

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 meeting room. 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.



MEETING AGENDA

ASHLAND PARKS & RECREATION COMMISSION Trail Master Plan Update Committee December 1, 2017 Lithia Room, Community Development Building—51 Winburn Way

10:00 a.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. November 3, 2017
- III. PUBLIC PARTICIPATION & GUEST SPEAKERS
 - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 - a. Finish Chapter Narrative Writing Assignments
 - b. Set Up Google Docs—Torsten Heycke
- VI. NEW BUSINESS
 - a. Review Cascade-Foothills Chapter Narrative—David Chapman
 - b. Designate the Preferred Roca-Paradise Corridor Trail Route
 - c. Review the East Forestlands Chapter Narrative—Torsten Heycke
 - d. Review the West Forestlands Chapter Narrative—Torsten Heycke
- VII. UPCOMING MEETING DATE
 - a. December 15, 2017
 - The Grove, Otte-Peterson Room—10:00 a.m.
- VIII. ADJOURNMENT—11:30 a.m.

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
November 3, 2017

PRESENT: **APRC Commissioner:** Jim Lewis

Additional Committee Members: David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis

City and APRC Staff: AF & R Division Chief-Forestry Chis Chambers; APRC Interim Parks Superintendent Jeffrey McFarland; Forestry Supervisor Jason Minica; GIS Analyst Lea Richards

APRC Minute-taker: Betsy Manuel

ABSENT: **Committee Member:** Luke Brandy

APRC Commissioner: Mike Gardiner

APRC Staff: APRC Director Michael Black

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:10 a.m. at 51 Winburn Way, Ashland OR.

II. PUBLIC PARTICIPATION/GUEST SPEAKERS

City Planner Brandon Goldman was introduced. Goldman stated that he had been asked to explain the Ashland process of master planning where pedestrian paths or trail systems are incorporated. He distributed copies of approved plans for the Croman Mill area and the Normal neighborhood area. When developed, the intent of master planning is to ensure that the underlying transportation system is updated, land use zoning has been confirmed, and there is compliance with open space requirements. The Transportation System Plan (TSP) details transportation connectivity planned for the area. The TSP includes a pedestrian and bicycle component and the Master Plan sets the stage for development of the property.

Goldman explained that a developer must either meet the requirements or propose a viable alternative. There is a proportionality component that governs the proposed development – what the City asks of the developer must also provide a benefit for the development or the City has to contribute to the costs involved if there is a broader public interest.

Goldman highlighted the pre-app process, noting that each City agency considers the developer’s conceptual plan and provides feedback regarding each area of influence. The Fire Department, Public Works Department, and Water Commission are examples of various agencies. Feedback is relayed to the applicant so that a formal application can be made that meets City and agency requirements.

In response to a question by Richards regarding trails that are a priority for trails, Goldman noted that there would be no agency involvement if a property owner was asking to remodel or build an addition – a type of

activity that requires a building permit. If the addition is in an area where a trail connection has been identified, no discussion would take place. If the property owner was proposing a subdivision, then the scope of the project would trigger agency feedback that includes parks, trails and open space.

Goldman reported that once the Trails and Open Space Master Plan was updated and a new map was proposed, the Plan would be adopted into the TSP and ultimately into the City's Comprehensive Plan. This gives the City a legal basis for proposing a trail or trail easement to a developer or property owner.

Heycke noted that a trail connection could easily be overlooked if there was no agency alert. Jensen asked about ways to generate an agency alert when only a building permit was necessary. Goldman stated that there would be no direct link unless scope of the project triggered an agency review. He indicated that there were no code requirements for trails and therefore, the City could not withhold a permit that complies with the pertinent building code.

Discussion included examples related to planning actions. Situations where the City could compel a homeowner to accommodate a proposed trail were rare. McGinnis stated that trails were typically established only when a property owner voluntarily cooperates. He noted that one way to change the lack of a trigger might be to establish a map overlay that the City could access when a property was under consideration – a sort of information trigger. McGinnis stated that the trail information could be relayed to the property owner and possibly APRC. Those contacts might initiate a discussion about potential trails or connectivity easements. Goldman stated that occasionally people will come in to discuss setbacks and other planning actions prior to making application for a building permit. He indicated that trail connectivity might be addressed at that time. Goldman noted that planners will call up other layers in place for zoning particulars, steep slopes or wetlands. A trails and open space overlay could be added.

