

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
November 21, 2016
The Grove
1195 E. Main Street

6:30 p.m.

EXECUTIVE SESSION PURSUANT TO ORS 192.660 (2)(e)

7:00 p.m. or thereafter

- I. CALL TO ORDER
- II. PUBLIC INPUT
- III. YMCA EXECUTIVE DIRECTOR PRESENTATION
- IV. CALLE SUBCOMMITTEE RESULTS AND DISCUSSION ON AMENDED POLICY
- V. SUBCOMMITTEE / CITIZEN COMMITTEE ASSIGNMENTS REVIEW
- VI. MCLAREN HEAD DISCUSSION
- VII. STAFF UPDATES
- 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 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

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MEMORANDUM

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black
DATE: November 16, 2016
SUBJECT: November 21, 2016 Parks Commission Study Session

The November study session will take place on Monday, November 21, 2016. An executive session will begin at 6:30pm in The Grove Otte-Peterson Room, with the study session following at 7:00. Items from the agenda are described here and in an attached memorandum.

I. YMCA EXECUTIVE DIRECTOR PRESENTATION

The executive director for the YMCA – Lisa Molnar – will be present to discuss the YMCA and their agreement with APRC to use the YMCA Park. This is an opportunity to discuss this relationship directly with the YMCA executive director.

II. CALLE SUBCOMMITTEE RESULTS AND DISCUSSION ON AMENDED POLICY

See attached memo and proposed policy amendments from Rachel Dials, Recreation Superintendent.

III. SUBCOMMITTEE / CITIZEN COMMITTEE ASSIGNMENTS REVIEW

Each year in January the Commission convenes to discuss subcommittee assignments and make changes to those assignments if necessary. This year we will lose one sitting Commissioner – Vanston Shaw – and gain another – Joel Heller. Since we will have some change in the makeup of the Commissioners, staff thought it would be important to begin the discussion regarding assignments now in preparation for the January meeting.

You will find a list of all the current subcommittee assignments attached to this memo.

IV. MCLAREN BUST DISCUSSION

As the Commission has discussed previously, APRC has been offered the gift of a John McLaren bust. The bust is considered “heroic” in size, which is larger than a typical bust. Since the bust was reported to be so large, we asked one of our staff members to visit the location of the bust and take some pictures to determine scale. Those pictures are attached below.



As you can see, the bust is definitely larger than typical; however, staff feels that it is manageable and if the Commissioners feel that it would be a benefit to secure the piece, we can see to it. Of course, the significance of the bust is the relationship between McLaren and Lithia Park. The people in the photos above are Recreation Superintendent Rachel Dials and her seven-year-old son, Toren Dials.

V. STAFF UPDATES

Staff may have a few additional updates not listed here. The main update I would like to provide is that the Lithia Park book by John Enders is complete and staff will have copies for all of the Commissioners at the meeting.

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent

DATE : November 16, 2016

SUBJECT : Calle Subcommittee Results and Discussion on Proposed Policy Amendments

During discussions about the 2015 Calle Guanajuato seating agreements, the Ashland Parks and Recreation Commission directed staff to form a subcommittee to review the Calle Guanajuato policy after concerns arose regarding allocations of space.

Subcommittee members included Louie's owners Melissa Jensen and Tom Dubois, Oberon's owner Jordan Mackey, Lithia Artisan's Market manager Marcus Scott and Parks Commissioners Mike Gardiner and Matt Miller.

Mid-way through the process the subcommittee allowed Sachta Bakshi Card and her husband Andy to participate after they gained ownership of Oberon's. Other concerned property and business owners and artisans began attending the meetings to hear the discussions and provide input: Lloyd Haines, Tom and Lisa Beam, Daniel Greenblatt and Jim Young.

The subcommittee met on November 9, 2015, and in 2016 on February 9, September 13 and 20 and October 11. Between meetings, staff spent many hours creating maps, researching past practices and trying to move the group toward consensus and recommendations.

Many options were discussed at each of the meetings and lively debates occurred around the history of the Calle, seating seniority, proximity to operational space and transferability.

The subcommittee was disbanded on October 11 when the group realized a consensus could not be reached.

