

# Council Business Meeting

May 7, 2019

<b>Agenda Item</b>	"Revitalize Downtown Ashland" Transportation and Growth Management Citizen and Technical Advisory Committee Appointments	
<b>From</b>	Paula Brown PE Scott Fleury PE	Director of Public Works Deputy Director of Public Works
<b>Contact</b>	<a href="mailto:paula.brown@ashland.or.us">paula.brown@ashland.or.us</a> <a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a>	541-552-2411 541-552-2412

## **SUMMARY**

Before the Council is the appointment of a Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) for development of the "Revitalize Downtown Ashland" Transportation and Growth Management Grant (TGM) project. The plan will develop an implementation strategy to provide specific short, medium, and long-term actions to enhance our downtown core. The TGM process is overseen and administered by the Oregon Department of Transportation (ODOT) with significant City participation.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Goals:

Goal 1: Develop current and long-term budgetary resilience

- Continue to improve the budget process: transparency, rigor, innovation, community involvement, and collaboration
- Evaluate revenue streams

Goal 2: Analyze City departments/programs to gain efficiencies, reduce costs and improve services

- Implement a cost recovery plan and analysis for each department that coincides with the annual review of fees and charges and revenues
- Evaluate and communicate street program timelines and funding security

Goal 3: Enhance and improve transparency & communication

- Develop a robust program to engage with Ashland citizens about City priorities and our progress on those priorities, public input opportunities and processes, how individual citizens can help meet City goals, budgeting and decision-making processes, etc.

Maintain Essential Services

Continue to leverage resources to develop and/or enhance Value Services

- Emergency Preparedness
- Address Climate Change
- Multi-modal Transportation
- All-Age Friendly Community
- Acquisition of New Parks
- Downtown Parking
- Water Conservation

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Deliver timely life cycle capital improvement projects
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

## **PREVIOUS COUNCIL ACTION**

The Council previously approved staff's grant application request at the [May 15, 2018 Business Meeting](#).

## **BACKGROUND AND ADDITIONAL INFORMATION**

The City of Ashland applied for and received a TGM grant for the proposed "Revitalize Downtown Ashland" project. To move forward with next steps after grant award, engineering staff has worked with ODOT to select a consultant and develop the full scope of work and fee for the project. The consultant selected for the project is Jacobs, formerly CH2M Hill. ODOT will award the consultant contract directly.

As part of the scope development, a formal public outreach process and associated actions were developed that include the City convening a Citizen Advisory Committee (CAC) and Technical Advisory Committee (TAC) and providing for public open houses (in person and online). Staff is requesting the Council approve the CAC and TAC so meetings can be scheduled and the project can formally begin. The full project scope is attached.

The role of the CAC is to represent and provide a voice of the public to the project management team outside of the defined public open house process.

### **Proposed Citizen Advisory Committee Members**

- Chamber member
- Citizen at large member
- Non-chamber (Business owner)
- Shakespeare member
- SOU member
- Trucking Industry member
- Council Liaison
- Lodging/Hotel member
- Ex-officio-Kelly Madding, City Administrator

The role of the TAC is to provide advice and guidance on technical matters to the project management team. The TAC will solicit specific input from a variety of applicable commissions (Tree, CEAP, Historic) and other specialized needs (disabilities), and will invite all City committees and commissions to the open houses.

### **Proposed Technical Advisory Committee Members**

- Public Works Director
- Planning staff member
- Administration staff member
- Transportation Commission member
- Planning Commission member
- ODOT member
- Parks member
- Police Department member
- Public Works support staff (2)

### **Additional Background**

ODOT's TGM Program works in partnership with local governments to accomplish interrelated transportation goals and objectives. Ashland's proposed project meets the TGM stated goals to:

- Provide transportation choices with balanced interconnected transportation networks
- Create vibrant communities and lively centers linked by accessible transportation
- Support economic vitality by planning for movement of people and goods
- Save public and private costs with compact land uses and well-connected transportation
- Promote environmental stewardship through sustainable land uses and transportation planning

The City’s downtown suffers from a lack of bicycle, pedestrian, and transit amenities. The downtown couplet is under the jurisdiction of the State of Oregon and is designated a Special Transportation Area in the Oregon Highway Plan. Other streets in the study area are under City jurisdiction.

The City updated its TSP in 2012 and subsequently developed a Downtown Parking and Multimodal Circulation study. Both the TSP and Downtown Parking and Multimodal Circulation study noted the need for improvements to the multi-modal system in the downtown core, but neither adequately addressed what the improvements should be. This Project will identify and prioritize those improvements.

The City of Ashland’s (“City”) Downtown Revitalization Plan (“Project”) will identify a series of fundable improvements to improve the sense of community and place while creating an affordable, safe, and functional multi-use transportation network in the downtown core. The Project will build on past planning efforts and perform new analysis to identify a clear vision for the downtown that can be implemented with anticipated funding streams. The Project will result in an amendment to City’s Transportation System Plan (“TSP”).

**Project Objectives**

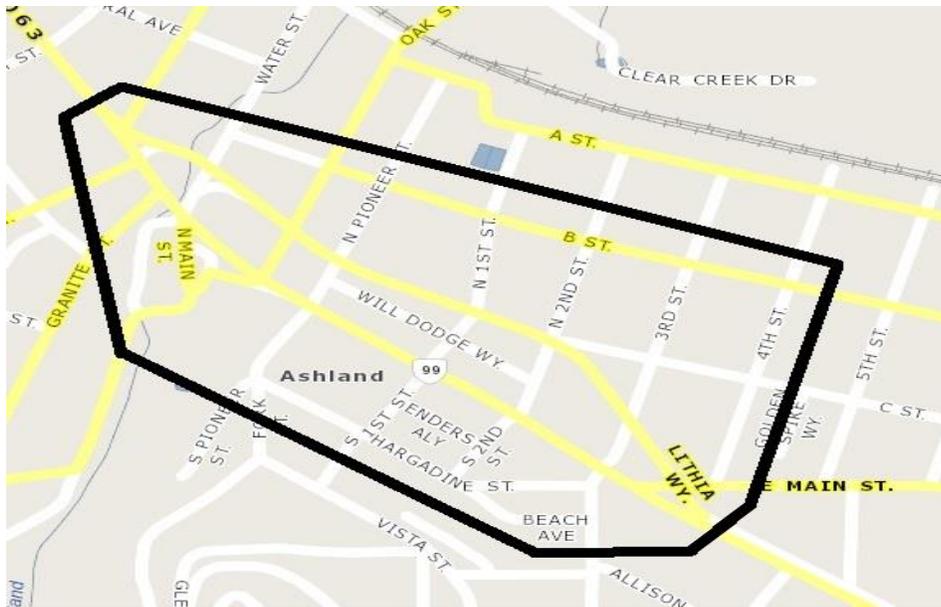
The Project will result in an adoptable plan that:

identifies multimodal improvements throughout the Study Area, with an emphasis on safety for bicycle and pedestrian movements, as an amendment to City’s TSP

- Identifies improvements to signage and the streetscape in the downtown area
- Identifies functional parking and loading zones
- Identifies future funding streams for implementation

**Study Area**

Study Area includes the downtown couplet (Main Street and Lithia Way/C Street), intersections where the separated couplet terminates, parallel streets, and side streets. Study Area is generally bound by B Street, 4th Street, Hargadine Avenue, and Helman Street (see Figure 1).



**Figure 1: Study Area**

**FISCAL IMPACTS**

The grant request included a match requirement by the City of 12% of the total, which is \$16,300. The City can use staff and representative time as soft match to meet the required contribution requirements. Staff will track all associated staffing and volunteer time along with any expenditures towards materials throughout the project that will account for meeting the match requirement.

**STAFF RECOMMENDATION**

Staff recommends approval of the TAC and CAC list.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

1. I move to approve the Citizen Advisory and Technical Advisory Committees as part of the Revitalize Downtown Ashland TGM Grant Project.
2. I move to amend the Citizen Advisory and Technical Advisory Committee as follows: (... state changes ...).

**REFERENCES & ATTACHMENTS**

Attachment 1: ODOT Approved Scope of Services

**TGM 3A-18  
City of Ashland  
Downtown Revitalization Plan**

**Acronyms/Definitions**

Agency or ODOT	Oregon Department of Transportation
APM	Agency Project Manager
CAC	Citizens Advisory Committee
City	City of Ashland
PMT	Project Management Team
Project	City of Ashland Downtown Revitalization Plan project
TAC	Technical Advisory Committee
TGM	Transportation and Growth Management
TM	Technical Memorandum
TSP	Transportation System Plan

**Project Management Team (“PMT”)**

<b>City of Ashland</b>	
Scott Fleury	Scott.Fleury@ashland.or.us
City of Ashland	541-552-2412
20 East Main Street	
Ashland, OR 97520	
<b>Consultant</b>	
Brooke Jordan	Brooke.Jordan@jacobs.com
CH2M Hill	503-872-4630
2020 SW Fourth Avenue, 3 <sup>rd</sup> Floor	
Portland, OR 97201	
<b>Oregon Department of Transportation (“Agency” or ”ODOT”)</b>	
<b>Agency Project Manager (“APM”)</b>	
John McDonald	john.mcdonald@odot.state.or.us
ODOT	541-957-3688
3500 NW Stewart Parkway	
Roseburg, OR 97471	
<b>Oregon Department of Transportation</b>	
<b>Agency Contract Administrator</b>	
Same as Agency Project Manager	

**Project Background and Objectives**

**Project Purpose and Transportation Relationship and Benefit**

City of Ashland’s (“City”) Downtown Revitalization Plan (“Project”) will identify a series of fundable improvements to improve the sense of community and place while creating an affordable, safe, and functional multi-use transportation network in the downtown core. The Project will build on past planning efforts and perform new analysis to identify a clear vision for the downtown that can be implemented with anticipated funding streams. The Project will result in an amendment to City’s Transportation System Plan (“TSP”).

Downtown Ashland is primarily commercial with a modest amount of second/third story residential that serves both the local community and tourists. The adjacent areas are mainly residential with mixed commercial spaces throughout the Rail Road District. The primary transportation system through the downtown core is a district level highway under the jurisdiction of the State of Oregon. The downtown is auto-dominated, with many opportunities for safety improvement to the pedestrian, bicycle, and transit networks. Shifting the transportation network from auto dominance to multi-modal will enable the downtown to become more livable and vibrant.

Throughout this project, the use of Crime Prevention Through Environmental Design principles will be utilized when appropriate to minimize inappropriate and negative behavior.

### Study Area

Study Area includes the downtown couplet (Main Street and Lithia Way/C Street), intersections where the separated couplet terminates, parallel streets, and side streets. Study Area is generally bound by B Street, 4th Street, Hargadine Avenue, and Helman Street (see Figure 1).



**Figure 1: Study Area**

### Background

City's downtown suffers from a lack of bicycle, pedestrian, and transit amenities. The downtown couplet is under the jurisdiction of the State of Oregon and is designated a Special Transportation Area in the Oregon Highway Plan. Other streets in the study area are under City jurisdiction.

City updated its TSP in 2012, and subsequently developed a Downtown Parking and Multimodal Circulation study. Both the TSP and Downtown Parking and Multimodal Circulation study noted the need for improvements to the multi-modal system in the downtown core, but neither adequately addressed what the improvements should be. This Project will identify and prioritize those improvements.

## **Project Objectives**

The Project will result in an adoptable plan that:

- identifies multimodal improvements throughout the Study Area, with an emphasis on safety for bicycle and pedestrian movements, as an amendment to City's TSP
- Identifies improvements to signage and the streetscape in the downtown area
- Identifies functional parking and loading zones
- Identifies future funding streams for implementation

## **General Provisions**

### **Expectations about Written and Graphic Deliverables**

Project deliverables must be written concisely and use a simple and direct style, both to minimize the length of the final document and to make the document understandable to as large an audience as is reasonable. Where possible, information must be presented in tabular or graphic format, with simple and concise accompanying narratives. Electronic documents must be in a format easily translated by a screen reader or text-to-voice software. Memoranda and reports must be formatted for 8 ½-inch by 11-inch or 11-inch by 17-inch paper.

