

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 located near the entrance to meeting room. 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 REGULAR MEETING

ASHLAND PARKS & RECREATION COMMISSION

March 28, 2016

Council Chambers, 1175 E. Main Street

7:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
 - a. Study Session—February 8, 2016
 - b. Regular Meeting— February 22, 2016
- III. PUBLIC PARTICIPATION
 - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 - a. Golf Clubhouse Improvements (Action)
- VI. NEW BUSINESS
 - a. Bee City USA Subcommittee Request for Sponsorship of “Pesticides, People, Pollinators and the Planet” Conference (Action)
 - b. Clay Street Dog Park (Information and Possible Action)
- VII. SUBCOMMITTEE AND STAFF REPORTS
 - a. Volunteer Program Presentation (Information)
 - b. Use of “APRC” in Official Communication (Information)
- VIII. ITEMS FROM COMMISSIONERS
- IX. UPCOMING MEETING DATES
 - a. Joint Meeting with Council—March 29, 2016
Council Chambers, 1175 E. Main Street—5:30 p.m.
 - b. Study Session—April 18, 2016
The Grove, 1195 E. Main Street—7:00 p.m.
 - c. Regular Meeting—April 25, 2016
Council Chambers, 1175 E. Street—7:00 p.m.
- X. 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).

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION
MINUTES
February 8, 2016

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard; Assistant Manuel

Also Present: Jason Minica, Parks Project Manager

Absent: City Council Liaison Mayor Stromberg

PROJECT UPDATES: THE GROVE, GARFIELD PARK, ASHLAND CREEK PARK, GOLF CLUBHOUSE

Superintendent Dickens welcomed Jason Minica, Project Manager for APRC. He stated that Minica would provide an update to the Commission on current and planned projects. Minica distributed a Gant Chart illustrating project timelines, including approximate start dates and projected completion dates.

Minica noted that construction at **The Grove** was currently underway and internal walls were slated for drywall the following day. In addition, **Oak Knoll Golf Course** netting posts were being replaced and new nets were scheduled for installation in the near future. **Ashland Creek Park** projects and renovations were ongoing for the areas subjected to water damage after an underground street pipe recently burst on E. Hersey Street. The grounds would be re-graded, with the community gardens prepared for replanting. Installation of a swing set and construction of an overlook trail were also underway at the park. **Garfield Park** was slated for a major upgrade, including a new splash pad. The project was expected to begin in April 2016 and potentially completed by mid-August. The **Golf Course Clubhouse** project would begin in August, just as renovations to The Grove, Ashland Creek Park and golf course nets were wrapping up. Completion of clubhouse renovations was estimated for early November.

Not addressed in the report but also on the horizon was the proposed **Clay Street Dog Park**. Minica noted that it was still in early stages but could potentially begin in May.

Discussion among Commissioners

- **The Grove**

In response to a question by Shaw, it was noted that the new rooms inside the structure would not be floor to ceiling.

- **Garfield Park**

There was a brief discussion regarding the new splash pad proposed for Garfield Park. Dickens noted that sand from a nearby volleyball court would be reduced (from entering the splash pad area) via foot showers placed in the vicinity. Dickens commented that organic matter would be the most problematic for the splash pad; however, filters designed for easy cleaning would catch most of the debris and the water chemistry would be re-balanced automatically, leading to fewer problems.

Landt asked about the timing for moving forward with the splash pad project. Black stated that the goal would be complete the water feature first, with remaining amenities completed in phases.

- ***Ashland Creek Park Restoration***

Landt complimented Parks staff on their re-contouring of the area downhill from the fig tree. He inquired about the status of the rain garden, decimated by recent flooding, and noted that the original plantings appeared to have varying irrigation requirements. Landt suggested that the existing irrigation system might not adequately accommodate irrigation needs for both drought-resistant and drought-tolerant plants. He recommended researching water needs in advance of purchasing new plants to allow for more consistent water distribution.

Dickens noted that the rain garden had been designed and developed based on input from several interest groups. This resulted in a myriad of ideas for plants depending upon the point of view: deer-resistant plants; plants attractive to pollinators; and drought-resistant plants for the benefit of water conservation. Landt recommended that the rain garden design be simplified to allow for a variety of plants with similar ecological needs.

- ***Golf Course Netting***

Minica displayed a picture of the torn netting at Oak Knoll Golf Course along Highway 66. He noted that two new posts would be installed in the near future followed by fresh netting.

In response to a question by Lewis, Dickens said the City of Ashland Electric Department would assist Parks with installing the posts, which would result in a project cost savings.

- ***Golf Course Clubhouse***

Given the volume of maintenance issues at the Golf Course, Black said a separate study session discussion was warranted. The Golf Course Subcommittee would also meet to review each identified project.

Minica reported that engineering for repairs to the Clubhouse rafters had been completed. The plan called for covering the rafters by extending the existing roof and adding skylights. Eliminating the rafters on the parking lot side has been mapped out as well.

Black indicated that the project would begin after August 11, 2016, primarily due to the number of scheduled special events.

- ***Clay Street Dog Park***

There followed a brief discussion about the Clay Street dog park. Black explained that the Dog Park Subcommittee would be exploring design options, which would then be developed into a concept plan for Commission review. The concept plan or a series of options would be scheduled for a March study session review.

UPDATE ON NON-PAYING FACILITY RENTERS

Dials noted a previous Commission request for a list of non-paying renters accompanied by specific rationales for waiving rental fees. She stated that five organizations currently or historically used APRC facilities free of charge:

- ***Women's Civic Club/Garden Club***

Dials said the Club uses the Ashland Community Center on the first and last Friday of each month. The Garden Club donated the building to the City in 1930. In 1960 the building was renovated and renamed the Winburn Way Community Center. In 1985 the building was again restored and renamed the Ashland Community Center. In 1989 it was placed on the National Register of Historic Places.

Dials highlighted both their many hours of donated time toward beautification of Ashland's parks along with their donation of the building to the City.

- ***Ashland Pinochle Club***

Dials said the Club meets free of charge every Wednesday from 6:00 p.m. to 10:00 p.m. in the Ashland Community Center and a small storage area is provided for their equipment. APRC documentation was not available to explain the Club's origins or subsequent use of the building. A letter received from the Club detailed its origin in 1944. The Club stated that they received assurance that their free use of the facility would remain in perpetuity.

- ***AARP***

AARP provides free assistance to Ashland residents from February 1 through approximately April 18 each year. Original documentation dates the organization's use of APRC facilities from 1987. According to available records, no rental fee has ever been charged.

