

**AGENDA FOR SPECIAL BUSINESS MEETING
ASHLAND PARKS & RECREATION COMMISSION
February 10, 2020
The Grove, 1195 E. Main Street**

Present: Commissioners Gardiner (Chair), Landt (Vice-Chair), Bell, Heller, Lewis (left meeting at 6:28); Director Black, Recreation Superintendent Dials; Parks Superintendent Oxendine; Assistant Sullivan

Absent: City Council Liaison Mayor Stromberg

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

II. PUBLIC FORUM

None

III. ADDITIONS OR DELETIONS TO THE AGENDA

Gardiner moved the Pool Design Approval of Contract item prior to Unfinished Business (see item below)

IV. UNFINISHED BUSINESS

1. Japanese Garden Update (Informational)

Black reviewed the staff report included in the [meeting packet](#) and introduced Kerry KenCairn who is preparing the construction plans, included in the staff report. This item included the following points:

- There has been a change in process for the design of the project. KenCairn is working with Toru Tanaka, the lead designer, to create plans for the project. The plans are being paid directly by the Ashland Parks Foundation
- Once the plans have been completed and provided to APRC, contractors who work on the garden will be paid directly from APRC funds
- KenCairn reported that APRC staff prepared a detailed tree inventory as displayed in the plan labeled T 1.0
 - There are three tree trees that are being transplanted
 - It may be necessary to remove additional trees once grading planning is completed
 - Black added that the original designs always called for the removal of some trees in the existing garden
- KenCairn clarified the design process she undertook in relation to the original design by Tanaka, referencing plan L 0.0 in the meeting pack
 - The original design was input into a computer model that corrected scale issues and took on-site features, such as slope, into consideration, which the original conceptual plan did not fully do
 - Tanaka was then consulted and agreed that the updated plans meet his original intent
 - The conceptual plan would not have facilitated ADA access, so KenCairn is slightly modifying some aspects of the original design to create ADA access through some spaces of the garden
 - All modifications to the plan will be done in coordination with Tanaka
- KenCairn stated the flow of waterfall will originate at the top off the pumphouse, which will be partially buried and screened from view. The waterfall will be approximately 6'- 7' tall
- KenCairn reported on the Tree Protection plan labeled T 2.0 in the meeting materials
 - Input from Landt was taken in meeting about specific alterations (as drawn on a map provided to KenCairn) to the fencing plan and will be worked into future iterations of the plans
 - Landt also identified areas of fence that may not need to be included (around the area identified as tree 68 on T 2.0)
 - Tree protection fences will not be utilized within the garden due to the need for root pruning
 - There will be fences around trees in the periphery of the project area

- Black stated that fences will be in place once demolition takes place, which would not include transplanting trees
 - The transplanted trees will be placed in Lithia Park, but outside of the Japanese Garden Area
- Black stated that there are trees in Toru's plan outside of the garden area that are not included in the plans presented. KenCairn stated she will consult with Toru and will work to add the trees into the construction plan
- Black stating the project could move forward with transplanting and demo work in the next two weeks
 - Landt inquired if the motion approved by Commissioners at the October 28, 2019 meeting required that the tree protection plan be presented and approved by Commissioners before moving forward with any work on the garden
 - Black stated staff will review the motion in question ([October 28, 2019 Minutes](#))
- Landt stated that the area should be signed prior to fencing the garden
 - Black is planning on a 2-3-week social media campaign and on-site signage three weeks prior to closing the garden for demolition. Staff will also be working on informational signs on the project on-site throughout construction
- APRC staff is reviewing new locations for the Tea House currently located in Japanese Garden
- Black will provide informational reports to Commissioners as the project moves forward

Commissioner Lewis left the meeting at 6:29 p.m.

