



**AGENDA FOR STUDY SESSION**  
**ASHLAND PARKS & RECREATION COMMISSION**  
October 4, 2023  
Electronic Meeting – 6 P.M.

**Public Participation Instructions**

This meeting will be held electronically via Zoom Webinar. Registration is required to view the meeting. A link to the meeting will be sent to you once registration has been completed: [https://zoom.us/webinar/register/WN\\_GqgT1Os3RN2uB6865WQtIw](https://zoom.us/webinar/register/WN_GqgT1Os3RN2uB6865WQtIw)

Written testimony will be accepted via email sent to [tara.kiewel@ashland.or.us](mailto:tara.kiewel@ashland.or.us). Please include “**Public Testimony**” in the subject line. Written testimony submitted before 12:00 pm the Tuesday before the meeting will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to [tara.kiewel@ashland.or.us](mailto:tara.kiewel@ashland.or.us), preferably before 12:00 pm the Tuesday before the meeting. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email “**Speaker Request**”, 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer (Zoom Name) or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

- I. CALL TO ORDER
- II. PUBLIC FORUM
- III. PARK HOURS DISCUSSION
- IV. ALCOHOL USE IN PARKS DISCUSSION
- V. PARKS, TRAILS, & OPEN SPACE PLAN UPDATE
- VI. LOOKAHEAD REVIEW
- VII. ITEMS FROM COMMISSIONERS/STAFF
- VIII. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator’s office at (541) 488-6002 (TTY phone number (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). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland’s website at [www.ashland.or.us](http://www.ashland.or.us).

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt  
Jim Bachman  
Justin Adams  
Jim Lewis  
Stefani Seffinger



Leslie Eldridge  
Interim Director  
541.488.5340  
AshlandParksandRec.org

## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Interim Director Eldridge

**DATE:** September 27, 2023

**SUBJECT:** Municipal Code Amendment to Establish Park Hours for All City Parks

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### Situation

Over the last decade, Ashland Parks and Recreation has seen an increasing amount of vandalism and damage to public property, improper use of public restrooms, and security/public safety issues in our parks and park facilities. These incidents have largely been occurring during nighttime hours. Managing these issues has resulted in significant maintenance and financial burdens to APRC, as well as challenges to the Ashland Police Department (APD) enforcement efforts.

### Background

Currently, the Ashland Municipal Code (10.68.380) has an established "Curfew" for Lithia Park **only** between the hours of 11:30PM and 5:30AM. The remaining parks within the APRC system do not have any formal hours of parks closure.

### Assessment

Without established park closure hours, it has become difficult for APD to partner with APRC to protect public assets and safety during nighttime hours. APRC strives to serve the public by keeping parks open and accessible as late as possible. APRC also values the ability of the public to transit through the park at all hours of the day or night.

**Recommendation**

Staff recommends amending Section 10.68 of the Ashland Municipal Code to establish hours of parks closure **in all City parks**. (See attached Ordinance No. 3226)

**Attachments**

Ordinance 3226: An Ordinance Amending Section 10.68 of the Ashland Municipal Code: Curfew.

**ORDINANCE NO. 3226**

**AN ORDINANCE AMENDING SECTION 10.68 OF THE ASHLAND MUNICIPAL  
CODE: CURFEW**

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

**THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:**

**10.68.380 ~~Curfew~~ Hours of Parks Closure**

- A. ~~Except for City officials or their designees on official business, no one shall be in Lithia Park between the hours of 11:30 P.M. and 5:30 A.M. No person shall remain in any City park, as defined in AMC 10.68.010, between the hours 12:00 AM (midnight) and 5:00 AM, except authorized city personnel or as authorized by the Ashland Parks and Recreation Director or designee consistent with established parks rules and regulations.~~**  
**No person shall remain in any City park, as defined in AMC 10.68.010, between the hours 12:00 AM (midnight) and 5:00 AM, except authorized city personnel or as authorized by the Ashland Parks and Recreation Director or designee consistent with established parks rules and regulations.**
  
- B. ~~Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class IV violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010). Any violation of this section is a Class IV violation subject to the penalties and procedures in AMC 1.08.030.~~**  
**Any violation of this section is a Class IV violation subject to the penalties and procedures in AMC 1.08.030.**

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Dana Smith, Clerk of the Council Pro Tem

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

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Douglas M. McGeary, Acting City Attorney

# ASHLAND PARKS & RECREATION COMMISSION

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Rick Landt  
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Leslie Eldridge, Interim Director  
541.488.5340  
AshlandParksandRec.org  
[parksinfo@ashland.or.us](mailto:parksinfo@ashland.or.us)

## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Deputy Director Dials

**DATE:** September 27, 2023

**SUBJECT:** Municipal Code Amendment to Allow Alcohol Use in Parks for Specific Circumstances.  
(GOAL #9 Opportunities for Community Building through Programming and Events)

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### ***Situation & Background***

In 2019, Commissioners asked staff to research a plan for how to manage alcohol use within parks. In January of 2020, potential ordinance language and a draft of guidelines for alcohol within parks was presented to the Commissioners. The proposed language was not approved at that time. Shortly thereafter, the COVID-19 pandemic occurred, and social events were de-prioritized in the name of public safety.

In early 2023, during budget preparations and goal setting, the Commissioners approved Biennium Goal #6: "Seek out and support opportunities for community building through programs and events in our parks, open spaces and trail networks that celebrate art, music, sports and nature".

Finally, at the APRC Study Session on August 3, 2023, the Commissioners continued discussion on this issue and provided feedback to staff. Commissioners requested that staff bring proposed language and policies that support focused and limited use of alcohol in parks for permitted events.

### **Assessment**

Allowing the focused and limited sale/service of alcohol within parks in conjunction with an APRC Special Event permit, an OLCC permit and an APRC Alcohol Use in Parks Permit has several benefits. First, it can potentially support Goal #6 by encouraging event organizers to choose Ashland parks for their events. Second, it can enable revenue generation that makes holding these events economically feasible to organizers. Finally, APRC has received feedback from small business owners, the public and event organizers that alcohol service in parks is desired.

APRC staff has worked to develop an initial process to support focused and limited sale/service of

alcohol in parks with the requirement of the following materials:

1. Special Events Permit (Already in use)
2. OLCC permit (State permit for alcohol service)
3. Alcohol Use in Parks Supplementary Application
4. APRC Rules for Alcohol Service in Parks

All these items listed above are included in this packet for Commissioner review.

Staff have worked to provide legal and policy structure to support limited and focused use of alcohol in parks. The current structure provides ONLY for permitted events that physically separate alcohol service/sale to individuals that are 21+ years of age (i.e., a Beer/Wine Garden) OR are holding an event in a space in the park where entrance/exit can be controlled and only 21+ adults are present (ex. The Ashland Japanese Garden).

Events such as weddings or parties of mixed ages are NOT supported at this time by the proposed structure presented today. Per OLCC, licensed service is not a requirement for weddings, which would require more staff time to coordinate and increased management complexity. However, staff have crafted broad Ordinance language to allow for change in APRC rules and policies into the future.

Additional points:

1. The Special Event Permit is already a requirement for parks events. A supplementary Alcohol Use in Parks Application, along with an OLCC permit, would be added as a requirement if service of alcohol is requested.
2. General Liability insurance of 2 million is always required for events and liquor liability would be an added requirement for the insurance.
3. Security requirements will be handled on a case-by-case basis, and at the discretion of the APRC Director or designee.
4. There is a current non-refundable "Alcohol Fee" of \$150 in the Miscellaneous Fees and Charges document approved by City Council. This fee was established when APRC used to manage Pioneer Hall and the Community Center for weddings and other events. APRC proposes to use this existing fee for the first phase of this new policy until the Miscellaneous fees and Charges get reviewed again May/ June of 2024.

Staff have worked through proper protocol to ensure that we can take on this ordinance and guidelines as written. The next step after approval by the Parks Commission is to take the ordinance to the City Council for a first and second reading in November.

### ***Recommendation***

Staff seek feedback and discussion to finalize the item for the October 13, 2023 Regular Meeting.

### ***Attachments***

*Current Special Event Form*

*DRAFT ordinance template for City Council*

*DRAFT of Alcohol Use Form*

*OLCC Information*

City Utilities – Pay Online, Connect/Disconnect and More

# Special Event Request

City of Ashland ▼

## APPLICATION for Special Event Permit

Thank you for taking the time to complete the APRC Special Event/Outdoor Activity Request APPLICATION. The applications must be submitted at least 90 days ahead of the proposed event. You will be invoiced for a \$75 application fee.



*NOTE: This form is for Special Events that are open to the public and must be approved by our Volunteer & Event Coordinator, **Sulaiman Shelton**. This form is not for private events. For information on planning a private event, please **email** or call 541.488.5340.*

*The asteriks indicate fields that are required.*

**\* Applicant Name:**

**Organization:**

**\* NAME OF THE PROPOSED EVENT:**

**\* MAILING ADDRESS:**



**\* PHONE** *(no spaces, no non-numeric symbols):*

**\* Email:**

**\* DATE(S) of EVENT:**

**\* HOURS of EVENT** *(include set-up and take-down):*

**\* LOCATION of EVENT***(include park name and location):*

**\* ON-SITE CONTACT PERSON** *(day of the event):*

**\* PHONE FOR ON-SITE CONTACT** *(no spaces, no non-numeric symbols):*

**\* TYPE OF EVENT** *(Provide a specific, detailed description of the event. Include site plans, maps and any special requirements. Special requirements may include portable toilets, trash cans, amplification, promotion and potential impacts on the site):*

**CHECK ALL THAT WILL APPLY TO YOUR EVENT:**  stakes in the ground     canopies     tents  
 electricity     generators     running chutes     finish line arches

**\* WILL YOUR EVENT REQUIRE A STREET CLOSURE?**

- Yes
- No

**List streets if applicable:**

**List times for street closure if applicable:**

**\* WILL YOUR EVENT REQUIRE AMPLIFICATION?** *(If yes, prior approval by APRC required for all parks, with the exception of the Lithia Park Butler Memorial Bandshell. The amplification limit at the bandshell is currently at 1.5 hours, no louder than 75 decibels and must end by 8 p.m.)*

- Yes
- No

**\* ARE YOU REQUESTING A BOOTH?** *(If yes, and your booth request is for Lithia Park, see the Butler Memorial Bandshell site plan link in your confirmation email. In addition, review the Selling in Parks & Special Event Booth Policy, also in your confirmation email)*

- Yes
- No

**HOW MANY BOOTHS?** *(The maximum number of booths allowed is 25, no larger than 10' x 10')*

**IS YOUR BOOTH INFORMATIONAL OR ARTISIAN?**

- Informational
- Artisan
- Mix of both

**WHAT HOURS WILL THE BOOTH/S BE OPEN?**

**WILL MONEY BE EXCHANGED AT THE BOOTH/S?**

- Yes
- No

**If yes, how much in sales are you expecting?**

**Is a percentage of money from vendor booths supporting this event?**

- Yes
- No

**\* HOW MANY PEOPLE DO YOU ANTICIPATE WILL ATTEND THE EVENT?**

**\* IS THE EVENT A FUNDRAISER?**

- Yes
- No

**\* IS THE ORGANIZATION RESPONSIBLE FOR COORDINATING THE EVENT A 501c3?**

- Yes

No

**\* IS THERE A FEE ASSOCIATED WITH THE EVENT?**

Yes

No

**If yes, how much is the event fee?** *(Note: With the exception of booths, selling in parks is prohibited; however, donations are allowed - Review the Selling in Parks & Special Event Booth Policy in your confirmation email)*

**\* PLEASE DESCRIBE YOUR PLAN FOR RECYCLING AND CLEAN-UP DURING AND AFTER THE EVENT.**

**\* REQUIREMENTS FOR RESTROOMS - The event organizer is responsible for providing portable toilets if it is estimated that there will be more than 200 people in attendance. Please describe your plan.**

**\* PLAN FOR POTABLE WATER - Potable water is not available. The event organizer is responsible for supplying drinking water for the event. Please describe your plan.**

**\* PLAN FOR GREY WATER - Please describe your plan to contain and dispose of grey water off-site.**

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**PLEASE ACKNOWLEDGE THE WAIVERS BELOW BY INITIALING IN THE SPACE PROVIDED**

**\* APPROVAL PROCESS - I understand that APCR staff will review my completed application and respond as soon as possible. Submission of application does not mean the event has been approved. Staff will contact me directly by email or letter. Please note that some events do require Commission approval and may require you to present your request at a Commission Business Meeting. Event requests requiring Commission approval should be submitted three (3) months prior to the the requested event date.**

**\* INSURANCE - I understand that I must show evidence of two (2) million in liability insurance and the City of Ashland must be listed as additional insured on the policy.**

**\* OTHER PERMITS** - I understand that some events may require obtaining additional approvals/permits through other City Departments.