Consultant shall provide digital copies of written deliverables to the PMT in Word and .pdf formats. Final versions of documents must be provided in an open universally readable format.

### **Draft Materials**

Draft materials must be substantially complete, and any changes or revisions needed to address comments must be minor.

Consultant shall provide deliverables to PMT at least ten business days prior to a scheduled meeting or anticipated public release date. PMT consists of City, Consultant, and APM.

City and APM will each submit one set of consolidated, non-conflicting comments on draft deliverables to Consultant within fifteen business days of receipt.

Consultant shall make revisions and corrections to draft deliverables based on comments received from PMT and provide new draft to PMT no less than two business days prior to scheduled meeting or anticipated public release date.

### **Text Deliverables**

The following text must appear in the final plan:

“This project is partially funded by a grant from the Transportation and Growth Management (“TGM”) Program, a joint program of the Oregon Department of Transportation and Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America’s Surface Transportation Act (FAST Act), Federal Transit Administration, and State of Oregon funds.”

“The contents of this document do not necessarily reflect views or policies of the State of Oregon.”

Consultant, TGM, and ODOT names, logos, and project codes must not appear on final documents, with the exception of the acknowledgment page.

## **Maps and Graphic Deliverables**

Maps and site plans must be provided as electronic deliverables, which can be read and used directly with ArcGIS 10.3.1 (City's ArcGIS is 10.5.1), geo-referenced to City's Geographic Information System base data, or in a format agreed between the PMT.

Maps and graphics must include details necessary to ensure usability. Maps must include, at a minimum: a scale, direction arrow indicating north, a color scheme ensuring readability in black and white, a legend, source and date for underlying information, and all railroads.

All graphics, including but not limited to vector-based graphics, perspectives, axonometric drawings, and elevations created digitally, must be delivered in both the native format in which they are created (i.e. Adobe Indesign, Photoshop, Sketch up, AutoCad, etc.) and in an open and universally readable format (i.e. Word, .pdf, etc.), as agreed between PMT.

## **Web Access to All Materials**

City shall provide the PMT continued web access to all completed project files throughout the duration of Project. City will provide for an online repository of electronic Project files by providing a dedicated web page for PMT use that includes links to each file, providing access to a File Transfer Protocol site enabling direct downloading of Project files, or an alternative distribution method as agreed between PMT. Within two weeks after completing Project, Consultant shall submit all Project files electronically to Agency and City.

## **Expectations about Meetings and Public Involvement**

The public involvement program must comply with Statewide Planning Goal 1 (Citizen Involvement), which calls for "the opportunity for citizens to be involved in all phases of the planning process".

City shall consider environmental justice issues, which is the fair treatment and meaningful involvement of all people, regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including a racial, ethnic, or socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, or tribal programs or policies.

Meaningful involvement means:

- Potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and health
- The public's contribution can influence the regulatory agency's decision
- The concerns of all participants involved will be considered in the decision-making process
- The decision makers seek out and facilitate the involvement of those potentially affected

City shall consider Title VI regarding outreach to minorities, women, and low-income populations. Special efforts must be directed to ensuring outreach to and representation of minorities, women, and low-income populations.

The primary aspect of public involvement is through City. City shall ensure that meetings include outreach to and opportunity for representatives of the following interests to be heard; property owners, property development, business, residents-at-large, freight, and environmental justice. City shall transmit any comments received outside established processes in this statement of work to the PMT.

Specific information regarding the deliverables and responsibilities for public involvement tasks are listed under the appropriate task.

**Expectations about Traffic Analysis**

ODOT will perform all traffic analysis.

**Task 1: Project Administration and Initiation**

**1.1 PMT Meetings (up to 12)**

Consultant, City, and ODOT shall have up to twelve PMT Meetings via teleconference, to manage project. Consultant will attend (one staff), develop meeting agendas and submit to PMT five days prior, and develop meeting summaries and submit to PMT within five days following. Each meeting is anticipated to last up to one hour.

**1.2 Technical Advisory Committee (“TAC”) Roster**

The TAC provides advice and guidance on technical matters in Project to the PMT. City shall establish a TAC and provide a roster to PMT.

**1.3 Citizens Advisory Committee (“CAC”) Roster**

The CAC is the primary mechanism for citizen input on the Project to the PMT. City shall establish a CAC and provide a roster to PMT.

**1.4 Project Web Page**

City shall develop a Project Web Page, and maintain Project Web Page through the duration of the Project, containing all relevant project materials and information on project meetings.

**1.5 Kick Off Meeting**

Consultant (up to 4 staff), City and ODOT shall attend a Kick Off Meeting. Kick Off Meeting is anticipated to last two hours, followed by a three-hour tour of the Study Area. Consultant will develop Kick Off Meeting agenda and provide a brief summary of meeting outcomes and next steps to PMT within five days following.

TAC and CAC must be invited to attend Kick Off Meeting and tour of Study Area.

**Agency Deliverables**

- 1A PMT Meetings (up to 12)

**City Deliverables**

- 1A PMT Meetings (up to 12)
- 1B TAC Roster
- 1C CAC Roster
- 1D Project Web Page
- 1E Kick Off Meeting

**Consultant Deliverables**

- 1A PMT Meetings (up to 12)
- 1B Kick Off Meeting

## **Task 2: Project Goals, Policy Review**

### **2.1 Draft TM #1: Goals, Policy Review, Funding Forecast**

Consultant shall prepare Draft TM 1. City shall provide documents review documents to the PMT.

Draft TM #1 must not exceed 20 pages must include:

#### **a. Goals and objectives**

The goals and objectives of the project, as defined by City, ODOT, TAC, and CAC.

