial projects that have been determined by the APRC Director or Superintendent that propose significant financial or resource contributions to APRC will be referred to the APRC Director for the appropriate process to move forward.
5. After the Current Parks, Conservation and Maintenance Subcommittee has reviewed the donor's memorial proposal for completeness and eligibility, the APRC designated staff liaison to the APRC will present the request to the APRC at the next scheduled Commission Business Meeting. The APRC will make a motion regarding the memorial request and that decision will be delivered to the donor by staff. Donors are welcome to attend the Commission meeting in person, but this step is not required for approval.

~~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 Department~~Ashland Parks & Recreation Commission staff. Any changes must be approved by the commission prior to installation of the memorial.

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

VIII. Removal or Replacement

Ashland Parks and Recreation 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, the donor who established the standard memorial will be contacted when possible and provided an opportunity to re-dedicate the memorial by donating the amount identified for existing memorials in the Standard Park Memorial Administrative Process Manual without going through the approval process.

If an extension of the memorial is not executed, the object will become available to re-dedicate by another donor.

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.~~

Standard Park Memorial Administrative Procedures Manual

Memorial guidelines will provide staff with direction when installing standard memorials on amenities in APCR parks. The purpose of the guidelines is to establish a cohesive look throughout the park system and will provide clarity to those seeking a standard memorial.

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DRAFT

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.

- 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 patron 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
 - An agreement to the cost for each Standard Memorial. The cost includes installation/refurbishment, maintenance and the cost of the item purchased when applicable
 - 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

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-Embedded 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: \$2,280

Existing Wood Cost: \$1,150

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: \$ 2,740

Existing Steel Cost: \$1,480

Standard Memorial Table Guidelines

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 3 - 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: \$2,355

Existing Wood Cost: \$1,225

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: \$3,140

Existing Steel Cost: \$1,140

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: \$1,140

Existing BBQ Grill Cost: \$840

Standard Memorial Drinking Fountain Guidelines

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: \$3,640

Existing Fountain Cost: \$1,140



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 Cost: \$3,140

Existing Cost: \$1,140

Memorialized Sites

Legacy Memorials

Type	Qty	Notes
Bench	4	Historic Benches
Bridge	1	Concrete Bridge to Playground
Drinking Fountain	2	Historic Fountains
Rock	11	
Sculpture	1	Perozzi Fountain
Other	4	Bandshell; Enders Shelter; Rotary Sitting Area; Cotton Memorial
Total Legacy Memorials	23	

Non-Standard Memorials

Type	Qty	Notes
Bridge	3	By Bandshell; Next to Cotton Parking Lot; Across from Com. Center
Drinking Fountain	0	
Tree	1	Includes a plaque (unmarked trees to be mapped)
Total Non-Standard Memorials	4	

Standard Memorials

Type	Qty	Notes
BBQ	0	
Bench	56	
Drinking Fountain	1	Modern drinking fountain near lower duck pond
Table	26	
Total Standard Memorials	83	

Total Memorialized Sites 193

Un-memorialized Sites

Legacy Memorial Available Sites

Type	Qty	Notes
Bench	N/A	Sites available on a case by case review
Bridge	N/A	Sites available on a case by case review
Drinking Fountain	N/A	Sites available on a case by case review
Rock	N/A	Sites available on a case by case review
Sculpture	N/A	Sites available on a case by case review
Other	N/A	Sites available on a case by case review
Total Available Legacy Memorials	0	

Non-Standard Memorial Available Sites

Type	Qty	Notes
Bridge	11	Un-dedicated wood bridges spanning Ashland Creek
Drinking Fountain	2	Historic Renovation Required
Tree	N/A	Site available on a case by case review
Total Non-Standard Memorials	13	

Standard Memorial Available Sites

Type	Qty	Notes
BBQ	4	
Bench	5	
Drinking Fountain	6	
Table	22	
Total Standard Memorials	33	

Total Available Sites 79

Total Sites Mapped 272

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Mike Oxendine, Parks Superintendent
DATE: 8/14/2019
SUBJECT: Existing Memorial – Additional Plaque Request

A request from Claude Campbell has been submitted to APRC seeking to add a memorial plaque to an existing memorial bench located in upper Lithia Park. The plaque would commemorate the life of Marjorie O’Hara who was a lifelong resident of the Rogue Valley. Mr. Campbell and his wife are longtime friends of Marjorie and Bob O’Hara.

The donation to place the plaque would be \$600. The plaque would be placed on a bench that is currently dedicated to Marjorie’s late husband, Bob O’Hara. The plaque would be the same size and style as the existing plaque and would be placed on the middle board of the backrest. The plaque would read:

Marjorie O’Hara
Forever In Our Hearts

If the Current Parks, Conservation and Maintenance Subcommittee recommends approval, this item will be brought to the full Commission at the Regular Business meeting in September.

ASHLAND PARKS & RECREATION COMMISSION

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Mike Oxendine, Parks Superintendent

DATE: 8/15/2019

SUBJECT: Zero-Waste Policy Discussion

Commissioner Lewis presented the following bullet points as a point to start a discussion on a zero-waste policy. At the Current Parks, Conservation & Maintenance Subcommittee meeting in June, staff was directed to place this item on the agenda for the August 12, 2019 meeting for discussion.

Potential guidelines for zero waste policy

- Southern Oregon Master Recyclers in Action (soma.org)
- Lend Me a Plate (soma.org)
- Discussion of purchasing practice policy
- Discussion of extracted carbon reduction through Parks maintenance and design
Employee review of Valdez Principles
- Discussion of establishing a composting system for Parks Dept.
- Discussion of replacement of park benches, tables and seating constructed of non-plastic recyclable materials
- APCR has taken a leadership role in policies involving trees, pollinators, pest management.
- We need to take on a leadership role in zero waste and carbon reduction as well.
- Discuss policy changes that don't involve large un-funded expenditures.