- ***American Legion/Boy Scouts***

A 1986 memo between the American Legion and the City of Ashland documents an agreement between the two entities stating that Pioneer Hall would be available to the Legion and its sponsored associations, such as the Boy Scouts, free of charge. This agreement was extended for a period of twenty years, and is automatically renewed unless termination of the agreement is requested by either party. The American Legion currently uses Pioneer Hall one Monday per month from 7-10:00 p.m. and on the 4th of July and Veteran's Day. Boy Scouts use the facility every Wednesday from 6-9:00 p.m.

- ***VFW (Veterans of Foreign Wars)***

The VFW combined their affairs with the Crater Lake Post in Medford, thereby cancelling their use of the Ashland Community Center as of July 2015.

Dials indicated that she would continue to accommodate the four remaining organizations without charge unless directed otherwise by APRC. She cited the long historical precedents and the community contributions as rationales for doing so.

Discussion among Commissioners

Discussion focused on the financial impact of providing building space for non-paying organizations in relation to the ever-present need to decrease costs and increase revenues. Lewis suggested that quantifying annual lost rental fees would potentially serve as valuable information during budget negotiations with the City of Ashland.

Landt rhetorically considered a fee schedule with gradient fees differentiating between for-profit organizations and not-for-profit groups. Shaw emphasized the historical precedents and lack of complaints from the community. Gardiner suggested quantifying the benefits provided by each organization as well as lost revenues for APRC.

Lewis noted that the issue of lost fee revenues was reviewed each year. He proposed that the financial data be analyzed by the Commission and a policy devised to provide greater clarity and eliminate the annual discussion.

There followed a brief conversation about the financial ramifications of imposing a fee schedule given that the Ashland Community Center was owned by the City of Ashland and APRC pays an annual stipend for using the property. Black noted that the value of the building is calculated by the City and fees are charged at 50% of value.

It was agreed that a matrix of the cost of services provided and the offsetting benefits from each organization would be made available at the next business meeting. Lewis asked that ownership of the buildings be noted as well as any remunerations paid to the City of Ashland.

ADJOURNMENT INTO EXECUTIVE SESSION

By consensus, Gardiner adjourned into executive session at 8:45 p.m.

Executive Session for Legal Counsel Pursuant to ORS 192.660 (2)(e) and ORS 192.660 (2) (h)

ITEM # 4 ADJOURNMENT OUT OF EXECUTIVE SESSION

By consensus, Gardiner adjourned out of executive session at 9:25 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
February 22, 2016

ATTENDANCE

Present: Commissioners Gardiner, Landt, Lewis, Miller, Shaw; Director Black; Superintendents Dickens and Dials; Administrative Supervisor Dyssegard

Absent: City Council Liaison, Mayor Stromberg; Assistant Manuel

CALL TO ORDER

Chair Gardiner called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street.

APPROVAL OF MINUTES

Regular Meeting – January 25, 2016

Motion: Landt moved to approve the Minutes for January 25, 2016, as presented. Lewis seconded.
The vote was all yes.

PUBLIC PARTICIPATION

Ms. Kristina Lefever of 2359 Blue Sky Lane in Ashland was called forward.

Speaking on behalf of Pollinator Project of the Rogue Valley and Bee City USA of Ashland, Lefever said the two organizations were co-sponsoring a day-long conference entitled "Pesticides, People, Pollinators and the Planet." The event – scheduled for Saturday, April 16, 2016, in the Rogue River Room at Southern Oregon University – would feature national and regional experts.

Lefever said the City of Ashland Bee City USA Subcommittee would formally request APRC financial support for the event.

ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

• ***Calle Seating Agreements (Action)***

Dials said five restaurants along the Calle Guanajuato, as well as the Lithia Artisans Market of Ashland (LAMA), requested outdoor seating for the 2016 season. Seating arrangements were under the management of APRC and fees were \$7.00 per square foot for restaurants and \$5.00 per square foot for artisans. Restaurants operated on the Calle seven days a week, with LAMA displaying their wares on weekends. The 2016 season was expected to span March 14 to November 13.

Dials reviewed each 2016 space request for the Calle Guanajuato:

- Sesame 520 square feet
- Louie's 577 square feet
- Salame 270 square feet.
- Greenleaf 345.75 square feet
- Mix Sweet Shop 98 square feet
- Lithia Artisans Market Calle square footage and the Community Development parking lot

Commissioners and staff reviewed an aerial view of requested space and the required eight-foot clearance.

Discussion among Commissioners:

Landt indicated that restaurant seating often included tables placed at the edge of allotted square footage, at times causing chairs around the tables to encroach upon the eight-foot corridor. He highlighted the importance of a clear corridor and asked staff to convey that message to Calle renters. He suggested including compliance with Calle rules as part of decision-making criteria. Dials responded that she would discuss the concern with all parties.

Shaw asked whether LAMA would use the trail across the creek for their displays, a LAMA request from previous years. Dials reported that an agreement had been reached to use the Community Development Building parking lot rather than the chipped trail across from the Calle.

Motion: Shaw moved to approve the six requested space allocations for Sesame, Louie's, Salame, Greenleaf, Mix Sweet Shop and LAMA along Calle Guanajuato as recommended by staff for the 2016 season. Landt seconded and the motion carried.

The roll call vote was all yes.

Motion: Landt moved to approve the Calle Guanajuato season as outlined by staff: March 14 through November 13, 2016. Shaw seconded and the motion carried.

The roll call vote was all yes.

SUBCOMMITTEE AND STAFF REPORTS

• ***Update on Calle Subcommittee (Information)***

Dials said two Calle Subcommittee meetings had been held. Both meetings focused on gaining clarity about Calle agreements / contracts. Once all the information was deemed clear or resolved, Calle agreements would be revised to include new language that identified all elements under discussion.

Work in progress included refining or defining the parameters of "adjacent to" the Calle Guanajuato when a restaurant or business was located on a second floor; quantifying the square footage permitted between the back door of a restaurant and the assigned outdoor space; defining seniority; and addressing the transferability of Calle spaces from one business owner to the next.

Discussion among Commissioners

Landt suggested a review of alternatives for determining seniority. There followed a brief discussion about various options.

Lewis voiced support for the work of the subcommittee. Gardiner commented that the proposed agreement would be reviewed by the Commission prior to its adoption for the 2017 season. Landt thanked the Calle Subcommittee for their valuable work.

- ***Performance Audit Update (Information)***

Black reported that three auditors from Matrix Consulting Group started the process of gathering information pertinent to APRC's performance audit. The Matrix auditors interviewed APRC supervisors, the Performance Audit Subcommittee (also known as the Performance Audit Steering Committee), the Mayor and the City Administrator.

Black noted that time was spent discussing the difficulty of finding similar parks and recreation services for a city of Ashland's size. When given a tour of Parks facilities, the auditors were impressed by APRC's community outreach and program offerings.