#### **b. Policy and regulatory review**

A review of relevant policies, plans, rules, and laws affecting future project decisions, limited to the following:

- City of Ashland Comprehensive Plan, 2016
- City of Ashland TSP, 2012
- Ashland Downtown Parking Management and Multi-Modal Circulation Plan, 2014
- City of Ashland Transit Feasibility Study, 2018
- Ashland Development Code/Zoning Ordinances
- Rogue Valley Regional Transportation Plan (RV RTP)
- Metropolitan Transportation Improvement Program
- RVMPO Unified Planning Work Program
- RVMPO Environmental Justice and Title VI Plan, 2014
- Rogue Valley Transit District Ten Year Long-Range Plan and 2040 Transit Plan (in development in 2018)

#### **c. Funding Forecast**

A funding forecast, detailing anticipated available funds for capital improvements (transportation, land use, parks, etc.) for the Study Area. City shall provide current funding and revenue sources and a forecast of future revenue. Consultant shall develop cost list estimating costs associated with possible improvements (e.g. circulation, parking, lane reconfiguration, signalization, and Americans with Disabilities Act) may be included. Additional potential funding sources may be included, at the discretion of City and Consultant.

### **2.2 Revised TM #1: Goals, Policy Review, Funding Forecast**

Consultant shall prepare a Revised TM #1, based on comments received from PMT and during TAC #1 and CAC #1 Meetings.

#### **Agency Deliverables**

None

#### **City Deliverables**

2A Documents and Funding Sources

#### **Consultant Deliverables**

2A Draft TM #1

2D Revised TM #1

## **Task 3: Current and Future Conditions**

### 3.1 Draft TM #2: Current and Future Transportation Conditions

ODOT will develop Draft TM #2 and submit to PMT. Draft TM #2 will consist of an evaluation of current 2019 and future 2042 (consistent with the RVMPO RTP) transportation system conditions relevant to automobiles, bicycles, pedestrians, and freight movements. City will provide a list of fiscally constrained projects in the study area to ODOT.

TM #2 will include the following:

- Volume of vehicles, freight, transit, bicyclists, or pedestrians at study intersections (defined below), adjusted to reflect 30<sup>th</sup> highest hour (PM Peak) conditions;
- Future volumes shall be post-processed using the RVMPO travel demand model
- Transit service frequency, transit service span, and transit routes;
- Multimodal Level of Service for Main Street and Lithia Way/C Street;
- Safety issues for all modes using Highway Safety Manual Part B screening methods, including five years of ODOT crash data and traffic ticket data and reader board speeding data provided by City;
- An assessment of vehicular volume-capacity ratio, LOS, delay, and 95<sup>th</sup> percentile queuing (non-simulation based) due to turning vehicles at study intersections;
- Bicycle Level of Traffic Stress for streets in the Study Area;
- Pedestrian Level of Traffic Stress for streets in the Study Area; and
- Summary of current and future deficiencies.

ODOT will collect full classification camera counts (16-hour counts with 15-minute intervals from 2-6pm) at the following intersections in the Study Area, and submit to PMT:

B Street:

- Water St.
- Oak St.
- Pioneer St.
- 1<sup>st</sup> St.
- 2<sup>nd</sup> St.

Main Street:

- Helman St.
- Church St.
- Water St.
- Oak St.
- Pioneer St.
- 1<sup>st</sup> St.
- 2<sup>nd</sup> St.
- 3<sup>rd</sup> St.

Lithia Way:

- Church St.
- Oak St.
- Pioneer St.
- 1<sup>st</sup> St.
- 2<sup>nd</sup> St.
- 3<sup>rd</sup> St.
- E. Main St.

ODOT will collect tube counts (48-hour weekend counts) at the following locations and submit to PMT:

- Two on Main St. (locations TBD)
- Two on Lithia Way (locations TBD)

City of will provide data from previous counts conducted for the following locations:

- Main / Church (4/7/16)
- Main / Water St (4/7/16)
- Main / Oak (4/6/16)
- Main/Pioneer (4/6/16)
- Main / 1st (4/13/16)
- Main / Helman (4/7/16)
- Oak/Lithia (4/13/16)
- Pioneer/Lithia (4/6/16)

### **3.2 Draft TM #2 Public: Current and Future Transportation Conditions**

Consultant shall prepare and submit Draft TM #2 Public to PMT. Draft TM #2 Public must be a summary of Draft TM #2, with up to 12 easy to read maps and graphics, and a narrative in layman's terms that highlights deficiencies and needs in the Study Area. ODOT will provide data in GIS layers or data packages to consultant. TM #2 must be included as an appendix to TM #2 Public. Consultant shall not perform additional analyses.

### **3.3 TAC Meeting #1**

City and Consultant shall attend a three-hour TAC Meeting, providing the TAC an opportunity to review and provide input on Draft TM #1 and TM #2 Public. The TAC meeting will be divided into three one-hour sections that share information with stakeholders interested in three areas of the Study Area: (1) Oregon Shakespeare Festival Plaza, (2) Main Street, and (3) Lithia Way. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall attend meeting (1 staff) and present Draft TM #2. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

### **3.4 CAC Meeting #1**

City and Consultant shall attend a three-hour CAC Meeting, providing the CAC an opportunity to review and provide input on Draft TM #1 and Draft TM #2 Public. The CAC meeting will be divided into three one-hour sections that share information with stakeholders interested in three areas of the Study Area: (1) Oregon Shakespeare Festival Plaza, (2) Main Street, and (3) Lithia Way. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

### **3.5 Revised TM #2: Current and Future Transportation Conditions**

ODOT shall prepare a Revised TM #2, based on comments received during TAC #1 and CAC #1 meetings and from PMT.

### **3.6 Revised TM #2 Public: Current and Future Transportation Conditions**

Consultant shall prepare a Revised TM #2 Public, based on comments received during TAC #1 and CAC #1 meetings and from PMT.

### **3.7 Open House #1**

City and Consultant (up to 2 staff) shall attend an Open House, providing the public an opportunity to review and comment on plan goals, current and future conditions from Draft TM #2 Public and begin

to identify community concerns in the study area. The Open House must be hosted in person and online. Consultant shall prepare up to ten (10) display boards and a comment form. City shall secure venue, provide refreshments, and shall prepare other materials including sign in sheets, advertising materials and handouts. Consultant shall prepare and submit to PMT within five business days a short summary of input received. City shall respond to any public comments or questions.

