

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.



## AGENDA FOR REGULAR MEETING

### **ASHLAND PARKS & RECREATION COMMISSION**

**November 23, 2015**

**Council Chambers**

**1175 E. Main Street**

**7:00 p.m.**

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  1. Study Session—October 19, 2015
  2. Regular Meeting—October 26, 2015
- III. PUBLIC PARTICIPATION
  1. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
- VI. NEW BUSINESS
  1. Review Request for Easement Adjustment on Granite Street Trail (Action)
  2. Annual Presentation on the Parks Integrated Pest Management Policy (Information)
  3. Unfunded Projects Prioritization (Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
  1. Annual Irrigation Division Presentation (Information)
  2. Financing for Garfield Park Improvements (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
  1. Regular Meeting—December 14, 2015  
Parks Office, 340 S. Pioneer Street—7:00 p.m.
- X. ADJOURNMENT



City of Ashland  
PARKS AND RECREATION COMMISSION  
STUDY SESSION  
MINUTES  
October 19, 2015

## ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard; Assistant Manuel  
Absent: City Council Liaison, Mayor Stromberg

## ADDITIONS AND SUBTRACTIONS TO THE AGENDA

As a courtesy to those in attendance, Gardiner changed the order of agenda items, placing the Garden Club Proposal before Unfunded Projects.

## ANIMALS IN THE PARKS DISCUSSION

Black led the discussion, highlighting the all-inclusive nature of the City of Ashland ordinance on domestic animals. He explained that it was formerly thought that farm animals were a separate category when, in fact, they were not. Parks signs displaying the "No Animals" ordinance currently referred to only dog-related rules. Changing the ordinance to include domestic animals would provide a remedy, as all non-wild animals would then be referenced rather than just dogs. *[Note: Dogs are currently allowed on leash in all designated "dog friendly" City of Ashland trails and parks, both developed and non-developed, with the exception of two: North Mountain Park near the Nature Center and all of Lithia Park except for public roadways, sidewalks and the old Pioneer Street trail.]*

Dickens provided examples of park signs, noting their reference to two City of Ashland ordinances. He said current signs specific to Ashland parks were somewhat confusing in terms of whether all animals were banned [both wild and domestic] or just dogs. A resident was regularly seen in Lithia Park with goats or sheep on leash.

A suggested solution was to amend the Parks ordinance to read: "No person shall cause or permit any dog, pet or farm animal owned by him or her under his or her control or custody to enter any designated area where signs are posted stating that no domestic animals are allowed." Guide dogs or leader dogs would be exempted from this prohibition along with hearing dogs for the deaf, seeing dogs for the blind, or service dogs assisting physically disabled persons. City police officer **Matthew Carpenter** stated that the Ashland police force was well trained in rules of enforcement related to the Americans with Disabilities Act.

Carpenter noted that the local individual known for bringing leashed goats or sheep into Lithia Park was generating citizen complaints that included inappropriate disposal of animal feces and belligerence. Carpenter said the issues could be addressed on a case-by-case basis but the larger concern was whether to allow livestock in the park. He said City of Ashland ordinance 10.68.200 only prohibited dogs in areas not designated as dog-friendly.

Carpenter highlighted the importance of amending the ordinance or enacting a rule that clarified the types of animals prohibited. He reviewed his experience with attempting to litigate a violation of the Lithia Park curfew, which was denied because the ordinance was not easily accessed. Carpenter said posting signs in parks that included both the animal ordinance title and number along with easy online access of the ordinance would assist park patrons in understanding park guidelines.

### Commissioner Discussion

There followed a debate about amending the ordinance and the process of adoption as opposed to developing an APRC rule. Shaw observed that park signage already referenced the ordinance. He recommended updating the ordinance for greater clarity. A simple reference to guide dogs or service dogs would suffice. A Commission rule could also serve as an interim action until the proposed amended ordinance could be adopted by Ashland City Council.

Lewis noted that original Parks ordinances, enacted around 1917, referenced prohibitions on hammocks, horses, waging and mendicants [begging] along with other antiquated words or terms.

Landt stated that ordinance 10.68.200 could be modified by including the term *domestic animals*. In areas where dogs are permitted, the reference could simply read "Dogs on-leash allowed."

It was agreed that staff would provide the Commission with revisions to ordinance 10.68.200 in time for their October 26 regular meeting. Once reviewed and approved, the Commission would forward the revised wording to Ashland City Council with a recommendation for adoption.

### **GARDEN CLUB PROPOSAL FOR LITHIA PARK ROSE GARDEN**

Ashland Garden Club board member **Michael Dawkins** said his club hoped to restore the rose garden in Lithia Park. He described Ashland's historic connection to roses, including the garden in Lithia Park. On behalf of the club, he spoke about his work in preparing a new design for the original site. The design included a meandering pathway that would entice visitors to enjoy each type of rose, from heirlooms to modern tea roses, along with small works of art. Currently existing grass would be replaced with flowers and ground cover. Fencing would be softened with clematis or climbing roses.

Dawkins referenced a spreadsheet prepared by the Garden Club [not available at the meeting] outlining a collaborative list of responsibilities for moving the project forward. He noted that a number of Garden Club volunteers would maintain the garden and club members would raise funds to cover the cost of fencing and a lockable gate.

Dawkins understood that the site plan might need to adhere to setbacks and rights-of-way as defined by the City of Ashland. Black replied that no setbacks would be necessary if the garden was outside the right-of-way. The garden could begin at approximately 6 ½ ft. from the back of the curb.

Black stated that people appreciated roses in Lithia Park. The APRC could assist with installation of the fence once the Commission approved a suitable design and the Garden Club raised the needed funds.

### Commissioner Discussion

Landt voiced general support for the idea of an improved rose garden if it could be postponed until after completion of the Lithia Park Master Plan. Master planning experts could be consulted about the most suitable location for the garden, with consideration given to how the garden would relate to the entirety of Lithia Park.

Black noted that the master planning process would address visionary changes associated with Lithia Park for the next 50 to 100 years along with park maintenance considerations. He explained that a footprint for the rose garden already existed and refurbishing it would enhance that footprint; however, the addition of a fence, the single added element, would require Commission review.

Shaw spoke about the deer fencing in Scenic Park, stating that it was an expensive amenity. There followed a general discussion about various fences utilized within the Parks system. Gardiner advocated for a simple deer fence. Lewis noted the special status of Lithia Park, stating that it was the jewel in the crown; implying that the fence should be aesthetically pleasing and deserving of thoughtful consideration.

Continued discussion focused on the process for moving forward. Black stated that the existing Lithia Park rose garden was in danger of losing its identity due to a growing deer population; therefore, the Garden Club's request to refurbish the garden was timely. Gardiner noted that the rose garden was an integral part of Lithia Park and he did not want its historic connection to be lost. He expressed a concern that the volunteer effort would be lost if the garden was postponed indefinitely.

Lewis asked whether the original site was appropriate given that full sun exposure was optimal for roses. He also asked about pesticide management in terms of keeping roses healthy. Dawkins responded, emphasizing the expertise of the Garden Club in caring for roses without the use of harmful pesticides.

Shaw encouraged the Garden Club to proceed with fundraising. Dawkins addressed rose care and expressed the hope that any fencing could be kept to a minimum to better showcase the roses. He suggested a "fast track" process to help build project momentum.

Black asked whether the Commission considered the rose garden to be a longer term or shorter term project. If its location was in doubt, the project would take longer to complete; however, if the historical site remained, the project could move ahead without awaiting completion of the Lithia Park Master Plan.

Lewis said a consensus was heard for a rose garden in Lithia Park. Other commissioners discussed the pros and cons of the project with regard to waiting on a completed Lithia Park Master Plan. Landt talked about the importance of consistency in creating guidelines for park design and maintenance standards in Ashland parks. Shaw suggested a business meeting vote to commit to the project as either long-term or short-term. Black agreed with Lewis's point: he also heard Commission consensus for refurbishing the rose garden in Lithia Park.

As an aside, Shaw asked for flowers to be planted at the Lithia Park entrance despite current drought conditions. Given the beauty of the park, he suggested posting a statement about APRC's responsibility for providing open spaces that delighted Ashland residents and visitors. Landt said drought-tolerant plants could also contribute to attractive landscapes.

## **UNFUNDED PROJECTS**

Black introduced six projects the Commission had previously reviewed and determined worth additional consideration. Three were listed in the CIP (Capital Improvement Plan). The proposed second dog park off lower Clay Street had potential for funding while Lithia Park sidewalks along Winburn Way and the Butler-Perozzi Fountain were either partially funded or unfunded. New unfunded projects currently included a swing set at Ashland Creek Park, a creek overlook at Ashland Creek Park, and refurbished Helman Elementary School tennis courts. All projects would qualify as achieving goals and objectives adopted by the Commission.

Project prioritization would assist staff in directing funds for the highest priorities as money became available. Black cautioned against prioritization by cost alone. The list would provide direction in APRC day-to-day workloads, whether searching for grants or locating other funding sources.

Black distinguished between structural issues requiring immediate attention versus desirable projects that would enhance the parks system. He noted that the Golf Clubhouse was a case in point with regard to an existing

structure requiring immediate repairs. Due to economies within an existing Golf project, funding had been found to pay for the repairs.

#### Commissioner Discussion

Landt asked whether funds could be shifted from one project to another should other structural issues arise. Black explained the complexities of using Food and Beverage (F & B) monies for non-capital repairs, including those at the clubhouse.

Speaking as a member of the Golf Course Subcommittee, Lewis said a recent meeting included a tour of the structural damage at the clubhouse and a discussion about proposed repair plans. Lewis expressed the opinion that the proposed fix would create ongoing maintenance issues and he suggested further evaluation of the plans. Black noted that capital funds were typically matched with capital projects. A roof would be considered a capital outlay because it added to the value of the building. The only alternative would be to use operating funds for the structural repairs. Black said the budget for operations was limited and spending operational money on the clubhouse could cause unintended budget consequences in the future. Landt spoke to the challenge of exercising restraint when using funds for unplanned expenses.