Black explained that the next step would be an analysis of the collected data. Once completed, the Steering Committee and Parks Commission would be provided with a report that would include recommendations regarding the financial side of APRC such as the cost of programs and other facets of fiduciary responsibility. APRC would be provided with a list of recommendations about its programs and possible efficiencies. A draft report was expected within an eight-week timeframe. Once the report was reviewed and approved by the Commission, Black would present it to Ashland City Council.

ITEMS FROM COMMISSIONERS

- ***Joint Meeting with Ashland City Council***

Landt noted that a joint meeting with Council traditionally was scheduled in spring of each year. Black responded that he and Chair Gardiner would schedule a meeting within the next few weeks.

- ***Bee City USA Sponsorship***

Gardiner commented that the Bee City USA Subcommittee would be approaching APRC with a request for financial sponsorship of the "Pesticides, People, Pollinators and the Planet" conference. There followed a brief discussion about the possible level of support by APRC. Black agreed to converse with the subcommittee's representative, Kristina Lefever, to ensure clarity regarding financial support from APRC versus general support for the program. Sponsorship of the event had yet to be determined.

Landt mentioned that the annual APRC Bike Swap was scheduled for the same day, April 16. It was noted that scheduling conflicts commonly occurred.

- ***Theme for 2016 Fourth of July***

Black reported sending a letter to the Ashland Chamber of Commerce regarding a suggested theme for the 2016 4th of July Parade: the 100-year anniversary of Lithia Park. Black said the request was well received and the Chamber's parade committee chose it as the 2016 parade theme. Promotional events surrounding the parade would emphasize the Lithia Park's history and future plans for the park. Black's letter also suggested a parade Grand Marshall to be a collective group from APRC and the Ashland Parks Foundation. That detail had yet to be determined by the parade committee.

- **Briscoe Geology Park**

Dials referred to a stack of thank you letters spanning 2011 to 2015 from school children and grateful adults participating in guided tours of Briscoe Geology Park on the Laurel Street sidewalk at the former Briscoe Elementary School. She emphasized the excellent contributions of volunteer Mr. Len Eisenberg, from whose inspirations and hard work the park was created.

- **Ashland Creek Park**

Shaw reported that the Ashland Creek Park swing set was in place and the new pathway to the creek currently underway. A bench in the play area was being considered for placement. Dickens thanked Parks staff for their good work on the projects, noting that the pathway allowed for riparian viewing in the shade.

Black said the new amenities were made possible by actions of the Commission, who approved funding for many projects that were previously deemed "Unfunded."

UPCOMING MEETING DATES

Study Session	March 21, 2016	@ The Grove	1195 E. Main St—7:00 p.m.
Regular Meeting	March 28, 2016	@ Council Chambers	1175 E. Main St—7:00 p.m.

ADJOURNMENT

There being no further business, Gardiner adjourned at 7:50 p.m.

Respectfully submitted,

Betsy Manuel, Assistant

The Minutes are not a verbatim record. The narrative has been condensed and paraphrased to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Study Sessions, Special Meetings and Regular Meetings are digitally recorded and available upon request.

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

TEL: 541.488.5340
FAX: 541.488.5314
parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO : Ashland Parks and Recreation Commission

FROM : Bruce Dickens, Parks Superintendent

DATE : March 23, 2016

SUBJECT : Golf Course Clubhouse Improvements—Action

Background

At the Commission regular meeting on January 25, the Commission approved repairs to the Golf Course Clubhouse roof by motion: "The Commission adopted the proposed 'hybrid' solution as discussed, whereby the trusses and beams on the west side of the clubhouse would be removed to the edge of the building and the deck trusses and beams over the deck would be repaired and renovated, thereby providing additional roofing as cover over the existing deck." This \$86,400 option would allow for future expansion of the clubhouse.

At the study session on March 21, the Commission discussed an alternative solution that would allow for a fuller roof remodel. This would include replacing beams, roofing both the north and south sides of the clubhouse and installing a skylight on the deck side. This \$90,000 option (including a 20% contingency) would also allow for future expansion on the north side of the clubhouse.

Action Requested

Staff is asking the Commission to determine by motion whether to rescind the earlier motion and replace it with a new motion as outlined above.

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

TEL: 541.488.5340
FAX: 541.488.5314
parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO : Ashland Parks and Recreation Commission

FROM : Rachel Dials, Recreation Superintendent

DATE : March 23, 2016

SUBJECT : Request for Sponsorship of Pesticides, People, Pollinators and the Planet Event by Bee City Ashland Subcommittee (Action)

Background

Pollinator Project Rogue Valley, Bee Campus USA, Bee City Ashland and others are organizing a conference to help educate people about the impacts of pesticides on people, pollinators, and the planet. The date is Saturday, April 16, and the venue is Southern Oregon University.

By keeping ticket prices low, organizers hope to attract 100 to 150 attendees. However, a \$10 registration fee (free to students) means that not all conference expenses will be covered, so they are requesting donations from the community. The Bee City USA Ashland Subcommittee voted to support this conference by printing flyers, and also voted to ask the Commission to support the conference with a monetary donation.

We are requesting that the Ashland Parks and Recreation Commission support this conference with a monetary contribution of \$500. Two of the largest expenses for the conference are the venue and airfare for Phyllis Stiles, Executive Director of Bee City USA.

The conference includes six panels with multiple panelists addressing how synthetic pesticides affect human health, agriculture, yard care, schools, pollinators, public spaces, and wild places. Four "hands-on" afternoon workshops will encourage participants to build wild bee boxes, plant for Monarch butterflies, organize to write school IPM policies and use safe alternatives to synthetic pesticides.

Kristina Lefever, Chair of the Bee City Ashland Subcommittee, will be at the meeting to answer any questions about the event or your potential sponsorship.

Action Requested

The Bee City Ashland Subcommittee is requesting that the Ashland Parks and Recreation Commission support this conference with a monetary contribution of \$500.

Attachment: *Event Flyer*

Pesticides, People, Pollinators, and the Planet: Safer, Healthier Practices and Policies

A day-long CONFERENCE featuring national and regional experts

Saturday April 16 8:00 AM - 5:00 PM

Southern Oregon University, Stevenson Union, Rogue River Room



Cost: \$10 (students free with ID)

-----Co-sponsored by-----

Pollinator Project Rogue Valley, SOU's Bee Campus USA, EcoSolutions, ECOS, Cascade Girl Organization, Ashland Emergency Food Bank, College of the Melissa, and the Rogue Valley's three Bee City USAs: Talent, Ashland, and Phoenix

Hosted by Southern Oregon University

Presentations by Bee City USA, Northwest Center for Alternative to Pesticides, SOU Landscape Services, Xerces Society, City of Ashland Parks and Recreation, College of the Melissa, Jackson County Master Gardeners, Southern Oregon Monarch Advocates, The Farm at SOU, Valley View Orchards, Lomakatsi, One Earth Landscape, and more!