There followed a discussion regarding county land, recorded easements, TID considerations and other mechanisms that would trigger trails awareness. Goldman suggested that the TSP would be key to a multi-modal approach. McFarland highlighted the Croman plan as an example where the TSP should be consulted because the plan differs from the Trails map and the two should be in alignment. Goldman stated that the TSP could be modified for trail connectivity if it were an improvement over the adopted plan. He agreed to work with McFarland on alignment issues, but noted that adoption into the TSP was the purview of the Public Works Department. It was agreed that adoption of the updated Trails Master Plan into the TSP was essential.

Goldman emphasized that trails that connect with forestland or properties that are outside the City limits would not be included in the TSP. Richards suggested that the portion of the Trails Master Plan that is under the jurisdiction of Jackson County should be adopted into the County's Transportation Systems Plan.

III. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

IV. APPROVAL OF MINUTES

• *Minutes – October 20, 2017*

Discussion:

Page 4 paragraph 6: "the multiuse trail was dangerous"
Should be "the multiuse lower Waterline Trail was dangerous"
Page 4 paragraph 6: "development of a new trail below the waterline"
Should be "development of a new trail below the Waterline trail"

Page 5 Paragraph 5 "SOLC was involved with land acquisitions"
"SOLC was being approached regarding land acquisitions"

Motion: The motion for approval of the minutes was approved by consensus as amended.

V. UNFINISHED BUSINESS

➤ *Westside Forestlands (Update from Chris Chambers and Torsten Heycke about bordering private property on Hitt Road.*

Heycke reported that he and three other Committee members met with the owner of portions of Hitt Road, Ostrich Peak and other land that includes the Mystical and Moai trails. He stated that the discussion included options for easements, partitions and acquisitions. Heycke noted that it seemed that the property owner was more interested in the sale of property rather than the granting of easements. Heycke indicated that the land owner was amenable to working with the City and APRC. Until then the owner stated that if he encounters hikers on his property he tells them that they are trespassing.

McFarland stated that they let the homeowner know that the Master Plan Update Committee had identified Hitt Road as a priority for trail development. They discussed possibilities for funding to purchase the land. After the comprehensive conversation, the owner stated that he would need to consult with others prior to making any decisions. No conclusions were drawn, but the land owner agreed to think about the value of the land and possible next steps.

Heycke noted that he had committed to talking to the Forest Service about Ostrich Peak and nearby trails regarding possible acquisition of the properties. He reported that in following up, he discovered that an environmental impact assessment would have to be initiated and if vulnerable species were found, such as the spotted owl, the existing trail might be closed. Further discussion about processes and possible next steps included contacting pertinent agencies (such as LWCS) regarding the land. McFarland talked about geologic studies, the purview of the Forest Lands Commission and other data.

McFarland verbally reviewed the properties between Hitt Road and Forest Service Lands – and which of the properties APRC would find of interest.

Heycke highlighted information regarding recreational immunity. One issue that is a grey area was the indemnification process with regard to transients if they are injured while on a trail that is either privately owned or public land open to the public. There followed a brief discussion about the liabilities involved.

McGinnis asked about next steps and Heycke replied that the conversation about Hitt Road established it as a priority even though the City does not own all of that road. The Master Plan could detail next steps that would assist in developing a process to convert the roadbed into a workable corridor with trail connectivity.

Discussion focused on the properties that were privately owned and talked about with the property owner – who indicated a willingness to partition the properties in creative ways to assist in the creation of the Hitt Road Corridor. McFarland stated that the property owner was open to lot line adjustments if necessary. Jensen suggested that the properties be identified as the preferred route for connectivity.

NEW BUSINESS

a. *Chapter Writing Assignments*

McFarland talked about a chapter assignment sign-up sheet that includes existing chapters as well as new chapters that are yet to be developed. He stated that the Table of Notes would be a resource with information that could be added into the Chapters.

McFarland detailed the proposed new chapters – highlighting the need for a Glossary, and new narrative for the Cascade Foothills area that includes the Imperatrice Property and the Eastside and Westside Forestlands. Side corridors were not listed as a potential new chapter and McFarland suggested that the side corridors be incorporated into the main corridors where they bisect. For example, a side corridor was identified for the Railroad District, developing from the Central Bike Path. McFarland proposed that non-controversial parking areas be depicted on the maps.

McGinnis talked about developing corridors that parallel the railroad. He stated that the railroad bisects the City and a parallel route would allow access to properties north such as those from Mountain Street to Oak Street. He commented that discussion of a future route in the Master Plan would legitimize it as a possibility for future development.