2. Park Hours Rules (Informational)

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

- The staff report includes the following exemptions to set park hours (12:00 a.m. – 5:00 a.m.) as a starting point for discussion. A previous exemption included in past discussions regarding allowing golf after hours has been removed from the proposed list:
 1. Vehicular traffic crossing on a public roadway through a park, including Winburn Way;
 2. Persons attending, participating in, going to or coming from an activity either programmed or scheduled by Ashland Parks and Recreation or under a permit issued by Ashland Parks and Recreation;
 3. A person may enter a closed park for a reasonable amount of time to retrieve their personal property or vehicle;
 4. Pedestrians may travel through a park to destinations outside of the park property;
 5. Parks staff and emergency responders may enter closed areas in the course of executing their duties; or
 6. By permit, for special events or other activities approved by the Director of APRC.
- Black stated #6 has been included to allow exemptions under rare circumstances without the need to for a public group to request a public hearing before the Commissioners
- Bell recommended that #4 include language referencing “continuous travel” through the park
- Landt provided the following recommendations:
 - Remove reference of Winburn Way from #1
 - The amended ordinance language (see below) references “City officials” only. Reference to APRC should be included in the proposed ordinance amendment that will be sent to City Council
 - Remove “Parks staff and” from #5 and start with “Emergency responders”

The Ordinance language, as amended by the Commissioners on January 27, 2020 reads as follows:

10.68.380 Hours of Park Closure

- A. No person shall be in any City park, as defined in [AMC 10.68.010](#), between the hours 12:00 AM (midnight) and 5:00 AM, except for City officials or their designees on official business, and as authorized by the Ashland Parks and Recreation Commission consistent with established parks rules and regulations.
 - B. Any violation of this section is a Class IV violation subject to the penalties and procedures in [AMC 1.08.020](#).
- Black said staff will bring this item to the Commissioners at a business meeting for adoption prior to sending the ordinance amendment to the City Council and that this ordinance amendment will be sent to the City Council at the same time as the alcohol ordinance amendment

3. Alcohol in Parks Rules (Informational)

Dials reviewed the staff report included in the [meeting packet](#). This item included the following points:

- Staff is recommending the current exemptions included in the ordinance be maintained through the rules and regulations process (see items A-D in the meeting packet)
- Dials is recommending starting with a small number of areas in the park where alcohol consumption is allowed and expanding as necessary. The three proposed locations are:
 - Butler Bandshell, Perozzi Fountain area and Sycamore Grove in Lithia Park
 - Feast of Will Lawn (between lower Duck Pond and Children's Playground)
 - Ice Rink Parking Lot on Winburn Way
 - Dials clarified that the Ice Rink Parking Lot area would be for special events when the ice rink is not in use and will make changes to the proposal
 - Black stated that the Japanese Garden could be a place where receptions could occur, and we may want to include this area in the proposal
 - Gardiner stated that the historical name of the area referred to as the Feast of Will Lawn is the Roper Grove and stated historical names should be used by APRC
- Dials reviewed the recommendations under recommendation #2 (items 1-17) within the staff report
 - #7 – Landt stated that the language about canopies, tents or shelters should be removed and instead use the enclosure language
 - #8 – suggestions were made to start the first sentence with “General Liability Insurance” to better distinguish from the Liquor Liability insurance requirements
 - #9 - #14 - Alcohol permits would be part of the APRC special event permitting process and would include all established policies for special events
 - #15 – Recommendations were made to establish parameters as to when security will be required rather than leaving it ambivalent. A threshold could be established based on the number of attendees expected that would be reported during the application process. Remove the word “may” and insert specific parameters
 - #16 regarding fees should say “APRC” rather than “the department”
 - Black stated that thresholds could be established to determine a fee table for different types and sizes of events
 - Dials stated the current cost of the special application fee is set at \$25, which does not always cover staff time spent on reviewing and approving the application. Dials recommends increasing the special event application fee. The alcohol permit would be a separate fee and thinks it could be in the range of \$300-\$500
 - Gardiner stated that fees can be adjusted in the future if it turns out what is adopted it too high or too low
 - Bell suggested adding a fee based on a percentage of sales in addition to the base fee
 - Dials spoke in favor of a base fee rather than charging by the hour or percentage of sales to keep the fee structure as simple as possible and evaluate the fee structure and program after a period
- Landt raised a concern that this program would not be a significant source of revenue and may not be a good idea to pursue expanding the use of alcohol in the parks if it is not a significant source of revenue
 - Bell stated that allowing alcohol in parks could be a financial benefit to non-profit organizations who provide a public good to the community
 - Landt stated that there are numerous types of non-profit organizations and may not provide any public good to the residents of the City of Ashland. Landt stated that this program seems like a burden to staff and will not result in significant financial gain for APRC
 - Gardiner stated this is under review at the request of the Lions Club
 - Dials stated that this could be a benefit to groups and APRC and should be pursued if the Commissioners want to see it move forward
- Dials clarified that people can reserve a pavilion for gatherings such as a birthday party and not require a special event permit
- Dials clarified that events at Oak Knoll are not required to get an alcohol permit since the alcohol for the special event would be served by the vendor at the club house. Dials also clarified that this ordinance would not prohibit the sale of hard alcohol
- Before bringing this back to Commissioners, Dials would want to consult with the Police Department and review the Council process, which may extend the into June and not be ready for the Feast of Will event

