

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



AGENDA FOR SPECIAL BUSINESS MEETING

ASHLAND PARKS & RECREATION COMMISSION

January 13, 2020

The Grove, 1195 E. Main Street

5:30 p.m.

I. **CALL TO ORDER**

II. **PUBLIC FORUM**

III. **ADDITIONS OR DELETIONS TO THE AGENDA**

IV. **UNFINISHED BUSINESS**

1. Letter to Council (Discussion/Action)
2. Alcohol Ordinance Amendment (Informational)

V. **NEW BUSINESS**

1. Senior Services Division Fees (Action)
2. Ashland Creek Park Plan Amendment – Basketball Court Location (Informational/Possible Action)

VI. **ITEMS FROM COMMISSIONERS/STAFF**

VII. **UPCOMING MEETING DATES**

1. APCR Regular Meeting—January 27, 2020
 - Council Chambers, 1175 E. Main St.—7:00 p.m.
2. Recreation Division Advisory Committee—January 16, 2020
 - Lithia Cabin, 340 S. Pioneer St.—4:00 p.m.
3. Current Parks, Conservation and Maintenance Subcommittee—January 21, 2020
 - Ashland Senior Center, 1699 Homes Ave—3:30 p.m.
4. Golf Course Subcommittee—January 28, 2020
 - Oak Knoll Golf Course, 3070 Hwy 66—2:00 p.m.

VIII. **ADJOURNMENT**

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

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MEMO

TO: Ashland Parks and Recreation Commission

FROM: Isleen Glatt, Acting Director(during Michael Black's absence)

DATE: January 8, 2020

SUBJECT: Letter to Council

Staff reported on the status of the Community Center at the November 25, 2019 Regular Business Meeting. At that meeting, Commissioners directed staff to draft a letter to the City Council regarding renovating the Community Center.

Commissioners Gardiner and Landt have requested that this item be placed on the agenda and will lead a discussion with possible action made on the attached letter.

Attachment: Draft Letter to Mayor and City Council

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To: City of Ashland Mayor and City Council

From: Ashland Parks and Recreation Commissioners

Dear Mayor and Councilors,

At the January 7th City Council meeting, Commissioner Landt made a request that renovation accompany structural repairs required to make the Community Center safe for occupancy. His arguments included that doing the renovation at a separate time would likely be more expensive than if done concurrently with structural work and doing the work separately would also result in additional closure time for the Center.

The same argument could have been made for Pioneer Hall. Both facilities are overdue for upgrading and renovation. Ashland Parks & Recreation Commissioners recommend that both buildings be remodeled at the same time structural deficiencies are corrected and that the work be done expediently so these important public facilities are available to the public.

Also, at the same meeting, Commissioner Gardiner was asked to speak about the Perozzi Fountain. He was not able to fully answer questions because the APRC has only recently been made aware the Bond proposal would include the Fountain. Since three of the five bond projects are related to APRC with Perozzi Fountain on land managed by APRC and with Pioneer Hall and The Community Center managed by APRC, Commissioners recommend that an APRC representative be on the bond Working Group to ensure that information flows freely to and from the bond Working Group related to APRC responsibilities.

Sincerely,

Mike Gardiner
Chair, Ashland Parks and Recreation Commission

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PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Rachel Dials, Recreation Superintendent
DATE: January 8, 2020
SUBJECT: Alcohol Ordinance Amendment Discussion (Informational)

SITUATION

At the study session on May 13, 2019 the Commissioners discussed a potential ordinance amendment for **10.68.090 Intoxicating Liquors Prohibited**, potential permitting process and parameters around that ordinance. Prior to that, the Lions Club has requested to serve alcohol within Lithia Park for the Feast of Will event that happens in June. This is outside of the limit of the current ordinance. The ordinance states:

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)

BACKGROUND

At the study session in May of 2019 the direction and discussion by the Commissioners was:

- that the ordinance amendment should remain general in nature and not identify specific groups.
- a process needs to be established for APRC staff to review applications that follow OLCC regulations and guidelines.
- the process should include a requirement to have food for any permitted event.
- that there should be potential for cost recovery.
- that the model should be that APRC staff approve the event permit but the permit holders are responsible for managing the event and alcohol consumption.
- to let APRC permitting policy determine appropriate locations and NOT the ordinance itself.