The subcommittee agreed to recommend three minor changes to the policy:

1. Defining "adjacent to"
2. Defining "season"
3. Addition of: "the ability to share space with another restaurant"

The subcommittee also recommended that the Commission discuss and consider a physical extension of the market into the front of Lithia Park.

Staff also made some minor wording adjustments for clarity. All of the suggested changes appear in red on the Calle Guanajuato draft policy.



Exhibit D_**DRAFT**
**Minimum Policies, Procedures, and Concession Standards for
Outdoor Dining on Calle Guanajuato**

The Ashland Parks and Recreation Commission may award a concession on the Calle Guanajuato to Plaza restaurants, adjacent to Calle, -for the specific purpose -of placing outdoor food service tables on approved concession sites, said sites designated and approved by the Parks Director on an annual basis. The Policies, Procedures and Standards below govern this process. [Subject to change by the Commission.

Definitions For the purpose of this document, all references, certain words and phrases are defined, and certain provisions shall be constructed as herein set out, unless it appears from their context that a different meaning is intended.

- "Restaurants" shall pertain strictly to City of Ashland Plaza Restaurant owners and establishments adjacent to Calle Guanajuato. These restaurants are in the business of selling or causing to be sold for cash or consideration of any kind any of the following items: food or edibles of any type whether hot, cold, fresh prepared or packaged. This definition includes an offer for sale.
- "Concession" is that City authorization which provides the restaurant owner the right to maintain a restaurant venture at a certain location on the Calle Guanajuato.
- "Calle Guanajuato" is that area behind the Ashland Plaza business area, adjacent to the south side of Ashland Creek, between North Main Street and Winburn Way.
- "Restaurant Equipment" includes but is not limited to any materials, merchandise, tools, carts, tables, chairs, podiums, or other items owned by, in possession of or associated with a licensed restaurant owner.
- "Restaurant Owner" is a person or legal entity who is the legal owner of the restaurant business.
- "Employee" means any person hired or paid compensation by, or any person under contract to, a licensed restaurant owner.
- "Site Location" (also referred to as "concession area", or "premises" is that useable space or area on Calle Guanajuato which has been allocated for individual plaza restaurant use by ~~the Ashland Parks Director-APRC.~~
- "Adjacent to" is contiguous ground floor access onto the Calle Guanajuato
- "Licensed" is that business license required by the City of Ashland constituting a tax for revenue purposes, and is not a regulatory permit fee. The payment of a license tax required by, and its acceptance by the City, and the issuance of such license to any person, shall not entitle the holder thereof to carry on any business on the Calle Guanajuato unless he or she has complied with all the requirements of the City and all other applicable site permit policies and rules of the Ashland Parks and Recreation Commission as agreed upon when obtaining a site permit.
- "Season" is the term of time that APCR leases space on the Calle Guanajuato each year for restaurant and artisan operations. The actual season runs mid-March through mid-November with exact dates determined by the Commission during the approval of the site locations. -begin and end dates will be designated by the Commission-

Restaurant Concession Application.

- Every plaza restaurant, adjacent to Calle Guanajuato, desiring an outdoor dining concession on the Calle Guanajuato shall obtain and file an application with ~~the Ashland Parks and Recreation Commission-APRC upon a form obtained from the Ashland Parks and Recreation Department.~~ The applicant shall meet the application

deadline and place the same on file with the department.

Review of Concession Applications.

Restaurants shall have first priority for all Calle Guanajuato alcove use as site locations. The Calle's alcove position, design and square footage provides an appropriate setting for restaurant traffic and layout.

Upon receipt of applications, the Ashland Parks and Recreation Commission shall review each according to the following "priority" criteria:

- Restaurant proximity shall constitute a major determining factor for a site location on Calle Guanajuato. Only restaurants that are adjacent to and have the greatest accessibility to a designated location shall have contractual preference.
- Restaurant "seniority" shall take precedence when two or more restaurants are within the same proximity to a site location. "Seniority" shall be determined by a review of past year's site permit agreements affording privilege status to most recent and / or continuous use. Final selection shall be made by the Commission.

Restaurant Concession Fee Schedule.

The Calle Guanajuato Restaurant Concession Fee Schedule shall be set at **\$7.00 per square foot of use. March ___ through November ___** shall constitute a concession season. **The site permit fee shall be paid by the second Friday of May of each year covered under the permit.** ~~The -m~~Minimum ~~Period-period~~ of operation is between Memorial Day and Labor Day.