- APRC could potentially offer alcohol at events sponsored by APRC and Rogue World Music, like the Ashland World Music Festival
- Black stated that the ordinance and rules still need to be reviewed and upon further review in the meeting. Black stated that items C & D that were struck in the proposed ordinance amendment may want to be maintained in the ordinance to not overly complicate the process
- Landt stated that there should be specific language allowing ARPC to serve alcohol at APRC sponsored events. Landt provided the following suggestions on some items listed under recommendation #2 (items 1-17) within the staff report
 - #2 – eliminate because it is covered elsewhere
 - #5 – identify OLCC classifications to allow hard cider and other types of alcohol similar to wine and beer
 - Add stipulation for a refundable deposit, because of potential for more trash, in the range of \$500 - \$1,000
- Bell stated that since glass containers are not allowed, it could result in an increase of one-time use plastic cups
 - Landt suggested including language that one-time use containers are not allowed
- Dials suggested bringing this back to Commissioners in April and will reach out to the Lions Club to inform them that it is unlikely for this to move forward through the process prior to their event in the summer of 2020
- Dials will include information on the special event permit to the Commissioners so they can review the process that the public would go through

V. NEW BUSINESS

1. Pool Design Approval of Contract (Action)

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

- Black stated that any contract that exceeds \$100,000 must be sent to the City Council for final approval
- An RFQ was put out for pool design and two companies put in proposals
- Robertson Sherwood Architects was selected based on qualifications. Their bid is \$151,000 for services and \$9,500 for reimbursable expenses
- The original budget for this portion of the project was initially set at \$115,000, which was an estimation when the budget was set
- Black stated the fees for this project are reasonable. Landt added that 5% of the entire project for design services is in the ballpark of what to expect
- The contract includes five on-site visits during the construction process
- Jason Minica will be the APRC project manager. The company that is chosen to build the pool will have a full-time project manager on site
- Black stated the revenue bond should be issued sometime in May. Once the bond has been issued, the pool will be ordered and paid for upon receipt, which is expected to be in the next fiscal year
- As construction moves forward, the pool designers will be available to provide clarifications on an as needed basis
- Expenses will be paid as they are incurred
- Black stated the best projection for completion would be at the end of the 2020 calendar year. This is tentative and dependent upon variables that could impact the timeline
 - Black is currently operating under an aggressive timeframe to order the pool in April and have construction start shortly after which would result in the pool remaining closed for the 2020 summer season
- The manufacturer of the pool is in Italy
- Landt questioned the ability for the designers to complete the plan by April and move forward with construction over the summer
 - Heller stated a preference to keep the pool open during the summer season, which would delay the project
 - Black stated that it is an aggressive timeline. It is possible to achieve this timeline, but could be altered if any pieces of the project are not ready in time and therefore open the pool as normal over the summer

Motion: Lewis moved to approve the RFQ for Robertson Sherwood Architects to start the construction drawings at the agreed upon price. Heller Seconded.

Discussion: Bell asked for clarification that this contractor presented the best proposal. Black stated that this was the case.

Gardiner stated that this is an aggressive timeline, but there is nothing to lose if the timeline slips.

Heller reiterated a desire to keep a pool operational during the summer.

Dials stated that if the pool were to close over the summer, a communication plan would be put into place and would include community resources for aquatic recreation.

Landt supports moving forward but stated that the timeline from staff has changed. The original timeline called for construction to occur outside of summer months. If this timeline slips, funds should be spent to keep the pool open over the summer.