Bee Social Hour

Friday April 15 5:00 - 7:00 PM

Enjoy appetizers, wine, mead, beer, juice.

Meese Room & Terrace in Hannon Library, Southern Oregon University

Featuring appetizers by Chef Al Chase

Fundraiser to support the Pesticides, People, Pollinators, and the Planet Conference, and kick off our Buzzways Initiative.

Cost: \$20 (21 and over)

Guest of Honor: Phyllis Stiles

Executive Director of Bee City USA

Find us on Facebook: Pesticides, People, Pollinators, and the Planet Conference

Register at www.pollinatorprojectroguvalley.org

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

TEL: 541.488.5340
FAX: 541.488.5314
parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission
FROM: Michael Black
DATE: March 23, 2016
SUBJECT: Clay Street Property

BACKGROUND

Since the following goal and objective were adopted in 2015, APRC staff has been evaluating the site at Villard and Engle Streets, off of Clay Street, for the expansion of off-leash dog facilities in Ashland.

Goal: Evaluate current capital projects for feasibility, relevancy and implementation planning.

Objective: Move forward with sidewalks on Winburn Way and Clay Street Dog Park.

The Clay Street property (the "Site") was purchased from the City in 2011 for \$1,350,000. Since that time the Ashland Parks and Recreation Commission has been making payments for the property and the final payment will be made in this biennium. Since the adoption of the goal by the Commission, staff has been considering how best to use the property for the stated purpose. Several concept plans have been prepared over that time and now the Commission has focused in on just one of those.

The site is currently undeveloped and is about three acres in area. It should be noted that the property size will be reduced by approximately 12,000 square feet to accommodate a proposed property line adjustment by the City. The application for PLA is attached to this staff report.

The site slopes to the north from the south and the total fall of the property is 22 feet, or 1,972 ft. at the south property line to 1,950 ft. at the north property line. The average slope of the property is 3%. The site also contains fill dirt that was deposited on site when the adjacent residential property was developed. The estimated amount of fill is nearly 2,000 cubic yards.

Across the adjoining property line to the east is the YMCA Park with soccer fields, a playground, parking lot and restrooms. The property to the north is outside of the City boundary and is rural-residential in use. To the west and south, the properties have been developed into medium-density housing.

PROPOSAL A

The Commission has reviewed several conceptual plans for a dog park at the site and during the March 21, 2016 meeting it was suggested that a public open house be held to receive public input before deciding on a final development plan.

In order to accomplish the open house, staff will need to schedule a time in the third or fourth week of April for the event. Prior to the event, staff will need to take measures to ensure that the public is informed through advertisements, public noticing and Facebook, etc.

At the open house, we would plan to present the site and receive input from the public on their perceived needs and desires for the development of the property. Immediately following the open house, staff would distill the information received and prepare it for presentation to the Parks Commission at the May meeting where the Commission could instruct staff on how to proceed with the development.

After all of the public input, staff will be required to submit the plans to the City for their permitting requirements prior to beginning development at the site.

PROPOSAL B

Another option the Commission could consider is to follow the path established by the goal and objective outlined above and proceed with the public input process based on the concept Dog Park at the Site. A logical concept has already been proposed and staff could immediately begin to refine the concept into a more detailed plan.

The benefit of Proposal B is that the process of public input could move forward much quicker. If a more refined site plan could be developed by the week of April 11th, it would provide enough time for the proposal to be noticed at various physical locations and in digital media for two weeks prior to the April 25th Commission meeting. Two weeks would give ample time for the public to review and comment on the simple plan of the Dog Park. Stakeholder groups have already been contacted and their input will be forthcoming. Additionally, as the site plan moves through the permitting process with the City, more time will be allotted for public input.

Proposal B allows the Commission to decide on the design of the dog park by April 25th and move the process to the planning department more than a month sooner than Proposal A.

RECOMMENDATION

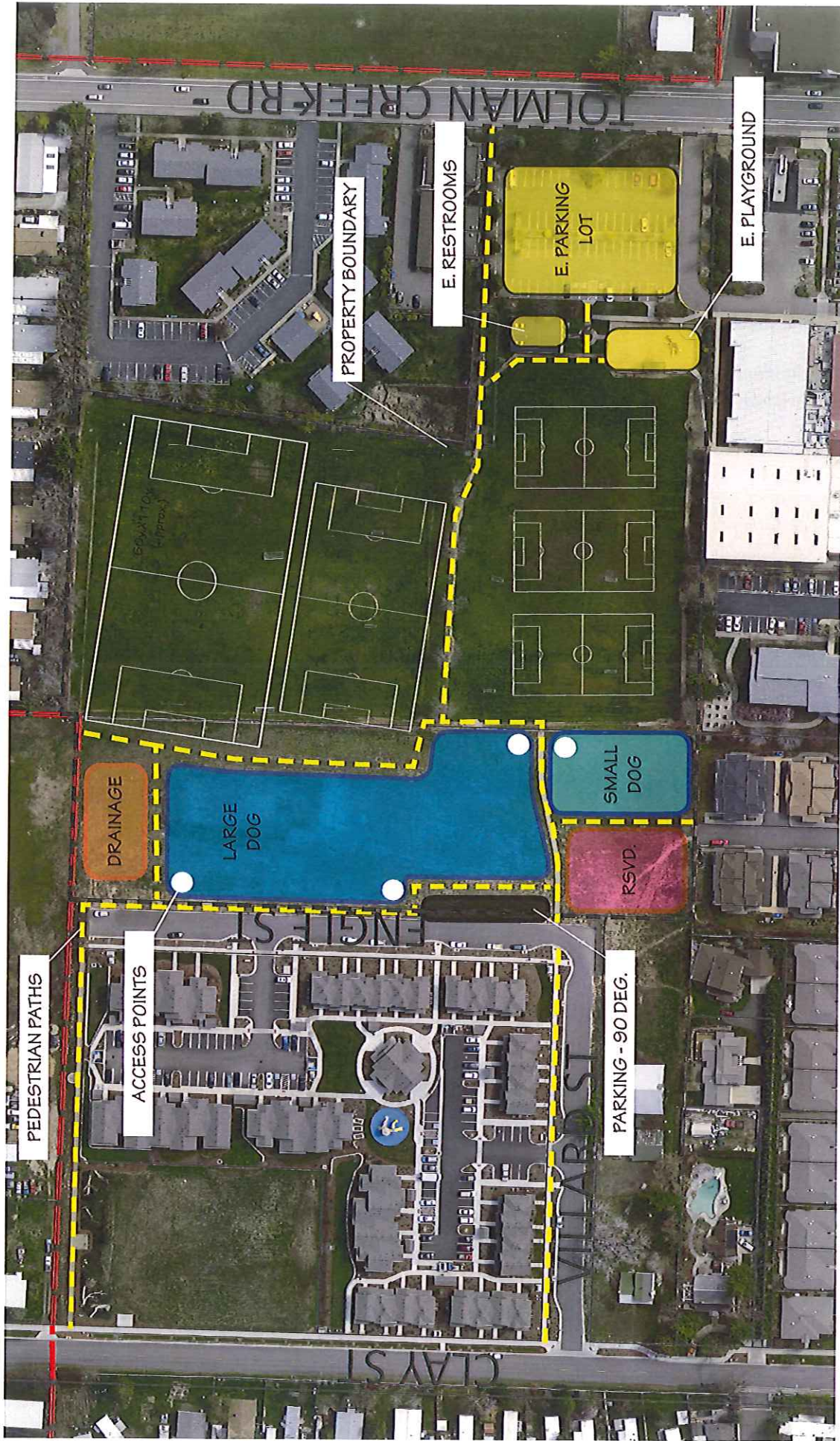
For more than a year, staff has been instructed through various forms (Goals, Budget, Study Sessions) to develop a plan for a Dog Park at the Site and to move forward with development as soon as possible. Additionally, funds have been transferred from other capital projects (Winburn Sidewalks) to the Dog Park capital project which further emphasizes and prioritizes the construction of the Dog Park. With these two facts in mind, it becomes clear that for some time the emphasis, or plan, for the Clay Street site has been to construct a Dog Park. Although the Commission can consider the option of another use at any time, with the clarity that has already been provided for a Dog Park at the Site, staff has developed a concept plan already.