Gardiner reiterated the need to reevaluate the proposed remedy for the damaged Golf Clubhouse, with additional options explored. Lewis agreed, advocating for Commission assessment of such a substantial decision. It was agreed that further research was needed and further discussion would be planned for the next available work session.

Black cited safety issues as a top priority. He noted the difference between desirable projects and imperative projects; about projects that were so costly that smaller projects might be overlooked or remain uncompleted. Dickens suggested that the list should remain flexible depending upon the availability of funds and the addition or subtraction of projects.

After much discussion, it was agreed that a process for establishing priorities would be helpful. Each unfunded project would be discussed and assigned a number based upon the importance of the project. New projects would be set aside in a "parking lot" until they were deemed ready for inclusion in a list of projects. Black said staff would gather pertinent information about each project to aid the Commission in listing projects in order of suggested importance. The list would be comprised of the seven projects already discussed, with parking lot projects incorporated as deemed appropriate.

#### **STAFF AND COMMISSIONER COMMENTS**

- *Possible Centennial Celebration*

Dickens introduced the possibility of a centennial celebration for Lithia Park. He said Lithia Park was originally dedicated in July of 1916, approximately 100 years ago. Prior to that, the land was used for a commercial venture known as Lithia Springs Park. When the business failed, the property was deeded to the City of Ashland and Ashland citizens voted to create a Park Charter and a Park Commission. Park acreage was expanded and Lithia Park as it is known today was developed.

Dickens said there was no budget for a 100-year celebration but the Ashland Chamber of Commerce expressed interest in assisting with the project. In addition, John Enders [associated with the Enders Shelter in Lithia Park] wanted to participate by crafting a coffee table book about Lithia Park, both past and present. Gardiner suggested consulting with other key community members, including historian Terry Skibby and Lithia Park walks guide coordinator Tom Foster. Gardiner stated that there was value in promoting the past hundred years at a time when the Commission was beginning the process of actively planning for the next 100 years.

Further discussion included event features for the celebration along with funding options and timelines. Shaw suggested including a 100-mile bike ride as part of the celebration. Lewis talked about using the 2008 Lithia Park centennial celebration photo montage for promoting the event.

- *Business Meeting*

Black noted that the October 26, 2015, regular meeting agenda would include a review of the Integrated Pest Management [IPM] plan [later changed to November 23] and an update on the FY 15-16 budget along with an APRC goals review.

- *Miscellaneous Business*

Gardiner stated that the "Survey Monkey" survey used to evaluate the Director was mostly complete. Any additional comments could be emailed to HR Manager Tina Gray for incorporation into the review. The director's evaluation would be discussed in Executive Session on October 26.

- *Planting of Flowers at the Lithia Park Entrance*

Shaw asked for commentary about his suggestion to plant flowers at the Lithia Park entrance. Black said flowers could be planted; however, without protections, deer would eat them.

Landt said guidelines for park design and maintenance standards were in development; however, in the meantime, judicious use of drought-tolerant plants could showcase the entrance to Lithia Park.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:00 p.m.

*Respectfully submitted,*

*Betsy Manuel*

*The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.*





City of Ashland  
PARKS AND RECREATION COMMISSION  
REGULAR MEETING  
MINUTES  
October 26, 2015

**ATTENDANCE**

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard; Assistant Manuel  
Absent: City Council Liaison, Mayor Stromberg

**CALL TO ORDER**

Chair Gardiner called the meeting to order at 7:00 p.m. in Council Chambers, 1175 E. Main Street.

**APPROVAL OF MINUTES**

- Special Meeting - September 8, 2015

**Motion:** Shaw moved to approve the Minutes for September 8, 2015 as presented. Miller seconded.  
Gardiner, Lewis, Miller, Shaw: Yes  
Landt: Abstained

- Study Session - September 21, 2015

**Motion:** Landt moved to approve the Minutes as amended. Miller seconded.  
All yes.

- Regular Meeting – September 28, 2015

**Motion:** Shaw moved to approve the Minutes for September 28, 2015. Miller seconded.

**Discussion:**

Landt stated that there were some corrections to the Minutes for September 28, 2015. Black noted that the Minutes as amended were more accurate. Corrections were as follows:

1. Black reiterated that the Master Plan detailed components of the plan. The cost estimate for the Splash Pad was based on a site plan while cost estimates for other uses were best estimates. *The current proposed budget was \$821,058. Black indicated that the additional agreed-upon projects would increase the project budget by approximately \$300,000.*

**Should be:**

Black reiterated that the Master Plan detailed components of the plan. The cost estimate for the Splash Pad was based on a site plan while cost estimates for other uses were best estimates. The current proposed budget was \$821,058 *including the approximately \$300,000 of additional agreed-upon projects.*

2. Payments due for the Calle Guanajuato project were set at \$45,000 annually, retiring in 2028. \$85,000 would be the estimated annual payment for Garfield Park beginning in 2017 and ending *in 2038.*

**Should be:**

Payments due for the Calle Guanajuato project were set at \$45,000 annually, retiring in 2028. \$85,000 would be the estimated annual payment for Garfield Park beginning in 2017 and ending *in 2030.*

Motion: Shaw moved to approve the Minutes for September 28, 2015 as amended. Miller seconded.  
All yes.

## **PUBLIC PARTICIPATION**

There was none.

## **ADDITIONS OR DELETIONS TO THE AGENDA**

Added to **New Business** was appointment of a new member to the Bee City USA Subcommittee. Black requested that **Staff Reports** include discussion of a request initiated by a member of the Pollinator Project. The Irrigation presentation would be deleted from this Agenda and re-scheduled.

## **UNFINISHED BUSINESS**

There was none.

## **NEW BUSINESS**

- ***Animals in the Park***

Dickens displayed a copy of signage that is currently displayed at the entrance of Lithia Park. He noted that the sign was somewhat ambiguous, causing people to question the definition of the word "*animals*."

Dickens explained that residents were occasionally unsure whether the phrase referred to dogs only or if the prohibition applied to other types of animals as well.

Dickens indicated that the corrections proposed would reduce confusion and assist law enforcement personnel in identifying violations of the Parks Ordinance. Dickens highlighted complaints received by City of Ashland police that there were animals such as goats or sheep on leash in the Park. The animals had caused damage by defoliating the Park's shrubbery and animal feces had been found defacing the Park's restrooms.

Dickens suggested that the remedy would be to alter the language in the Parks Ordinance from "no animals" to no "domestic animals" permitted in Ashland parks generally, and in Lithia Park, specifically. He explained that domestic animals included dogs, household pets and farm animals. The Ordinance would be amended to read, "Domestic animals, including but not limited to house pets, and farm animals, with the exception of service animals, are not permitted." Dickens stated that once the amendment was approved by the Commission, the City Attorney would review the changes to ensure that there were no conflicts with State or Federal guidelines. Once vetted, the City Attorney would forward the amended Ordinance to the Ashland City Council for a first and second reading and final approval.

In response to a question by Landt, Dickens noted that the Ashland Police had initially requested the change.

Dickens also proposed to clarify references within the Ordinance referring to dogs. The Ordinance would read as follows:

### **10.68.200**

"Domestic Animals including but not limited to house pets and farm animals with the exception of service animals are not permitted under any condition except as provided in Section 9.16.30; and except that the Ashland Parks and Recreation Commission may designate certain defined areas within such parks or dog parks, where dogs may be allowed on leash. Service animal for purposes of this Chapter means an animal that is trained to perform tasks for an individual with a disability."

### Discussion among Commissioners

Discussion focused on dogs: where they are permitted, where they are not permitted and identified areas where dogs are allowed on-leash or off-leash. North Mountain Park [near the Nature Center and natural areas] and Lithia Park were named as two parks where dogs are not allowed. The City has one dog park where dogs are permitted off-leash [off Nevada Street] and another proposed but as-yet undeveloped off-leash dog park [off lower Clay Street].

Landt proposed changes to the language as follows:

- Change the Ordinance title from "Animals" to "Domestic Animals"
- Add "...but not limited to house pets, and farm animals..."
- Delete the last sentence of paragraph A, beginning with service animals

Landt also suggested deleting the definition of "service animals," stating that the definition of service animals is described elsewhere in City of Ashland Codes and therefore would not be necessary in the Parks Ordinance. Black agreed with the caveat that City of Ashland police also agree that the definition is not essential to enforce the Parks Ordinance. After further discussion, Landt proposed a motion:

**Motion:** Landt moved to approve changes to the Animal Ordinance by changing the title of the ordinance to "Domestic Animals," by adding the prohibition of house pets and farm animals and by deleting the definition of service animals. Lewis seconded.

### Further Discussion

In response to a conversation about the allowances for dogs in designated areas, Landt added a friendly amendment to the motion.

**Motion:** Landt moved to approve the Animal Ordinance as amended:

- Change the Ordinance title from "Animals" to "Domestic Animals"
- Add "...but not limited to house pets, and farm animals..."
- Delete the last sentence of paragraph A, beginning with service animals
- Change dogs on leash to "...where dogs are allowed on or off leash..."

Lewis seconded.

All Yes

### **SUBCOMMITTEE AND STAFF REPORTS**

- ***Appointment of Bee City USA Subcommittee Member***

Dials noted the current vacancy in the Bee City USA Subcommittee. The position was posted and three applicants responded. After deliberation, the Subcommittee recommended Katherine Womack to fill the position.

**Motion:** Shaw moved to approve the appointment of Katherine Womack to the Bee City USA Subcommittee. Landt seconded.

All yes

- ***Golf Course Clubhouse Update***

Dickens presented photos of the structural damage at the Oak Knoll Golf Course Clubhouse. He highlighted the areas outside the building where glulam materials had started to de-laminate due to water damage. Bugs and birds were also attracted to the wet wood, causing further damage.