### **Agency Deliverables**

- 3A Draft TM #2
- 3B Revised TM #2

### **City Deliverables**

- 3A TAC Meeting #1
- 3B CAC Meeting #1
- 3C Open House #1

### **Consultant Deliverables**

- 3A Draft TM #2 Public
- 3B TAC Meeting #1
- 3C CAC Meeting #1
- 3D Open House #1
- 3E Revised TM #2 Public

## **TASK 4: Draft Needs Assessment and Prioritization**

### **4.1 Needs Assessment Meeting**

The purpose of the Needs Assessment Meeting is for City, ODOT, and Consultant to identify and prioritize needs for the Study Area. A prioritized list of needs will inform which transportation improvements to analyze in Draft TM #3 and Draft TM #3 Public. In a workshop setting, City, ODOT and Consultant shall confirm priority of needs and begin to identify potential transportation improvements drawing from improvements previously identified in City planning documents. Consultant shall record a suite of potential improvements detailed with hand sketches over aerial photography and document a prioritized list of needs that will be used to evaluate proposed transportation improvements in the Transportation Improvements Prioritization Meeting and Draft TM #4. Consultant shall develop meeting materials, including an agenda, and will document downtown improvements identified in the meeting. Consultant will not conduct any design work on the alternatives. Meeting is not budgeted for a separate trip and will be combined with another trip. City will convene meeting, identify meeting location, and draft agenda. Consultant shall

### **4.2 Draft TM #3: Draft Transportation Improvements**

Draft TM #3 will include an analysis of the impacts of transportation improvements identified during the Needs Assessment Meeting. Draft TM #3 will include evaluation criteria developed from the list of prioritized needs identified in the Needs Assessment Meeting. ODOT and Consultant will collaboratively develop Draft TM #3 with ODOT conducting analysis to determine traffic impacts from the proposed transportation improvements.

Consultant shall analyze and develop concepts for proposed transportation improvements outside of the curb space that may include:

- Identifies multimodal improvements that emphasize safety for bicyclists and pedestrians,
- Identifies streetscape and signage improvements, and

- Identifies functional parking and loading zones.

#### **4.3 Draft TM #3 Public: Draft Transportation Improvements**

Consultant shall prepare and submit Draft TM #3 Public to PMT. Draft TM #3 Public must include a summary of Draft TM #3, with easy to read maps and graphics and a narrative in layman's terms. Draft TM #3 must be included as an appendix to Draft TM #3 Public. Consultant shall identify how recommendations in Draft TM #3 Public integrate with recommendations in Draft TM #3.

#### **4.4 TAC Meeting #2**

City and Consultant shall attend a three-hour TAC Meeting, providing the TAC an opportunity to review and provide input on Draft TM #3 and Draft TM #3 Public. The TAC meeting will be divided into three one-hour sections that share information with stakeholders interested in three areas of the Study Area: (1) Oregon Shakespeare Festival Plaza, (2) Main Street, and (3) Lithia Way. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall attend meeting (1 staff) and present Draft TM #3. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

#### **4.5 CAC Meeting #2**

City and Consultant shall attend a three-hour CAC Meeting, providing the CAC an opportunity to review and provide input on Draft TM #3 and Draft TM #3 Public. The CAC meeting will be divided into three one-hour sections that share information with stakeholders interested in three areas of the Study Area: (1) Oregon Shakespeare Festival Plaza, (2) Main Street, and (3) Lithia Way. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall attend meeting (1 staff) and present Draft TM #3. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

#### **4.6 Revised TM #3: Draft Transportation Improvements**

ODOT and Consultant shall prepare a Revised TM #3, based on comments received during TAC #1 and CAC #1 meetings and from PMT.

**4.7 Revised TM #3 Public: Draft Transportation Improvements** Consultant shall prepare a Consultant shall prepare and submit to PMT Revised TM #3 Public, based on comments received during TAC #1 and CAC #1 meetings and from PMT.

#### **4.8 Open House #2**

City and Consultant (up to 2 staff) shall attend an Open House, providing the public an opportunity to review and comment on downtown alternatives in Revised TM #3 Public. The Open House must be hosted in person and online. Consultant shall prepare up to ten (10) display boards and a comment form. City will secure meeting location, provide refreshments, and shall prepare other materials including sign in sheets, advertising materials, and handouts. Consultant shall prepare and submit to PMT within five business days a short summary of input received. City shall respond to any public comments or questions.

#### **Agency Deliverables**

- 4A Needs Assessment Meeting
- 4B Draft TM #3
- 4C Revised TM #3

#### **City Deliverables**

- 4A Needs Assessment Meeting

- 4B TAC Meeting #2
- 4C CAC Meeting #2
- 4D Open House #2

**Consultant Deliverables**

- 4A Needs Assessment Meeting
- 4B Draft TM #3 Public
- 4C TAC Meeting #2
- 4D CAC Meeting #2
- 4E Revised TM #3 Public
- 4F Open House #2

**Task 5: Revised Transportation Improvements**

**5.1 Transportation Improvements Prioritization Meeting**

The purpose of Transportation Improvements Prioritization Meeting is for City, ODOT, and Consultant to review results of TM #3 and TM #3 Public, in conjunction with input received from TAC #2, CAC #2, and Open House #2, and to identify alternatives needing further analysis, or new alternatives to analyze, and prioritize transportation improvements. Consultant shall document identified transportation improvements for further analysis or new improvements to be analyzed. Consultant will summarize meeting outcomes, including a revised prioritized list of transportation improvements captured in a draft Improvements Table, and submit to PMT within five business days following. City will convene meeting, identify meeting location, and draft agenda.