Since the direction has been clear before last week's meeting, I would not recommend that we begin the process of a blank slate design review through an open house to discuss perceived needs and desires of the community. Instead I am recommending that the Commission adopt Proposal B and move forward with the public process related to the development of a Dog Park and the attached concept plan.

The recommendation of staff is still cognizant of the fact that the public and stakeholder groups should be involved in the design of any new facility. Proposal B does include ample public involvement prior to the adoption of a plan for a Dog Park. Stakeholder groups (YMCA and Soccer Clubs) have already been contacted and their input will be forthcoming.

Again, I recommend that the Commission adopt Proposal B to move forward with the public process and design of the Dog Park.

Attachments: Dog Park / YMCA Park Concept; Property Line Adjustment Application



CLAY STREET DOG PARK - CONCEPT PLAN

APRC - MARCH 21, 2016
 NOT TO SCALE

Application for a Minor Land Partition and Boundary Line Adjustment

Applicant: City of Ashland

Contact: Dave Kanner, City Administrator (541)552-2103

Property: 380 Clay Street

Map # 391E Sec. 11C, Tax Lot 2500 and 2504

Submitted: March 22, 2016

The request is for a minor land partition and boundary line adjustment relating to the city owned property located at 380 Clay Street (Map # 391E Sec. 11C, Tax Lot 2500) and the city owned park property fronting on Engle Street (Map # 391E Sec. 11C, Tax Lot 2504). The proposed partition and boundary line adjustment will create one addition lot, by dividing the two existing parcels into a three parcel configuration.

The subject property is located approximately mid-block on the east side of the lower portion of Clay Street, north of Ashland Street, and is zoned for Low Density Multi-Family residential development (R-2). The properties to the east, west and south are also zoned R-2 and the property to the north is outside of City limits but within the Urban Growth Boundary.

Each lot will comply with the applicable standards as set forth in the applicant's written finds provided below. The 72 inch in diameter at breast height Fremont Cottonwood tree will be retained on Parcel 3 as proposed.

BACKGROUND INFORMATION:

In November 2008 the City of Ashland, City Council approved the acquisition of a 10-acre property on Clay Street in partnership with the Housing Authority of Jackson County (HAJC). The property was subsequently partitioned to provide four (4) acres for development of a 60 unit affordable rental complex owned and operated by HAJC. The remaining area comprised of a City of Ashland owned wetland area, rights-of-ways for streets (both installed and future) and the remaining four (4) acres which is proposed to be further partitioned at this time.

In March of 2013 a minor land partition to create two parcels for the property located at 380 Clay Street was approved (PA 2013-00104). As approved, one 3.18 acre parcel (Parcel 1) was retained as a dedicated City of Ashland park; the other 0.92 acre parcel (Parcel 2) created is zoned for future residential development as low-density, multi-family residential (R-2 zoning).

In May 2015 an application for tree removal on Parcel 2, to remove the large stature cottonwood, was submitted (PA# 2015-00934). This application was

reviewed by the Tree Commission on June 4, 2015 and the commission recommended denial of the tree removal request. The Planning Commission ultimately moved to deny the tree removal request at a public hearing on June 23, 2015. However, findings of law were not adopted, and the final notice of decision was not completed, as the City, as applicant, withdrew the tree removal application.

Following the 2013 partition approval, and tree removal request in 2015, the City has endeavored to modify the previously approved lot configuration in order to create parcels that would allow for the development of parcel 2 without necessitating the removal of the Fremont Cottonwood. The current application presents a lot configuration that will allow for the protection of the Cottonwood tree, while retaining the multifamily development potential of the property.