Vote: The vote was all yes

2. IPM Exemption - Blvd. (Informational)

Oxendine reviewed the staff report included in the [meeting packet](#). This item included the following points:

- Oxendine requested the IPM exception for spraying glyphosate at the North Entry Way be expanded to all medians that parks staff maintains to address safety issues
- Heller suggested looking into installing artificial turf similar to what was installed near Omar's Restaurant
 - Oxendine stated the project was funded by the Water Conservation Office, there have been mixed reviews by the public and there is still a need to pull weeds around the seams of the turf
- Gardiner stated the rationale to allow spraying at the North Entryway is due to lower visibility in this area and a higher speed limit than in town
 - Black stated that the speed limit is not always best indicator for safety. The 80th percentile of how fast people are actually going is a better indicator for safety
 - Gardiner stated that a traffic study was not done when the exemption was established, and he is simply relaying what took place when setting the policy
 - Heller stated that traffic is slowed because of cross walks near SOU
- Bell inquired if covering the medians in concrete would be more cost effective in the long term
 - Black stated that the medians are owned by the City and the City makes decisions about what is in the medians. Parks has an MOU to maintain the medians
- Landt stated the reason there are weeds in the median is due to the types of vegetation that were initially planted because they do not fully cover the area. Landt suggested planting a 2-4" tall evergreen and a pollinator like *Arctostaphylos* and then allow an exemption to spray until plants are established enough to naturally suppress weeds and would also reduce water needs
 - Black reiterated that APRC could make suggestions to the City on what is planted in the medians, but they have control over the type of vegetation planted in the medians
 - Landt stated that changing the type of vegetation that is planted in the medians would result in less staff time spent in the medians in the long-term
- Heller stated that he is not comfortable spraying glyphosate in the medians near SOU because it is a high pedestrian area
- Landt stated support the short-term use of glyphosate if there is a known end point
- Oxendine stated the following:
 - weeds are introduced into the median along Siskiyou Blvd through high vehicular traffic that spread seeds from landscape debris
 - SOU uses glyphosate on all areas vegetated areas except for pollinator gardens
 - there is a high concentration of vehicular crashes in the area near SOU
 - stated support for changing the type of vegetation in the medians, including more street trees
- Heller suggested APRC talk to the City about the issues faced with maintaining the medians
- Bell suggested approaching the City about establishing an experimental plot with low maintenance plantings, leave the rest of the medians as is for the moment and use glyphosate for the time being
 - Black stated concern about cost and ensuring APRC would be reimbursed by the City. Black also mentioned that this could compete with other priorities

- Oxendine stated that glyphosate is being sprayed at the North Entry Way. Pre-emergent is not being applied at the North Entry Way
- Gardiner stated that even if the use of glyphosate is allowed, staff would still need to do maintenance work in the median
 - Oxendine stated using glyphosate would mitigate risk by reducing the amount of time staff spends in the median
- Black stated that staff will review other options to address staff safety including different types of plantings. If it gets to a point where staff feels it is too unsafe to maintain the medians, APRC will look at not providing this service to the City
- Landt suggested reducing traffic to one lane and increasing signs when doing maintenance
- Black directed Oxendine to consult with the Public Works Superintendent on safety precautions they take when working in streets
- Gardiner and Landt expressed the concern that Commissioners have for staff safety and supports reviewing other options to address the issue

VI. ITEMS FROM COMMISSIONERS/STAFF

Black stated he will be out of town for two days for an Active Transportation Meeting

The start time for meetings, starting in March, is at 6:30 p.m.

Gardiner reported that it is likely that the Butler-Perozzi Fountain will fall off the list for the general obligation bond the city is working on.

VII. UPCOMING MEETING DATES

1. APRC Regular Meeting—February 24, 2020
 - Council Chambers, 1175 E. Main St.—7:00 p.m.
2. Ashland Senior Advisory Committee—March 9, 2020
 - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
3. Recreation Division Advisory Committee—March 12, 2020
 - Council Chambers, 1175 E. Main St.—4:00 p.m.
4. Bee City USA—March 18, 2020
 - The Nature Center, 620 N Mountain Ave—3:00 p.m.

VIII. ADJOURNMENT

The meeting adjourned at 8:06 p.m.

Respectfully submitted by
Sean Sullivan, Executive Assistant