

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. 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 STUDY SESSION

ASHLAND PARKS & RECREATION COMMISSION

March 18, 2019

The Grove, Otte-Peterson Room

1195 E. Main Street

4:00 p.m.

- I. CALL TO ORDER
- II. PUBLIC INPUT
- III. GOALS DISCUSSION
- IV. LIONS: OLCC PERMIT
- V. SILENT DISCO
- VI. ARBOR DAY EVENT AT OAK KNOLL GOLF COURSE
- VII. ITEMS FROM COMMISSIONERS AND STAFF
- VIII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

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: Michael Black, APRC Director
DATE: March 13, 2019
SUBJECT: Adoption of the 2019-21 APRC Goals

On February 22nd the Commissioners met to discuss the proposed goals for the upcoming biennium. The process started with a list of over 100 goals and was reduced through discussion to just over 50 goals before the Commissioners initially voted for their priorities. After the first round of voting, the list was reduced to 26 of the highest priority goals. Because we are moving some goals forward from the current biennium, it is recommended that the commissioners only adopt the 15 highest priority goals from the second round of voting.

The Commissioners agreed that the following goals should be carried forward from the previous biennium:

- 1 Update Trails and Open Space Comp Plans and continue to purchase land according to the plans.
- 2 Develop parks development standards and guidelines.
- 3 Pursue the evaluation of, and funding for, a rebuild of Daniel Meyer Pool into a year-round eight-lane competitive/recreation aquatics facility.
- 4 Implement/attain easement and purchase agreements on Ashland Pond property and through the few remaining private properties, with dogs excluded from the property via a wildlife preserve designation.

Based on the recent goal setting meeting and subsequent prioritization exercises, the top 15 new goals of the Parks Commissioners are the following:

- 1 Design and begin building new East Main Street neighborhood park, including the top priority of the second Ashland dog park.
- 2 Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee.

- 3 Ensure that Lincoln School playground and fields remains open to the public in perpetuity
- 4 Work with RVMBA to explore costs and locations for a pump track/skills park
- 5 Build 8 dedicated pickleball courts, with fencing (and potential for lights)
- 6 BB/pickleball court at ACP in graveled area
- 7 Explore fire vulnerability on all APRC lands and if discovered there is a large volume of different mitigation work – Explore a bond for fire suppression
- 8 Explore the feasibility and community support of a low-angle trail on the east side of Lithia Park (kid-friendly)
- 9 Full basketball and multiuse pickle ball courts at Ashland Creek Park.
- 10 Get an agreement with schools to be able to use gyms for rec leagues or open play..for use by vb players, bb players and pb players, during non school times and during smoke events.
- 11 Help OKGC by adding additional non-golfing citizens to the mix and building additional “dedicated” pickleball courts
- 12 Ensure continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum.
- 13 Explore Need for and Feasibility of Centralized Recreation Center The following are potential uses for the Center: Covered Field house big enough for full court basketball/indoor soccer that would be multi-purpose to include at least pickleball and bike polo; Maintenance yard; Skateboard Park; Bike Skills Park; Dog Park; Aquatic Center
- 14 Create a small pocket-neighborhood playground/park also in the vicinity of Oak Knoll Club House.
- 15 Explore and implement, as funds allow, capital improvements that would reduce long term maintenance and would be projected to pay for themselves in 10 years or less

Of the 15 goals, three are related to pickleball and two are related to a new pool or fixing and repairing the existing pool. In addition, the pool goal also relates to a goal being moved forward from last year. I suggest that the Commissioners consider combining these goals since they will, or can, be addressed together. This will reduce the number of new goals to 12 and allow three more goals to come up from the list.

I would recommend that the new goal for pickleball read as follows:

Explore suitable locations for a dedicated pickle ball facility within the APRC system, including the Oak Knoll Golf Course, and implement the installation of up to eight new pickleball courts with consideration for lighting and fencing.

For the swimming pool goals, I would suggest the following:

Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee and ensure the continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum.