Restaurant Concession Reservation and Duration.

1. Any restaurant concession shall be nontransferable and shall be valid for one season in a single calendar year.
2. No Plaza restaurant may hold or be issued more than one concession. (Owners with interests in multiple restaurants are not restricted by this provision).
3. Should a restaurant "abandon" a reserved site, it shall be "awarded" through the competitive process under the selection "Review of Applications."
4. At the end of each year, during the months of December ~~-and mid-January-~~ an "intent" notification shall be required of the restaurant owner regarding continued use of the original reservation. ~~After the third (3) consecutive "intent" notification, the restaurant must reapply for a new concession and no reservation will be held.~~ APRC will not hold an original reservation after the 2nd Friday of January.
5. In considering "intent" notifications, the Ashland Parks and Recreation Commission shall consider the original application criteria in the section "Review of Applications" and the restaurant owner's compliance with other applicable City laws and regulations. Any site permit reservation which is rescinded shall receive in writing an explanation of such action from ~~the Commission~~ APRC.

Restaurant Cancellation.

- A restaurant issued a concession may be canceled at the request of the restaurant owner. ~~In such case, the annual site permit fee requirement shall be null and void. In such a case, if the season has not begun, the site permit fee will be null and void. If the season has already begun, the fee will be pro-rated.~~
- In the event of a cancellation or abandonment, the restaurant site vacated shall be available for another licensed plaza restaurant owner or designated as part of the Calle Guanajuato Marketplace Concession.
- The Ashland Parks and Recreation Department reserves the right to revoke any restaurant's concession for a designated Calle area at any time if that individual restaurant does not conform to applicable law,

including but not limited to the rules and regulations established by the Ashland Parks and Recreation Commission.

Restaurant Concession Regulations.

- Restaurants that are awarded a site permit through the competitive process have the ability to share their space with another restaurant that meets the criteria as outlined in the "Review of Concession Applications". The restaurant can do this without giving up seniority. Restaurant's Restaurant may not charge more than the current square footage fee.
- Concessionaires shall be required to enter into a standard Concession agreement with the City to lawfully operate a concession on city park property.



2016 Parks Commission Subcommittees

Guidelines for Park Design and Maintenance Standards Subcommittee

- Landt
- Lewis

Dogs Subcommittee

- Shaw
- Miller

Forest Lands Commission (voting member)

- Miller

Golf Course Subcommittee

- Gardiner
- Lewis

Joint Powers Committee

- Gardiner

Real Estate Subcommittee

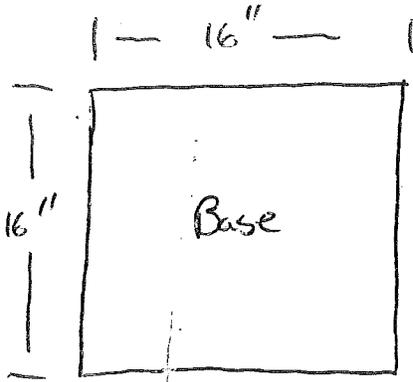
- Landt
- Shaw

Public Arts Commission (Parks Commission liaison)

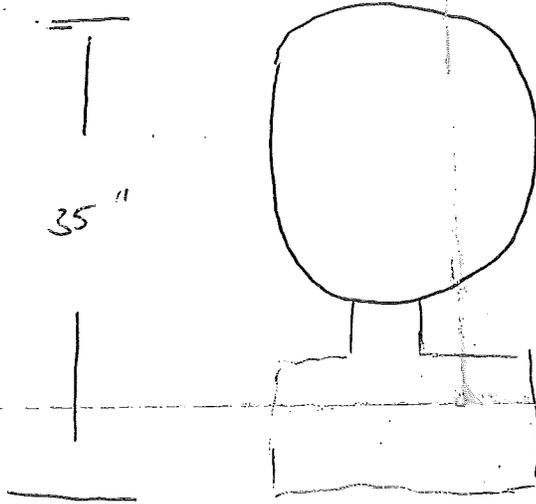
- Lewis

Signs, Plaques & Memorials Subcommittee

- Lewis
- Shaw



Height



Approx circumference = 65"