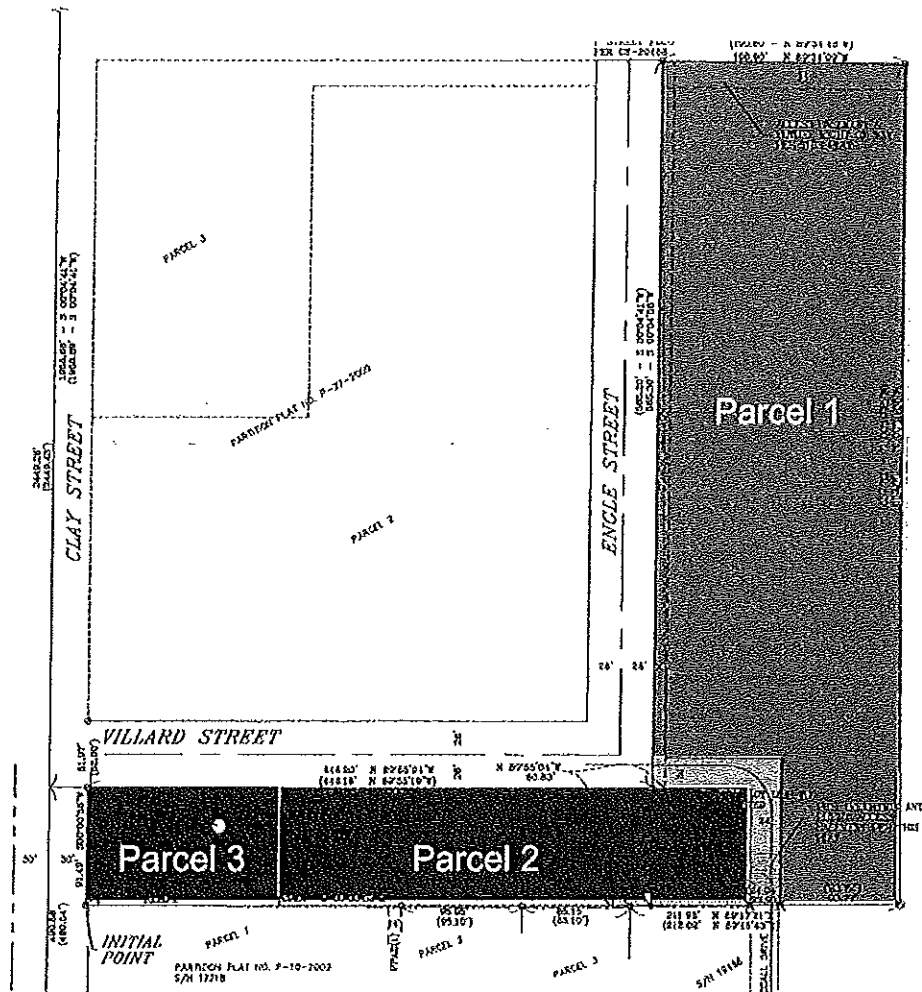
There are no development proposals at this time.

PROPOSAL

The applicant proposes a minor land partition and boundary line adjustment between two City of Ashland owned properties located on lower Clay Street to create three lots.

The subject property is located approximately mid-block on the east side of the lower portion of Clay Street, north of Ashland Street, and is zoned for low density Multi-Family residential development (R-2). The properties to the east, west and south are also zoned R-2, and the property to the north is outside of City limits but within the Urban Growth Boundary. This property along the northern boundary of the subject property has a comprehensive plan designation of Suburban Residential and when annexed into the city limits is expected to be zoned R-1-3.5. The southern property line adjoins three parcels with single family residences and the end of the Barkley Square (McCall Drive) subdivision. The proposed partition will provide for a 24 foot wide public access easement to connect the intersection of Villard and Engle Streets to McCall Drive with an alley extension upon development of Parcel 2.

Parcel 1 would consist of the 2.57 acre property which is dedicated as park land. Parcel 2 as proposed will be 0.77 acres in size and would be available for development consistent with the low density multifamily zoning (R-2). Parcel 3 as proposed would be 0.32 acres in size (14,000sq.ft.) and is currently is occupied by a 1053 square foot vacant farmhouse built in approximately 1890, and also includes the large stature Fremont Cottonwood that was designated as the 2015 Tree of the Year.



Given the dilapidated condition of the home on Parcel 3 its eventual demolition is likely. Parcel 3 with a lot size of .32 acres has a base residential density of four units. Parcel 2 as proposed contains a barn that would be removed to allow the development of residential units on the property. With a proposed lot size of .77 acres, Parcel 2 has a base residential density of 10 units. The structures remaining on the property are not proposed to be removed or modified as part of the partition proposal. It is anticipated that future development will necessitate the removal of the structures as a separate action.

The property slopes approximately 3 to 6 percent from south to north. Future residential development of Parcels 2 and 3 will comply with the solar setback ordinance as the new structures will be allowed to shade across the 50-foot Villard Street right-of-way to the north.

No tree removal is requested as part of the partition request. Any tree removal ultimately associated with the future development of multifamily housing on either Parcel 2 or 3 would require a tree removal permit to be processed and reviewed as part of the development proposal at that time. Specifically, the original annexation of this property in 2009 (Planning Action #2009-00043) included a condition (#2) that stipulated:

“An agreement shall be recorded requiring the remaining poplar situated at the southwest corner of the site to be protected and preserved in accordance with the approved Tree Protection/Tree Removal Plan (Applicant’s Exhibit L-1.0). Any modifications or amendments to the plan would be processed through a Tree Removal Permit procedure. The southwest corner of the property as delineated on the Tree Protection/Tree Removal Plan (Applicant’s Exhibit L-1) would not be covered by Exempt Tree Removal Activities... as described in the Land Use Ordinance.”

With approval of this requested partition, the applicant recognizes that this prior condition of approval would remain in effect, and that the 72” Cottonwood would be retained unless a separate tree removal permit were approved. Further, it is the applicant’s contention that the newly proposed lot configuration allows for the development of the multifamily zoned property in a manner that will allow this tree to be preserved without adversely impacting the development potential of the property. Therefore the applicant is agreeable to a condition being placed on this application’s approval regarding preservation of the significant tree.

The public utilities necessary to service each of the parcels are available in the adjacent right-of-ways and will be extended to serve individual developments at the time of the development of the parcels. Additionally, the sidewalks along Villard Street are to be installed at the time of development of Parcel 2 and 3. Sidewalks along Engle Street will be installed along the frontage of Parcel 1 upon development of the park property or as indicated in a master plan developed for the park property once completed. The utility and sidewalk installation is dependent on the final design of the multi-family development for Parcel 2 and the master park plan for Parcel 1, and those improvements are best installed at the time of those developments.

FINDINGS OF APPROVAL

SECTION 18.5.3.050 Preliminary Partition Plat Criteria

A. The future use for urban purposes of the remainder of the tract will not be impeded.

The proposed partition allows for the expansion of the City YMCA Park by 3.18 acres. The partition also allows for the development of a vacant, multi-family zoned property into approximately 18 units. The partition allows for the

development as the property as envisioned in the Comprehensive Plan, the adopted Open Space Plan, and Resolution 2011-06 as approved by the City Council.

- B. The development of the remainder of any adjoining land or access thereto will not be impeded.*

No impediments will be created by the partition. Engle Street provides future access to the property to the north. The street reservation area along the North property line provides a potential future access to and through the 3.18 acre parcel owned by the Parks Department (Parcel 1). The future alley connection to McCall Drive will provide an additional access for the .92 acre portion of the property (Parcel 2) and complete a neighborhood circulation connection as identified in the draft 2012 Transportation System Plan.

- C. The partition plan conforms to applicable City-adopted neighborhood or district plans, if any, and any previous land use approvals for the subject area.*

That the applicable conditions of the original annexation of the 10 acre property (PA2009-00043), and the partition approved in March 2013 (PA 2013-00104) shall continue to apply to the subject properties, including but not limited to the tree preservation plan which stipulated that the owner of the property containing the large cottonwood (parcel 3) shall remain responsible for the pruning and maintenance of this tree.