Jensen recommended that the assignments be divided amongst pairs of committee members if possible. He spoke about the value of shared information and expertise. There followed discussion about how best to accommodate different technical systems and writing styles. McGinnis suggested editing on Google docs. McFarland asked that all edits be tracked and that a review process by the Committee be instituted once the assignments were completed. He stated that the final step would be to send the document to consultant Mark Mularz for completion.

McGinnis suggested following the existing formatting for consistency. He noted that the existing version presents a route description, linkages, character, expected users and other types of information in a similar order for each chapter. McGinnis proposed that discussion of future availability and/or acquisition of priority properties be included along with expected outcomes. Jensen agreed, adding that a list of the priorities could be placed in hierarchical order.

McFarland identified another update – that of recreational immunity – for the Trail Safety and Etiquette chapter due to current changes in interpretation of the law.

Chapman volunteered to bring his write-up of the Cascade Foothills to the next meeting for review. Richards suggested reviewing the maps for changes as well. It was also agreed that chapters could be passed between one another to capture information based upon individual knowledge and familiarity with an area.

It was agreed that Chapman's chapter on the Cascade Foothills would be reviewed at the next meeting. Also at the next meeting, additional assignments would be given for remaining chapters. Review would happen in no particular order as members completed the write-up for their particular chapters.

It was agreed by consensus that the next meeting would be held on November 17, 2017, and an additional meeting would be identified at that time.

Richards asked about the maps that preface each Chapter. She stated that they were not in a program that was used by the City of Ashland. McFarland committed to identifying the information needed to institute map updates. It was agreed to address maps at the next scheduled meeting.

AJDOURNMENT

There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker

Trail Master Plan Committee of the Ashland Parks and Recreation Commission

Trails Master Plan Assignments

11-3-2017

Existing Chapter Updates	New Chapter	Deadline	Primary Assigned Committee Member(s)
1. Acknowledgment & Partnerships			
2. Executive Summary			Jensen
3. Trails Master Plan Process			
4.			
5. Trails Master Plan Vision, Goals and Objectives			Already completed by group
6. Recommended Trail Routes – Maps and System			Richards
7. Bear Creek Greenway Trail Corridor			Gardiner
8. Central Bike Path Corridor	Mountain to Oak		McGinnis
9. TID Ditch Trail			McGinnis
10.			
11. Wright's Creek Trail Corridor			
12. Ashland Creek Trail Corridor			
13. Roca Creek Trail Corridor			
14. Clay Creek and Hamilton Creek Trail Corridors			
15. Tolman Creek Corridor			
16. Regional Trails			

Chapter Updates	New Chapter	Deadline	Committee Member
17. Trail Standards and Basic Design Elements			Heycke/McFarland
18. Implementation and Phasing			
19. Coordination with the City Comprehensive Plan			Black
20. Plan Sourcing Documents			
21. Trail Safety and Etiquette			Heycke/McFarland
22. Fauna			Jensen
23. Geology			Jensen
24. Flora			Mergenthaler
25. History			
26.	Glossary		Jensen/Heycke
27.	Cascade Foothills (Imperatrice)		Chapman
28.	East Side		Heycke/McGinnis
29.	West Side		Heycke/McGinnis

Ashland Trails and Open Space Master Plan Update

Updates for Consultant/Document

DATE ASSIGNMENT	Corridor	Additions	Changes/Priorities	Chapter/Action item
5-5-17	Wright's Creek	McFarland: Possible new tie-in on upper end of corridor to new Acid Castle Property at upper Westwood or through Birdsong Trail.	Update document Monitor with Billings family (tax lot #'s)	Update map Ongoing
Richards				
5-5-17	Bear Creek Greenway-Ashland extension (ALTA)	Black & Gardiner: Record three possible routes (shown on map) for the B.C. Greenway to run from Dog Park to N. Mtn. Park, with importance on all three possibilities for the extension to go through in the future.	Monitor and communicate to BC Greenway consultant – for eventual review by Committee and Trails Master Plan update	Add to Master plan if a plan is chosen. In progress with ALTA
Black/Gardiner Richards				
5-19-17	Eastern Forestlands Western Forestlands	Chambers: Add new chapter for Ashland Forest Lands trails areas including Hitt Rd. trail and areas above in the Ashland Creek drainage. Jensen: Forestlands Network set aside as a placeholder for a possible new Corridor that reflects forestlands connectivity with City trails	PRIORITY New chapter in updated document. Include appropriate map of the areas. These are listed as areas rather than corridors because they are of the potential for development.	New Chapter, new narrative, new map
Heycke/McGinnis Richards				