Dickens stated that a structural engineer would assess the damage and recommend a solution. It was unknown at this time whether the remedy would be to repair the glulams or whether more extensive work would be needed. Dickens stated that probing the wet areas revealed that the wood underneath the beams was solid, so there was no immediate safety issue.

The possibility of building a roof to protect the beams from repeated damage was considered. Lewis stated that in his opinion, a new roof was a false economy and the design for the outdoor space was flawed. He said a structural evaluation was in order.

Black commented that the repairs were listed on the Unfunded Projects list, but because the cart path project was coming in under budget, there were surplus funds available from the Golf Course budget. Black recommended using the surplus to pay for the Clubhouse damages but reminded the Commission that the cost of repairs was still unknown. He explained that approximately \$120,000 had been budgeted for cart paths. Approximately one-third of the project was currently completed, allowing for estimated excess funds of \$30,000. Black noted that he would keep the Golf Course Subcommittee informed about the details, including a more precise cost estimate for repairs once they were determined. Dickens stated that the structural engineering assessment was expected to be forthcoming and a contract for repairs would follow, a process that took approximately two weeks.

Landt called for clarification of the funding for the cart paths. Black replied that small areas of the cart path had been previously completed. In addition, due to an accounting error, \$12,000 had been miscoded and was now included in the cart path balance of funds. Currently, there was approximately \$90,000 left for completion of the cart paths and Clubhouse repairs.

Gardiner inquired about continuing the cart path project, noting that it had been assumed that there would be enough funding to complete the engineering. Dickens reported that the cart path was moving forward as planned. Black stated that there would be a surplus even if 100% of the cart path was completed.

In reference to the structural damage, Landt asked whether the original architect and contractor should be consulted to determine the cause of the damage. There followed a detailed discussion reviewing the damage, examining the causes, and exploring possible solutions. Lewis advocated for working through the issues beginning with a recommendation by the engineer. He stated that it would be important to ask the engineer for a remedy. It was agreed that the engineer's report would be presented as soon as is feasible. The report would answer questions about what failed and the options for repairs. Lewis stated that roofing the area would eliminate this issue, but he counseled against it. Landt agreed, stating that lower cost renovations would be preferable.

- ***Pollinator Project***

Black stated that he had been approached by Cara Cruickshank, a member of the Pollinator Project of the Rogue Valley. Ms. Cruickshank was interested in making application for a grant sponsored by the Department of Agriculture that was designed to encourage alternative methods in place of pesticides or herbicides. The grant would provide funds for testing new methods of weed abatement in order to determine effectiveness.

Black highlighted the requirements for the grant, noting that to qualify for application Cruickshank would need collaborators who would assist by providing test areas. These areas would be of different sizes, and weed abatement applications would be contrasted with the abatement strategies of surrounding properties.

After a brief question and answer discussion, there was an agreement by consensus to authorize the Director to write the letter of support and provide two or three appropriate sites for testing.

- ***Japanese Garden & Teahouse Celebration***

Dickens announced that a celebration for the Japanese Garden and new teahouse was planned for November 18, 2015, from 2:00 p.m. to 3:00 p.m. In answer to questions by Landt, Dickens stated that it was anticipated that the gathering would be small so Winburn Way would not be closed for the event. He invited those present to attend.

#### **COMMISSIONERS COMMENTS**

- ***Construction at Ashland Creek Park***

Landt asked for a brief report on construction in Ashland Creek Park. Dickens replied that tree plantings, drip irrigation and a small greenhouse were finishing touches for the Park, as well as construction to complete the final grade.

- ***Helman Tennis Courts***

Black highlighted communications from the Ashland School District that indicated a willingness to restore the Helman Elementary School tennis courts. The District asked for a commitment to maintain the courts and a timeline for re-surfacing. Black stated that if APRC agreed, the tennis courts could be prioritized under Unfunded Projects at the top of the list. He estimated that resurfacing was expected to cost approximately \$25,000, allowing the courts to be put back into use. He compared the cost of resurfacing the courts with building of new courts, implying that it would be money well spent.

- ***Daniel Meyer Pool***

Gardiner noted that a detailed operating report was expected as a follow-up to the presentation by Recreation Manager Lonny Flora.

Dials asked the pool report would be included in her annual fees and charges report. This report was typically presented in the spring: either late March or April of 2016. She stated that postponing the report would allow for more comprehensive feedback prior to budget talks.

- ***Miscellaneous***

Shaw complimented staff on the lighting of the tennis courts at Hunter Park and Lithia Park. He stated that the early evening lights were appreciated. He also commended staff on the early opening of restrooms at the dog park, stating that people using the park were grateful for their 7:00 a.m. availability.

Dials noted that a soft opening for the ice rink would be held on November 18, 2015, with the "First Frost" opening celebration slated for November 21, 2015, from 6:00 p.m. to 10:00 p.m. The ice rink canopy would be installed the first week of November.

#### **UPCOMING MEETING DATES**

Study Session: November 16, 2015 @ The Grove 1195 E. Main Street 7:00 P.M.  
Regular Meeting: November 23, 2015 @ Council Chamber 1175 E. Main Street 7:00 P.M

#### **ADJOURNMENT INTO EXECUTIVE SESSION**

By consensus, Gardiner adjourned into executive session at 7:55 p.m.

Executive Session for Legal Counsel Pursuant to ORS 192.660 (2)(h), ORS 192.660 (2)(e) and ORS 192.660 (1)(i)

**ADJOURNMENT OUT OF EXECUTIVE SESSION**

By consensus, Gardiner adjourned out of executive session at 10:45 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

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# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanstou Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
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parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commission  
**FROM:** Michael Black  
**DATE:** November 18, 2015  
**SUBJECT:** Granite Street Easement

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### BACKGROUND

Staff was approached by Kerry Ken Cairn, a representative of the property owner at 255 Granite Street, with a proposal to modify an easement held by the City of Ashland for the Granite Street Trail Easement. The easement was recorded in 1999 for pedestrian use in accessing the Granite Street Trail. The owner of the property, Robert Cain, has requested the modified easement in order to better align the trail through his properties and to make the best use of his properties in development.

### EXISTING TRAIL DESCRIPTION

Currently, the trail easement begins at Granite Street at 255 Granite Street and proceeds to the west on private concrete driveway for about 175', where the trail leaves the driveway and proceeds northeast up constructed stairs for about 200 feet until the trail turns west again and proceeds about 275' where the private property ends and the trail enters public property.

### PROPOSED TRAIL DESCRIPTION

The proposed trail alignment would follow the same path from Granite Street to point of divergence from the concrete driveway to the existing stairs – 175'. From that point the trail would follow the same heading to the southwest on the same concrete driveway another approximately 70' where the trail will leave the driveway and move to a newer constructed stairway trail. The stairway will head north, making a few jogs due the terrain, until it meets the point where the existing trail will take it west to the private properties edge.

## FINDINGS

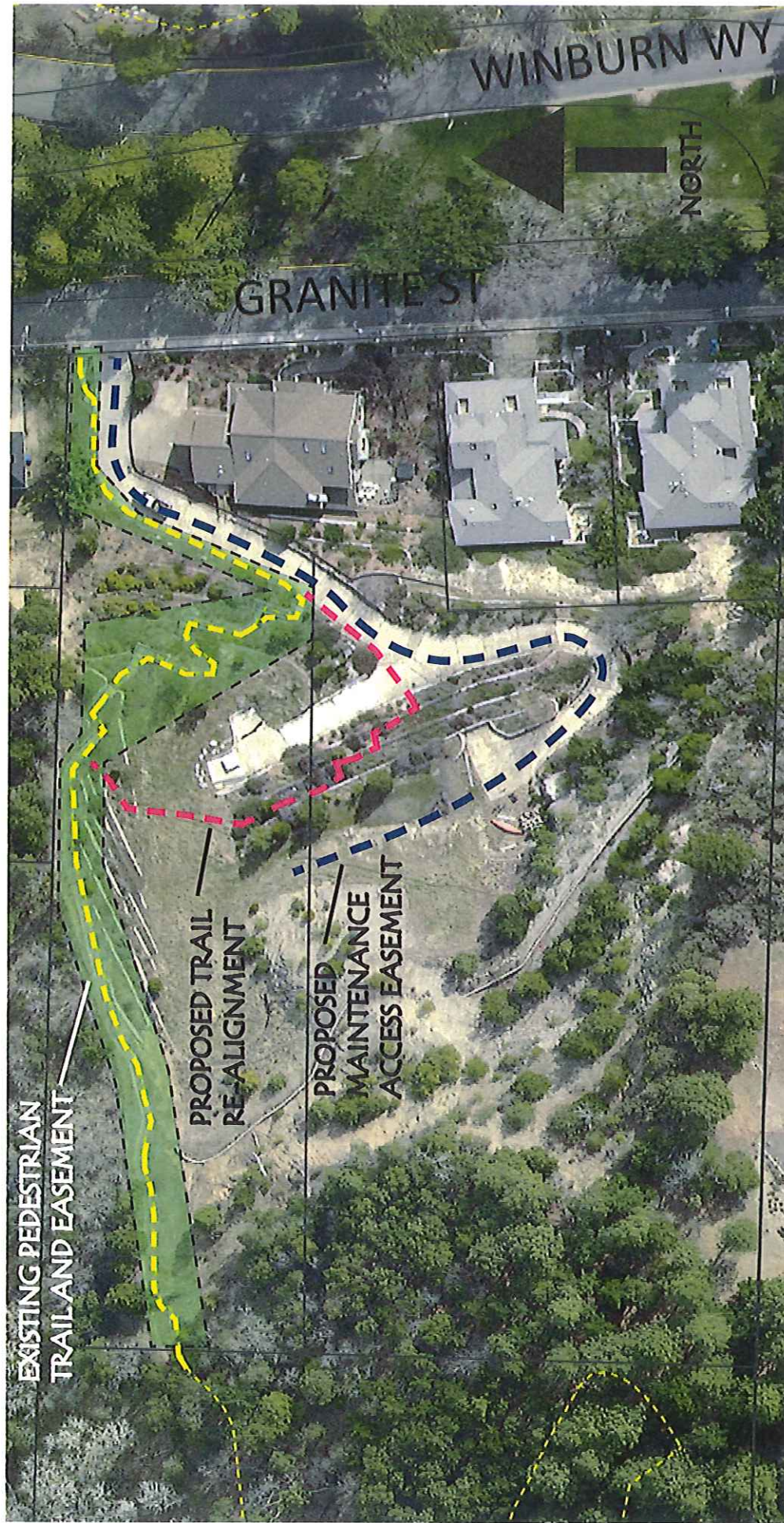
Staff has reviewed the proposed plans with Kerry Ken Cairn and the real estate sub-committee. The same group has also traveled to the site and walked the proposed easement. Staff believes that the proposed easement is largely the same in terms of distance, terrain, slope, etc as the existing easement. The benefits that APRC and the citizens of Ashland would gain would be a better trail in terms of walkability, maintenance and lifespan.