The proposed partition request is consist with Resolution 2011-06 authorizing a land transfer between the City of Ashland and the Ashland Parks Department Relating to the dedication of a portion of the property located at 380 Clay Street. No site improvements will occur until either the Parks Department Master Planning effort is complete for parcel 1, or a development application for Parcel 2 or 3 is processed.

- D. The tract of land has not been partitioned for 12 months.*

The property was last partitioned in March of 2013, and therefore has not been partitioned in the past 12 months.

- E. Proposed lots conform to the requirements of the underlying zone, per part 18.2, any applicable overlay zone requirements, per part 18.3, and any applicable development standards, per part 18.4 (e.g., parking and access, tree preservation, solar access and orientation).*

The property is zoned R-2, and each proposed lot exceeds the minimum lot size of the zone. Each lot exceeds the minimum width (50') and minimum

depth (80') required. The requirement that the width shall not exceed depth only applies in the R-1 zones, and as such does not apply to this multi-family zoned property.

The standards for residential zones (18.2.5) relating to setbacks, building height, lot coverage, outdoor recreational space, and landscaping standards will all be evaluated in conjunction with any future development proposals for the properties. No exceptions to these standards or the Site Development and Design Standard (18.4) are anticipated as development proposals for these lots can be designed in accordance with the existing site review requirements.

F. Accesses to individual lots conform to the standards in section 18.4.3.080 Vehicle Area Design.

The future driveway access points, and other street improvements are to be installed at the time of the future development. Given the street frontage available on each of the three proposed parcels, access to individual parcels can readily be provided in compliance with City of Ashland access management standards in conjunction with a future site review application for development of the properties.

G. The proposed streets, utilities, and surface water drainage facilities conform to the street design standards and other requirements in part 18.4, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications.

Clay Street is fully improved across the frontage of parcel 3 as proposed. Villard and Engle Streets are partially improved including pavement, curbs and gutters within 52 foot wide right of ways. As part of the prior partition plat (P-29-2013) adequate space was reserved for the installation of a seven (7) foot parkrow, and five (5) foot sidewalk along the entirety of Villard and Engle Streets. These improvements, including any future driveway curbcuts will be coordinated and provided at the time of the development of the parcels.

Adequate public facilities are in place to serve the proposed parcels.

An eight (8) inch sanitary sewer line is in place within the Clay Street right-of-way. The sewer line is sufficient to provide service to the new development.

There are eight inch water mains in both Clay Street and Villard Street. When Villard and Engle Streets were installed 18 water services were stubbed to the subject property.

Upon future development Storm drainage can be directed to the new storm drain lines which then filter through the wetlands along the north property line of the HAJC complex. The storm drainage may also be directed into the improved green street storm water features along Clay Street. Both facilities have capacity to service the new development.

H. Unpaved Streets.

Not applicable. The streets which provide access to the subject property (Clay Street, Villard Street, and Engle Street) are each paved, public streets.

I. Where an alley exists adjacent to the partition, access may be required to be provided from the alley and prohibited from the street.

As part of this partition and boundary line adjustment request, a 24 foot wide Public Access Easement will be provided to connect McCall Dr. to Engle St. This easement will allow for the future installation of the alley. Installation of the alley extension will occur at the time of development of Parcel 2. Vehicular access to Parcels 1 and 2 from this new alley will be provided at that time.

J. Required State and Federal permits, as applicable, have been obtained or can reasonably be obtained prior to development.

Not applicable. Development of the properties is not proposed at this time, and not State or Federal Permits are required.

LAND PARTITION
PARTITION PLAT NO.

LOCATED IN

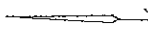
SOUTHWEST QUARTER OF SECTION 11,
TOWNSHIP 39 SOUTH, RANGE 1 EAST,
WILLAMETTE MERIDIAN, CITY OF ASHLAND,
JACKSON COUNTY, OREGON

2010 Road 12.07
Sta 889+31.1
45
1000

RECEIVED BY
This survey consists of:
- Sheet(s) Map
- Page(s) Narrative
JACKSON COUNTY
SURVEYOR

LEGEND

- • SET 5/8" X 8" IRON PIN W/ALUMINUM CAP MARKED "CITY OF ASHLAND"
- FOUND 5/8" IRON PIN W/PLASTIC CAP MARKED "SUBMIT TO 2541" PER S/N 17216, P/P 2-10-2002
- FOUND 5/8" IRON PIN W/PLASTIC CAP MARKED "L.I. FRANK & ASSOC." PER S/N 20488, P/P 2-27-2003
- FOUND CONC. NAIL W/BRASS WASHER MARKED "L.I. FRANK & ASSOC." PER S/N 20488, P/P 2-27-2003
- FOUND COUNTY SURVEYORS 2-1/2" BRASS DISK IN CONCRETE PER S/N 12883
- FOUND CITY OF ASHLAND BRASS DISK MARKED "17559" IN MONUMENT CASE
- ✕ FOUND 5/8" IRON PIN W/ORANGE PLASTIC CAP MARKED "POLAND ASSOC." PER S/N 30426, P/P 1-05-2003
- FOUND 2" BRASS CAP IN CONCRETE PER S/N 10942
- FOUND 5/8" IRON PIN PER S/N 4045
- FOUND 3/4" PITCHED TOP IRON PIPE PER S/N 2271
- S/N = JACKSON COUNTY SURVEYOR FILE NUMBER
- O.R. = OFFICIAL RECORDS, JACKSON COUNTY RECORDER
- () = SERVY RECORD PER S/N 20488, PER P/P 2-27-2003
- PDE = EXISTING PUBLIC UTILITY EASEMENT PER P/P 2-27-2003
- PRAC(1) = EXISTING PUBLIC RECREATION ACCESS EASEMENT PER P/P 2-27-2003
- PRAC(2) = EXISTING PUBLIC RECREATION ACCESS EASEMENT PER P/P 2-27-2003
- [Hatched Box] = POE REGULATION AND PUBLIC ACCESS EASEMENT PER P/P 2-27-2003