If the Commissioners agreed to the combining of these goals, the following goals could be elevated to fill the three empty spaces – these are the 16th, 17th and 18th place goals:

- 1 Build Mace Property trail – Connect Oak Street to North Mountain
- 2 Continue to be part of the solution for realizing an Authentic Japanese Garden in Lithia Park and securing a large donation to accommodate the building and long-term maintenance of the garden.
- 3 Perform a system wide master plan for APRC to determine the need for an increased SDC fee

Conclusion

The goal setting process for the coming biennium has taken place and 15 new goals have been identified as the highest priorities. Because some of the goals are similar and could be considered to overlap, I recommend that these goals be combined. All pool related goals could be combined into one goal and all pickleball goals could be combined as well. With all the combining of goals and the goals from the current biennium, that leaves 18 total goals.

If you choose to leave the list at 18, your goals for the coming biennium would be as follows:

Moving forward from 2018

- 1 Update Trails and Open Space Comp Plans and continue to purchase land according to the plans.
- 2 Develop parks development standards and guidelines.
- 3 Implement/attain easement and purchase agreements on Ashland Pond property and through the few remaining private properties, with dogs excluded from the property via a wildlife preserve designation.

New in 2019

- 1 Design and begin building new East Main Street neighborhood park, including the top priority of the second Ashland dog park.
- 2 *Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee and ensure the continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum.*
- 3 Ensure that Lincoln School playground and fields remains open to the public in perpetuity
- 4 Work with RVMBA to explore costs and locations for a pump track/skills park
- 5 *Explore suitable locations for a pickle ball facility within the APRC system, including the Oak Knoll Golf Course, and implement the installation of up to eight new pickleball courts with consideration for lighting and fencing.*
- 6 Explore fire vulnerability on all APRC lands and if discovered there is a large volume of different mitigation work – Explore a bond for fire suppression
- 7 Explore the feasibility and community support of a low-angle trail on the east side of Lithia Park (kid-friendly)
- 8 Full basketball and multiuse pickle ball courts at Ashland Creek Park.
- 9 Get an agreement with schools to be able to use gyms for rec leagues or open play..for use by vb players, bb players and pb players, during non school times and during smoke events.
- 10 Explore Need for and Feasibility of Centralized Recreation Center The following are potential uses for the Center: Covered Field house big enough for full court basketball/indoor soccer that would be multi-purpose to include at least pickleball and bike polo; Maintenance yard; Skateboard Park; Bike Skills Park; Dog Park; Aquatic Center
- 11 Create a small pocket-neighborhood playground/park also in the vicinity of Oak Knoll Club House.
- 12 Explore and implement, as funds allow, capital improvements that would reduce long term maintenance and would be projected to pay for themselves in 10 years or less
- 13 Build Mace Property trail – Connect Oak Street to North Mountain
- 14 Continue to be part of the solution for realizing an Authentic Japanese Garden in Lithia Park and securing a large donation to accommodate the building and long-term maintenance of the garden.
- 15 Perform a system wide master plan for APRC to determine the need for an increased SDC fee