The new trail would be mainly constructed of concrete block and as a result would last much longer than the existing wooden stairs. Also, the new stairs could follow a pattern of rise over run that would be more comfortable for the users.

Staff recommends that the Commission approve the proposed amendment to the easement allowing for a new alignment with the following conditions:

1. That the owner grants an easement for maintenance along the length of the concrete driveway for the purpose of providing access to utility vehicles for trail maintenance only.
  - a. Access would be preceded by a 48 hour notice of the intent to enter for maintenance; and,
  - b. Materials would be allowed to be unloaded on the pavement surface for transfer to the train for maintenance.
2. That the existing 2x2 block pattern in the concrete driveway be continued along the entire public pedestrian easement on the driveway.
3. That the stairway will be placed in line with a line extending along the same heading as the curbing on the north side of the driveway to allow for ease in wayfinding by trail users.
4. That the easement would allow the ability to maintain signs along the trail for wayfinding.
5. That the rise over run on the newly constructed stairs follow the pattern of two times the rise over the run with a product of no less than 27 inches and no more than 29 inches for the final run of the each stair step.
  - a. ie: if the planned rise is 6 inches then the following would be true for a minimum run of 27":  $(6'')^2 + 15'' = 27''$





**PUBLIC PEDESTRIAN ACCESS EASEMENT  
255 GRANITE STREET**

**NOVEMBER 18, 2015**



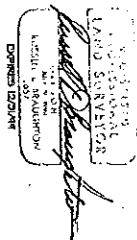


DATE: May 5, 1998

# GRANITE STREET DEVELOPMENT

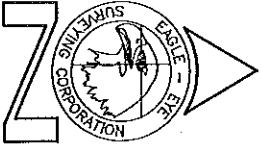
LOCATED in the SE 1/4 of Section 8, T. 39 S., R. 1 E., W.M.,  
in the City of Ashland, Jackson County, Oregon.

for  
**Robert Cain**  
401 CAROL LANE  
LAURETTE, CALIFORNIA 94544



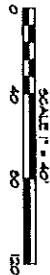
I certify that this is an exact photocopy of the original plan, excepting therefrom those notations made hereon.

*Robert Cain*  
Surveyor



23 North Ivy Street  
Medford, OR 97501  
(541) 778-2313

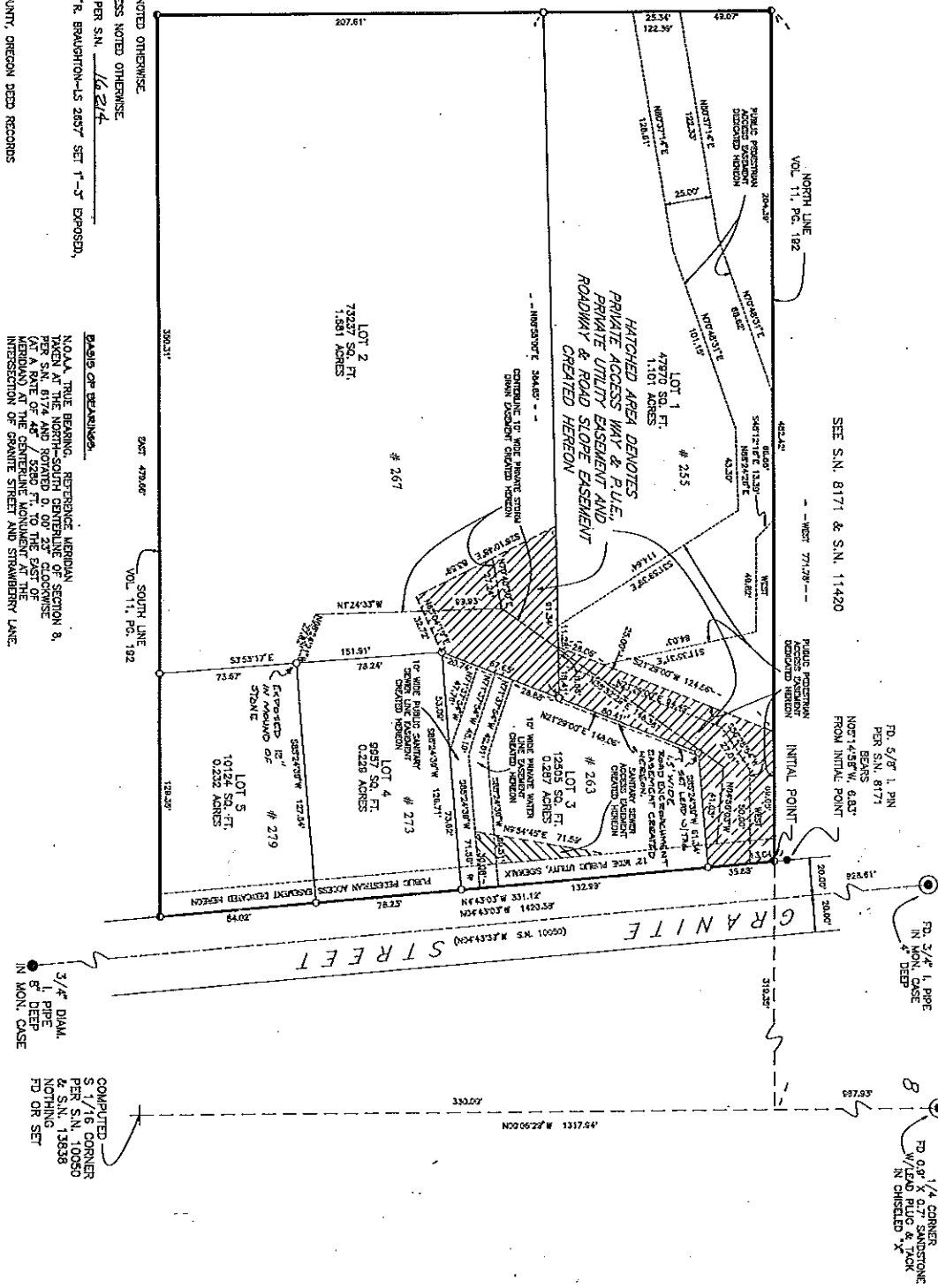
See S.N. 16214



- LEGEND**
- INDICATES BRASS CAP MONUMENT P.D., UNLESS NOTED OTHERWISE.
  - INDICATES 5/8" I. PIN PER S.N. 8171 P.D., UNLESS NOTED OTHERWISE.
  - INDICATES 5/8" STEEL PIN W/NO. 15 2857 P.D. PER S.N. 16214.
  - INDICATES 4/8" X 3/8" STEEL PIN W/CAP W/NO. 16 BRADSHAW-LS 2857 SET 1"-5" EXPOSED, UNLESS NOTED OTHERWISE.
  - P.U.E. - PUBLIC UTILITY EASEMENT
  - S.N. - SURVEY NUMBER
  - VOL. & P.C. - VOLUME AND PAGE OF JACKSON COUNTY, OREGON DEED RECORDS

**BASIC OF BEARINGS**

N.O.A.A. TRUE BEARING. REFERENCE MERIDIAN TAKEN AT THE NORTH-SOUTH CENTERLINE OF SECTION 8, PER S.N. 8174 AND JOURNALS OF 1907 25. CLOSURE OF THE CENTERLINE MONUMENT AT THE INTERSECTION OF GRANITE STREET AND STRAWBERRY LANE.



3/4" DIA. I. PIPE IN MON. CASE

COMPUTED S 17/16 CORNER PER S.N. 10050 & S.N. 15538 FD OR SET

FD 3/4" I. PIPE IN MON. CASE

FD 0.9" X 0.7" SANDSTONE W/120 IN. D. & 1/2" X 1/2" IN. SHIELD X



# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET • ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commission

**FROM:** Bruce Dickens, Parks Superintendent

**DATE:** November 18, 2015

**SUBJECT:** Pesticide Annual Review / Volunteer Program (Information Only)

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According to Oregon Statutes (ORS 262.1), Chapter 943, an IPM is defined as follows: "Integrated pest management means a coordinated decision-making and action process that uses the most appropriate pest control methods and strategies in an environmentally and economically sound manner to meet pest management objectives. The elements of integrated pest management include: (a) preventing pest problems; (b) monitoring for the presence of pests and pest damage; (c) establishing the density of pest population, which may be set at zero, that can be tolerated or corrected with a damage level sufficient to warrant treatment of the problem based on health, public safety, economic or aesthetic threshold; (d) treating pest problems to reduce populations below those levels established by damage thresholds using strategies that may include biological, cultural, mechanical and pesticidal control methods and that shall consider human health, ecological impact, feasibility and cost effectiveness; and (e) evaluating the effects and efficacy of pest treatments."

