

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

February 23, 2018

Siskiyou Room, Community Development Building—51 Winburn Way

10:00 a.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES FROM JANUARY 26 and FEBRUARY 9, 2018
- III. PUBLIC PARTICIPATION & GUEST SPEAKERS
 - a. Open Forum
 - b. Review Any Public TMP Comments Received Since Last Meeting
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 - a. Final Committee Review / Possible Approval of Chapter 1 Following Suggested Edits from Last Meeting (Jensen)
- VI. NEW BUSINESS
 - a. Perform Committee Review of Regional Trails—Chapter 12 (All)
 - b. Continuing Approval of Edits on Completed Chapters (All)
 - c. Roundtable Discussion (All)
- VII. UPCOMING MEETING DATE
 - a. March 9, 2018
 - Siskiyou Room, Community Development Building—10:00 a.m.
- VIII. ADJOURNMENT—11:30 a.m.

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City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
January 26, 2018

PRESENT: **Parks Commissioners:** Jim Lewis, Mike Gardiner
 Additional Committee Members: Luke Brandy, David Chapman, Stephen Jensen, Jim McGinnis
 City and APRC Staff: APRC Director Black; APRC Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards
 APRC Minute-taker: Betsy Manuel

ABSENT: Chief-Forestry Resource Chis Chambers; Torsten Heycke

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:00 a.m. in the Siskiyou Room of the Community Development Building, 51 Winburn Way in Ashland, OR.

II. APPROVAL OF MINUTES

a. December 29, 2017

Jensen asked that the Minutes be changed as follows:

Page 3 Paragraph 4: "He stated that often those types of changes included punctuation as well as sentence construction and they could be so common that the document *was not* readily readable...."

Should be: "He stated that often those types of changes included punctuation as well as sentence construction and they could be so common that the document *would not be* readily readable...."

Motion: Gardiner moved for approval of Minutes for December 29, 2017 as amended. Jensen seconded and the motion carried. The motion carried.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

• *Open Forum*

Two written comments were received via Google docs.

Black suggested that the comments be included in Agenda Item *Public Participation* so that people who submit them would see that their comments have been acknowledged.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

V. UNFINISHED BUSINESS

There was none.

VI. NEW BUSINESS

a. Discuss/Present Public Comment/Review Information

McFarland reported that public comment had been received for the Google docs Trails Master Plan edits. He stated that a button had been added to Google docs to allow access to a form designed to facilitate public comments.

McFarland noted additional access was available through the City's website. A click button provides a link to the form entitled "Contact the TMP Committee." Chapman stated that when a completed form has been submitted, it is sent by email to TMP Chair David Chapman, Interim Parks Superintendent Jeff McFarland, APRC Promotions Coordinator Dorinda Cottle and Final Editor Steven Jensen. The information will then be presented to Committee members at the next regularly scheduled TMP meeting.

McFarland noted that all public comments are automatically saved to a spreadsheet for recordkeeping. Any comments that are pertinent to a particular Chapter will then be sent to the Chapter editor. In response to a question by Brandy, Black replied that the comments would automatically become part of the public record. McGinnis suggested that public comments be solicited during a specific timeframe so that there are no surprises once the document is completed. Chapman added that once the editing process has been completed, there would be a series of public announcements with opportunities to comment prior to sending the document to the consultant for publication. McFarland noted that an open house could be held as well.

Black noted that there were two different channels for soliciting input – the first being prior to completion of the Master Plan – when people want to respond while the Master Plan update process is underway based on specific areas of interest. The second solicitation of public input could take place once the edits have been completed and people have an opportunity to review the final document.

Gardiner offered to talk about the Trail Master Plan Update as part of a monthly series in the *Ashland Daily Tidings* called "Park Views." He stated that he could provide an overview of the Committee's work in a "Park Views" article in February. There followed a brief discussion about submitting the article to other publications as well.

McFarland explained that the public would have access to the original Master Plan but not the edited versions until the edits were "accepted" by the Chapter editor. He stated that he could not reassign or take any action until the Chapter editor "accepts" the edits. The mechanism for accepting the edits is a checkmark. When there are multiple editors on a Chapter, each one should click to accept upon closing.

Chapman detailed the steps that must be taken to complete the Chapters and add commentary so that the next editor can see the editing history. He suggested that a table be added at the top of the document with checkmarks that document where each Chapter is in its development – whether it is in its original state, or is currently undergoing edits as a draft copy, or when the final edits have been made and approved.

McGinnis asked about procedures for questions and/or the gathering of information. It was agreed that asking for information was acceptable within the edited draft, but that comments must be forwarded to APRC staff so the commentary could be made public.