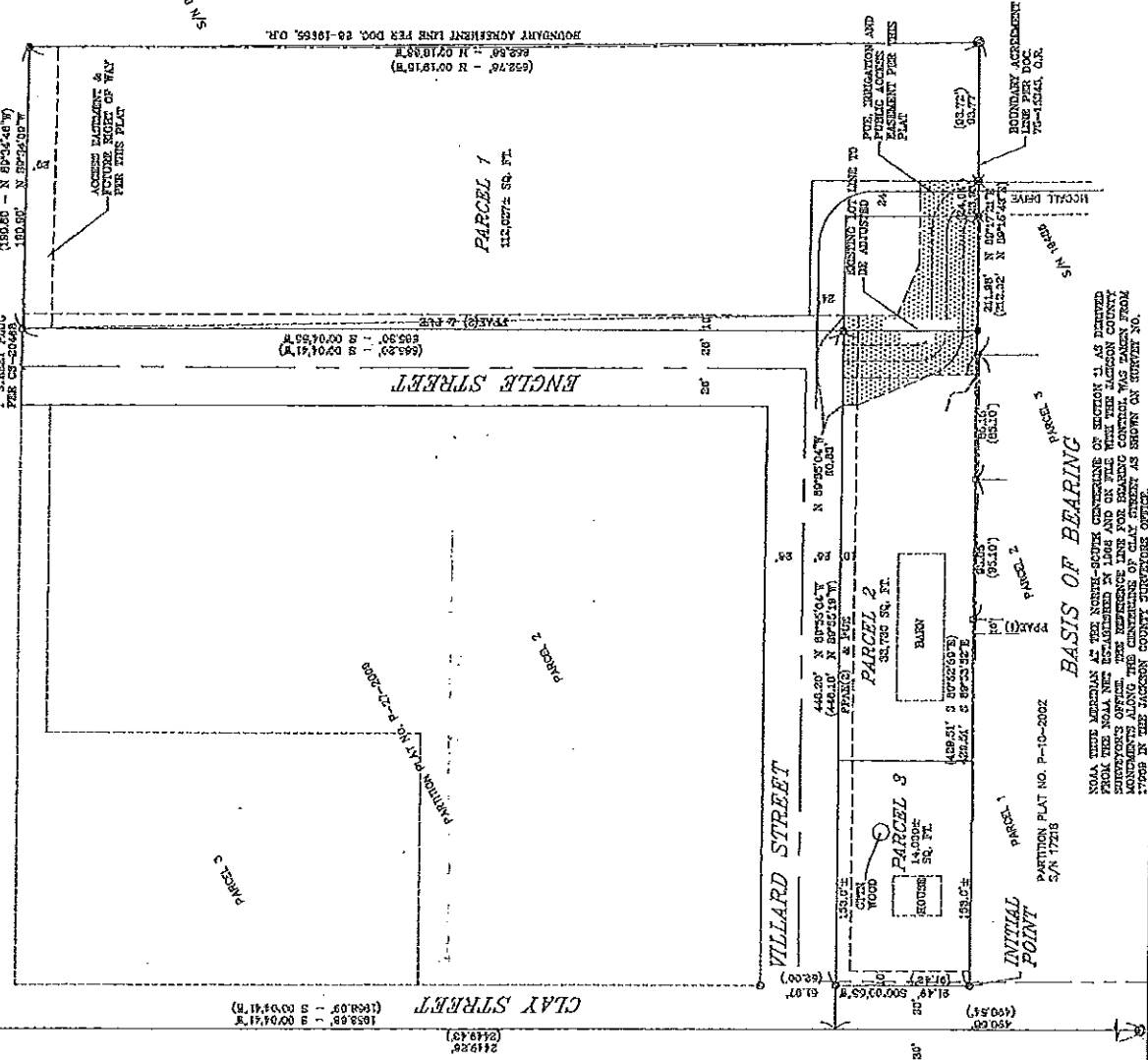


PROPERTY LINE
PARTITION LINE
EASEMENT LINE
FENCE LINE

SCALE 1" = 60'

REGISTERED
PROFESSIONAL
LAND SURVEYOR

DAVIDSON
MIDDLEBURY, IOWA
2005
EXPIRES 12-31-2013



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

TEL: 541.488.5340
FAX: 541.488.5314
parksinfo@ashland.or.us

PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commission

FROM: Michael Black

DATE: March 23, 2016

SUBJECT: Report on the Transition from "Department" to "Commission" for APRC

BACKGROUND

The following goal and objective were adopted in 2015 related to the reference of Ashland Parks and Recreation as an organization and its relationship to the City of Ashland:

Goal: Review the policies of the APRC and amend existing policies as well as develop and implement new policies as needed.

Objective: Rebrand Ashland Parks and Recreation "Department" as Ashland Parks and Recreation Commission.

Since the adoption of the goal and objective, staff has proceeded with a rebranding process that includes use of the term "APRC" to distinguish the organization—versus the previous use of "Department"—and the "Commission" to distinguish our elected body. Since the Commission was created through the Charter of the City of Ashland and is elected rather than appointed, we are somewhat autonomous from the City.

The word "Department" means "a major administrative division of a government" according to Webster's Dictionary online. Public Works and the Police Department are administrative divisions of the City. Conversely, Ashland Parks and Recreation has its very own administration which is not a division of the City.

The word "Commission" means "an authorization or command to act in a prescribed manner or to perform prescribed acts: charge" and "a group of persons directed to perform some duty" again according to Webster's. Additionally, "Commission" means "a group of people who have been given the official job of finding information about something or controlling something."

In fact, the Commission is both a prescribed body of five elected officials who have been given the charge – through the City Charter – to perform those acts that will promote the goals of parks and recreation in Ashland. Therefore, the Commission as an elected body cannot be an “administrative division” of the City. They have their own charge, separate from the City Council. With that in mind, it makes sense that the group of employees working under the Commission – accomplishing the goals of the Commission – cannot be a department either. They are the administration of the Commission and are not a department of the City.

In short, the use of the word “Department” when describing the people who work for the Ashland Parks and Recreation Commission is confusing and leads people to believe that Ashland Parks and Recreation is a department of the City. Although there could be much worse things than being a department of the City, it is not accurate and does not reflect the authority that the City Charter has given the Commission to perform its functions.

With that explanation, I would like to talk more with the Commission about how this change is impacting the employees, partners and customers of Ashland Parks and Recreation. For the most part, the change has been positive and it has served the purpose of describing the pride of the organization and our autonomy. In some cases it has been a difficult change as most change will be for a percentage of those impacted. The most significant issue is how to use the term correctly in communication.

In general it is pretty simple to use the terms correctly if you keep the following in mind:

1. If you are referring to the elected body, you should refer to it as “The Commission” or “The Ashland Parks and Recreation Commission.”
2. If you are referring to the group of people or the organization in total, the correct reference would be “APRC” or “Ashland Parks and Recreation” or even “Ashland Parks and Recreation Commission” omitting “The.”
3. If I were referring to a piece of property owned by our organization, I would say: “APRC Property,” or “Property of APCR.” You could also say “Commission Property” referring to the APCR generally as “commission.”

It is my view that the transition has been positive and will continue to enhance the pride and autonomy of the Commission as an elected body and APCR its organization.

I would like to bring this matter up in the Commission business meeting and talk more about your thoughts on the matter.