Examples of IPM within the Parks Department include:

- Mulching of planting beds to reduce establishment of weeds.
- Utilizing plants with natural resistance to pests.
- Volunteer use for hand weeding, trimming, mulching and more.
- Design features to include concrete curbs, mow strips and landscape designs.
- Proper mowing, irrigation and fertilization of park turf to increase vigor and reduce weed populations.
- Application of selected herbicides to control invasive weeds before seed formation to prevent future weed infestations.
- Release of natural biological controls to control non-natives such as plants and insects.

A public notice has been posted throughout the parks to inform those who may be interested that an update on our IPM will be held on Monday, November 23, 2015, at the Council Chambers.

A PowerPoint will be presented to outline the methods of weed control, limited use of pesticides and a review of exemptions that have been approved over the last few years.

A reduction comparison will be shown from earlier years when our IPM had very fewer restrictions on herbicide use. All of the methods we are currently using to control weeds will also be outlined.

An update on our ongoing volunteer program will be shown to quantify the number of projects and volunteers working with us to control weeds in the parks.

All of our park properties are pesticide free other than Oak Knoll Golf Course, the North Entry of Ashland in the median strip, and the infields at North Mountain Sports Fields.

Specific herbicides currently being used are **Makaze, Lontrel, Roundup, Blast Em, Detco Zap, Moss Melt and Quick Silver**. No herbicide has been used on any lawn areas to control broadleaf weeds except for Greens and Tees at Oak Knoll Golf Course as far back as any of our records show.

Professional Use Herbicide Overview:

1. **Makaze:** Non-selective herbicide (weed control) used in hot and dry conditions and cool nighttime temperatures. This is a glyphosate product used at North Mountain, Oak Knoll Golf Course and the North Entryway.
2. **Roundup:** Non-selective herbicide used to control weeds systemically absorbed directly through the leaves and stems of the plant. This is a glyphosate product used at North Mountain, Oak Knoll and the North Entryway.
3. **Quick Silver:** Selective herbicide to control a variety of broadleaf weeds in grass.
4. **Lontrel:** Selective post emergence herbicide used in closely mowed bentgrass to control broadleaf weeds.
5. **Moss Melt:** Used to control moss in greens at Oak Knoll Golf Course. Moss Melt Concentrate controls moss and algae. The product uses d-limonene, which is the citrus oil that is extracted from the rind of oranges.
6. **Blast'em:** This Wasp and Hornet control product is used in valve boxes, outside surfaces, outdoor public areas such as Oak Knoll golf course and in picnic grounds. This is a spray aerosol product that can be sprayed 20 feet from wasps and hornets.



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## PARKS COMMISSION STAFF REPORT

**TO:** Ashland Parks and Recreation Commission

**FROM:** Michael Black

**DATE:** November 18, 2015

**SUBJECT:** Priorities for Unfunded Projects

---

The budget for the CIP has been approved and some of the projects are already moving forward. Now that we are through the first quarter of the new fiscal year, it is clear that our budget for CIP is broad; however, projects are materializing that are not covered in the current CIP. These projects are various and are usually in response to an action that causes an effect, or due to a desire to improve a place or facility that wasn't planned for in the budget.

The projects listed below are all legitimate projects that will help APRC meet the goals and objectives that were adopted earlier this year, but they are not funded and therefore there is no plan, or timeline, at this point to accomplish the projects.

As we move through the fiscal year, and the CIP list, there may arise opportunities for savings in capital costs and other funding sources may become available, like grants. For that reason, it is important that we prioritize the list of unfunded projects to ensure that when funds are available we complete the highest priority projects first.

The draft list of unfunded projects – in no particular order – is as follows:

1. Swing set at Ashland Creek Park
2. Creek overlook and trail at Ashland Creek Park
3. Sidewalk on Winburn Way
4. Dog Park at Clay Street property
5. Butler-Perozzi Fountain repair
6. Helman tennis courts

Attached to this memorandum is information regarding the aforementioned projects, their location and potential associated costs. We are planning to discuss this matter in the work session prior to bring the item to the business meeting for a decision.

1. **Oak Knoll Golf Course Clubhouse** - The Clubhouse has experienced some structural damage along its exterior exposed beams due to water damage and pests. Currently, the matter is being reviewed by a structural engineer and staff will be scheduling a work session to discuss the potential future of the design of the clubhouse once the extent of the repairs are known. Unlike some of the other unfunded projects, there is a possibility that this project could be funded 100% from another Golf Course capital project that is likely to come in under-budget.

The Oak Knoll Cart Path was budgeted at \$120,000 and the most current estimates are that the project will only use about 50% of that amount with the current scope. That leaves a potential for \$60,000 that could be used to fund the improvements to the clubhouse -- if the improvements are deemed "capital improvements."

In order to qualify as a capital expenditure, the improvements need to add value to the building. If the repairs are deemed "maintenance" and do not expand the usefulness or value of the building then the funds for repair would have to come from operations and maintenance.

Staff is recommending that the exposed beams at the Clubhouse be roofed over and enclosed during the repair work which accomplishes the following goals:

1. To protect the beams from further damage caused by weather exposure; and,
2. To provide more area at the Clubhouse that is sheltered from the elements for patrons -- the majority of the outside seating would then be covered seating which adds to the value of the building and the convenience/desirability of the outdoor seating area as a gathering place.

Other options are potentially available, such as bring all exposed beams back to the original roofline by modifying the plans of the building to provide structural support for the corner beams at the current roofline.

None of the potential designs have been reviewed by an engineer to date as we are still awaiting a report showing the extent of the damage, so all options are not on the table yet. Staff will be presenting the Commission with options and budgets at an upcoming work session. Today, the estimate for repairs is at \$40,000.

2. **Helman Tennis Courts -- Helman Elementary School:** APRC was involved in the construction of the Courts and paid for 60% of the initial construction costs in 1989. APRC also funded a subsequent overlay of the Courts around 2002. For some time now, the tennis courts have been neglected and are in need of some maintenance to make them useful for sports. At the very least, an overlay and paint will be required at the cost of \$5,000 per court.

The School District has received a letter from APRC outlining our interest in repairing both courts to make them usable for tennis. We also expressed our concerns with the district potentially changing the function of the courts for the future, as the cost of building new tennis



courts elsewhere to replace the current Helman Courts would be prohibitive. Jay Hummel, the ASD Superintendent agreed in principal with our request and responded with the following:

- *We would of course want to be able to use those courts during school time, and be able to keep non-school people off those courts during school hours;*
- *We would want a timeline and a list of the improvements that need to be done to the courts;*
- *We would like to draft a written document between our two agencies, specifying all the agreements we have concerning these courts, so no one is left wondering whose responsibility they are moving forward.*

Based on the need to provide the assurances that we will start using the tennis courts, so that the district can justify not repurposing them, I am recommending that this item be placed at the top of the priority list for funding.

Attachments: Helman Aerial, APRC Letter to ASD, ASD response

3. **Butler-Peruzzi Fountain – Lithia Park:** The fountain has been in need of repairs to the substructure and the marble fountain for years. There have been several attempts to raise the funds to perform the work through public campaigns and even a public bond; however, higher priorities in deferred maintenance projects always seem to push the project back. Currently, there is a project associated with the fountain with a balance of \$70,000 planned for FY16/17. The estimate for the full project is hard to gauge at this point without the input of a marble sculptor to assess the outlook of the current fountain, but our estimates are that the project will be more than \$500,000.

Attachments: Butler-Peruzzi Fountain Aerial, BP Fountain Historical Drawing

4. **Swing set – Ashland Creek Park:** After the completion of Ashland Creek Park it was observed by citizens that no swing set was installed in the park. A swing set was not part of the original plan so there wasn't one installed during the construction. Since the matter was brought up, the Commission has had an opportunity to review the matter and it has determined that this would be a logical addition to the park, should funds be available.

There is room at the park adjacent to the current playground to construct the swing set with the required setbacks for safety – see attached aerial. The anticipated cost for a swing set with 2 children's swings and two adult type swings is \$5,500.

Attachments: Ashland Creek Park Aerial, Ashland Creek Park Plan with proposed swing set area and creek overlook, Swing Set Schematic

5. **Ashland Creek Trail and Overlook – Ashland Creek Park:** The ACP trail and overlook came to

light soon after the park was completed as well. The Commission reviewed the possibility of establishing a trail from the existing sidewalk/trail area on the western side of the park. From the point of origin, the trail would lead to the creek and terminate at an overlook into the creek area. This would give the public an opportunity to view the creek and riparian area without user created trails. The trail would be decomposed granite as would the overlook area. It is not anticipated that extensive retaining or other structures would have to be constructed to accommodate the trail and overlook. The anticipated cost for this project is \$2,500 including a bench at the overlook if APRC completes the construction in house.

Attachments: Ashland Creek Park Aerial, Ashland Creek Park Plan with proposed swing set area and creek overlook

6. **Winburn Sidewalk – Lithia Park:** This is an ongoing project that has been deferred year to year due to lack of funding. This project would create a sidewalk on Winburn Way which would allow pedestrian to walk alone, or with dogs, without entering the park. Dogs are still not allowed within Lithia Park; however, walking a dog on Winburn Way is allowed. This creates a potential conflict with pedestrians and vehicles; however, the speed limit on Winburn Way is 15 MPH which is consistent with a shared street.

This project was budgeted in the current CIP for a fraction of the actual cost of construction. The project was budgeted with \$35,000 for the cost of designing the sidewalk and to start the project with a small portion of the capital needed for construction. The Commission voted to take the money from this project and move it to the Second Dog Park to allow that project to move forward. As a result of Commission action, this project currently has a zero balance.

The length of the sidewalk would be about 1,800 feet from the band shell to the maintenance yard. The sidewalk has not been designed but it is anticipated that the surface would be 5-6 feet wide and constructed of concrete. This project is anticipated to cost in the neighborhood of \$100,000.

Attachments: Basic Schematic of Sidewalk on Winburn Way

7. **Second Dog Park – Clay Street:** The Commission has prioritized the development of the dog park over the development of the Winburn Way sidewalk, and, as a result, the funds from the sidewalk project were moved to the Dog Park Project. The dog park is funded to the level of \$110,000. Other funding source may be available and staff is working to secure other funding currently.