Brandy noted that he adds parenthesis with comments into the document itself as a tool for reminders or for other editors to see. McFarland agreed, noting that such commentary could act as placeholders for information. McGinnis stated that there were redundancies within the original Master Plan that were repeated in the Appendix as well. It was agreed that the final editor would bring any unresolved redundancies or questions to the Committee for a final decision.

Chapman stated that once a Chapter editor had completed his work and accepted the draft, a note should be sent to McFarland so that he could move the document into a completed Chapters folder. Jensen noted that mapping should be included as a step in the finishing process.

Richards stated that it was helpful to read the Chapters once they have been completed in order to develop a map that would depict the locational information defined in each Chapter. She explained that for new areas such as the Cascade Foothills area, finding the reference points described in the text assisted her in determining mapping for the area. Richards stated that highlighting any additional references points listed in existing Chapters would be helpful. She indicated that there was a maps folder in Google maps that contains draft copies of the maps. Chapman commented that sending her questions while writing the new Chapters would give her time to evaluate the Chapter for mapping.

b. Editor's Corner: Editing Clarifications

Citations

Jensen recommended that citations should be included in parenthesis at the end of the referencing paragraph. He suggested posting the information (including the date) without formatting. The final editor would format each Chapter for uniformity.

Brandy stated that online version could contain a hyperlink and page number that would go directly to the referencing document.

Jensen inquired whether Committee members would prefer to list the citations at the end of each Chapter or in an Appendix. McGinnis stated his preference for inclusion as an Appendix. Jensen agreed, noting that the citations would be in alphabetical order. In response to a question by Brandy, McGinnis proposed that references become footnotes with a hyper link. Once completed footnotes would become numbered end-notes. It was agreed by all that footnotes would be used rather than parenthesis.

Update

Jensen talked about the most pertinent way to describe the work of the Trails Master Plan Committee. He stated that in his opinion, the work was more substantial than described when using the word "update."

Ashland City Planner Brandon Goldman noted that the term "update" was common vernacular in governmental circles. He stated that an update communicates that there has been a superseded document. Chapman noted that using the word "update" as descriptor implies that there are historical references to the Trail Master Plan.

There followed a brief discussion about the difficulties in formatting copy. McFarland explained that it was most likely because the material had been scanned and uploaded.

Glossary

Jensen noted that a decision should be made regarding the Glossary and what it would include. He asked that if a Chapter editor has a word that should be explained, it should be so noted at the end of the Chapter.

Appendix

Jensen explained that the Appendix should only exist if it is referred to in the Chapter write-up. (i.e. "see Appendix"). He stressed that the Chapter should be able to stand as written without an Appendix.

Trail Safety and Etiquette

In response to a question from Jensen, Chapman noted that in Chapter II – Objective C-3 was to create and promote a "trail etiquette" protocol.

Brandy talked about the trails section in the 2016 Ashland Forest Plan where the different uses were detailed. He stated that it was important to explain the different uses and what the protocols were. Brandy noted that pedestrian safety was an integral part of a good plan. McFarland agreed referring to Appendix A.

Fauna

Chapman noted that it might be appropriate to list fauna in the Appendix with possibly a small paragraph in the corresponding Chapter as a reference.

McGinnis asked if flora and fauna would be referenced in every Chapter. He noted that the Eastside and Westside chapters mentioned the flora and fauna in the context of the terrains. Brandy suggested that the focus should be on the trails but not on the geologic history.

c. Discuss Flora Questions – Appendix D

McFarland noted that there was a comprehensive list of the flora in Appendix D. He proposed that the list be stricken and references should be made where appropriate with a link to a referenced authority – such as the Native Plant Section of the 2016 Ashland Forest Plan.

McFarland stated that the Cascade Foothills would link to SOLC for discussion of the flora in that area. It was agreed that one page in the Appendix would contain the links to the various reference materials.

In response to a question by Jensen, McGinnis suggested that differences in the wildlife or vegetation could be briefly noted in the pertinent Chapter to provide perspective. Links could then provide more comprehensive discussion as needed. McFarland noted that many of the corridors contain sensitive riparian areas that contain specific types of flora and fauna. Brandy noted that he had included a sentence or two in the Regional Trails Chapter that highlighted changes from Ashland's watershed areas to the high mountain forests. Existing historic information about the trails would be carried forward. Richards stated that it was important to include points of interest.