**\* DAMAGE TO PROPERTY** - I understand that permit-holders will be held responsible for any loss or damages that may occur during the event.

**\* OTHER FEES** - I understand that other fees may be assessed depending on the location of the event.

**\* SIGNATURE** *(Please enter your full name and then select SUBMIT)*

Upon completion of this application you will receive a confirmation email of receipt.

# Online City Services

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<p>Connect to Ashland Fiber Network</p> 	<p>Proposals, Bids &amp; Notifications</p> 
<p>Request Building Inspection</p> 	<p>Apply for Other Permits &amp; Licenses</p> 
<p>Building Permit Applications</p> 	<p>Register for Recreation Programs</p> 

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# Emergency Contact Info



Police & Fire, Water, Electric, Red Cross, Jackson County Health, Recology Ashland Sanitary ...

## Fire Danger



Let Us Know

Name

Phone or Email

Question or Comment

I'm not a robot reCAPTCHA

Submit



**ORDINANCE NO. 3227**

**AN ORDINANCE AMENDING SECTION 10.68 OF THE ASHLAND MUNICIPAL CODE: INTOXICATING LIQUOR PROHIBITED**

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

**THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:**

**10.68.090 ~~Intoxicating Liquor Prohibited~~ Alcohol Use in Parks**

It is unlawful for any person to take any intoxicating liquor or beverage into any portion of the public parks of the City, except **that as authorized by the Ashland Parks and Recreation Director or designee, consistent with established parks rules and regulations.**

~~A. Intoxicating liquor or beverages may be transported through the Lithia Park extension area which is located between North Main Street and Winburn Way and between Ashland Creek to the west and the Plaza to the east.~~

~~B. This section and the prohibitions on the possession and use of intoxicating liquor shall not apply to that portion of the park that is leased to the Oregon Shakespeare Festival Association.~~

~~C. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Calle Guanajuato only when such is served with prepared meals and with the express approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.~~

~~D. This section and the prohibitions on the provision and use of intoxicating liquor shall not apply to the park property commonly known as Oak Knoll Golf Course only when such is served as part of the City Golf Course operation or approved concession with the approval of the Ashland Park and Recreation Commission and the Oregon Liquor Control Commission.~~

~~E. Any person who violates any provision of this Chapter is subject to Section 1.08.0230 of the Ashland Municipal Code. Any violation of this section is a Class II violation. (Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)~~ **Any violation of this section is a Class II violation subject to the penalties and procedures in AMC 1.08.030.**

PASSED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Dana Smith, Clerk of the Council Pro Tem

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Tonya Graham, Mayor

Reviewed as to form:

\_\_\_\_\_  
Douglas M. McGeary, Acting City Attorney

## DRAFT APRC Rules for Alcohol Use in Parks

1. The Sale and consumption of malt beverages, wine, and hard cider by the drink for consumption is allowed in a controlled setting, with licensed service (OLCC Permit) within the parks system by a special permit.
2. Only events where an OLCC permit (Licensed Service) is required will be allowed.
  - a. **Licensed Service** is defined as:
    - (1) An event where malt beverages, wine or hard cider will be sold
    - (2) An event where alcohol is available (but not being sold), and the event host is charging or accepting donations of goods for admission, or where payment is required to attend the event.
3. If the applicant fails to obtain an OLCC permit, this permit will be null and void.
4. A copy of the OLCC permit must be presented to APRC staff prior to the permit being issued.
  - a. *All OLCC forms can be found here:*  
[https://www.oregon.gov/olcc/lic/Pages/license\\_form\\_publications.aspx](https://www.oregon.gov/olcc/lic/Pages/license_form_publications.aspx)
5. Applicants must be at least 25 years of age.
6. Special Event and (2) alcohol use applications and a 3) detailed site plan are due 60 days prior to the event; no exceptions.
7. All sales and consumption must be within an enclosure as defined by the OLCC and detailed on the APRC Alcohol Use Application.
8. General Liability Insurance is required to consume alcohol on City of Ashland property. If alcohol is being served at an event Liquor Liability Insurance is required as well. Both certificates of insurance (COI) are required in the amount of \$2,000,000 per occurrence and must name City of Ashland as additionally insured.
9. Permit is only valid for the identified purpose and date.
10. Event organizers are required to provide a zero-waste event. All glass containers must be kept within control of the OLCC licensed server.
11. Permit will not be issued for event hours prior to 7am or later than 10pm in conjunction with the established noise ordinance AMC 9.08.170.
12. Permits are issued on a first-come, first-served basis and are dependent on availability of park areas and conflicts with other uses.
13. The Ashland Parks and Recreation Director or designee shall retain full discretion to determine security requirements.
14. Payment of established fees and charges are required, as provided in the Miscellaneous Fees and Charges Document adopted by the City Council.
15. The event is confirmed when the Special Event Permit has been APPROVED via the Special Event Permit process and insurance has been received at the Parks and Recreation office. Fees will be refunded minus administrative costs incurred if the event is not approved.

## DRAFT Alcohol Use in Parks Supplementary Application

*NOTE: This application must be submitted in conjunction with an APRC Special Events Permit and requires proof of an OLCC permit. All events are subject to the Rules for Alcohol Use in Parks*

1. **Which Park will be used for the event? Please be sure to specify exactly where your event will be held in the selected park.**  
(If you have filled out an OLCC “Plan to manage a special event” please attach it to this form.  
[https://www.oregon.gov/olcc/docs/liquor\\_license\\_and\\_license\\_process/tsl\\_plan\\_to\\_manage\\_special\\_events.pdf](https://www.oregon.gov/olcc/docs/liquor_license_and_license_process/tsl_plan_to_manage_special_events.pdf))
  
2. **What will be the start and end time of alcohol service? \_\_\_\_\_ to \_\_\_\_\_.**
  
3. **Describe where alcohol service (Beer/Wine Garden) will be located. Please attach a map that clearly delineates the proposed area.**
  
4. **Please describe the barriers used to cordon off the area for the alcohol service and include a site plan with exact location of the service and the event. *For outdoor alcohol service OLCC requires: “a barrier that is of sufficient height, sturdiness, and is not movable. The barrier should allow people to enter and exit only through specific points and prevent alcohol from leaving the area. Two examples of a barrier are a fence and a “moat” system. Such a barrier can be portable (set-up and take-down) but it should not be easily moveable after it is set-up.***
  
5. **Detail your Security Plan below. If you are using a private security company, provide the name of the company and describe the services they will provide.**

# OREGON LIQUOR & CANNABIS COMMISSION

# Special Event Licenses

A special event license allows a business that holds an annual liquor license, an individual, or a group, to sell and serve alcohol at a special event.

## TYPES OF SPECIAL EVENT LICENSES

### **Temporary Sales License (TSL)**

This license allows the sale of distilled spirits, malt beverages, wine, and cider for drinking within a licensed area. This license also allows the sale of wine, cider, and malt beverages in growlers to go.

### **Temporary Use of an Annual License**

This license allows a Full On-Premises Sales licensee to sell wine, cider, malt beverages, and distilled spirits for consumption at the special event licensed business; or allows a Limited On-Premises Sales licensee to sell wine, cider and malt beverages for consumption at the special event licensed business. This license also allows the sale of wine, cider, and malt beverages in growlers to go.

### **Special Event Winery (SEW) and Special Event Grower (SEG)**

The SEW license allows wine, cider, and malt beverages for consumption at the special event licensed business, or in sealed containers for taking off the special event licensed premises. A Grower Sales Privilege licensee is allowed to sell wine and cider for drinking on the special event licensed premise or in sealed containers for taking off the premises. Both license types allow growlers to go.

### **Special Event Brewery-Public House (SEBPH)**

This license allows an Oregon Brewery-Public House Licensee to sell wine, cider and malt beverages for drinking on the special event licensed premises or in sealed containers for taking off of the special event licensed premises. This license also allows the sale of wine, cider, and malt beverages in growlers to go.

### **Special Event Distillery**

This license allows an Oregon Distillery Licensee to provide tastings of distilled liquor at a special event licensed business.

## FACTORS USED TO ASSESS SPECIAL EVENT LICENSE APPLICATIONS

OLCC staff review special event license applications to: assess the risk for public safety issues; prevent minors' access to alcohol or areas prohibited to minors; evaluate control measures that will prevent problems/violations; and control alcohol consumption by adults.

### **Minors**

Will minors be prohibited from the area with alcohol? If yes, how will the boundaries of the area be identified?

- A room within a building that has permanent walls with a door.
- An outdoor area usually requires a barrier that is of sufficient height, sturdiness, and is not movable. The barrier should allow people to

*(continued on back)*



*The mission of the OLCC is to promote the public interest through the responsible sale and service of alcoholic beverages.*



**For more information on obtaining a Special Event License, contact your local OLCC office.**

OLCC Main Office  
9079 SE McLoughlin Blvd.  
Portland, OR 97222  
Phone: 503-872-5000  
Fax: 503-872-5180  
Toll free: 800-452-OLCC

**[www.oregon.gov/OLCC](http://www.oregon.gov/OLCC)**

(10/2022)

enter and exit only through specific points, and prevent alcohol from leaving the area. Two examples of a barrier are a fence and a “moat” system. Such a barrier can be portable (set-up and take-down) but it should not be easily moveable after it is set-up. If the barrier is unable to prevent minors from gaining access to the area or to prevent alcohol from leaving the area, changes to the barrier may be required (such as increasing the height of the fence or the width of the moat).

Will minors and alcohol be allowed together in the same area at the same time? If yes, what are measures the applicant proposes to help prevent minors from obtaining alcohol? Common examples:

- Limit the number of alcoholic drinks one person can have at one time
- Limit the amount of alcohol in one drink
- Have a sufficient level of lighting at all times to monitor patrons
- Have a sufficient number of people at all times to monitor patrons
- Containers used to serve alcoholic beverages are noticeably different from containers used to serve non-alcoholic beverages

### **Primary Activity**

What will be the primary activity in the licensed area? An event that focuses on something other than alcohol consumption is less likely to be at risk for public safety problems. Examples of these types of events include:

- Food service
- Art shows
- Performing arts
- Some sporting events

### **Lighting**

What will the level of lighting be in the licensed area (the area where alcohol will be sold or consumed)? This factor is important even when minors are not present as it allows the applicant’s representatives, OLCC staff, and police officers to monitor the event for compliance with laws and control measures. The most common example is:

- The level of lighting will be sufficient to read common newspaper print.

### **Size and Expected Attendance**

What is the size of the licensed area and what is the projected number of expected attendees per day in the licensed area?

- A large event with a large number of attendees typically will have an increased risk of public safety problems such as minors obtaining alcohol, over-service of alcohol to patrons, and fights.

### **History of Prior Problems**

Does the event or the applicant have a history of prior problems?

- OLCC staff are likely to require a more detailed control plan with an event or from an applicant with a history of having problems.

### **Hours of Service**

What are the hours of alcohol service?