FULL RANKING OF GOALS

TOTAL POINTS	Rank 1-15	Goals (in alphabetical order)
65	1	Design and begin building new East Main Street neighborhood park, including the top priority of the second Ashland dog park.
59	2	Improve public aquatic recreation and competitive options in Ashland consistent with the findings and recommendations of the Pool Ad Hoc Committee.
55	3	Ensure that Lincoln School playground and fields remains open to the public in perpetuity
39	4	Work with RVMBA to explore costs and locations for a pump track/skills park
33	5	Build 8 dedicated pickleball courts, with fencing (and potential for lights)
32	6	BB/pickleball court at ACP in graveled area
26	7	Explore fire vulnerability on all APRC lands and if discovered there is a large volume of different mitigation work – Explore a bond for fire suppression
26	8	Explore the feasibility and community support of a low-angle trail on the east side of Lithia Park (kid-friendly)
25	9	Full basketball and multiuse pickle ball courts at Ashland Creek Park.
24	10	Get an agreement with schools to be able to use gyms for rec leagues or open play..for use by vb players, bb players and pb players, during non school times and during smoke events.
24	11	Help OKGC by adding additional non-golfing citizens to the mix and building additional “dedicated” pickleball courts
22	12	Ensure continuous operation of an adequate recreational pool in Ashland during the summer months, at a minimum.
21	13	Explore Need for and Feasibility of Centralized Recreation Center The following are potential uses for the Center: Covered Field house big enough for full court basketball/indoor soccer that would be multi-purpose to include at least pickleball and bike polo; Maintenance yard; Skateboard Park; Bike Skills Park; Dog Park; Aquatic Center
19	14	Create a small pocket-neighborhood playground/park also in the vicinity of Oak Knoll Club House.
18	15	Explore and implement, as funds allow, capital improvements that would reduce long term maintenance and would be projected to pay for themselves in 10 years or less
16	1	Build Mace Property trail – Connect Oak Street to North Mountain
16	2	Continue to be part of the solution for realizing an Authentic Japanese Garden in Lithia Park and securing a large donation to accommodate the building and long-term maintenance of the garden.
15	3	Perform a system wide master plan for APRC to determine the need for an increased SDC fee
14		Resurface Lithia Park courts
11		Complete the Lithia Park Master Planning process and promptly consider and act upon the recommendations where appropriate.
11		Improved communications through cell boosters, wireless, phone stipends, and other means for staff.
9		Complete obtaining public access to Ashland Pond and other properties via land acquisition or trail easements
8		Conduct a comprehensive needs assessment process to identify underserved groups and future recreation program interests and needs in the community.
6		Explore obtaining grants for restoration of Beach Creek between upper pedestrian bridge and the three sediment ponds near the Nature Center. Emphasis on connecting the riparian area back to the Creek and Creek shading (thus the sediment pond included). Redesign the bike path where it crosses Beach creek including a bridge instead of a culvert.
5		Continue to evaluate and implement electric vehicle charging stations at parks sites where possible
1		Increase Cost Recovery at OKGC to 80% or greater by the end of the 19-21 Biennium through tournament sales, event sales, fee increases etc.

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Rachel Dials, Recreation Superintendent

DATE: 3-13-19

SUBJECT: Ashland Lions Club-Alcohol in Lithia Park Request (Information)

The Ashland Lions Club is interested in obtaining permission to serve alcohol at the annual Feast of Will celebration in Lithia Park. Because of the ongoing community partnership that APRC has with the Lions, staff thought it was appropriate to bring forward the request for review.

APRC staff has looked into what is required through OLCC for a nonprofit organization to serve alcohol in Lithia Park. If the commission were to approve the request, the Lions would need to submit the temporary sales license and pay a fee to the OLCC of \$50.00.

Alcohol is currently not allowed on any park property with the exception of the Oak Knoll Golf Course. The municipal code is below:

10.68.090 Intoxicating liquor prohibited

It is unlawful for any person to take any intoxicating liquor or beverage into any portion of the public parks of the City, except that:

- A. Intoxicating liquor or beverages may be transported through the Lithia Park extension area which is located between North Main Street and Winburn Way and between Ashland Creek to the west and the Plaza to the east.*
- B. This section and the prohibitions on the possession and use of intoxicating liquor shall not apply to that portion of the park that is leased to the Oregon Shakespeare Festival Association.*
- C. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Calle Guanajuato only when such is served with prepared meals and with the express approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.*

D. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Oak Knoll Golf Course only when such is served as part of the City Golf Course operation or approved concession with the approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.

E. Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

Representatives from the Lions will be present to make the request and talk about the history of the Feast of Will Event.

Staff is seeking direction on the request although it is understood that a vote cannot be taken at a study session.

Attachments:

Request letter from Ashland Lions Club

OLCC Temporary Sales License Requirements



Ashland Lions Club
P.O. Box 3340
Ashland, Oregon 97520

1 March 2019

Dear Parks and Recreation Commission:

The Ashland Lions are interested in obtaining permission to serve alcohol at our annual Feast of Will celebration. It is a traditional community event that occurs on the opening night of the Oregon Shakespeare Festivals play in the Elizabethan Theatre.

As you may or may not know, the Ashland Lions is a community based, international non-profit service club dedicated to serving the Ashland community with the money we raise. These monies go directly into the Ashland community in the forms of school scholarships, building wheelchair ramps, community improvement projects with the Parks Department, the Ashland Food bank, and the Ashland Homeless Shelter Program, to name a few.