In response to a question by Jensen about indigenous peoples and their cultural impact, Black relayed that the Nature Center had taken that on as part of their educational efforts. McGinnis noted that there could be a link to forestland trails that discussed indigenous people and their impact on the development of trails. Brandy noted that there were more extensive references in other publications as well. It was agreed that references would be included in the Appendix.

d. Discussion/Review Chapters 1 & 2

Chapman noted that the original Trails Master Plan had been approved by the Ashland City Council in 2006. He explained that the updated vision and mission had been discussed and approved early on by the TMP Committee so it was inserted into Chapter 2. Chapman stated that the goals and objectives as originally written were incorrectly identified. He commented that after several tries he left the goals and objectives as written – adding an explanation that specified that the goals and objectives were areas of concern and interest.

Chapman stated that he had added a section called “Trail Access and Parking.” He described the rationale that had the methodology for a new paragraph as follows:

“An urban trail system is analogous to a mass transit system in that there are multiple access points along a system of linked corridors as opposed to the traditional trailheads in remote trail systems. These points are intended to be within a reasonable walk from home or destinations. Access to the system via vehicle, with the exception of stations or transfer hubs or park-n-rides, is through finding nearby legal street parking. In general, function of major trailheads, which provide parking, restrooms and water, will be provided by our existing or future parks. It may be necessary in some areas that are heavily used for recreation to add new parking or facilities. Each corridor should identify and map the location of all facilities”.

Black stated that the viewpoint expressed was consistent with a transportation system. Brandy indicated that the sentence about stations or transfer hubs or park-n-rides might be best edited to refer to nearby, legal street parking only. The availability of parking was discussed as well as how to represent current parking and future possibilities.

Chapman noted that the overview for Chapter 2 was written to include goals and objectives, but that the objectives as outlined in the original Master Plan were actually goals. Black stated that objectives do not have to be detailed and in fact, tend to change over time.

It was agreed that further discussion about goals and objectives would be placed on the Agenda for the next regularly scheduled meeting.

VII. UPCOMING MEETING DATES

February 9, 2018, Siskiyou Room, Community Development Building, 51 Winburn Way - 10:00 a.m.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:40a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker
Trail Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and are available upon online.

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
February 9, 2018

PRESENT: Parks Commissioners: None
Additional Committee Members: Luke Brandy, David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis
City and APRC Staff: APRC Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards
APRC Minute-taker: Betsy Manuel

ABSENT: **APRC:** APRC Director Michael Black; Parks Commissioners Jim Lewis and Mike Gardiner; Forestry Resource Division Chief Chris Chambers

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:00 a.m. at 51 Winburn Way, Ashland OR.

II. APPROVAL OF MINUTES

January 26, 2018

Approval of the Minutes for January 26, 2018, was postponed until the next regularly scheduled meeting.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

- *Open Forum*

There were no written comments or public testimony.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Chapman noted that Chapter 1 and the Regional Trails Chapter were available for group review.

V. UNFINISHED BUSINESS

a. Chapter 1

Jensen led the discussion, indicating that the Chapter had been completed, accepted and reviewed by final editors Jensen and Chapman. In keeping with the process, Committee members et al. would provide an additional review and any policy decisions or changes to text would be discussed per public meeting law.

Participating members suggested changes to the wording in several paragraphs that did not substantially change the text – rather it was edited for additional clarity. Brandy suggested that a table of timelines could clarify Chapter 1. A timeline would be helpful because of the complexities between the original Trail Master Plan, the updated Trail Master Plan (currently under review) and the potential for a Lookahead.

There followed a brief discussion about public input and how to explain that there was a mechanism in place throughout the update process to record public input.

Chapman said the existing vision and mission statements in Chapter 1 remained as originally described, with minor revisions. He acknowledged the difficulty of describing “what was then” and “what is now,” particularly when changing tenses.

Richards asked about changes to the corridors, noting that the updated version combined Paradise Creek and Roca Creek into a single corridor.

Chapman suggested an additional sentence in Chapter 1 where the document speaks to the need for mapping regional connections. The sentence would function as a bridge between a look back at the regional connections and a look forward at new areas of connectivity.

McGinnis talked about the role of trail volunteers versus the role of trail ambassadors. Further discussion focused on the differences between the two and it was noted that volunteers focus primarily on maintaining the trails, while ambassadors place more emphasis on the uses within the parks and on the trails. McFarland highlighted the importance of establishing a protocol for trails volunteers. He noted that AWTA had developed a take-away that identified various protocols that strengthened recreational immunity as defined in Oregon law. Chapter 1 of the TMP was modified to define “Interest in a citizen-based trail volunteer program to augment trail maintenance and proper trails use” Heycke suggested that the final version be simplified to state “Interest in a citizen / trails volunteer program.”