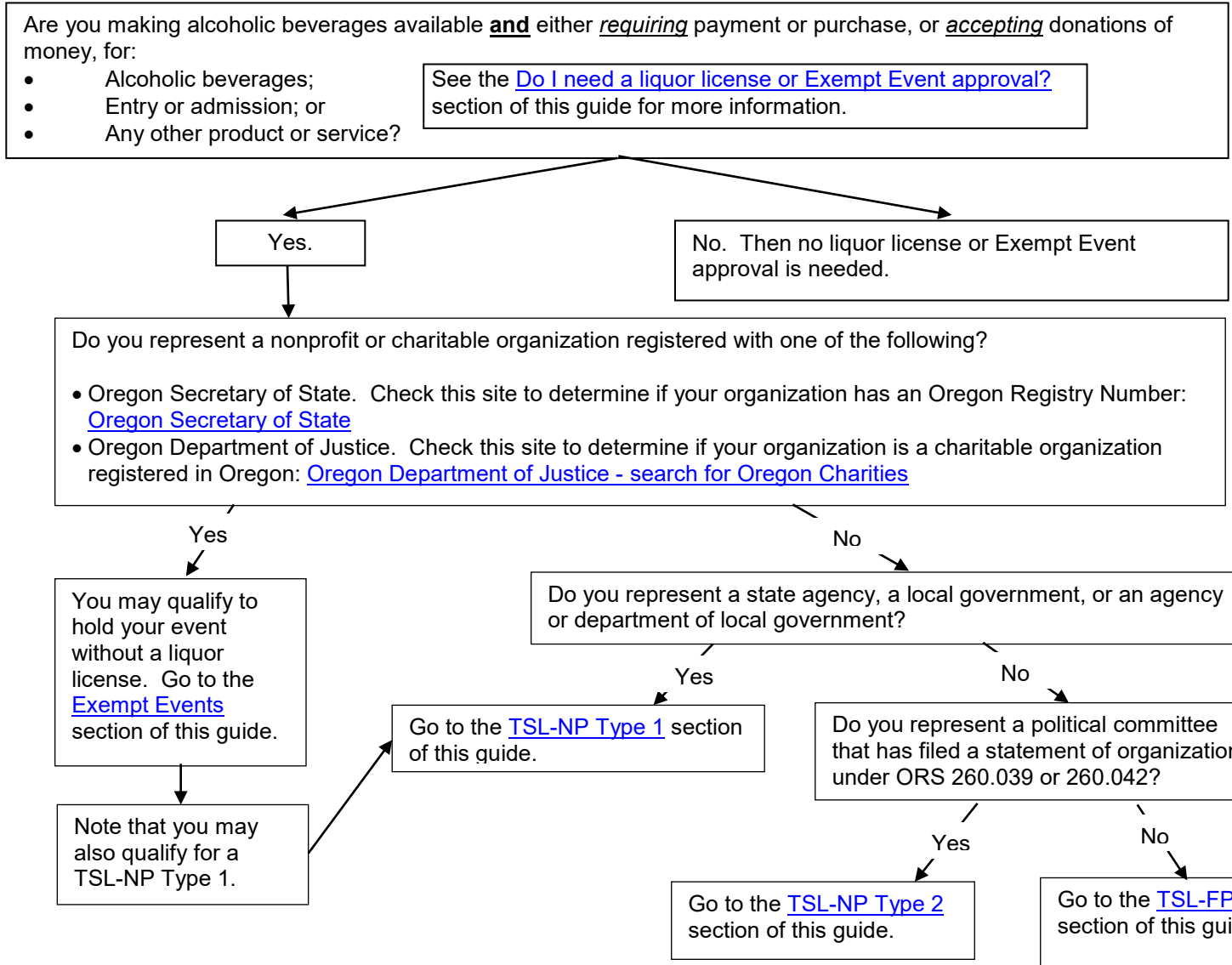
- Typically, events that go past 10PM usually focus on alcohol consumption after that time. Events that focus on alcohol consumption are unsuitable for minors at any time; any time an event goes past 10PM it is especially important to determine the focus of the event.



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

This guide is generally intended for parties that *do not hold an annual liquor license*. Each annual liquor license has an option for a special event license that allows the annual licensee to take the privileges of the annual license to another location. This guide is for those who need a temporary sales license (for-profit or nonprofit) or qualify for an exemption to the need for a special event license.

### **I'm holding a special event that will include alcoholic beverages. Do I need a liquor license?**





## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

### Do I need a liquor license or an Exempt Event approval?

#### Examples of when a liquor license or Exempt Event approval *IS NEEDED*

1. Sealed containers of malt beverage, wine, or cider.
  - Example: Individual #1 provides payment directly to individual #2 or an organization and in return individual #2 or the organization provides individual #1 with one or more manufactured-sealed containers of malt beverages, wine, or cider.<sup>1</sup> Because individual #2 or the organization is directly accepting money and providing the alcoholic beverage, individual #2 or the organization **does need** a liquor license unless the organization qualifies for an Exempt Event approval. See the Exempt Events section of this guide for more information.
  - Example: A "Wine Wall." Individual #1 buys something (ticket, cork, etc.) from individual #2 or an organization and in return individual #1 is allowed to select a sealed container of malt beverage, wine, or cider<sup>2</sup> meant for drinking outside of the special event area. This is not an auction or a raffle, but it is selling alcoholic beverages; and therefore, individual #2 or the organization **does need** a liquor license unless the organization qualifies for an Exempt Event approval. See the Exempt Events section of this guide for more information.
2. Service of open containers of alcohol (drinks) for consumption at a premises that DOES NOT have an OLCC liquor license.
  - Example: Individual #1 provides payment directly to individual #2 or an organization and in return individual #2 or the organization provides individual #1 with an open container of alcoholic beverage meant for consumption on the premises. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because individual #2 or the organization is directly accepting money and providing the alcoholic beverages, individual #2 or the organization **does need** a liquor license unless the organization qualifies for an Exempt Event approval. See the Exempt Events section of this guide for more information.
  - Example: Individual #1 buys a ticket from individual #2 or an organization or individual #2 or the organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcoholic beverages at no additional cost to individual #1. Because individual #2 or the organization is directly accepting money and providing the alcoholic beverages, individual #2 or the organization **does need** a liquor license unless the organization qualifies for an Exempt Event approval. See the Exempt Events section of this guide for more information.
3. Service of open containers of alcohol (drinks) for consumption at an event where the premises DOES have an OLCC liquor license but it's individual #2 or the organization that accepts payment from individual #1 and also directly provides (serves) the alcohol to individual #1.
  - Example: Individual #1 provides payment directly to individual #2 or an organization and in return individual #2 or the organization provides individual #1 with an open container of alcoholic beverage meant for consumption. The alcoholic beverage could be malt beverages, wine, cider, or distilled liquor (also known as distilled spirits, hard liquor, and hard alcohol). Because individual #2 or the organization is directly accepting money and providing the alcoholic beverage to individual #1, individual #2 or the organization **does need** a

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<sup>1</sup> For the purposes of this guide, distilled liquor may only be sold in factory-sealed containers by a registered nonprofit or charitable organization under an Exempt Event approval. For more information, see the Exempt Events section of this guide.

<sup>2</sup> See note above.





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liquor license unless the organization qualifies for an Exempt Event approval. See the Exempt Events section of this guide for more information.

### Examples of when a temporary sales license or Exempt Event approval *IS NOT NEEDED*

1. Service of open containers of alcohol (drinks) for consumption at an event where the premises DOES have an annual OLCC liquor license and all alcoholic beverages are provided and served by the OLCC liquor licensee – not the party conducting the event (note that the OLCC licensee is allowed to serve only the type of alcoholic beverages allowed by the license).
  - Example: Individual #1 buys a ticket from individual #2 or an organization or individual #2 or the organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcoholic beverage at no additional cost (cost of ticket is the same, regardless of whether person selects alcoholic beverage or non-alcoholic beverage) to individual #1; however, *individual #2 or the organization passes all the money collected from ticket sales to an OLCC licensee* for both the alcoholic beverage and to serve it. Because the OLCC liquor licensee is providing and serving the alcoholic beverage, individual #2 or the organization **does not need** an OLCC liquor license or Exempt Event approval for this activity. NOTE: if individual #2 or the organization is providing alcoholic beverage to individual #1 the individual #2 or the organization will need a temporary sales license or Exempt Event approval.
2. Service of open containers of alcohol (drinks) for consumption at an event where the premises DOES have an OLCC liquor license and some or all of the alcoholic beverages are provided by individual #2 or the organization to the OLCC liquor licensee; however, all of the alcohol is served by the OLCC liquor licensee (note that the OLCC licensee is allowed to serve only the type of alcoholic beverage allowed by the license).
  - Example: Individual #1 buys a ticket from individual #2 or an organization or individual #2 or the organization requires payment or purchase or accepts donations of money for any event (examples: food or meal event, fundraiser, entertainment function, open house) and the event comes with alcoholic beverage at no additional cost to individual #1. Provided *individual #2 or the organization directly obtains the alcoholic beverage and then provides it to the OLCC licensee, and the OLCC liquor licensee is serving the alcoholic beverage*, individual #2 or the organization **does not need** an OLCC liquor license or Exempt Event approval for this activity. Note that the OLCC licensee may not keep any left-over alcoholic beverage that was provided by individual #2 or the organization (the alcoholic beverage must be removed by individual #2 or the organization or discarded).
3. You, or an organization you represent, are making alcohol available, but there is no payment or purchase required, and no donations of money are accepted, for alcoholic beverage, or for entry/admission, or for any other product or service, then a liquor license is not needed. An example is a wedding reception or art gallery reception where you make alcoholic beverages available, but you don't require payment or purchase and don't accept donations of money.
4. You are not the person making alcoholic beverages available but you are providing goods or services at an event or in an area where another individual or organization has a liquor license.



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### Exempt Events

An Oregon registered nonprofit or charitable organization is eligible to conduct events where alcohol is made available (including an auction or raffle) for up to 45 days in a calendar year without a special event license. However, each day of the Exempt Event must be approved by the OLCC.

#### What is the Exempt Event approval request process?

- A nonprofit or charitable organization must receive *prior* OLCC approval for each event date.
- Complete the [Nonprofit & Charitable Organization Exempt Event Request form](#).
- To avoid a delay in processing your Exempt Event request and to increase the likelihood that the OLCC will be able to approve your Exempt Event in time for your event, please submit the Exempt Event Request form to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#). If your event includes addresses served by different OLCC regional offices, submit the form to the office serving the address you listed on the Exempt Event Request form (do not submit the form to multiple OLCC offices).
- OLCC needs your completed application in sufficient time to approve it. Submit the Exempt Event Request form to your OLCC office at least two weeks before the date(s) of an event.
- If you plan to allow on-site consumption of alcohol and the planned attendance at any location or address for an Exempt Event will be 501 or more on a given event date, you will be required to submit a site plan drawing and Exempt Event Operational Plan for each location or address meeting those criteria.

#### How many Exempt Event days may I request and must the event days be consecutive?

Registered nonprofit and charitable organizations may conduct Exempt Events for up to 45 days in a calendar year. The OLCC will track the number of days used by the nonprofit or charitable organization during a calendar year.

The event days are not required to be consecutive.

Registered nonprofit and charitable organizations may not receive approval for more than 45 days in a calendar year.

If a registered nonprofit or charitable organization does not use all 45 days in a calendar year, the unused days may not carryover to the next calendar year.

#### What is a “day?”

A “day” is from 7:00 am to 2:30 am on the succeeding calendar day.

#### May an Exempt Event be held at multiple addresses in Oregon on the same day?

Yes, an Exempt Event may be held at multiple addresses on the same day. If this is the case, an “event day” covers all addresses for that day (and would be one event day, even though it covers multiple addresses).

#### Is there an OLCC fee for an Exempt Event?

No.

However, please consult with the local city or county for any Exempt Event address prior to submitting the application to the OLCC in order to comply with local regulations and requirements, which may include payment of a fee to the city or county.

#### What may a nonprofit or charitable organization sell with an Exempt Event approval?



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- Malt beverages, wine, cider, distilled liquor, and donated homemade malt beverages, wine and fermented fruit juices by the drink for on-premises consumption.
- Malt beverages, wine, cider, and donated homemade malt beverages, wine and fermented fruit juices in factory-sealed containers or securely covered containers for off-premises consumption.
- **Up to a total of four liters per calendar year** of distilled liquor in factory-sealed containers for off-premises consumption. This four liter limit applies to the organization conducting the Exempt Event for the entirety of the calendar year, regardless of whether there are multiple events or recipients.

### Is an auction or raffle of alcoholic beverages considered selling alcohol?

Yes, auctioning or raffling alcoholic beverages is considered selling alcohol.

A charitable organization conducting a raffle may also need a Raffle license from the Oregon Department of Justice. Check this site for more information: [Oregon Department of Justice - Raffle License](#)

A nonprofit or charitable organization with Exempt Event approval may conduct auctions or raffles on any and all approved Exempt Event days during the calendar year.