With the parks department, we have: restored the band shell benches, rebuilt historic picnic tables and benches, and adopted the Ashland Creek Park, where we work with Lori Ainsworth making improvements, and clean up. We also work the Ashland Homeless Shelter Program where we have made repairs to the structure, and cleaned up the property to meet safety requirements.

Around 2010, we were granted permission to sell ice cream at the city band concerts to benefit the band programs at Ashland's middle and high schools; to date we have raised and donated over \$30,000 to those two school programs.

The Feast of Will is a main fundraiser for us. We partner with: the Ashland Garden Club, Oregon Shakespeare Festival, Boy Scout troop 112, the Siskiyou Singers, Jefferson Bagpipe Band, and the parks department to put on the event. There was a time when we sold beer and wine at the Feast of Will. The year alcohol was disallowed in the park, our revenues dropped 50%. With increases in cost and continued decreases in attendance, the revenue we used to raise to put back in the community has continued to diminish.

We want improve The Feast of Will, a community event. We believe that serving wine and beer with the dinner will increase attendance, thereby increasing our revenue, thus enabling us to increase our contributions back into the community and schools. We would be partnering with Ashland-based wineries and breweries to create this improvement, and benefit and promote the Ashland community. It is our hope that you will support us and grant us permission to serve wine and beer at the Feast of Will. Thank you for your consideration.

Sincerely,

Maggie Lander

Feast of Will coordinator, Ashland Lions Club



TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP)

ELIGIBILITY FOR A TSL-NP

To be eligible to obtain a TSL-NP from the OLCC you must be one of the following:

1. A nonprofit or charitable organization registered with the Oregon Secretary of State's (SOS) office with an issued Oregon Registry Number (not EIN). Note that the OLCC can't recognize the organization as a registered nonprofit if the organization can't provide the Oregon Registry Number. Common examples of when the OLCC can't recognize the organization as a registered nonprofit are:
 - The organization is registered with the federal government as a nonprofit but is not registered with the Oregon Secretary of State's office as a nonprofit.
 - A local organization is affiliated with a national organization that is registered with the federal government as a nonprofit but the local organization is not registered with the Oregon Secretary of State's office as a nonprofit.
2. A political committee that has filed a statement of organization under ORS 260.039 or 260.042.
3. A state agency.
4. A local government, or an agency or department of local government.

TSL-NP LICENSE PRIVILEGES

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

CONDUCTING AN AUCTION OR RAFFLE WITHOUT AN OLCC TSL-NP LICENSE

- ONLY a nonprofit or charitable organization with an issued Oregon Registry Number may obtain OLCC approval (with no OLCC cost) to conduct an auction/raffle without an OLCC TSL-NP license.
- OLCC may approve only one auction/raffle without an OLCC license per organization in a 12-month period.
- The organization must receive written approval from the OLCC prior to conducting the auction/raffle. There is no OLCC fee to obtain this approval. The auction/raffle application form is on the OLCC web site or contact the OLCC office regulating the county in which your event will happen.
- Once approved, the organization may sell at auction or raffle factory-sealed containers of wine, cider, malt beverages, and not more than four liters of distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol).
- The auction/raffle may not last longer than one day (a day is from 7:00 am to 2:30 am on the succeeding calendar day).
- The wine, cider, malt beverages, and not more than four liters of distilled liquor may have been purchased by or donated to the organization.
- The purchased or donated wine, cider, malt beverages, and not more than four liters of distilled liquor must be imported into Oregon by the OLCC or be manufactured in or imported into Oregon under a brewery, brewery-public house, distillery, grower sales privilege, winery, or wholesale malt beverage and wine license.
- Raffle tickets may be sold prior to the drawing; however, the drawing may be held only on the day the raffle is held and the winner is determined.
- The organization may deliver or arrange for delivery of the alcoholic liquor to the patron.

TSL-NP WITH AN APPROVED AUCTION OR RAFFLE FOR THE SAME EVENT

Under some circumstances it is permissible for a nonprofit organization to have both a TSL-NP and an OLCC-approved auction/raffle for the same event. Contact the OLCC office regulating the county in which your event will happen.