The total cost of the project will be between \$200,000 and \$250,000 for the dog park construction only.

Attachments: Second Dog Park Aerial

8. **Ashland Pond Bridges – Ashland Ponds:** Two bridges were proposed as unfunded projects at the study session meeting. The bridges would serve the same purpose at two different locations – pedestrian access through the property to and from the Bear Creek Greenway. Bridge 'A' would be over the Bear Creek and the second would be skirting the utility road (see map) near

Glendower St. along the southern edge of Ashland Ponds. This bridge would only be necessary if staff is unsuccessful in negotiating for a pedestrian easement over the private property where the utility road is located. As a backup, we have the option to build this bridge over the wet depressed area next to the road.

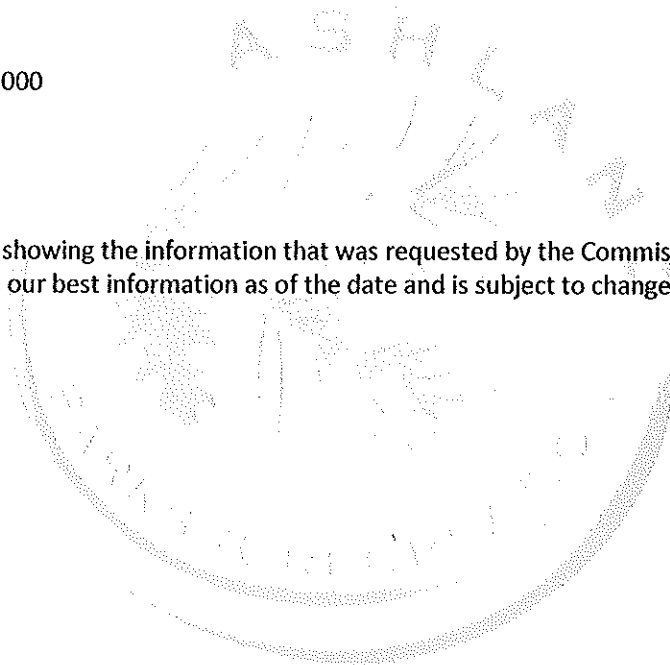
The total cost of each of the bridges is anticipated to be \$35,000 for a grand total of \$70,000 if both bridge were to be constructed.

Attachments: Aerial of Ashland Ponds

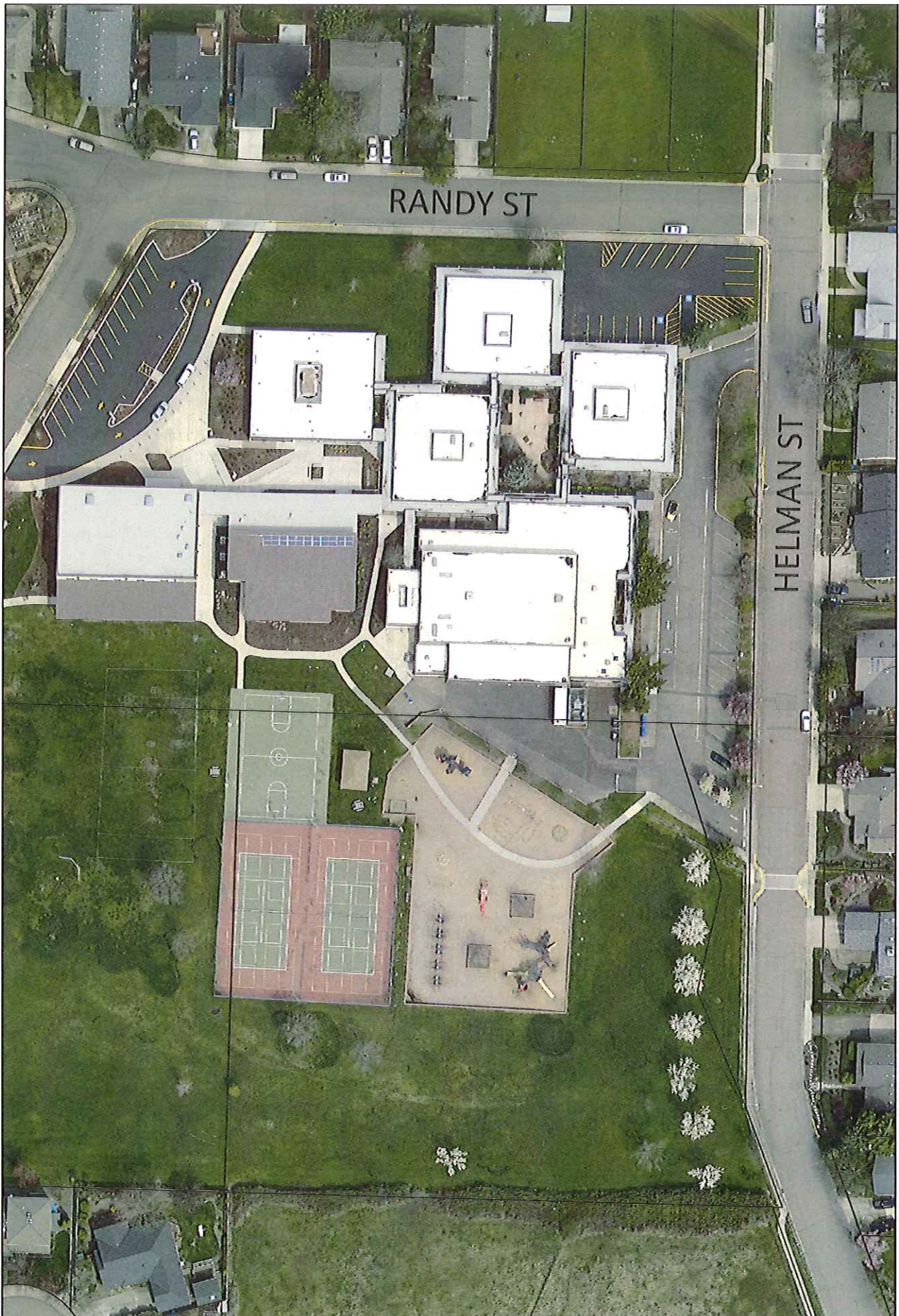
9. Shade Solution at Ashland Creek Park Playground – Ashland Creek Park: Similar to the swingset, ACP was designed without built in shade around the playground. Some citizens and Commissioners have asked that shade be provided in areas where on-lookers can sit and watch their children playing at the playground. The final design for the shade solution is yet to be determined.

Total cost: \$20,000

The following is a table showing the information that was requested by the Commission. The information provided is our best information as of the date and is subject to changes as scope changes.