### May a nonprofit or charitable organization deliver alcoholic beverages that are sold under an Exempt Event approval to a consumer?

Yes, a nonprofit or charitable organization may deliver or arrange for the delivery of alcoholic beverages sold for off-premises consumption as allowed under this privilege to a person in Oregon who is 21 years of age or older and not visibly intoxicated. The delivery of the alcoholic beverages must occur on an approved Exempt Event date.

To deliver to a person in another state requires checking with that state.

### Must a nonprofit or charitable organization purchase the alcoholic beverages it sells?

No, a nonprofit or charitable organization is not required to purchase the alcoholic beverages it sells. A nonprofit or charitable organization may sell alcoholic beverages purchased by or donated to the organization. The alcoholic beverages may come from any source (manufacturer, wholesaler, retailer, or individual). However, all alcoholic beverages must:

- Have been imported into Oregon by the OLCC; or
- Have been manufactured in, or imported into, Oregon under a brewery, brewery-public house, distillery, grower sales privilege, winery, or wholesale malt beverage and wine license; or
- Be homemade malt beverage, wine, or cider donated by a person who manufactured it in Oregon as allowed by ORS 471.037.

### May alcoholic beverages be delivered to a nonprofit or charitable organization with an Exempt Event approval?

Sender	What's Allowed?
When the sender is one of the following OLCC licensees: brewery, brewery-public house, grower sales privilege, winery, full on-premises, limited on-premises, or off-premises.	<ul style="list-style-type: none"> <li>• For wine and cider: the licensees may deliver to the nonprofit or charitable organization, but must follow OAR 845-006-0392 (which has limits on such things as time and amount).</li> <li>• For malt beverages: the licensees may deliver to the nonprofit or charitable organization, but must follow OAR 845-006-0396 (which has limits on such things as time and amount).</li> </ul>
When the sender is one of the following OLCC licensees:	These licensees may not deliver to the nonprofit or



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wholesale malt beverage and wine or warehouse.	charitable organization.
Oregon distillery licensee	This licensee may deliver to the nonprofit or charitable organization, but must follow limits on such things as time and amount.
Oregon liquor store	May not deliver to the nonprofit or charitable organization.
Manufacturer or wholesaler of alcoholic beverages located outside of Oregon	<ul style="list-style-type: none"> <li>• May not deliver direct to a nonprofit or charitable organization.</li> <li>• However, if the alcoholic beverage comes into Oregon either through the OLCC or an OLCC license that allows importation of the type of alcoholic beverage, then delivery to the nonprofit or charitable organization may be allowed if allowed by the license type of the sending party.</li> </ul>
Retail licensee located outside of Oregon	May not deliver to the nonprofit or charitable organization.
Personal consumer (individual without an OLCC license) located inside of Oregon	Delivery may be allowed to the nonprofit or charitable organization, provided the alcoholic beverage was manufactured in, or imported into, Oregon as described above.
Personal consumer (individual without an OLCC license) located outside of Oregon	May not deliver to the nonprofit or charitable organization.

### May a nonprofit or charitable organization conducting an Exempt Event take possession of alcoholic beverages at a location in Oregon with an OLCC license or an Oregon liquor store?

Location in Oregon	What's Allowed?
When the location is one of the following OLCC licenses: brewery, brewery-public house, distillery, grower sales privilege, winery, full on-premises, limited on-premises, or off-premises	May take possession. There are no OLCC limits on volume or amount.
When the location is a wholesale malt beverage and wine license.	May take possession, however: <ul style="list-style-type: none"> <li>• Wine and cider must be at least four gallons per purchase and no more than 55 gallons daily.</li> <li>• Malt beverage sales must be at least four gallons per purchase and not more than 9% alcohol by volume (ABV).</li> </ul>
When the location is a warehouse license.	May <b>not</b> take possession.
When the location is an Oregon liquor store.	May take possession. There are no OLCC limits on volume or amount.

### Is a nonprofit or charitable organization conducting an Exempt Event required to use individuals with an OLCC-issued service permit to serve alcoholic beverages?

No. However, it is a Class A misdemeanor to serve alcohol to minors or visibly intoxicated persons in Oregon. Individuals who will be serving alcohol at an Exempt Event are encouraged to review the OLCC's [What Every Volunteer Alcohol Server Needs to Know](#) brochure prior to an event where alcohol service will occur.

### Best practices for conducting Exempt Events

Many of the OLCC requirements that apply to individuals and organizations conducting special events under a special event license do not apply to nonprofit and charitable organizations conducting special events under an Exempt Event approval. However, many of the requirements in place for special event licenses are best practices that nonprofit and



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

charitable organizations conducting Exempt Events are encouraged to implement when conducting their events. Those best practices include:

- Providing food service during the event at all times and in all areas where alcohol will be served. See the [What are the food requirements for a TSL?](#) section of this guide for suggested food service.
- Obtaining a liquor liability insurance policy for the event if offering on-premises alcohol service and attendance at the event is expected to be 301 or more.
- Encouraging individuals who do not hold a service permit and will serve alcohol to guests during the event to read the OLCC's [What Every Volunteer Alcohol Server Needs to Know](#) brochure prior to the event.
- Defining and managing the event within the boundaries for the Exempt Event area. For information about how to define and delineate the boundaries, see the [How do I identify the licensed area and the boundaries of the licensed area?](#) section of this guide.
  - **Note:** if the event will include on-site consumption of alcohol and the planned attendance at any one location is 501 or more, a site plan drawing will be required for each location meeting those criteria.

### **Conducting Exempt Events where on-site consumption of alcohol will be allowed and there will be 501 or more individuals in attendance on a given event date**

In order to obtain approval from the OLCC for your Exempt Event, in addition to preparing and submitting the [Nonprofit & Charitable Organization Exempt Event Request form](#), for each address or location where there will be 501 or more individuals in attendance on a given event date you must:

- Submit a site plan drawing showing the boundaries of the Exempt Event area, and
- Complete an Exempt Event Operational Plan.

#### Exempt Event site plan drawing

A site plan drawing is required for *any address or location* where there will be 501 or more individuals. There is no template for the site plan drawing. However, the drawing should include:

- The street address (or approximate address if, for example, the event will occur in a section of a beach or a whole block of a city street)
- The approximate square footage for the Exempt Event area
- Whether the Exempt Event area is indoors or outdoors (note both, as applicable)
- If the area is outdoors, how the boundaries of the area will be demarcated (i.e. rope and stanchion, temporary fencing, etc.)
- If there are sections where minors will not be allowed, identify those areas
- Entrances/Exits

#### Exempt Event Operational Plan

The Exempt Event Operational Plan includes elements that will help you plan and prepare for large-scale events where on-site consumption of alcohol is allowed. These events can be challenging to manage from a public safety standpoint. Planning for staffing, training of staff, ID checking, assessing for signs of visible intoxication, identifying where minors will be allowed, managing people within the boundaries of the event area, and other control measures will, if followed through on, put the organization in a better position to run a successful and safe event.

If the organization will have multiple locations where there are at least 501 individuals expected on a given event date, the organization may submit one Exempt Event Operational Plan, provided the manner of operation for each location will be the same. If not, separate Exempt Event Operational Plans should be submitted to reflect the differences in operation.

In addition to the site plan and the Exempt Event Operational Plan requirements, organizations running these large scale events are strongly encouraged to follow all of the best practices outlined in the [Best practices for conducting Exempt Events](#) section of this guide.

### **Conducting Exempt Events on annually licensed premises**



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Nonprofits and charitable organizations may conduct Exempt Events on annually licensed premises and the annual licensee may continue operating in the same space at the same time.

- Nonprofits and charitable organizations with Exempt Event approval may sell distilled liquor as allowed by the Exempt Event approval privileges even if the annual licensee's privileges do not allow for sale of distilled liquor. Note that the annual licensee may always choose not to allow the event to occur on its premises and may have good reason to do so, such as its own insurance policy restrictions.
- If the minor posting for a given area prohibits minors in the area, minors are also prohibited from being in that area during an Exempt Event.

### Other important information

- Although local governing body approval is not required as a condition for OLCC approval of an Exempt Event application, nonprofits and charitable organizations are expected to connect with local agencies that have jurisdiction over the location or locations for the Exempt Events to make sure that requirements of these local governing agencies have been satisfied.
- An event may have multiple locations on a single event day. Only one address needs to be identified on the Exempt Event approval application form.<sup>3</sup> However, as noted above, nonprofits and charitable organizations are expected to consult with local governing entities to confirm they are meeting any local requirements associated with conducting the event. Submit the Exempt Event approval application to the regional office serving the address you listed on the application.
- Raffle tickets may be sold prior to the drawing; however, the drawing may be held only on the day the raffle is held and the winner is determined.
- Raffle tickets for alcohol may not be sold or given to a minor because alcohol may not be delivered to the minor if the minor wins.
- Alcoholic beverages must not be provided, sold, or delivered to a minor or visibly intoxicated person.
- Because the Exempt Event has no OLCC license, manufacturers and wholesalers of alcoholic beverages are allowed to deliver alcoholic beverages to the Exempt Event only as previously described in this document.

### Temporary Sales License – Nonprofit (TSL-NP) TYPE 1

You should apply for a special event license using the TSL-NP Type 1 application, if:

- You are a nonprofit or charitable organization registered in Oregon and you have exhausted all 45 Exempt Event days in the calendar year, as discussed above; or
- You represent a state agency, a local government, or an agency or department of local government within Oregon; and
- You will be selling alcohol, selling tickets or admission that includes alcohol, or collecting donations in exchange for alcohol.

### What is the process for applying for a TSL-NP Type 1?

- Eligible organizations and governmental entities must receive *prior* OLCC approval for each event date.
- Complete the [TSL-NP Type 1 form](#).
- Get the application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). The local government may charge you a fee.
  - If there is more than one event address on the application, *all the addresses for your event must be within the same local governing body jurisdiction*. If you cannot fit all addresses for the event in the space provided on the application, use the address supplemental page at the end of the application to list the addresses.

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<sup>3</sup> Any location where planned attendance is 501 or more an on-site consumption of alcohol will be allowed requires a site plan drawing (that includes the address) and an Exempt Event Operational Plan. These are separate from the application for approval, but are required in order to receive OLCC approval for such an event.



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- To avoid a delay in processing your special event license application and to increase the likelihood that the OLCC will be able to approve your application in time for your event, please submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#).
  - Submit forms to your OLCC office at least two weeks before the date(s) of an event with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance.
  - Submit the signed application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) and any other required documents to the OLCC. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

### **How many event days may I request on an application and must the event days be consecutive?**

You may request up to 30 event days on an application and the days do not need to be consecutive. There is no limit on the number of TSL-NP Type 1 applications you may apply for in a calendar year.

### **What is a “day?”**

A “day” is from 7:00 am to 2:30 am on the succeeding calendar day

### **Is there an OLCC fee?**

Yes. \$50 per day.

### **Do I need approval from anyone other than OLCC for my event?**

Yes. You must take your application to the local government where the event will take place. The local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits. The local government may charge a fee.

### **What can I do with the TSL-NP Type 1 license?**

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Deliver malt beverages, wine or cider. Deliveries must occur during the period of the special event license.
- Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

### **How may I obtain alcohol to sell at my event?**

You may sell alcoholic beverages purchased by or donated to the organization or governmental entity.

However, all alcoholic beverages must:

- Have been imported into Oregon by the OLCC; or



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- Have been manufactured in, or imported into, Oregon under a brewery, brewery-public house, distillery, grower sales privilege, winery, or wholesale malt beverage and wine license

**Note:** Oregon law allows a manufacturer/wholesaler (supplier) of alcohol to donate or provide the following products and services to an organization or governmental entity holding a TSL-NP Type 1:

- Malt beverage, wine or cider that the supplier normally sells. This alcoholic beverage may be provided for free, at a discounted price, or at the regular price. Any of this alcoholic beverage manufactured in Oregon may be directly donated by the supplier. Any of this alcoholic beverage manufactured outside of Oregon is required to come into Oregon through an Oregon licensed wholesaler.
- Distilled liquor approved for sale Oregon. This alcoholic beverage may be provided for free, at a discounted price, or at the regular price. The manufacturer or its representative must obtain this alcoholic beverage through the OLCC.
- Credit or cash refund for unsold product.
- Services to support the product. This includes people with a valid Oregon service permit or people who have successfully completed an Oregon alcohol server education class in the last five years to sell or serve the alcohol product. Note that these people do not qualify for the service permit exemption described below.
- Interior/exterior display banners (no size limits).
- Provided the supplier and TSL licensee follow ORS 471.400, lease or furnish picnic pumps, cold plates, tub, refrigerated vans, refrigerated trailers, and refrigerated draft systems.
- If a supplier of alcoholic beverages is donating or providing any items or services to the event, then all parties must follow the requirements in OAR 845-013-0090.