COMMON EXAMPLES OF WHEN A NONPROFIT DOES OR DOESN'T NEED AN OLCC TSL-NP LICENSE

A. DOES NEED

1. By the sealed container.
 - Example: A person provides payment directly to the nonprofit and in return the nonprofit provides the person with one or more manufactured-sealed containers of malt beverages, wine, or cider meant for drinking off of the special event licensed area. NOTE: unless allowed under an auction or raffle approved by the OLCC, selling manufacturer-sealed containers of distilled liquor is not allowed. Because the nonprofit is directly accepting money and providing the alcohol the nonprofit **does need** a TSL-NP liquor license.
 - Example: A "Wine Wall." A person buys something (ticket, cork, etc.) from the nonprofit and in return the person is allowed to select a sealed container of malt beverage, wine, or cider (but not distilled spirits) meant for drinking off of the special event licensed area. This is not an auction or a raffle, but it is selling alcohol; and therefore, the nonprofit **does need** a TSL-NP liquor license.
2. By the drink for consumption at a premises that does not have an OLCC liquor license.
 - Example: A person provides payment directly to the nonprofit and in return the nonprofit provides the person with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because the nonprofit is directly accepting money and providing the alcohol the nonprofit **does need** a TSL-NP liquor license.
 - Example: A person buys a ticket from the nonprofit or the nonprofit requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the person. Because the nonprofit is directly accepting money and providing the alcohol the nonprofit **does need** a TSL-NP liquor license.
3. By the drink for consumption at an event where the premise does have an OLCC liquor license but it's the nonprofit that accepts payment from the person and also directly provides (serves) the alcohol to the person.
 - Example: A person provides payment directly to the nonprofit and in return the nonprofit provides the person with an open container of alcoholic beverage meant for consumption on the special event licensed area. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because the nonprofit is directly accepting money and providing the alcohol the nonprofit **does need** a TSL-NP liquor license.

B. DOES NOT NEED

1. By the drink for consumption at an event where the premise does have an OLCC liquor license and **all** alcohol is provided and served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
 - Example: A person buys a ticket from the nonprofit or the nonprofit requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the person. Because the OLCC liquor licensee is providing and serving the alcohol the nonprofit **does not need** an OLCC liquor license for this activity. NOTE: if the nonprofit is also providing alcohol to the person the nonprofit will also need a TSL-NP liquor license.

2. By the drink for consumption at an event where the premise does have an OLCC liquor license and some or all of the alcohol is provided by the nonprofit to the OLCC liquor licensee; however, all of the alcohol is served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcohol allowed by the license).
 - Example: A person buys a ticket from the nonprofit or the nonprofit requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcohol at no additional cost to the person. Provided the nonprofit directly obtains the alcohol (either by purchasing or by donation from an alcohol wholesaler or manufacturer) and then provides it to the OLCC licensee, and provided the OLCC liquor licensee is serving the alcohol, the nonprofit **does not need** an OLCC liquor license for this activity. Note that the OLCC licensee may not keep any left-over alcohol that was provided by the nonprofit (the alcohol must be removed by the nonprofit or discarded).

ITEMS AND SERVICES A WHOLESALER/MANUFACTURER OF ALCOHOL MAY DONATE OR PROVIDE TO ANY NONPROFIT ORGANIZATIONS WITH A TSL-NP

Oregon law allows a manufacturer/wholesaler (supplier) of alcohol to donate or provide the following products and services to any nonprofit organization holding a TSL-NP:

- Malt beverage, wine or cider that the supplier normally sells. This alcohol may be provided for free, at a discounted price, or at the regular price. Any of this alcohol manufactured in Oregon may be directly donated by the supplier. Any of this alcohol manufactured outside of Oregon is required to come into Oregon through an Oregon licensed wholesaler.
- Distilled spirits approved for sale in Oregon. This alcohol may be provided for free, at a discounted price, or at the regular price. The manufacturer or its representative must obtain this alcohol through the OLCC.
- Credit or cash refund for unsold product.
- Services to support the product. This includes people with a valid Oregon service permit or people who have successfully completed an Oregon alcohol server education class in the last five years to sell or serve the alcohol product. Note that these people do not qualify for the service permit exemption described below.
- Interior/exterior display banners (no size limits).
- Equipment (which may be provided for no more than ten days). This is picnic pumps, cold plates, tub, refrigerated vans, refrigerated trailers, and refrigerated draft systems.