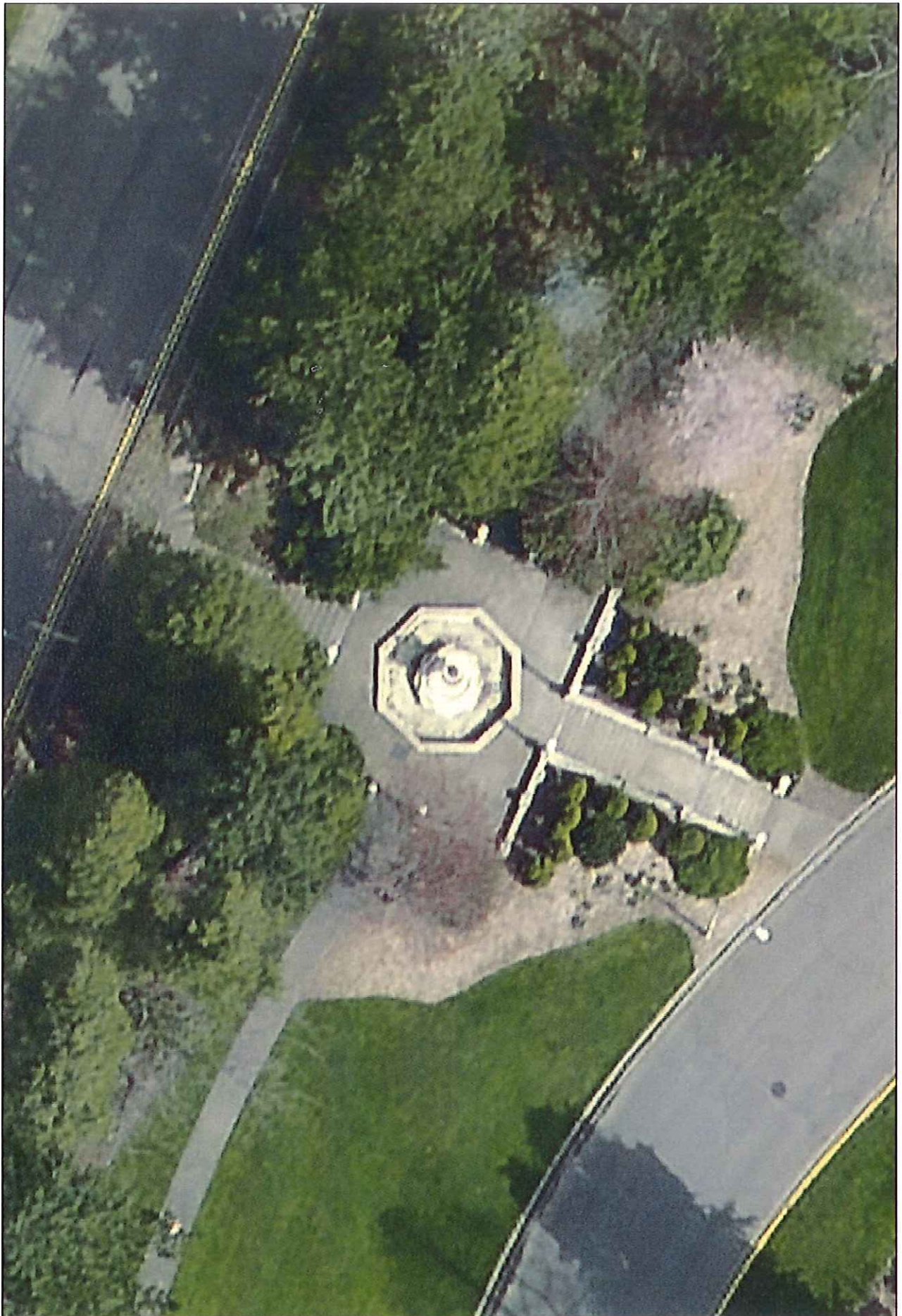
# Helman Tennis Courts

012.55 50 Feet

Property lines are for reference only, not scaleable





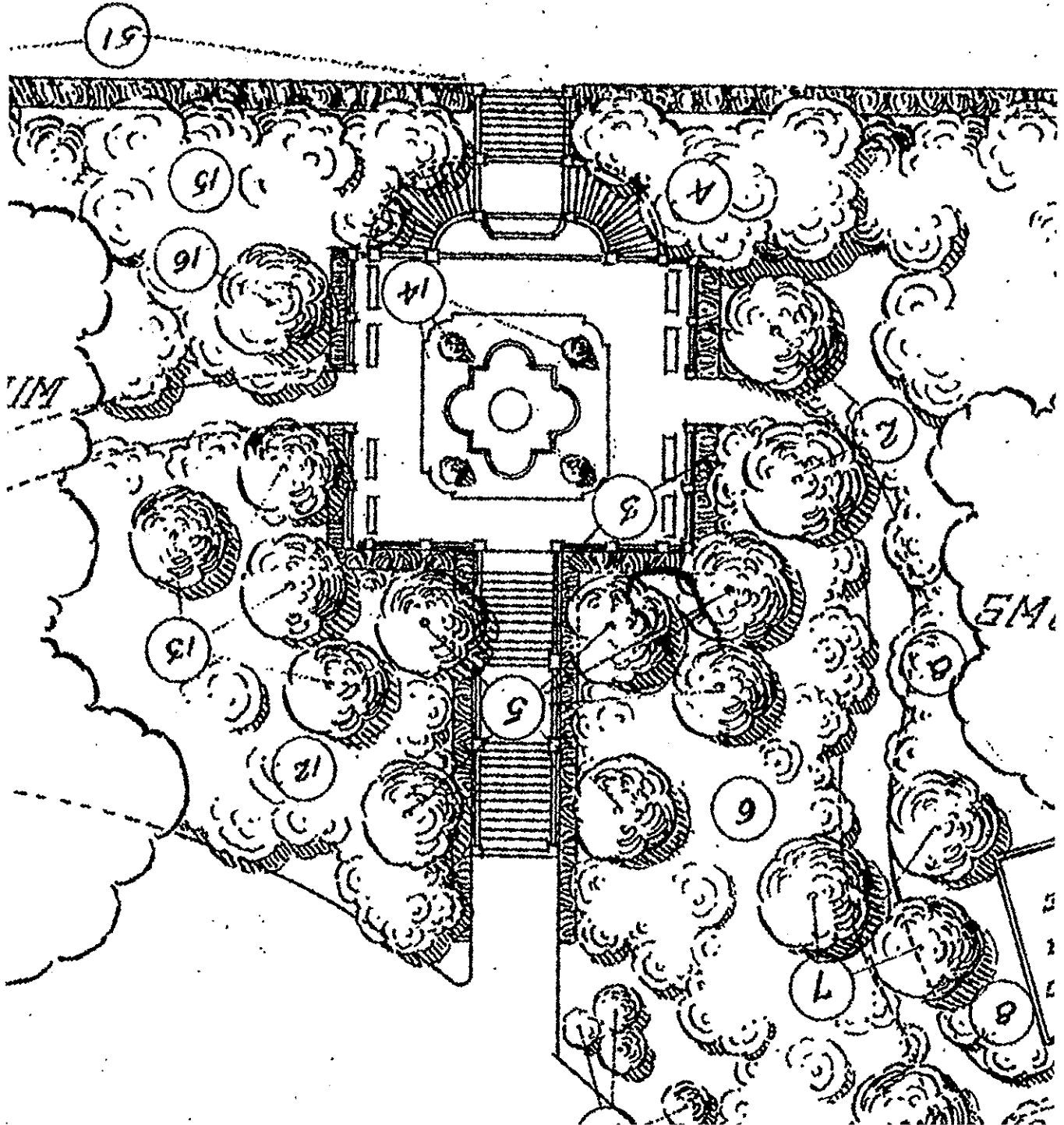


**Butler Perozzi Fountain**

0 3 6 12 Feet

*Property lines are for reference only, not scaleable*



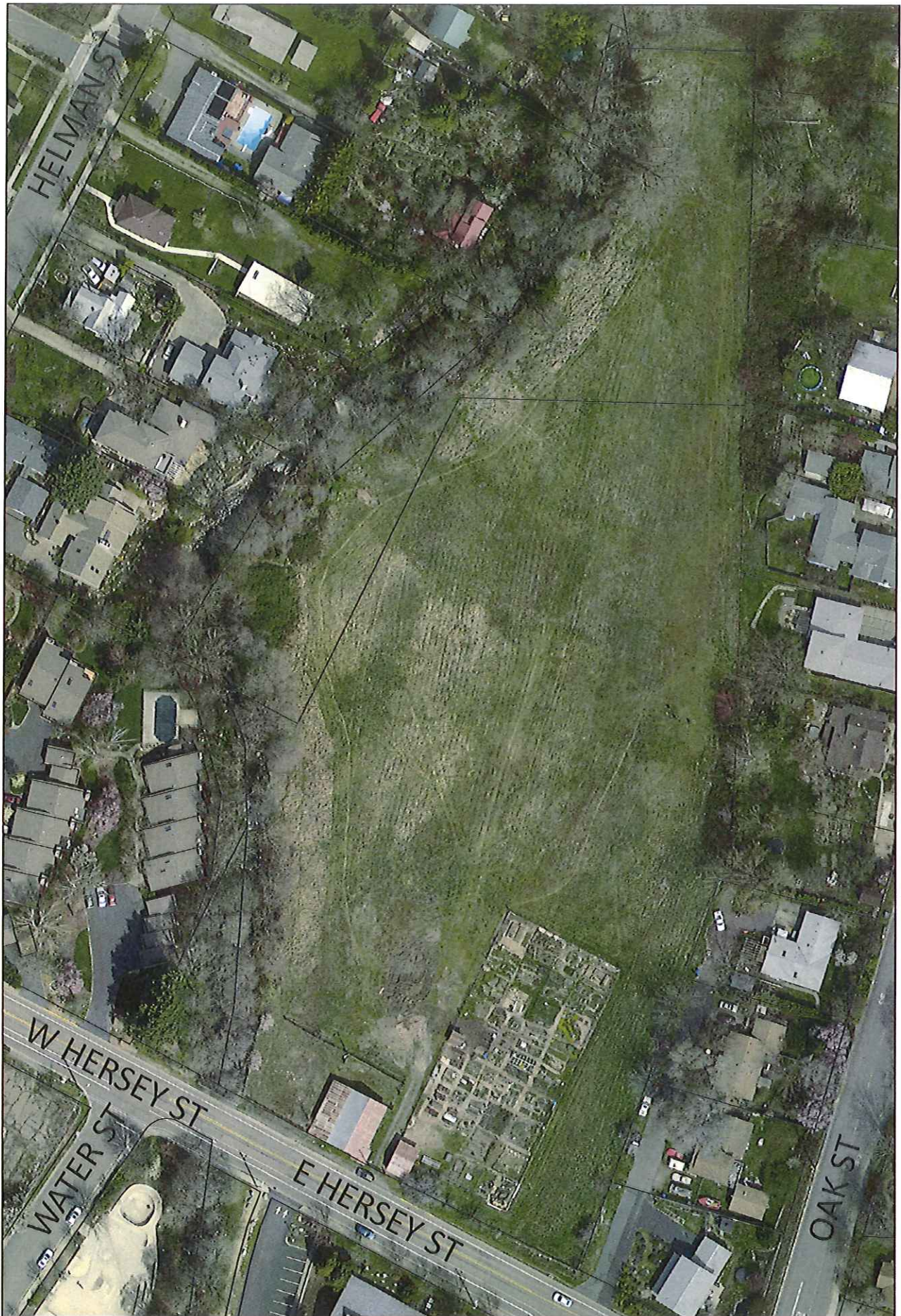


# BUTLER-PEROZZI FOUNTAIN

FROM HISTORIC LITHIA PARK DRAWING - UNKNOWN DATE/DRAFTER

PRINTED 9/02/15





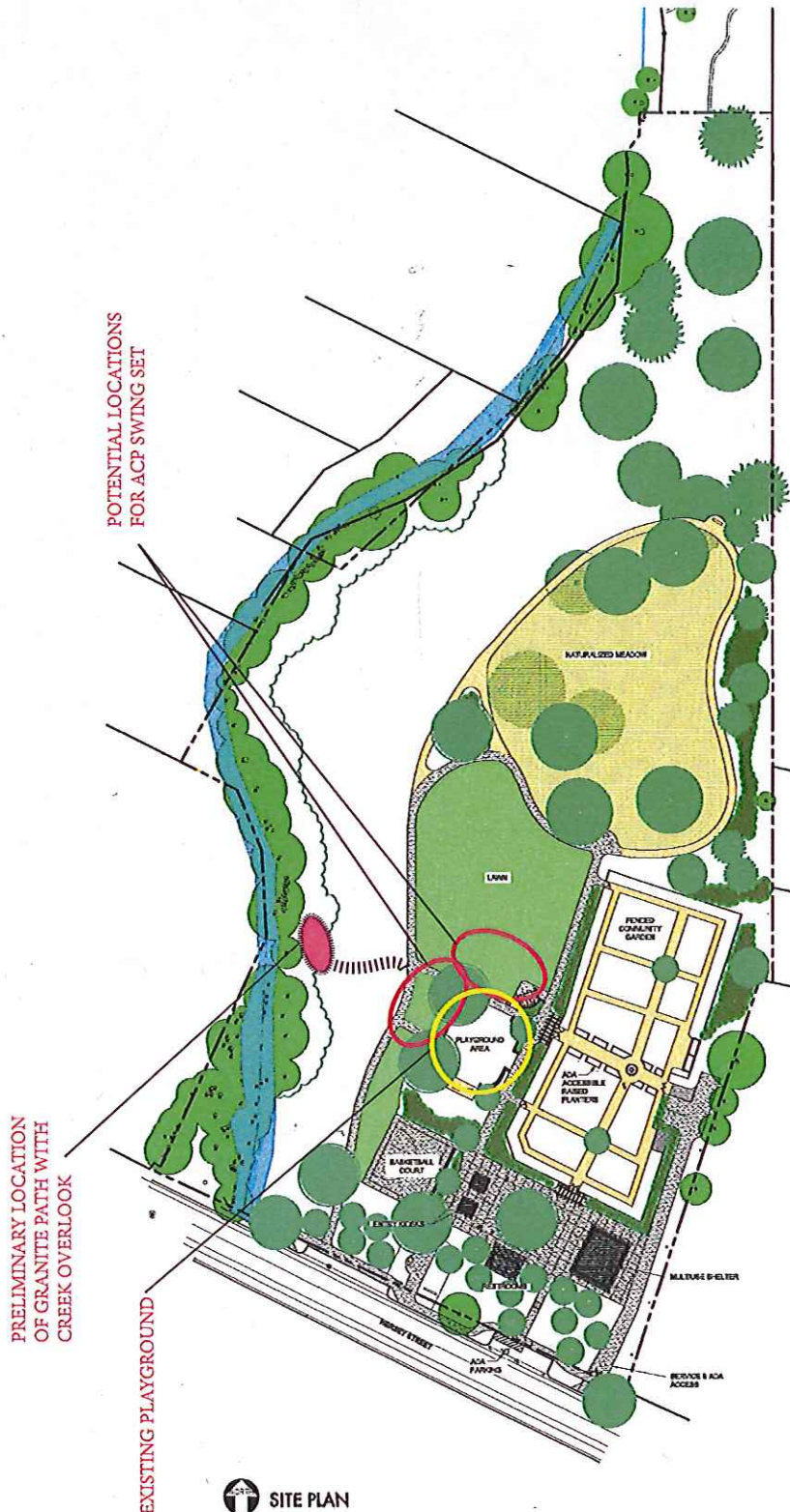
**Ashland Creek Park Aerial  
(pre-development)**

0 1530 60 Feet

*Property lines are for reference only, not scaleable*







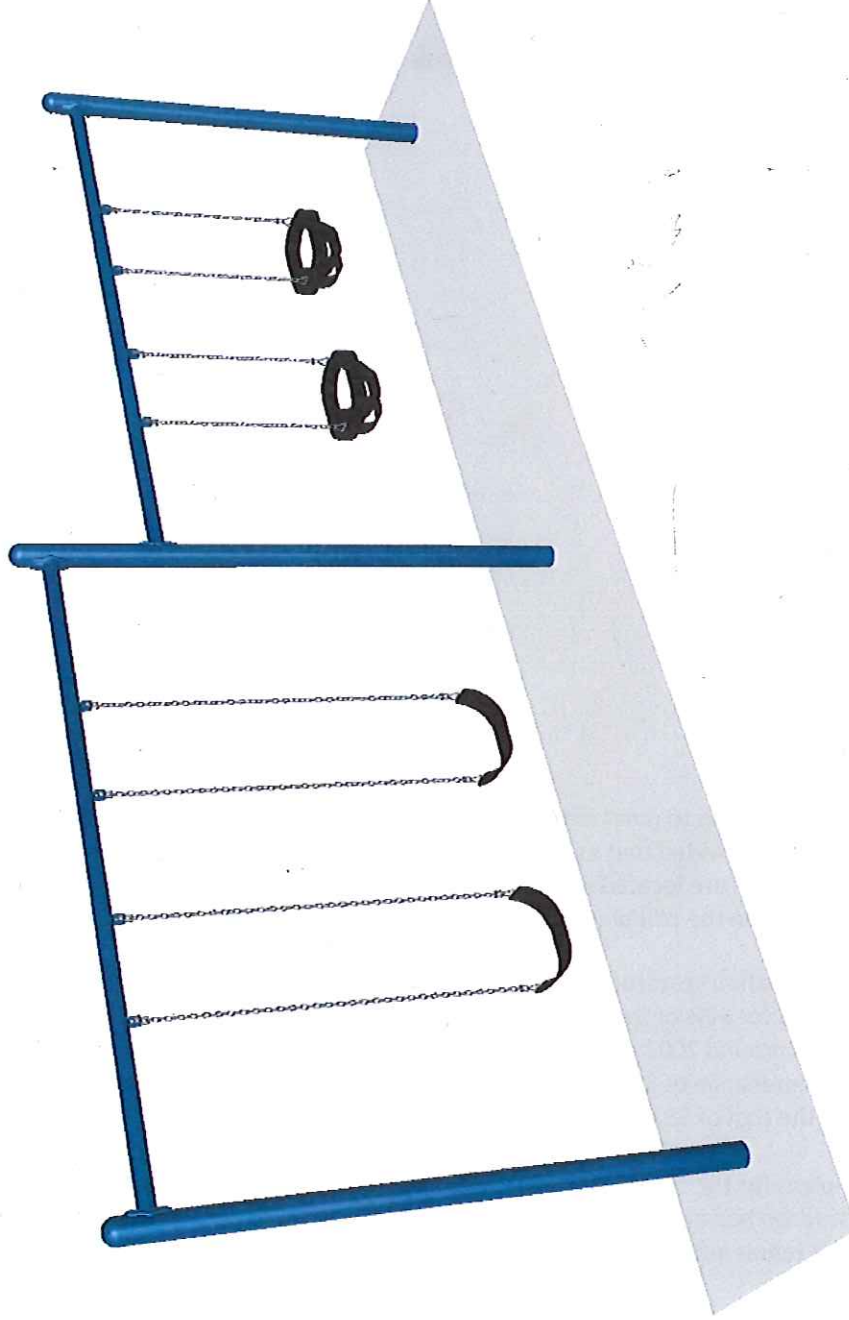
SITE PLAN



**Ashland Park & Rec Single Post Swings**  
SW VIEW

FOR KIDS  
AGES  
5-12

R5



STRUCTURE#: 1

PROJECT#:

DATE: 11/12/2015 | DRAWN BY:



# ASHLAND PARKS AND RECREATION COMMISSION

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parksinfo@ashland.or.us

September 22, 2015

Michelle Cuddeback, Principal  
Helman Elementary School  
705 Helman Street  
Ashland, OR 97520

Jay Hummel, Superintendent  
Ashland School District  
885 Siskiyou Blvd.  
Ashland, OR 97520

Re: Helman Tennis Courts

Jay and Michelle,

Thank you for taking the time to meet with me recently at the Helman Tennis Courts (the "Courts") and for the information you provided that explains the new plans for the Courts. We understand that the property where the courts are located is owned by the School District (the "District") and your willingness to involve us in the planning of the Courts is greatly appreciated.

I sent you some information yesterday that detailed the fact that APRC was involved in the construction of the Courts and paid for 60% of the initial construction costs in 1989. APRC also funded a subsequent overlay of the Courts around 2002. For some time now, the tennis courts have been neglected and are in need of some maintenance to make them useful for sports. At the very least, an overlay and paint will be required at the cost of \$5,000 per court.

I presented your plans for the Courts and the "Exploratorium" to the Parks Commission on Monday September 21st and we had an in-depth discussion about the potential usefulness of the Courts and their impact on the tennis infrastructure in Ashland.

The Parks Commission has instructed me to inform the District that APRC has an interest in keeping, or returning, the Courts in/to the tennis inventory in Ashland. It is understood that the Courts are in need of improvement immediately to make them useful and APRC is willing to fund that work in the near future.