See the [General information for operating under a temporary sales license \(TSL\)](#) section of this guide for more information about topics like food service, service permits, plans to manage, defining the premises boundaries, etc.

### **Temporary Sales License-Nonprofit (TSL-NP) TYPE 2**

You should apply for a special event license using the TSL-NP Type 2 application, if:

- You represent a political committee that has filed a statement of organization under ORS 260.039 or 260.042; and
- You will be selling alcohol, selling tickets or admission that includes alcohol, or collecting donations in exchange for alcohol.

### **What is the process for applying for a TSL-NP Type 2?**

- Eligible organizations must receive *prior* OLCC approval for each event date.
- Complete the [TSL-NP Type 2](#) form.
- Get the application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). The local government may charge you a fee.
- To avoid a delay in processing your special event license application and to increase the likelihood that the OLCC will be able to approve your application in time for your event, please submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#).
  - Submit forms to your OLCC office at least two weeks before the date(s) of an event with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance.
  - Submit the signed application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) and any other required documents to the OLCC. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

### **How many event days may I request on an application and must the event days be consecutive?**





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You may request up to 7 event days on an application and the days do not need to be consecutive. There is no limit on the number of TSL-NP Type 1 applications you may apply for in a calendar year.

### What is a “day?”

A “day” is from 7:00 am to 2:30 am on the succeeding calendar day

### Is there an OLCC fee?

Yes. \$50 per day.

### Do I need approval from anyone other than OLCC for my event?

Yes. You must take your application to the local government where the event will take place. The local government is either the local city if the event address is within the city’s limits or the local county if the event address is outside the city’s limits. The local government may charge a fee.

### What can I do with the TSL-NP Type 2 license?

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Deliver malt beverages, wine or cider. Deliveries must occur during the period of the special event license.
- Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

### How may I obtain alcohol to sell at my event?

You may sell alcoholic beverages purchased by or donated to the organization.

However, all alcoholic beverages must:

- Have been imported into Oregon by the OLCC; or
- Have been manufactured in, or imported into, Oregon under a brewery, brewery-public house, distillery, grower sales privilege, winery, or wholesale malt beverage and wine license

**Note:** Oregon law allows a manufacturer/wholesaler (supplier) of alcohol to donate or provide the following products and services to an organization or governmental entity holding a TSL-NP Type 2:

- Malt beverage, wine or cider that the supplier normally sells. This alcoholic beverage may be provided for free, at a discounted price, or at the regular price. Any of this alcoholic beverage manufactured in Oregon may be directly donated by the supplier. Any of this alcoholic beverage manufactured outside of Oregon is required to come into Oregon through an Oregon licensed wholesaler.
- Distilled liquor approved for sale Oregon. This alcoholic beverage may be provided for free, at a discounted price, or at the regular price. The manufacturer or its representative must obtain this alcoholic beverage through the OLCC.



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- Credit or cash refund for unsold product.
- Services to support the product. This includes people with a valid Oregon service permit or people who have successfully completed an Oregon alcohol server education class in the last five years to sell or serve the alcohol product. Note that these people do not qualify for the service permit exemption described below.
- Interior/exterior display banners (no size limits).
- Provided the supplier and TSL licensee follow ORS 471.400, lease or furnish picnic pumps, cold plates, tub, refrigerated vans, refrigerated trailers, and refrigerated draft systems.
- If a supplier of alcoholic beverages is donating or providing any items or services to the event, then all parties must follow the requirements in OAR 845-013-0090.

See the [General information for operating under a temporary sales license \(TSL\)](#) section of this guide for more information about topics like food service, service permits, plans to manage, defining the premises boundaries, etc.

### Temporary Sales License-For Profit (TSL-FP)

You are eligible for a special event license using the TSL-FP application, if:

- You do not qualify for Exempt Event approval, a TSL-NP Type 1, or a TSL-NP Type 2 license;
- You do not manufacture alcoholic beverages (other than Brewery Public House licensees), do not import or cause to be imported into Oregon an alcoholic beverage for sale or distribution in Oregon, and do not hold a Wholesale Malt Beverage and Wine or Warehouse license in Oregon; and
- You will be selling alcohol or selling tickets or admission that includes alcohol.

### What is the process for applying for a TSL-FP?

- Eligible individuals and businesses must receive *prior* OLCC approval for each event date.
- Complete the [TSL-FP](#) form.
- Get the application signed by the local government where the event will take place before you submit it to your local OLCC office (the local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits). The local government may charge you a fee.
- To avoid a delay in processing your special event license application and to increase the likelihood that the OLCC will be able to approve your application in time for your event, please submit your special event license application to the OLCC office serving the county in which your special event will happen. Find the OLCC office here: [OLCC offices & the counties they serve](#).
  - Submit forms to your OLCC office at least two weeks before the date(s) of an event with 1,000 or fewer expected attendance and at least 30 days before the date(s) of an event with 1,001 or more expected attendance.
  - Submit the signed application form and the OLCC \$50 per day license fee (\$50 per license day or any part of a license day) and any other required documents to the OLCC. Make payment by check or money order, payable to OLCC. A license day is from 7:00 am to 2:30 am on the succeeding calendar day.

### How many event days may I request on an application and must the event days be consecutive?

You may request up to 7 event days on an application and the days do not need to be consecutive. There is no limit on the number of TSL-NP Type 1 applications you may apply for in a calendar year.

### What is a "day?"

A "day" is from 7:00 am to 2:30 am on the succeeding calendar day

### Is there an OLCC fee?

Yes. \$50 per day.



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

### Do I need approval from anyone other than OLCC for my event?

Yes. You must take your application to the local government where the event will take place. The local government is either the local city if the event address is within the city's limits or the local county if the event address is outside the city's limits. The local government may charge a fee.

### What can I do with the TSL-FP license?

- Sell at retail distilled spirits, malt beverages, wine, and cider by the drink for consumption in the special event licensed area.
- Sell at retail factory-sealed containers of malt beverage, wine, and cider meant for drinking off of the special event licensed area. Note: you may not sell bottles of distilled liquor.
- Sell at retail malt beverages, wine, or cider in a securely covered container (growlers) meant for drinking off of the special event licensed area. The container may not hold more than two gallons.
- Auction (but not raffle) at retail factory-sealed containers of malt beverage, wine, and cider (but not distilled liquor) for consumption off the premises.
- Auction (but not raffle) at retail open containers of alcohol for consumption on the premises.
- Deliver malt beverages, wine or cider. Deliveries must occur during the period of the special event license.
- Marijuana use is not allowed: The use of marijuana (both recreational and medical) is not allowed on your special event licensed premises.

### How may I obtain alcohol to sell at my event?

You may sell alcoholic beverages purchased from Oregon:

- Wholesale Malt Beverage and Wine licensees
- Winery licensees
- Growers Sales Privilege licensees
- Brewery Licensees
- Brewery-Public house licensees
- Oregon liquor stores

You may NOT accept donated product from any source, including manufacturer or wholesaler licensees.

See the [General information for operating under a temporary sales license \(TSL\)](#) section of this guide for more information about topics like food service, service permits, plans to manage, defining the premises boundaries, etc.

### **General information for operating under a temporary sales license (TSL)**

#### What do I need to include as part of the temporary sales license area?

The OLCC will license the area where alcoholic beverages will be sold and consumed. The licensed area is also called the licensed premises.

The sale, service, and consumption of alcoholic beverages is allowed only within the licensed area. The only open container of alcoholic beverages allowed to leave the licensed area is malt beverage, wine, and cider in a securely covered container (growler).

Sometimes, you may have an event that has areas (like craft booths, food booths, music stages, amusement rides, etc.) where you don't want to allow the sale, service, and consumption of alcohol. For those events, the OLCC will license only the area where the alcohol will be sold or consumed.



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

As part of your application, you will be required to identify the licensed area and the boundaries of the licensed area.

### **How do I identify the licensed area and the boundaries of the licensed area?**

As part of approving a TSL application, the OLCC is required to make sure that the licensed area and the boundaries of the licensed area are clearly defined.

Showing the licensed area and describing how the boundaries will be identified is usually not difficult when the licensed area is a building, room, or area with boundaries clearly defined by such things as a wall or fence.

For areas with no clearly defined boundaries, such as an outdoor licensed area, you must submit a drawing showing the licensed area(s) and describing how the boundaries of the licensed area(s) will be identified.

#### Boundaries of a licensed area

When some or all of the boundaries of the licensed area will not be permanent, and you or the OLCC will require the licensed area to be enclosed, you must use a barrier of sufficient height, sturdiness, and immovability that will allow people to enter and exit only through specific points. Examples are a fence, a double-fence (sometimes called a "moat system"), a wall, and a tent. A sufficient barrier will also help to prevent alcohol from leaving the licensed area.

Such a structure may be portable (set-up and take-down) but it should not be easily moveable after it is set-up. Low height and low sturdiness will tend to make the structure less reliable as a barrier (and may require you to use more people to monitor it to make sure that it is serving its purpose).

### **Must I submit a written plan showing how I will adequately manage a TSL licensed area?**

With some events the OLCC will contact you and require you to submit a written plan showing how you will adequately manage the area(s) where alcohol will be sold or consumed to

1. Prevent problems and violations;
2. Prevent minors (a person under the age of 21) from obtaining alcohol and from gaining access to any portion of the licensed area prohibited to minors; and
3. Control alcohol consumption by adults.

### **May I prohibit minors from part or all of the licensed area?**

Yes, you may prohibit minors from part of all of the licensed area.

When a licensed area is prohibited to minors (people under the age of 20), this means that all minors are prohibited from the licensed area unless any of the following exceptions apply:

- A minor vendor or contractor, who is other than the licensee's employee and who has a legitimate business purpose, may be in an area prohibited to minors, but only during the time it takes to perform the specific job function. Examples of this include a minor plumber making repairs and a minor vendor making a product delivery.
- A minor entertainer who qualifies under OAR 845-006-0335(6).
- If the licensee allows it, a minor patron may be in the immediate company of his/her spouse or domestic partner who is at least 21 years of age; however, the minor may not buy, possess, or drink alcoholic beverages.
- If your event has licensed areas prohibited to minors and licensed areas where minors are allowed, minor employees and minor service permittees working in the area where minors are allowed may enter the area prohibited to minors to perform specific job functions, but only during the time it takes to perform the specific job function. If your event has only a licensed area that is prohibited to minors, this exception will not apply to your event (this means minor employees and minor service permittees may not be in the area prohibited to minors). [Note: see the section later in this guide that addresses the age of service permittees.]



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

### **What are some ideas for preventing minor patrons from obtaining alcohol and from gaining access to any portion of the licensed area prohibited to minors?**

For a licensed area prohibited to minors (also known as a “confined” area):

- Confine the sale, service, and consumption of alcohol to an area and then prohibit minors from entering that area and prohibit alcohol from leaving that area.

For a licensed area where minors are allowed and where adults will be allowed to walk around the entire licensed area while consuming alcohol:

- Limit the number of alcoholic drinks one person may have at one time.
- Limit the amount of alcohol in one drink.
- Don't sell containers holding large quantities of alcohol such as pitchers of beer, buckets of beer, carafes of wine, etc.
- Limit the time when the sale, service, and consumption of alcohol will be allowed.
- Prohibit minors from certain times.
- Have a level of lighting at all times sufficient to monitor patrons (for example, a level of lighting sufficient to read common newspaper print).
- Have a sufficient number of people at all times to adequately monitor patrons.
- Use machines to check ID.
- Have a method for identifying adults and minors (such as wristbands, hand-stamping, etc.).