TRAINING FOR SERVERS OF ALCOHOL

When the organization is a nonprofit or charitable organization registered with the Oregon Secretary of State's (SOS) office with an issued Oregon Registry Number:

- If the person selling or serving the alcohol is a representative of manufacturer/wholesaler of alcohol the person must have either:
 - A valid Oregon service permit; or
 - Have passed an Oregon alcohol server education course within five years prior to the date of the event.
- If the person selling or serving the alcohol is not a representative of manufacturer/wholesaler of alcohol the person must have:
 - A valid Oregon service permit; or
 - Have passed an Oregon alcohol server education course within five years prior to the date of the event; or
 - Have attended a training provided by the organization and have read, signed, and dated the OLCC brochure What Every Volunteer Alcohol Server Needs to Know. (This form is available on the OLCC web site.)

When the organization is a political committee that has filed a statement of organization under ORS 260.039 or 260.042, an agency of the State, or a local government or an agency or department of a local government:

- If the person selling or serving the alcohol is a representative of manufacturer/wholesaler of alcohol the person must have either:
 - A valid Oregon service permit; or
 - Have passed an Oregon alcohol server education course within five years prior to the date of the event.
- If the person selling or serving the alcohol is not a representative of manufacturer/wholesaler of alcohol the person must have:
 - A valid Oregon service permit; or
 - Under limited circumstances the OLCC may be able to approve an exception.

OTHER IMPORTANT INFORMATION

- **Guide** - A TSL Application Guide is available on the OLCC website.
- **OLCC may refuse to process your application** if it is not complete or is not submitted in sufficient time for the OLCC to investigate. Typically, an application that is accepted by the OLCC as complete at least two to four weeks before the event date is sufficient time to process most applications.
- **Managing Your Event** - Not following your written plan for managing your event may result in liquor law violations and may cause the OLCC to deny your future TSL applications.

DIRECTIONS FOR COMPLETING THE TSL-NP APPLICATION

1. Fill out the TSL-NP application form completely.
2. Get the application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city’s limits or the local county if the event address is outside the city’s limits). The local government may charge you a fee.
3. Submit the signed application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) and any other required documents to the OLCC. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
4. If the expected attendance at your event is 501 or more per day please complete and attach the OLCC form Plan to Manage Special Events (unless the OLCC exempts you from this requirement).
5. Submit forms to your OLCC office at least two weeks before the date(s) of an event with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance.

OLCC OFFICES

In which county will your special event happen?	Contact this OLCC office
Clackamas, Hood River, Multnomah, Washington	Portland Main Office. 503-872-5000 PO Box 22297, Milwaukie, Or 97269-2297
Crook, Deschutes, Grant, Harney, Jefferson, Wheeler	Bend. 541-388-6292 336 SW Cyber Drive, Suite 104, Bend, Or 97702
Coos, Curry	Coos Bay. 541-266-7601 PO Box 1176, Coos Bay, Or 97420
Benton, Linn	Corvallis. 541-753-0107 260 SW Madison Ave #109, Corvallis, Or 97333
Lane	Eugene. 541-686-7739 927 Country Club Rd #200, Eugene, Or 97401
Klamath, Lake	Klamath Falls. 541-883-5600 700 Main St #204B, Klamath Falls, Or 97601
Jackson, Josephine	Medford. 541-776-6191 7 Crater Lake Ave #A, Medford, Or 97504
Lincoln	Newport. 541-265-4522 715 SW Fall St, Newport, Or 97365
Baker, Gilliam, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco	Pendleton. 541-276-7841 750 SE Emigrant #140, Pendleton, Or 97801
Douglas	Roseburg. 541-957-2020 Douglas Co. Courthouse, 1036 SE Douglas Ave #203, Roseburg 97470
Columbia, Marion, Polk, Yamhill	Salem. 503-378-4871 200 Hawthorne Ave SE #B-210, Salem, Or 97301
Clatsop, Tillamook	Warrenton. 503-861-3912 P.O Box 220, Warrenton, Or 97146

FOOD REQUIREMENTS FOR A TEMPORARY SALES LICENSE - NONPROFIT (TSL-NP)

WHAT AMOUNT OF FOOD MUST I PROVIDE?