**5.2 Draft TM #4: Revised Transportation Improvements**

ODOT and Consultant will incorporate feedback from PMT, TAC #2, CAC #2, and Open House #2. ODOT will conduct further analysis of alternatives identified during Downtown Alternatives Meeting #2 and provide a brief summary of findings. Consultant shall revise transportation improvement concepts from Draft TM #3 and develop any new transportation improvement concepts identified during the Transportation Improvements Prioritization Meeting.

**5.3 Draft TM #4 Public: Revised Transportation Improvements**

Consultant shall prepare and submit Draft TM #4 Public to PMT. Draft TM #4 Public must include a summary of Draft TM #4, with easy to read maps and graphics and a narrative in layman’s terms. Draft TM #4 must be included as an appendix to Draft TM #4 Public.

Draft TM #4 Public must include, as feasible:

- Draft signage recommendations
- Draft Crime Prevention Through Environmental Design improvement recommendations
- Draft streetscape improvement recommendations
- Draft parking and loading zone recommendations
- Draft pedestrian and bicycle safety improvement recommendations

**5.4 TAC Meeting #3**

City and Consultant shall attend a two-hour TAC Meeting, providing the TAC an opportunity to review and provide input on Draft TM #4 and Draft TM #4 Public. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall attend meeting (1 staff) and present Draft TM #4 Public. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

### **5.5 CAC Meeting #3**

City and Consultant shall attend a two-hour CAC Meeting, providing the CAC an opportunity to review and provide input on Draft TM #4 and Draft TM #4 Public. City shall convene meeting, identify meeting location, draft agenda and draft summary. Consultant shall attend meeting (1 staff) and present Draft TM #4. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

### **5.6 Revised TM #4: Revised Transportation Improvements**

ODOT and Consultant shall incorporate revisions to Revised TM #4 based on feedback from PMT, TAC #3 and CAC #3.

### **5.7 Revised TM #4 Public: Revised Transportation Improvements**

Consultant shall incorporate revisions to Revised TM #4 Public based on feedback from PMT, TAC #3 and CAC #3.

### **5.8 Open House #3**

City and Consultant (up to 2 staff) shall attend an Open House, providing the public an opportunity to review and comment on revised downtown alternatives in Revised TM #4 Public. The Open House will be hosted in person and online. Consultant shall prepare up to ten (10) display boards and a comment form. City will secure meeting location, provide refreshments, and shall prepare other materials including sign in sheets, advertising materials and handouts. Consultant shall prepare and submit to PMT within five business days a short summary of input received. City shall respond to any public comments or questions.

### **5.9 City Council Workshop**

Consultant shall attend a City Council Workshop, to present information from Revised TM #4 Public. Consultant shall develop presentation materials. City shall convene workshop, including identify meeting location, draft agenda and summary. Consultant shall prepare and submit to PMT within five business days a short summary of input received.

### **5.10 Draft TM #5: Preferred Transportation Improvements**

Consultant shall prepare TM #5 and submit to PMT. Draft TM #5 must incorporate feedback from PMT, TAC #3, CAC #3, Open House #3, and City Council Workshop. Draft TM #5 must include preferred transportation improvements identified by the public, City, and TAC and CAC and reflect prioritization of transportation improvements. Preferred transportation improvements must be documented in a revised Improvements Table. Recommended projects must be developed through a qualitative and quantitative process that combines public comment, City input, TAC and CAC comments, and technical analysis. Draft TM #5 must include:

- Recommended capital projects for transportation modes, loading zones, and parking zones, including:
  - Planning-level cost estimates
  - Priority ranking
  - Phasing of improvements
- Recommended Parking and Loading Zone strategy, including:
  - Locations
  - Approximate dimensions
  - Impacts/benefits to transportation system.
- Recommended strategies for wayfinding, loading zones, and parking, including:
  - Cost

- Location
- Recommended streetscape changes, including:
  - Seating
  - Lighting
  - Landscaping/hardscape
  - Bike parking
  - Bus stops and amenities (i.e. tie in Rogue bike share to stop locations)
  - Public Art
- Potential funding sources and mechanisms identified in TM #1

### **5.11 Revised TM #5: Preferred Transportation Improvements**

Consultant shall incorporate revisions and feedback from PMT to develop Revised TM #5.

#### **Agency Deliverables**

- 5A Transportation Improvements Prioritization Meeting
- 5B Revised TM #4

#### **City Deliverables**

- 5A Transportation Improvements Prioritization Meeting
- 5B TAC Meeting #3
- 5C CAC Meeting #3
- 5D Open House #3
- 5E City Council Workshop

#### **Consultant Deliverables**

- 5A Transportation Improvements Prioritization Meeting
- 5B Draft TM #4 Public
- 5C TAC Meeting #3
- 5D CAC Meeting #3
- 5E Revised TM #4
- 5F Open House #3
- 5G City Council Workshop
- 5H Draft TM #5
- 5I Revised TM #5

## **Task 6: Draft and Final Plan**

### **6.1 Draft Downtown Revitalization Plan**

Consultant shall develop Draft Downtown Revitalization Plan and submit to PMT. Draft Downtown Revitalization plan must incorporate PMT comments on TM #5 and must include, as feasible:

- Construction
  - Project sheets for each project (see Sample Project Sheet Front and Back, below)
  - Prioritized table of projects (see Sample Improvements Table, below)
  - Map of project locations (see Sample Improvements Map, below)
- TSP amendments
- Signage
- Streetscape
- Financing plan
- Ordinance and code changes

## 6.2 Final Downtown Revitalization Plan

Consultant shall develop a Final Downtown Revitalization Plan and submit to PMT. Final Downtown Revitalization plan must incorporate PMT comments on Draft Downtown Revitalization Plan and must include, as feasible:

- Construction
  - Project sheets for up to 10 projects (see Sample Project Sheet Front and Back, below)
  - Prioritized table of projects (see Sample Improvements Table, below)
  - Map of project locations (see Sample Improvements Map, below)
- TSP amendments
- Signage
- Streetscape
- Financing plan
- Ordinance and code changes

## 6.3 Adoption Hearings (up to 2)

Consultant shall attend up to two public hearings for plan adoption, one City Planning Commission, and one City Council.