### **Do security professionals need to be DPSST-certified?**

The Oregon Department of Public Safety Standards and Training (DPSST) administers the certification/licensure of private security professionals in accordance with ORS 181.870-991. The private security industry is regulated to ensure that the interests of the public are adequately served and protected and to uphold the professionalism and integrity of the industry.

A person acting as a private security professional without DPSST certification may be criminally cited by the police.

A TSL licensee using a private security professional without DPSST certification may be sanctioned by the OLCC or the police.

A private security professional is an individual who performs, as the individual's primary responsibility, any one or combination of security services as described below. If these duties are performed for consideration, the individual must be certified by the DPSST:

- The observation and reporting of any unlawful activity.
- The prevention of theft or misappropriation of any goods, money or other items of value.
- The protection of individuals or property, including but not limited to proprietary information, from harm or misappropriation.
- The control of access to premises being protected.
- The taking of enforcement action by lawfully detaining persons or placing persons under citizen's arrest.
- Providing canine services for the purposes of guarding or detection.
- Taking enforcement action by detaining or placing persons under arrest as authorized by the person's employer as part of the person's employment. ORS 133.225.

### How does a person apply for a security professional certification or license?



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

An applicant must complete an application packet, attend required training, and submit forms and fees to DPSST for processing. Applications are available from the DPSST Private Security Unit via:

- The DPSST website: [DPSST](#)
- Phone at 503-378-8531

The application packet includes an application and two fingerprint cards. Training can be obtained from certified Private Security Instructors. Upon request to DPSST, a list of instructors will be sent to you.

### What are the OLCC Service Permit requirements for a TSL?

When the holder of the TSL is a nonprofit or charitable organization registered in Oregon as described above:

- If the person selling or serving the alcohol is a representative of manufacturer/wholesaler of alcohol the person must have either:
  - A valid Oregon service permit; or
  - Passed an Oregon alcohol server education course within five years prior to the date of the event.
- If the person selling or serving the alcohol is not a representative of manufacturer/wholesaler of alcohol the person must have:
  - A valid Oregon service permit; or
  - Passed an Oregon alcohol server education course within five years prior to the date of the event; or
  - Attended a training provided by the organization and have read, signed, and dated the OLCC brochure What Every Volunteer Alcohol Server Needs to Know. (This form is available on the OLCC web site.)

When the holder of the TSL is a political committee that has filed a statement of organization under ORS 260.039 or 260.042, an agency of the State, or a local government or an agency or department of a local government:

- If the person selling or serving the alcohol is a representative of manufacturer/wholesaler of alcohol the person must have either:
  - A valid Oregon service permit; or
  - Passed an Oregon alcohol server education course within five years prior to the date of the event.
- If the person selling or serving the alcohol is not a representative of manufacturer/wholesaler of alcohol the person must have:
  - A valid Oregon service permit; or
  - Under limited circumstances the OLCC may be able to approve an exception.

When the holder of the TSL is **OTHER THAN** a nonprofit or charitable organization registered in Oregon, a political committee that has filed a statement of organization under ORS 260.039 or 260.042, an agency of the State, or a local government or an agency or department of a local government:

- The person selling or serving the alcohol must have:
  - A valid Oregon service permit; or
  - Under limited circumstances the OLCC may be able to approve an exception.

### What is the minimum age of an alcohol server?

Generally, alcohol servers must be at least 21 years of age.

However, when your event has licensed areas prohibited to minors and licensed areas where minors are allowed, the following two exceptions apply (if your event has only a licensed area that is prohibited to minors then the following exceptions will not apply; therefore, minor employees and minor service permittees may not be in the area prohibited to minors):



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

- In areas not prohibited to minors, alcohol servers who are 18, 19, and 20 years of age may take orders for and serve alcohol in conjunction with food service and sell tokens or scrip to be redeemed for alcohol.
- In areas prohibited to minors:
  - Alcohol servers who are 18, 19, and 20 years of age may order and pick up drinks (but **not** mix or pour drinks) for service in the area(s) where minors are allowed; and
  - Any person who is 18, 19, or 20 years of age may perform non-alcohol related duties, such as: restock non-alcohol supplies; set and clear tables; and deliver food orders (but **not** take food orders). However, these people shall not remain in the prohibited area longer than is necessary to perform these duties.

### What are the food requirements for a TSL?

#### What Amount Of Food Must I Provide?

- **ONE SUBSTANTIAL FOOD ITEM:** The OLCC must determine that the clearly dominant emphasis is food service at all times and in all areas where alcohol service is available in order for you to provide only one substantial food item. The OLCC will work with you to make this determination prior to approving your application.
- **TWO SUBSTANTIAL FOOD ITEMS:** If the clearly dominant emphasis is **not** food service and you **don't** provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least two different substantial food items.
- **THREE SUBSTANTIAL FOOD ITEMS:** If the clearly dominant emphasis is **not** food service and you provide distilled spirits at the event you must provide at all times and in all areas where alcohol service is available at least three different substantial food items.

#### What Is A Substantial Food Item?

This is a food item that is typically served as a main course or entrée. Some examples are fish, steak, chicken, pasta, pizza, and sandwiches. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips and crackers do not qualify as substantial food items.

#### What Does "Different" Mean?

"Different" means substantial food items that the OLCC determines differ in their primary ingredients or method of preparation. For example, a turkey sandwich differs from a salami sandwich, a beef burger differs from a turkey burger, and fried chicken differs from baked chicken. Different sizes of the same item are not considered different. The OLCC will work with you to make this determination prior to approving your application.

#### What Does It Mean To Provide Food Service "At All Times And In All Areas Where Alcohol Service Is Available"?

Patrons must be able to obtain food service inside the special event licensed area. You may use either of the following two methods to provide food service:

- Within all areas where alcohol service is available, have the minimum required food items available for patrons at all times; or
- Within all areas where alcohol service is available, have a menu of the minimum required food items (plus any other items you may choose to include) available for patrons at all times and be able to provide the food items in the area if a patron chooses to order food. The food items could be kept at a location other than the area where the alcohol is served; however, you must be able to provide the food items to the patron in the area where alcohol service is available.

#### Is providing tastings of alcohol considered providing alcohol service?



## SPECIAL EVENTS GUIDE FOR TSLs AND EXEMPT EVENTS

Yes, providing tastings of alcohol is considered providing alcohol service; therefore, the food requirements must be met.

### May I Use Food Provided By A Contractor Or Contractors To Meet The Food Requirement?

Yes, the food service may be provided by someone other than you; however, even if food service is provided by a contractor, you are fully responsible for compliance with the food requirements. You may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.

### Who May The Contract For The Food Service Be With?

The contract may be between:

- You (the TSL licensee) and the food service contractor; or
- The organizer of the event and the food service contractor.

### Does The Food Service Contract Need To Be In Writing?

No, the food service contract does not need to be in writing; however, you may sell or serve alcohol only when food service that meets the requirement is provided to patrons at all times and in all areas where alcohol service is available.



# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Rick Landt  
Jim Bachman  
Justin Adams  
Jim Lewis  
Stefani Seffinger



Leslie Eldridge  
Interim Director

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## STAFF MEMORANDUM

**TO:** Ashland Parks and Recreation Commissioners

**FROM:** Leslie Eldridge, Interim Director

**DATE:** September 27, 2023

**SUBJECT:** Discussion on the Update to the Parks, Trails, and Open Space Plan  
(Improve watershed trail network Goal #6)

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### Situation

The Park, Trails, and Open Space Map is a part of the City of Ashland's Comprehensive Plan. The map is a guide for APRC land acquisition and designates properties for different usage including neighborhood parks, potential sports fields, open spaces, trail connectivity, and riparian areas.

Since May of 2022 the Parks, Trails, and Open Space Map Update Subcommittee has been working on assessing the current map. The subcommittee completed its work and is recommending the changes that are shown on the attached Parks and Open Space Map Update Draft #9.

### Background

The last official update of the Plan was done in 2002 with a "Light Update" done by APRC in 2012. The current situation with Ashland's Parkland is very different than in 1991 when the Comprehensive Plan was first developed and approved by City Council when Ashland had less parkland per capita than Roseburg, Medford, and Klamath Falls. Now, after 30-plus years of effort, Ashland's per capita park land ranks it among the State's leaders.

One of the goals of the City's Comprehensive Plan is to have a neighborhood park located within a 1/4 mile of every resident living inside the current city limits. Except for the Mistletoe (Croman) area Commissioners have deemed that sufficient property has been obtained to meet this goal.

### Subcommittee Recommendations

The Subcommittee is recommending roughly 200 acres of property that had been formerly identified for purchase be removed from the plan.

- (A)\* Billings Property southern portion – only northern portion of property has potential for sports fields
- (B & C) Helman Street Property – within quarter mile of Ashland Creek Park
- (D) Helman to Oak partial corridor – No longer available as corridor
- (E) Cottle Phillips tiny portion to the West - developed

- (F) Upper Elkader/Roca Cannon - developed

\*Letters are the property highlighted in purple on the map

The majority of properties left on the Plan for future purchase provide protection of significant natural areas like streams and riparian areas and/or are land and easements that provide trail connectivity. The connectivity goal is to secure land, through outright purchase, donation, grants, or easements, on which to develop a trail system that would provide connecting links to neighborhoods and additional trails throughout the City and surrounding area for non-motorized, recreational use. Efforts to accomplish this goal will be advanced through collaboration with other organizations, such as the Ashland Woodland and Trails Association, Rogue Valley Mountain Bike Association and Southern Oregon Land Conservancy.

### **Properties Designated Purchase or Easements and Projected Use**

- (#1) Billings Property. North part of property for possible sports fields.
- (#2) Wright's Creek Parcel. Trail corridor and protection for riparian zone.
- (#3) Grizzly Peak. Conservation easements on the south slopes of Grizzly visible from Ashland would not only protect iconic view visible from most of Ashland, but would also reduce development pressure on rare and sensitive flora and on large mammals
- (#4 & #5) Ashland Creek Corridor – Year-round stream, significant wildlife habitat and potential pedestrian/bicycle connection
- (#6) Nevada St to North Mountain Ave. (Bear Creek Corridor) Riparian area.
- (#7) Property across from Riverwalk. Riparian area.
- (#8) Willows area trail connection (RR property) Acquire riparian area
- (#9) Bear Creek riparian/floodplain corridor from east of North Mountain Park. Significant wildlife habitat, natural area that is potentially a part of the Greenway extension.
- (#10) Walker Ave. East Main Street. Possible sports fields
- (#11) Talent Irrigation Ditch Segment
- (#12 & #13) West side watershed (Hitt Road) Trail connectivity.
- (#14) 440 Granite Street. Surrounded on three sides by Lithia Park. Only private property on east side of Granite above Nutley not part Lithia Park. Lithia Park Master Plan recommends purchase of property.
- (#15) Lincoln School. Critical to goal of neighborhood park within ¼ mile of all residents. Many low-income residents in the area.
- (#16 & #17) Upper Liberty St/Ivy Ln Forest/Urban Interface. Connects southern residential neighborhoods with trail network.
- (#18) Tolman Creek/Mistletoe Road Area.

The subcommittee recommends adding the property numbers 12,13,14,16 and 17 to the plan which is approximately 98 acers.





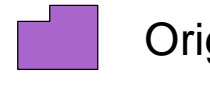






### **Recommendation**

The Parks, Trails and Open Space Map Update subcommittee recommends the amended plan and summary language.