Home of Famous Lithia Park

The main points that led to this position by the Commission are:

1. The Availability of Tennis Courts in Town – Many tennis courts in Ashland that are outside of the ownership and control of APRC have already closed (SOU tennis courts) and more will close in the near future. This creates a disproportionate burden on the APRC courts. The eight APRC courts at Hunter Park remain the last stronghold of tennis courts in the City. Lithia Park still has two tennis courts; however, no other APRC courts exist at this time outside of Helman;
2. Competition for Use of the Existing Courts – the District (specifically the high school) is one of the larger users of the courts at Hunter Park; however, there are many others who vie for time on the courts for tennis and other sports. There are times when there are no tennis courts in town, due to high demand and low supply; and,
3. The Estimated Cost to Create new Courts from Scratch if these Two are Lost – we believe that due to high demand and low supply the courts at Helman would be used if they were improved. The cost to improve the courts would initially be less than \$5,000 per court. Contrasted with the cost of between \$80,000-\$100,000 to build two new courts with fencing, etc., it is very clear why rehabilitation of the Courts instead of new construction would be preferred.

With this information, the Ashland Parks and Recreation Commission is respectfully requesting that no action be taken on the Courts – including the Exploratorium – that will diminish the Courts any further than their current state. It is understood that the courts, as well as the property, are in the ownership of the School District; however, APRC requests consideration of the request in light of the investment in the Courts by APRC and the very close and often dependent sports relationship between the District and APRC.

I would be happy to discuss this matter with either one of you in person at your convenience.

Best Regards,



Michael A. Black, AICP

cc: Ashland Parks and Recreation Commission





## APRC Second Dog Park Location

0 3060 120 Feet

Property lines are for reference only, not scaleable







## Ashland Ponds Bridges

0 3060 120 Feet

Property lines are for reference only, not scaleable