### Agency Deliverables

None

### City Deliverables

6A Adoption Hearings

### Consultant Deliverables

6A Draft Downtown Revitalization Plan

6B Final Downtown Revitalization Plan

6C Adoption Hearings (up to 2)

### Project Schedule

Task	Schedule
1	May 2019
2	May 2019 - July 2019
3	July 2019 – October 2019
4	October 2019 – December 2019
5	December 2019 – April 2020
6	March 2020 – May 2020

### City Match Plan (Estimated)

Task		Staff Hours (\$40/hr average)	Supplies and Services	Task Costs
1	Project Administration and Initiation	90	\$100	\$3,700
2	Project Goals, Policy Review	30	\$100	\$1,300

3	Current and Future Conditions	50	\$100	\$2,100
4	Draft Needs Assessment and Prioritization	80	\$100	\$3,300
5	Revised Transportation System Improvements	80	\$50	\$3,250
6	Draft and Final Plan	65	\$50	\$2,650
	Match Total	395	\$1,100	\$16,300

### Consultant Amounts per Deliverable

Task	Deliverable	Total Lump Sum per Deliverable Amount Payable to Consultant
1A	PMT Meetings (up to 12)	\$412.50 per meeting up to \$4,950
1B	Kick Off Meeting	\$7,450
	<b>Task 1 Total</b>	<b>\$12,400</b>
2A	Draft TM #1	\$5,750
2B	Revised TM #1	\$1,600
	<b>Task 2 Total</b>	<b>\$7,350</b>
3A	Draft TM #2 Public	\$3,650
3B	TAC Meeting #1	\$5,300
3C	CAC Meeting #1	\$2,500
3D	Open House #1	\$6,400
3E	Revised TM #2 Public	\$2,700
	<b>Task 3 Total</b>	<b>\$20,550</b>
4A	Needs Assessment Meeting	\$3,500
4B	Draft TM #3 Public	\$7,400
4C	TAC Meeting #2	\$4,300
4D	CAC Meeting #2	\$1,700
4E	Revised TM #3 Public	\$4,200
4F	Open House #2	\$6,300
	<b>Task 4 Total</b>	<b>\$27,400</b>
5A	Transportation Improvements Prioritization Meeting	\$2,800
5B	Draft TM #4 Public	\$7,300
5C	TAC Meeting #3	\$3,500
5D	CAC Meeting #3	\$1,700
5E	Revised TM #4	\$3,700
5F	Open House #3	\$6,400
5G	City Council Workshop	\$1,800
5H	Draft TM #5	\$4,850
5I	Revised TM #5	\$2,000
	<b>Task 5 Total</b>	<b>\$34,050</b>
6A	Draft Downtown Revitalization Plan	\$9,050
6B	Final Downtown Revitalization Plan	\$5,850
6C	Adoption Hearings (up to 2)	\$1,125 per meeting, up to \$2,250
	<b>Task 6 Total</b>	<b>\$17,150</b>

	<b>Project Total:</b>	<b>\$118,900</b>
--	-----------------------	------------------

## Sample Project Sheet (Front and Back)

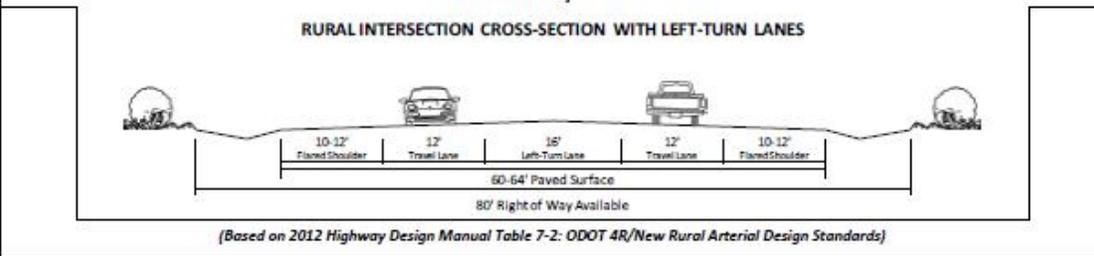
Project 5. OR 140 (Kirtland Road)/High Banks Road Intersection		OR 140 Corridor Plan: I-5 Exit 35 to Brownsboro–Eagle Point Road
<b>Milepoint</b>	-5.37	
<b>Description</b>	Add eastbound and westbound left-turn lanes on OR 140	
<b>Purpose</b>	<ul style="list-style-type: none"> <li>Address existing safety concerns</li> <li>Plan for long-term capacity needs</li> </ul>	
<b>Roadway Characteristics</b>	<ul style="list-style-type: none"> <li>Existing roadway width is 36 to 48 feet in 80-foot right of way (ROW)</li> <li>Posted speed on OR 140 is 55 mph</li> <li>Current (2009-2010) ADT = 4,000 to 7,000 vehicles per day on OR 140</li> <li>Forecast (2034) ADT = 7,000 to 10,000 vehicles per day on OR 140</li> <li>Trucks account for approximately 10% of total traffic (5% single-unit and 5% multi-unit)</li> <li>1 crash (rear end related to left-turning vehicle in through travel lane) in analysis period (Years 2005-2009)</li> </ul>	
<b>How Improvement Addresses Deficiencies</b>	<b>Existing/Future Deficiency</b>	<b>With Improvement</b>
	<ul style="list-style-type: none"> <li>Existing 2-lane roadway does not have left-turn lanes at High Banks Road</li> <li>One documented crash at this intersection related to left-turning vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Proposed addition of eastbound and westbound left-turn lanes</li> <li>Left-turn lanes would provide refuge that would reduce the likelihood of rear end collisions related to left-turning vehicles</li> </ul>
<b>Additional Considerations</b>	<ul style="list-style-type: none"> <li>Current volumes on High Banks Road do not meet ODOT warrants for left-turn lanes</li> <li>An access management strategy should be developed where the left-turn lanes are added</li> <li>Southeast quadrant of intersection has wetland classification of palustrine, emergent that may contain high quality vernal pools</li> <li>Roadway is flared for right turns but does not include right-turn deceleration lanes</li> </ul>	
<b>Cost Option</b>	<ul style="list-style-type: none"> <li>\$1.5 million (excluding hazardous materials mitigation or natural resource mitigation)</li> <li>Widening is assumed to occur equally on both sides of the roadway</li> <li>Project could be constructed within existing ROW on OR 140</li> </ul>	
<b>Implementation</b>	<ul style="list-style-type: none"> <li>Low priority</li> <li>Monitor crash patterns for increased frequency of crashes related to left-turn movements</li> <li>Monitor intersection traffic volumes to determine if left-turn lane warrants are met or will soon be met</li> </ul>	