- **ONE:** The OLCC must determine that the clearly dominant emphasis is food service at all times and in all areas where alcohol service is available in order for you to provide only one substantial food item. The OLCC will work with you to make this determination prior to approving your application.
- **TWO:** If the clearly dominant emphasis is **not** food service and you **don't** provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **THREE:** If the clearly dominant emphasis is **not** food service and you provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least three different substantial food items.

WHAT IS A SUBSTANTIAL FOOD ITEM?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

WHAT DOES "DIFFERENT" MEAN?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different.

WHAT DOES IT MEAN TO PROVIDE FOOD SERVICE "AT ALL TIMES AND IN ALL AREAS WHERE ALCOHOL SERVICE IS AVAILABLE"?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

IS PROVIDING TASTINGS OF ALCOHOL CONSIDERED PROVIDING ALCOHOL SERVICE?

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

MAY I USE FOOD PROVIDED BY A CONTRACTOR OR CONTRACTORS TO MEET THE FOOD REQUIREMENT?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

WHO MAY THE CONTRACT FOR THE FOOD SERVICE BE WITH?

The contract may be between:

- You (the TSL-NP licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

DOES THE FOOD SERVICE CONTRACT NEED TO BE IN WRITING?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) APPLICATION

TEMPORARY SALES LICENSE – NONPROFIT (TSL-NP) PRIVILEGES. The TSL-NP allows you to:

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area (provided you meet the food requirements).
- Sell at retail manufacturer-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled spirits.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.

- **Process Time:** Please read the instructions. OLCC needs your completed application in sufficient time to approve it. Sufficient time is typically 2 to 4 weeks before the first event date listed in #8 below (some events may need extra processing time). OLCC may refuse to process your application if it is not submitted in sufficient time for the OLCC to investigate it.
- **OLCC License Fee:** \$50 per license day or any part of a license day. **Make payment by check or money order, payable to OLCC.** A license day is from 7:00 am to 2:30 am on the succeeding calendar day.
- **License Days:** In #8 below, you may apply for a maximum of **seven** license days per application form.

1. ELIGIBILITY: Please read the instructions to determine eligibility for a TSL-NP.

Is your organization a nonprofit or charitable organization with an issued Oregon Registry Number?

- No
 Yes. Please list the organization's **Oregon Registry Number** (not EIN):

2. Applicant Name:

3. Email:

4. Fax:

5. Contact Person:

6. Contact Phone:

7. Event Name:

8. Date(s) of event (no more than seven days):

9. Start/end hours of alcohol service: am pm to am pm

10. Address of Special Event:

City

Zip

11. Is the event outdoors? Yes No

11a. If the event is only indoors, in what area(s) of the building is the event located?

11b. If any part of the event is outdoors, **submit a drawing** showing the licensed area and how the boundaries of the licensed area will be identified.

12. Describe the primary activities within the licensed area:

13. Will minors be allowed at the event? Yes No

14. If yes, will minors and alcohol be allowed together in the same area? Yes No

15. What is the expected attendance per day in the licensed area (where alcohol will be sold or consumed)?

PLAN TO MANAGE THE SPECIAL EVENT LICENSED AREA

If your answer to #15 is 501 or more, **IN ADDITION TO** your answers to questions 16, 17, and 18, you will need to complete the OLCC's Plan to Manage Special Events form, unless the OLCC exempts you from this requirement.

16. Describe your plan to prevent problems and violations:

17. Describe your plan to prevent minors from gaining access to alcoholic beverages and from gaining access to any portion of the licensed premises prohibited to minors:

18. Describe your plan to manage alcohol consumption by adults:

ALCOHOL MANAGERS

19. All applicants must list the name(s) of alcohol manager(s) on-duty and in the licensed area.

LIQUOR LIABILITY INSURANCE

If the licensed area is open to the public and expected attendance is 301 or more per day in the licensed area, the event must have at least \$300,000 of liquor liability insurance coverage (ORS 471.168).