Direction to staff was to research processes and income generation, and possible fee structures and come back to the Commission.

ASSESSMENT

Staff has looked at other jurisdictions that allow alcohol around the state of Oregon. Those jurisdictions vary in their fees and policies related to serving alcohol in park areas. Staff has researched Portland-Metro area, Bend Parks and Recreation, Willamalane Parks and Recreation, City of Eugene, Albany and Corvallis. Also recently, staff came across an (NRPA) National Recreation and Park Association 2019 Agency Performance Review regarding alcohol in parks. According to that agency performance review:

- Two thirds of parks and recreation agencies allow the consumption of alcohol by legal-age adults on at least some of their premises.
- Only 20 percent of agencies have a policy that allows the consumption of alcohol at all park and recreation agency locations under their jurisdiction.
- Agencies are more likely to permit the consumption of alcohol at only a few select locations than at all facilities. Further, 46% of agencies allow the sale of alcohol on their premises, mainly at select locations and by either the agency itself or an authorized concessionaire.

What staff found around the state of Oregon was similar.

Allowance of alcohol in parks is not inherently a community value. On occasion, it would be desirable to serve at an event but is not necessary to the success of an event. APRC wants to be responsible and successful about the allowance of alcohol in Lithia Park as it is a valuable and special place.

Regardless of the surroundings or circumstances, any policy relating to public alcohol use is likely to be unpopular with some in the community. Thus, we are left to balance residents' desire to use public facilities freely with the need to maintain participant safety and minimize liability.

Starting with a smaller scope on locations and events would benefit not only our staff, but our customers. We want it to be a positive and manageable experience for all.

RECOMMENDATION

The following parameters for the permitting process serve as a starting point for the discussion:

1. The Sale and consumption of wine and beer may be allowed in a controlled setting, with licensed service (OLCC Permit) at the following locations within Lithia Park:
 - 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
2. Only events where an OLCC permit (Licensed Service) is required will be allowed within Lithia Park in the designated areas.
 - **Licensed Service** is defined as:
 - An event where alcoholic beverages will be sold
 - An event where alcohol is available (but not being sold), and the event host is charging or accepting donations of goods for admission, or where payment is required to attend the event.

Recommended parameters for permitting process:

1. **The Applicant must be a 501-c3.** This means the entity, usually a corporation, is organized for a nonprofit purpose. 501(c)(3) **means** a nonprofit organization that has been recognized by the IRS as being tax-exempt by virtue of its charitable programs.
2. **Non-Profit events** for the benefit of an organization only where a fee, entry or admission is being charged.
3. Applicant must be at least 21 years of age.
4. Approval of the permit allows use or possession of beer and wine only. Hard Liquor is not allowed.
5. The application is due 60 days prior to event; no exceptions.
6. A detailed site plan must be submitted.
7. Alcohol must be sold or consumed under a canopy, shelter or within a tent or other enclosure as agreed upon by APRC and the OLCC.
8. Insurance is required to consume alcohol on City of Ashland property. If alcohol is being sold or any type of fee is being charged at an event and alcohol is being provided, Liquor Liability Insurance is required. Both certificates of insurance (COI) are required in the amount of \$2,000,000 per occurrence and must name City of Ashland as additionally insured.
9. Permit is only valid for the identified purpose and date.
10. Glass containers are not permitted.
11. The permit holder must have a copy of the permit with them on site and available for law enforcement or Parks and Recreation staff viewing.
12. Food must be served in conjunction with the event. Patrons must be able to obtain food service inside the special event licensed area as determined by the OLCC.
13. If the applicant fails to obtain an OLCC permit, this permit will be null and void.
14. Permit will not be issued for event hours prior to 9am or later than 9pm.
15. Permits are issued on a first-come, first-served basis, and no more than one permit shall be issued per week.
16. Depending on the size and impact of the event, additional parameters may be set by APRC including security.