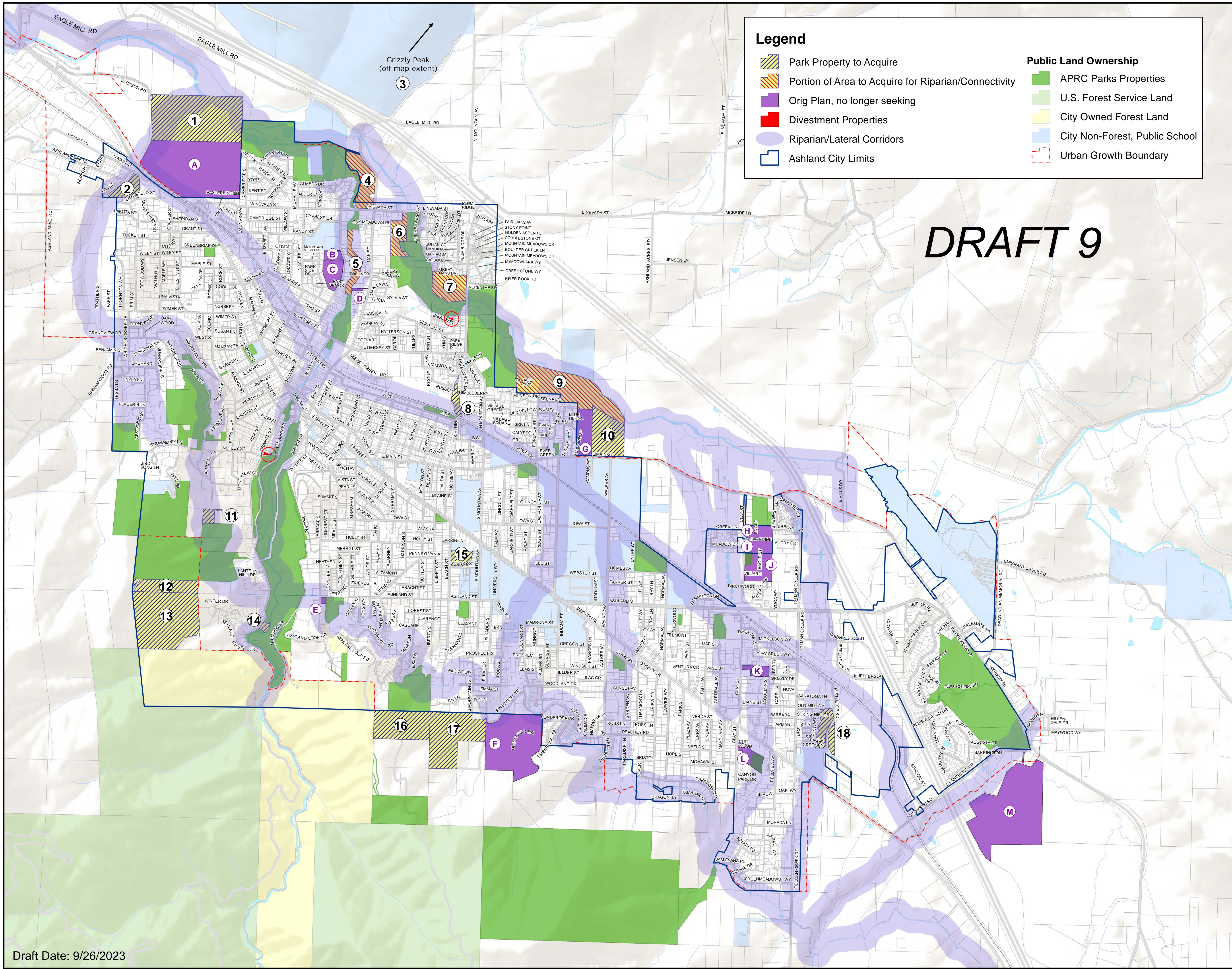
### **Attachments**

Parks, Trails, and Open Space Map Update Draft #9  
 Map Summary Language  
 Parks, Trails, and Open Space Map (2012 unofficial update)

### Legend

	Park Property to Acquire		APRC Parks Properties
	Portion of Area to Acquire for Riparian/Connectivity		U.S. Forest Service Land
	Orig Plan, no longer seeking		City Owned Forest Land
	Divestment Properties		City Non-Forest, Public School
	Riparian/Lateral Corridors		Urban Growth Boundary
	Ashland City Limits		

# DRAFT 9



A goal of the Ashland Parks & Recreation Commission (APRC), Board of Commissioners (the "Commissioners") is to update the Parks, Trails and Open Space Plan (the "Plan") every ten years. Although a "Light Update" was done by APRC in 2012, it was not reviewed and approved by City Council. The last official update of the Plan was done in 2002.

In preparation for the 2002 update, APRC held a series of community meetings to gather input from citizens on updating the 1991 plan. Following the meetings, Commissioners developed an updated Plan map that included changing the name of the program to the "Parks, Trails and Open Space Plan". For the 2023 update, a Parks, Trails and Open Space Subcommittee (the "Subcommittee") was formed by the Commissioners to review the Plan and make recommendations. The Subcommittee has prepared the 2023 update and that body has recommended the 2023 Plan for approval by the Commissioners and City Council. There have been seven APRC meetings where public input was solicited. This Plan was approved by Commissioners XXXX and by City Council XXXX.

The current situation with Ashland's park land is very different than in 1991 when the Comprehensive Plan was first developed and approved by City Council. In 1991, Ashland had less park land per capita than Roseburg, Medford and Klamath Falls. Now, after 30-plus years of effort, Ashland's per capita park land ranks in among the State's leaders. It has been determined that procurement of land for developed parks is no longer a high priority. Additionally, because City legislation accompanying the Plan specifically mandated that no land would be obtained by condemnation, originally more property than needed was on the Plan to ensure sufficient land could be acquired from willing sellers. For the reasons stated and after careful review by the Subcommittee and approval by APRC Commissioners, XXX acres of property projected for purchase from the 2005 Plan map has been removed from this updated 2023 Plan.

One of the goals of the City's Comprehensive Plan is to have a neighborhood park located within a 1/4 mile of every resident living inside the current city limits. With the exceptions of the Mistletoe (Croman) neighborhood, fully developed sections of the City where no open lands exist, and areas in the urban-forest interface characterized by large lots where Commissioners have deemed that the benefits are not great enough to justify the costs, sufficient property has been obtained to meet this goal. If the City's boundaries are expanded, additional property may need to be identified for example, a part of the Billings Ranch and acquired to meet the neighborhood goal.

The majority of properties left on the Plan for future purchase provide protection of significant natural areas like streams and riparian areas and/or are land and easements that provide trail connectivity. The connectivity goal is to secure land, through outright purchase, donation, grants, or easements, on which to develop a trail system that would provide connecting links to neighborhoods and additional trails throughout the City and surrounding area for non-motorized, recreational use. Efforts to accomplish this goal will be advanced through collaboration with other organizations, such as the Ashland Woodland and Trails Association, Rogue Valley Mountain Bike Association and Southern Oregon Land Conservancy.

#### Properties Designated Purchase or Easements and Projected Use

- (#1) Billings Property. North part of property for possible sports fields.
- (#2) Wrigley's Creek Corridor. Trail corridor and protection for riparian zone.
- (#3) Grizzly Peak. Conservation easements on the south slopes of Grizzly visible from Ashland would not only protect iconic view visible from most of Ashland, but would also reduce development pressure on rare and sensitive flora and on large mammals
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- (#8) Willows area trail connection (RR property) Riparian area.
- (#9) Bear Creek riparian/floodplain corridor from NMP to I5 crossing. Significant wildlife habitat, natural area that is potentially a part of the Greenway extension.
- (#10) Walker Site East Main Street. Possible sports fields
- (#11) Talent Irrigation Ditch Segments
- (#12) Johanson Property
- (#13) Neuman Property
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- (#18) Tolman Creek/Mistletoe Road Area

#### Properties removed from the plan

- (A) Billings Property southern portion
- (B & C) Helman Street Property
- (D) Helman to Oak partial corridor
- (E) Cattle Phillips tiny portion to the West
- (F) Upper Elkader/Roca Cannon
- (G) Willow Wild school site
- (H, I, J) Property on lower Clay Street
- (K) YMCA
- (L) Chitwood Property on Upper Clay Street
- (M) Crowson Road Extension

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- (#14) **440 Granite Street.** Surrounded on three sides by Lithia Park. Only private property on east side of Granite above Nutley not part Lithia Park. Lithia Park Master Plan recommends purchase of property.
- (#15) **Lincoln School.** Critical to goal of neighborhood park within ¼ mile of all residents. Many low-income residents in the area.
- (#16 & #17) **Upper Liberty St/Ivy Ln Forest/Urban Interface.** Connects southern residential neighborhoods with trail network.
- (#18) **Tolman Creek/Mistletoe Road Area.**

## Properties removed from the plan

- (A) **Billings Property southern portion – only northern portion of property has potential for sports fields**
- (B & C) **Helman Street Property – within quarter mile of Ashland Creek Park**
- (D) **Helman to Oak partial corridor – No longer available as corridor**
- (E) **Cottle Phillips tiny portion to the West - developed**
- (F) **Upper Elkader/Roca Cannon - developed**

- (G) Willow Wind school site - Ashland School District owned
- (H, I, ) Property on lower Clay Street – developed
- (J) YMCA- Divested
- (K) Middle Clay- Park within a quarter mile
- (L) Chitwood Property on Upper Clay Street - developed
- (M) Crowson Road Extension – no longer needed no plans to expand OKGC



# Parks, Trails, and Open Space Program 2002-2012

Approved by the City Council July 2, 2002

Urban Growth Boundary  
City Limits  
Water Features

### SUMMARY OF UPDATE - PARKS, TRAILS AND OPEN SPACE PLAN

A goal of the Commission for fiscal year 2001-2002 was to complete an update of the Open Space and Park Land Acquisition Program. The original plan was approved in 1991. Starting in the fall of 2001, the Commission held a series of community meetings to gather input from citizens on updating the 1991 plan. Following the meetings, the Commission developed an updated plan that included changing the name of the program to the "Parks, Trails and Open Space Plan". The updated plan now consists of both a short-term and a long-term component. Most of the properties on the 1991 plan that have not been acquired or privately developed remain on the updated plan.

#### Short-Term Properties Component

The short-term component consists of properties that would be purchased in the next ten years and would accomplish the following:  
• One of the goals of the Comprehensive Plan is to have a neighborhood park located within a 1/4 mile of every resident living inside the current city limits. This goal will be met when the properties identified on the Short Term Plan are acquired. (Note: There are a few areas that do not have a neighborhood park because no suitable property has been located. The Gresham-Taylor-Idaho Streets area between SOU and Lithia Park, and, the Oak Knoll area are examples. If a suitable property in these areas is found or becomes available in the future, it would be added to the plan. Some areas more than 1/4 mile from the nearest neighborhood park with low density zoning such as the urban/forest interface with few residents and large lots were deemed by the Commission to not be effective areas to locate a park.)  
• Provide sufficient land for athletic fields.  
• Provide trails and trail connections.  
(Note: The goal is to secure land, through outright purchase, donation, grants, or easements, on which to develop a trail system that would encircle Ashland and provide connecting links to neighborhoods and additional trails throughout the city for non-motorized use. Efforts to accomplish this goal will be advanced through collaboration with other organizations, such as the Ashland Woodland and Trails Association.)

#### Short-Term Properties - Options to Acquire

- Active Athletic Fields**
- Property adjacent to YMCA City Park on Clay Street - purchase or donated
  - Helman Street property adjacent to Helman School - purchase or donated
- Neighborhood Parks**
- Jaquelyn & Grizzly Property - purchase or donated
  - Upper Clay Street Property - purchase or donated
- Trail Corridors**
- East Main along Bear Creek - purchase or easements (trail and conservation)
  - Wrights Creek Corridor - purchase or easements (trail and conservation)
  - Upper Liberty Street - purchase or easements (trail and conservation)
  - Nevada Street to N. Mountain Park - purchase or easements (trail and conservation)
  - Trail connection in Willows area (behind 8th and A Streets) - trail and conservation easement
  - Hamilton Creek Corridor - purchase or easements (trail and conservation)
  - T.I.D. Trail Segments - trail easement

#### Long-Term Properties Component

The long-term component consists of property recommended for acquisition over the next fifty years, mainly trails and open space. Should the City expand its UGB, the Long Term Open Space Plan would be modified to reflect the priority of the Park Commission to continue to add neighborhood parks to meet the 1/4 mile goal.