Committee members debated whether the volunteer aspect of the TMP should be a separate chapter or included as a section in an existing chapter.

b. Continued Discussion about Goals and Objectives, Chapter 2 (Chapman)

Chapman noted that a discussion about Chapter 2 would involve possibly re-thinking the goals as referenced. Jensen agreed, stating that such a discussion should be postponed until a meeting at which APRC Director Michael Black was present.

VI. NEW BUSINESS *Maps Discussion (Richards)*

a. Helpful Guidelines for Chapter Editors

Jensen introduced a detailed guide designed to facilitate editing in a consistent and efficient manner. He described two ways to edit in Google Docs—either by selecting the “editing” button or by selecting the “suggesting” button. Jensen proposed a change of color for any text that was moved.

Jensen explored his preferred methodology for footnoting and he described a process to propose and review glossary items. There followed a brief question-and-answer period as people became more familiar with editing in Google Docs.

McFarland presented a chart depicting the steps that each chapter would take in the editing process. He noted that the Update Committee should identify photos for each chapter—one of the steps not yet completed. He detailed the process beginning with the first editor (called rough draft editor) who would re-write or add to a specific chapter. Once completed, the rough draft editor would send the chapter to a second editor who would review in tandem with a third editor (known as final editors). When the document

was declared as complete as possible, it would move on to be vetted by the Update Committee collectively. The public would also be invited to provide comments and a public meeting would be scheduled and held. A modified final "final" document would be forwarded to consultant Mark Mularz for further formatting. The Parks Commission would then review and approve the document for adoption. The Ashland Planning Department would integrate the document into the Comprehensive Plan pending final approval from the Ashland City Council.

Jensen expressed a concern about gathering photos in a timely manner. Chapman indicated that a photo list would be compiled so that Committee members could pick and choose between them.

McFarland proposed that new chapters be labeled consecutively and in alphabetical order. The Glossary and Bibliography would be inserted at the end of the Master Plan.

One undecided element was where to place information about volunteers.

Richards stated that she would answer any geographical questions that arose. McFarland noted that the boundaries for the Eastside and Westside areas were still to be determined.

VII. UPCOMING MEETING DATE

- February 23, 2018 @ 51 Winburn Way - 10:00 a.m.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:43 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker
Trail Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and available upon request.

Changes to the TMP Master Plan Chapter 1

Paragraph 1, Chapter 1:	(APRC) has agreed that a TMP was the missing component (APRC) has agreed that a TMP was a missing component
Throughout the Chapter	city s/b City rather than city where applicable. Title words should be capitalized
Paragraph 2, Chapter 1:	Ashland Community Development Map Center GIS Ashland Community Development Map Center GIS
Paragraph 2, Chapter 1:	the updated TMP will unfold The updated TMP unfolded
Paragraph 2, Chapter 1:	City webpage City's website
Paragraph 2, Chapter 1:	City's website and google docs . City's website and the document was made available for public input
Paragraph 3, Chapter 1	as an efficient Comprehensive Plan Amendment As an expedient Comprehensive Plan Amendment
Paragraph 1, Page 2	Today , it continues to reflect In 2018 , it continues to reflect
Paragraph 1, Page 3	Committee confirmed its mission Committee confirmed the mission
Paragraph 2, Page 3	trails connect...people to nature and their own well-being Remove well-being
Paragraph 2, Page 3	With minor revisions, these goals With minor revisions, these themes
Paragraph 3, Page 3	neighborhoods and the other civic features neighborhoods and civic features - downtown
Paragraph 4, Page 3	Continue to use appropriate trail standards Use appropriate trail standards
Paragraph 1, Page 4	right of ways rights of way
Paragraph 1, Page 5	five corridors are Five corridors were
Paragraph 2, Page 5	In addition the need for regional connections In addition, in 2006 the need for regional connections
Paragraph 2, Page 5	regional connections outside city limits... regional connections outside city limits were identified

Paragraph 3, Page 5 GIS **continues** with essential support
GIS **will continue** to support the mission

Paragraph 3, Page 5 **2006** Public Process:
Remove **2006**

Paragraph 1, Page 6 These concerns **continue to guide**
These concerns **guided**

Paragraph 1, Page 6 current TMP Update Committee **will be revisited**
Current TMP Update Committee **was revisited**

Paragraph 2, Page 6 citizen-based trails **supervisory** program
citizen-based trails **ambassador** program

Paragraph 2, Page 6 to **ensure** proper trail use
To **augment** proper trail maintenance

Jensen suggested that the sentence read "Interest in a citizen-based trail volunteer program to augment trail maintenance and proper trails use" Heycke suggested "Interest in a citizen/ trails volunteer program.

Paragraph 3, Page 6 **2006** TMP document development ...
TMP document development...