Process

The process is defined by the Special Event Application. A section would be added as a part of the application and questions would be determined based on the parameters approved by the Commission.

Fees

The fees for allowance of alcohol should cover both admin and facilities staff time and should be a financial benefit to the department.

Next Steps

The Commission should discuss this evening if they would like staff to move forward with a process for the creation of the policy. If this moves forward, staff would recommend that the ordinance refer back to a policy created by APRC based on the parameters listed above.

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MEMO

TO: Ashland Parks and Recreation Commission

FROM: Isleen Glatt, Senior Services Superintendent

DATE: January 8, 2020

SUBJECT: Senior Services Division Fees Approval

Situation

The Senior Services Division fees for classes and services have not previously been reviewed and approved by the Commission. Due to a new understanding that these fees must be itemized in the City's Miscellaneous Fees and Charges document, we are asking the Commission to review and approve the fees prior to required submission with revised Recreation fees at the January 21 City Council meeting.

Background

The City maintains a Miscellaneous Fees and Charges document listing all department fees. The document is updated every year in May and approved by the City Council in June. In the past, Senior Center facility rental fees (same as other APRC facilities) were included and updated regularly, but class and service fees were not itemized.

Assessment

Most fees for classes and services delivered under the Senior Services Division are free to the public when provided by staff or volunteers. When the instructor or provider is paid, there are modest fees to patrons as listed on the attachment. The Senior Services Division collaborates with instructors, providers and outside sponsors to provide senior recreation and services at substantially below market rate for a similar class or service in the community. Senior programs are also well below the cost of most adult classes offered by the Recreation Division, when compared per hour of instruction.

Unless otherwise noted on the following, these fees have been in place for many years. New classes are as marked.

Senior Services Division Fee Schedule for Programs and Services

Broadway Dance for Boomers and Beyond	\$60/8 classes
Broadway Dance 2	\$65/8 classes
Gentle Hatha Yoga for 60+ (<i>new 2019</i>)	\$6/class drop-in or \$20/4 class pass
Gentle Yoga for 60+	\$5/class drop-in or \$15/4 class pass
Tai Chi for 50+ (<i>fee changed Sept 2019</i>)	\$4-5/class
Senior Archery (<i>new pilot 2020</i>)	\$10/class drop-in, includes all materials
Art Class series for seniors (<i>new pilot 2019</i>)	\$115/6 classes, includes all materials
Low-Income Foot Care Clinic	\$20/visit
TouchPass lost card replacement	\$2/card
Photocopies and printed pages	First 5 pages free, then \$0.10/page

Recommendation

Staff recommends that Commissioners review and approve the attached fee schedule.

Possible Motion

I move that we approve the Senior Services Division fee schedule as itemized.

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MEMORANDUM

TO: APRC Commissioners and Staff
FROM: Mike Oxendine
DATE: January 8, 2020
SUBJECT: ACP Basketball/Pickleball Park Plan Amendment

Situation:

Staff has been undergoing due diligence to move forward with achieving APRC Goal #9 for the current biennium: “install a basketball court at Ashland Creek Park in the graveled area with striping for multiple uses, including pickleball.”

Background:

The original location proposed for the basketball court was to the East of the existing bike shelter and South of the playground (see the attached original plan and aerial photo).

Assessment:

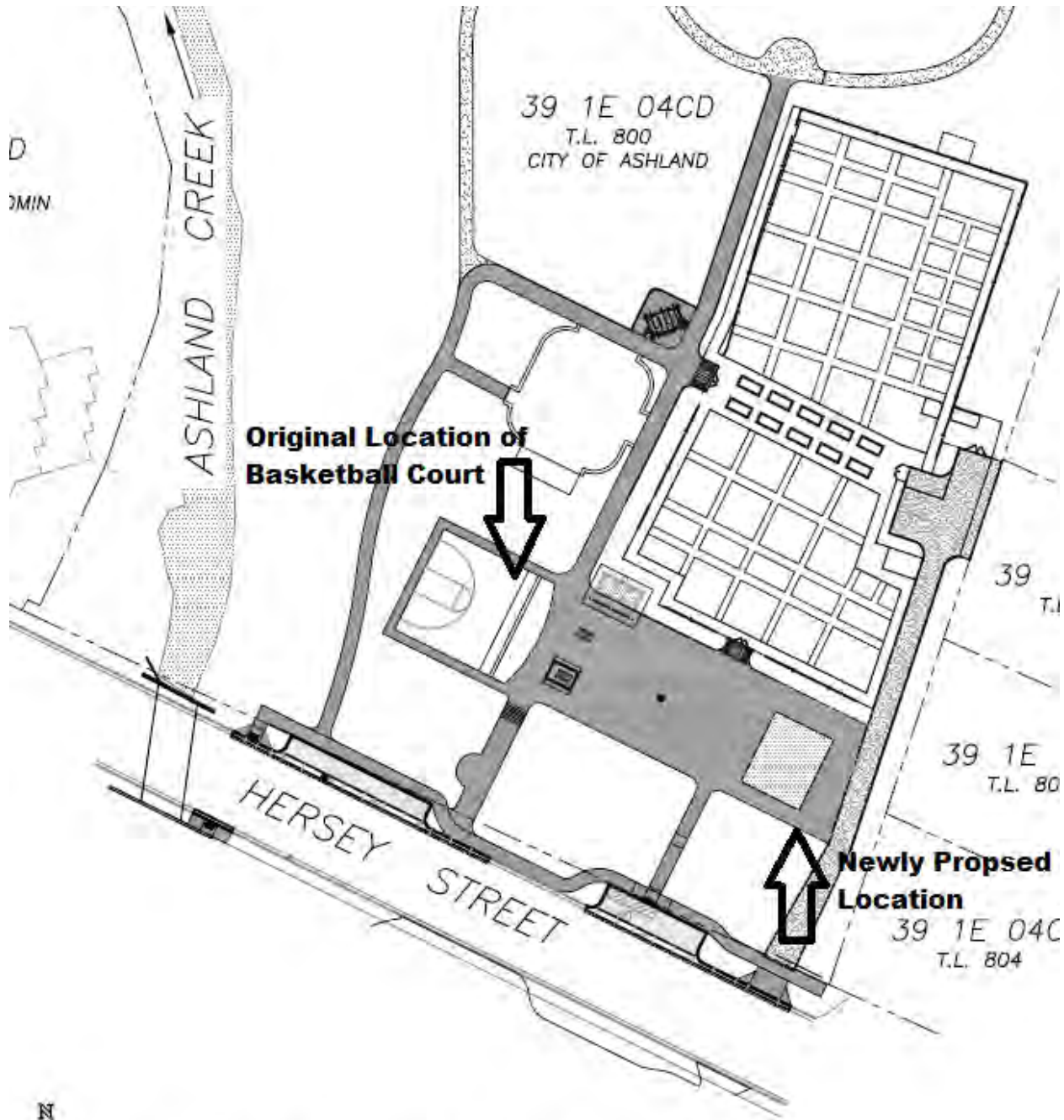
Utilizing the heavily compacted gravel area instead of creating a newly compacted area in a location that is currently green space, will better meet the original master plan goal of “minimizing imperious paving area”. The graveled area is also better suited for ADA access as the ADA parking site and ramp are in close proximity.

The cost of construction would be higher in the original proposed location as a result of more difficult access, increased excavation, increased material removal fees, and increased subgrade requirements.

APRC staff consulted with the City of Ashland Planning Department and was provided the following feedback on the potential change in location of the basketball court: “Given the limited scope of what you are proposing (going from gravel parking to a paved multi-use court) we find that it is consistent with the originally envisioned phasing which did include an eventual basketball court and multi-use structure. It would need to remain consistent with the original conditions and just be a continuation of implementing the planned next phase.”

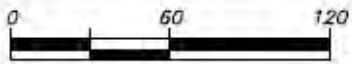
Recommendation:

Staff is seeking input on the new location and is asking the Commission to take action to amend the Ashland Creek Park Plan to reflect the change in location of the basketball court.



D
MIN

SITE MAP - ASHLAND CREEK PARK



SCALE: 1"=60'