5-19-17	TID Corridor	Jensen: TID issues and solutions be discussed in the Trails Master Plan to energize appropriate management and generate interest in funding sources.	PRIORITY Include in updated TID narrative for Trails Master Plan	Update narrative Add references to recreational activities along the ditch.
McGinnis				
5-19-17	TID Corridor	McGinnis/Chambers: Possible trade or sale of existing non-used easement for better new easement between Cottle Property and Morton Street along Waterline Rd. area.	Follow-up for possible easement trade	Follow-up needed
McGinnis				
6-16-17	Imperatrice property Cascade Foothills Chapter	Large forestland areas would be referred to as West Side Forestlands and East Side Forestlands and mapped accordingly.	PRIORITY New Chapter with narrative about the potential of the Imperatrice property – including conservation efforts by SOLC, the potential for new trails and connectivity to Grizzly Peak and Wildlife preserve. Newly acquired land such as the Imperatrice property has not yet been listed in the Master Plan and it is too soon to develop trails. Will be a future priority.	New Chapter New narrative Update Map
Chapman Richards				
6-16-17	Roca/Paradise Corridor	Richards: SOU has an arboretum above the college -part of the lower ROCA corridor	New narrative and map depicting the arboretum.	New narrative Update map ASSIGNMENT NEEDED
Richards				

6-16-17	Roca/Paradise	Richards: rename Roca Corridor to include Paradise Creek McGinnis: recolor map for emphasis on SOU and School District properties.	Change Roca Corridor to Paradise/Roca Corridor. Enlarge the Corridor east and west from Bear Creek to Siskiyou Blvd. Change the narrative to reflect new name and change the map to outline the extended corridor width.	New narrative Update map ASSIGNMENT NEEDED
Richards				
6-16-17	Roca/Paradise	Chambers: goal for lower Roca Corridor is an eventual connection to the Bear Creek Greenway	Possible corridor connection east side to bypass school.	Update narrative and map Identify possible route to BC Greenway
Richards				
8-11-17	Roca/Paradise	McFarland suggested signs for a Roca Trail "route" through the SOU Campus	Underground route for Roca Creek traced with signage	ASSIGNMENT NEEDED
8-11-17	Central Bike Path	Chapman/Lewis enhance the trail along Croman Rd. No direct way to get to Oak Knoll Golf Course on a bike	Possible development of the bike path to Croman Rd. and beyond.	Update narrative and map Extend bike path to Oak Knoll ASSIGNMENT NEEDED
McGinnis Richards				
8-25-17	Central Bike Path	McFarland/Lewis highlighted future development on the North side of Railroad Park as a priority with possible crossings at 4 th and 8 th .	Extension for future connectivity on North side of Railroad Park (N. Mountain to Oak)	Update narrative and map
McGinnis Richards				

8-25-17	Central Bike Path/Side Corridor	Chapman: a corridor along the railroad tracks provides connectivity from the Greenway to Ashland's downtown.	PRIORITY Name the corridor (Mountain Creek?) and draw up narrative for possible crossings along the railroad tracks	New connectivity New corridor New narrative and map
McGinnis Richards				
8-25-2017	Central Bike Path	Side corridor? East/West North/South	A connection from Normal to East Main would create safe passage for middle schoolers.	Future development
McGinnis Richards				
McGinnis Richards	Central Bike Path	New route parallel to railroad	McGinnis – discussion of the new route as proposed for future development for connectivity on the northside of the City	New narrative New map
9-29-2017	Westside Forestlands New trail called "Rickety"	Heycke: trail under construction on the West Side	Unsanctioned trails will not be listed on maps – Rickety is a sanctioned trail	New narrative and map
Heycke/McGinnis Richards				
9-29-2017	Westside Forestlands New trail acquisition called "Hitt Road"	McFarland/Chambers APRC acquired Hitt Rd. with plans to tie into trails that connect with it.	Priority Include Hitt Rd. in Master Plan and map only the portions that are either owned by APRC or US Forest Service.	New narrative and map
Heycke/McGinnis Richards				
9-29-2017	Trail Safety and Etiquette New section on parking	Brandy: Provide a list of official parking areas and designate with signage. Clarify trailheads where there are no official parking areas. Use signage to steer people away from private property	Make list of parking areas that are sanctioned	New narrative and list on maps
Heycke/McFarland Richards				