20. Insurance Company:

21. Policy #:

22. Expiration Date:

MARIJUANA

23. Will marijuana (such as use, consumption, samples, give-away, sale, etc.) be allowed on the special event licensed premises or be part of the event or an adjacent event? Yes No

FOOD REQUIREMENTS

Please read the instructions to determine the food requirements.

24. Will you serve distilled spirits by the drink? Yes No

24a. If yes, list at least three different substantial food items that will be provided:

1.	2.	3.
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24b. If no, list at least two different substantial food items that will be provided:

1.	2.
----	----

GOVERNMENT RECOMMENDATION

Please read the instructions. You must obtain a recommendation from the local city or county named in #25 before submitting this application to the OLCC.

25. Name the city if the event address is within a city's limits, or the county if the event address is outside the city's limits:

SIGNATURE

I affirm that I am authorized to sign this application on behalf of the applicant.

26. Name (please print):

27. Signature:

28. Date:

CITY OR COUNTY USE ONLY

The city/county named in #25 above recommends:

Grant Acknowledge Deny (attach written explanation of deny recommendation)

(Optional) City/County Contact Person:

(Optional) Phone Number or Email:

City/County Signature:

Date:

FORM TO OLCC

This license is valid only when signed by an OLCC representative. Submit this form to the OLCC office regulating the county in which your special event will happen.

OLCC USE ONLY

Fee Paid:

Date:

Receipt #:

License is: Approved Denied

OLCC Signature:

Date:

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: Rachel Dials, Recreation Superintendent

DATE: 3-13-19

SUBJECT: Silent Movies and Disco-Lithia Park (Information)

Staff along with Silent Movement representative, Jordan Rose will present information on the history and plans for Silent Disco and Movies in Lithia Park this summer.

The presentation will include the history of the relationship with APRC, how the events operate and the community benefits.

Staff is seeking input from the Commission on the Summer 2019 plans.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
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Jim Lewis
Julian Bell



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Memo from Superintendent Oxendine APRC Arbor Day

April 5th, 2019
Oak Knoll 3070 Hwy. 66
Ashland, Oregon 97520

This year the City of Ashland has been accredited as a Tree City USA for its 34th year. In order to gain/keep this accreditation we report each year on our success and progress in the following areas and requirements.

- Standard #1** – Create and maintain a Tree Board or Department (City of Ashland Tree Commission).
- Standard #2** - Develop and maintain a City Tree Care Ordinance
- Standard #3** – Maintain an Urban Forestry program with at least a \$2 per capita annual budget.
- Standard #4** – Celebrate Arbor Day and read the arbor day proclamation.
- Standard #5** – Report and Renew

This year the Ashland Parks and Recreation Commission, the City of Ashland Tree Commission, and the City of Ashland Planning Department are all working together to celebrate Arbor Day at Oak Knoll Golf Course. Thanks to a couple of grants from Oregon Community Trees and Plant Oregon we will be hosting a free educational tree planting demonstration. After the demonstration we will have volunteers break out into groups to plant large oak trees all around Oak Knoll Golf Course. Each group will have an APRC or Tree Commission leader to help with proper tree planting and care. We will mulch, fertilize, and water the trees. After the tree planting activity, we invite everyone to join us at the Club House for light hors d'oeuvres.

Schedule of events:

- 12:00 PM – Meet at the Oak Knoll Clubhouse.
- 12:15 PM – Present the Individual Award from Oregon Community Trees to Chris John.
- 12:20 PM – Mayor Stromberg reads the Arbor Day Proclamation.
- 12:30 PM – Tree Planting Demonstration near the clubhouse.
- 12:45 PM – Break up into groups and plant trees in different locations around the Oak Knoll Property.
- 1:15 PM – Finish Planting and start fertilizing and mulching trees.
- 1:30 PM – Food is served at the Oak Knoll Clubhouse.
- 2:00 PM – Thank you to all our volunteers.