#### Long-Term Properties - Options to Acquire

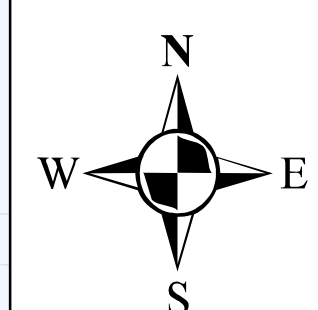
- Ashland Creek Corridor - purchase or easements (trail and conservation)
- Beagle Property on Mountain Avenue across from N. Mountain Park - purchase or donated
- Billings Property - purchase or easements (trail and conservation)
- Golf Course Extension Cowson Road - purchase or donated
- Tolman Creek / Mistletoe - purchase or donated
- Walker Site on East Main - purchase or easements (trail and conservation)
- Old Waldorf School Site on E. Main - purchase or easements (trail and conservation)
- South side of Grizzly Peak, i.e. area visible from within the city limits-conservation easement
- Connection across Ashland Creek between Helman and Oak Streets- purchase or easements (trail and conservation)

After extensive review of  
1) the Open Space Plan developed in 1989,  
2) nominated properties, and  
3) public input, and after creating and applying selection criteria, the Parks Commission and Staff have identified properties for inclusion in this revised plan. The Commission understands that properties of exceptional merit may have been omitted inadvertently. Notwithstanding the specificity of this plan, it is understood that the plan may evolve to include properties unintentionally overlooked.

All properties on this plan were rated using the selection criteria developed by the Parks Commission. All of the highest-ranking properties were included. If property in the future is identified as having merit for inclusion in the plan, the same or similar selection criteria shall be applied. Comparing the ranking of a proposed property to the ranking of properties already on the plan would assist in determining the merit of adding the property to the plan.

0 1,000 2,000 4,000 Feet

Scale: 1:12,000  
1 inch equals 1000 feet



Source: City of Ashland  
Aerial-orthograpy photos taken April 1998  
Map created: Dec. 6, 2001  
revised: Mar 14, 2002  
2nd revision April 9, 2002  
3rd revision May 8, 2002  
Approved July 2, 2002  
text added Oct. 24, 2002  
Updated April 1, 2005  
LIGHT UPDATE: NOVEMBER 2012

## Properties Identified

### Short Term Plan

#### Neighborhood Parks

- (1) Jaquelyn St and Grizzly Dr Property
- (2) Upper Clay St Properties

#### Active Athletic Fields

- (3) Property on Clay St (adjacent to YMCA City Park)
- (4) Helman St Property (adjacent to Helman School)

#### Open Space & Trails

- (5) East Main along Bear Creek
- (6) Wrights Creek Corridor
- (7) Upper Liberty St Property
- (8) Nevada St to N Mountain Av (Bear Creek Corridor)
- (9) Willows area trail connection (Railroad property)
- (20) Talent Irrigation Ditch Segments

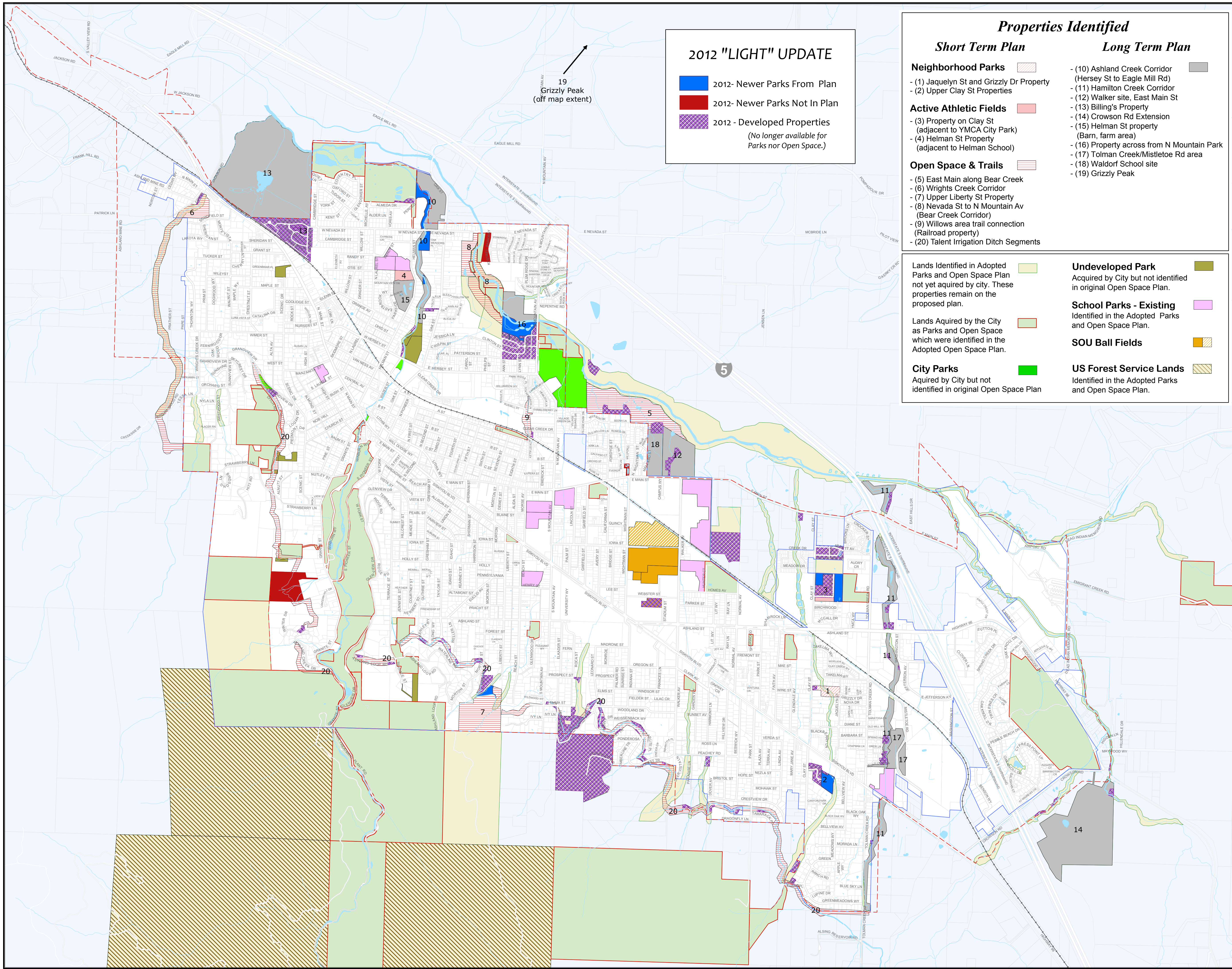
### Long Term Plan

- (10) Ashland Creek Corridor (Hersey St to Eagle Mill Rd)
- (11) Hamilton Creek Corridor
- (12) Walker site, East Main St
- (13) Billings Property
- (14) Crowson Rd Extension
- (15) Helman St property (Barn, farm area)
- (16) Property across from N Mountain Park
- (17) Tolman Creek/Mistletoe Rd area
- (18) Waldorf School site
- (19) Grizzly Peak

## 2012 "LIGHT" UPDATE

- 2012- Newer Parks From Plan
- 2012- Newer Parks Not In Plan
- 2012- Developed Properties (No longer available for Parks nor Open Space.)

19 Grizzly Peak (off map extent)



**Ashland Parks and Recreation Commission Lookahead**

*Updated on 9/28/2023*

		Information	Action	Lead Staff / Commissioner or Entity Responsible
<b>10/4</b>	<b>Parks Commission Study Session (Zoom) 6:00pm</b>			
	Park Hours Discussion	X		Interim Director Eldridge
	Parks, Trails and Open Space Plan (GOAL: Watershed Trail Connectivity)	X		Interim Director Eldridge
	Alcohol in Parks Policy & Ordinance Amendment Discussion & Potential Action (GOAL: Community Building)	x		Deputy Director Dials
	Lookahead Review	X		Interim Director Eldridge
<b>10/11</b>	<b>Parks Commission Regular Business Meeting (Council Chambers) 6:00pm</b>			
	Directors Report (pool liner update and other items)	X		Interim Director Eldridge
	Park Hours Discussion and Potential Action	X	X	Interim Director Eldridge
	CIP Reallocation Discussion (Action)	X	X	Interim Director Eldridge
	Alcohol in Parks Policy & Ordinance Amendment Action (GOAL: Community Building) (tentative)	X	X	Deputy Director Dials
	Proposal for Prescribed Burns in Lithia Park (Action)	x	x	Chris Chambers -AFR
	Update to Ashland Parks, Trails, and Open Space Plan Adoption (GOAL: Previous BN Goal Completion)	x	X	Commissioner Landt
	Salmon Safe Certification (Information)	x		Interim Director Eldridge
<b>11/1</b>	<b>Parks Commission Study Session (Zoom) 6:00pm</b>			
	Advisory Committees Discussion	X		Interim Director Eldridge
	Lithia Park Master Plan (discussion)	x		Interim Director Eldridge
	Lookahead Review	X		Interim Director Eldridge
<b>11/8</b>	<b>Parks Commission Regular Business Meeting (Council Chambers) 6:00pm</b>			
	Directors Report	X	X	Interim Director Eldridge
	Maintenance and Facilities Projects (information)	X		Interim Director Eldridge
	Advisory Committees (Action)	X	X	Interim Director Eldridge
	Oak Knoll Golf Course Management Contract - Tentative (GOAL: Oak Knoll)	x	X	Deputy Director Dials
	Q1 FY24 Budget Report		x	Interim Director Eldridge
	Lithia Park Master Plan (action) (GOAL: Previous BN Goal Completion)	x		APF President
	Ashland Parks Foundation Annual Report	x		APF Board President
	Lookahead Review	X		Interim Director Eldridge
<b>12/6</b>	<b>Parks Commission Regular Business Meeting (Council Chambers) 6:00pm</b>			
	Directors Report	X		Interim Director Eldridge
	E. Main Park Update -Planned Documents / Annexation Update (GOAL: E Main Park) (tentative)	x		Interim Director Eldridge
	Standard Memorial Report		x	Parks Superintendent?
	<b>APRC Subcommittees</b>			
	Ashland Senior Advisory Committee - September 11 (Ashland Senior Center 3:30pm)			Superintendent Glatt
	Ashland Japanese Garden Advisory Subcommittee - TBD (Lithia Cabin 2:00pm)			Deputy Director Dials
	Bee City USA Subcommittee - TBD			
	Current Parks, Conservation, and Maintenance Subcommittee - TBD			Deputy Director Dials
	Golf Course Subcommittee - TBD			Deputy Director Dials
	Long Range Planning Subcommittee - TBD			Deputy Director Dials
	Recreation Division Advisory Committee - Aug. 17 (Lithia Cabin 4:00pm)			Deputy Director Dials
	Trails Master Plan Review Subcommittee - TBD (Lithia Cabin TBD)			Deputy Director Dials
	AD HOC Parks & Open Space Map Update Subcommittee - TBD (Lithia Cabin TBD)			Deputy Director Dials
	<b>Council Business / Budget Meetings</b>			
11/7/2023	Parks and Alcohol Ordinances			Interim Director Eldridge
11/21/2023	Parks and Alcohol Ordinances			Interim Director Eldridge
	<b>Parking Lot Topics</b>			
	Lithia Hillside/Glenview Trail Proposal Public Input			Interim Director Eldridge
	Mission, Vision and Values Report (GOAL: Master Plan)			Manager Flora
	Butler Perozzi Fountain Fundraising Update			Deputy Director Dials
	Long Term Maintenance Reduction Policy (GOAL: Previous BN Goal Completion)			Deputy Director Dials
	Wildfire Mitigation Policy (GOAL: Previous BN Goal Completion)			Deputy Director Dials
	Pickleball Rules Discussion			Deputy Director Dials

**Ashland Parks and Recreation Commission Lookahead**

*Updated on 9/28/2023*

	World Music Festival Partnership Presentation (GOAL: Community Building)	x		Manager Flora/Rogue World Music
	Lithia Park Master Plan - Tentative Discussion (GOAL: Previous BN Goal Completion)	x	x	Commissioner Landt
	Gas Powered Small Equipment Inventory/Replacement Schedule (GOAL: Environmental Sustainability)(tentative)			
	Open Space Review (review properties with sale potential)			Interim Director Eldridge
	<b>Annual Reports</b>			
	Ashland Parks Foundation Annual Report (November)			APF President
	Standard Memorial Report (December)			
	Volunteers in Parks Report (January)			Coordinator Shelton