Preliminary Alignment Concept

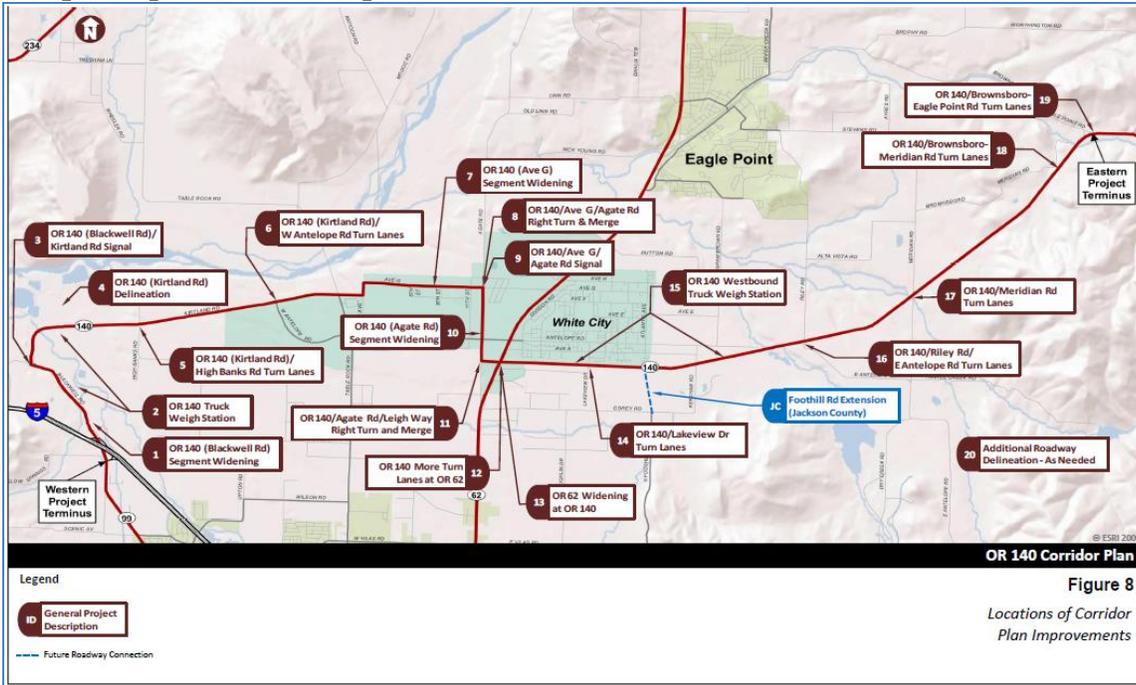


Potential Roadway Cross-Section

RURAL INTERSECTION CROSS-SECTION WITH LEFT-TURN LANES



# Sample Improvements Map



# Sample Improvements Table

Table 8. Summary of Corridor Plan Improvements

Concept ID	Description	Milepoint	Mobility	Freight	Safety	Multimodal	Economic	Implementation Priority	Triggers	Estimated Cost*	Potential STIP Funding Category	Enhance	Fix It	Other Funding
<b>West of White City UUC Boundary</b>														
1	OR 140 (Blackwell Rd) Segment: Widen to provide a 3-lane rural section (with setbacks for 5 lanes) and modify curves for higher design speed	-8.17 to -7.02	✓	✓	✓	✓	✓	High	<ul style="list-style-type: none"> <li>Existing crash rate</li> <li>Development of Tolo Urban Reserve Area (CP-18)</li> </ul>	\$8.7 million	•			
2	OR 140 north/east of I-5: Add a truck weigh station	Between -8.17 and -5.37		✓				NA	<ul style="list-style-type: none"> <li>Dependent on Motor Carrier needs and support</li> </ul>	No estimate prepared				•
3	OR 140/Blackwell Rd/Kirtland Rd Intersection: Install a traffic signal	-7.02	✓	✓			✓	Low	<ul style="list-style-type: none"> <li>Traffic signal warrants</li> </ul>	\$0.5 million	•	•	•	•
4	OR 140 (Kirtland Rd) Segment: Install additional roadway delineation such as textured striping or rumble strips	-7.02 to -2.71			✓			Medium	<ul style="list-style-type: none"> <li>Continued pattern of run-off-the-road crashes</li> </ul>	\$20,000				•
5	OR 140 (Kirtland Rd)/High Banks Rd Intersection: Add left-turn lanes on OR 140	-5.37			✓			Low	<ul style="list-style-type: none"> <li>Increased crash frequency related to left turns</li> <li>Left-turn lane warrants</li> </ul>	\$1.5 million	•	•	•	•
<b>White City (within UUC Boundary)</b>														
6	OR 140 (Kirtland Rd)/W Antelope Rd Intersection: Add a westbound left-turn lane on OR 140	-3.74			✓	✓		Low	<ul style="list-style-type: none"> <li>Left-turn lane warrants</li> <li>Future transit route</li> </ul>	\$1.2 million	•	•	•	•
7	OR 140 (Ave G) Segment: Widen to provide a 3-lane urban section	-2.55 to -1.16	✓	✓	✓	✓	✓	NA	<ul style="list-style-type: none"> <li>Phased with development</li> </ul>	\$7.6 million	•			•
8	OR 140/Ave G/Agate Rd Intersection: Add channelized eastbound right-turn lane on Ave G and southbound merge lane on Agate Rd	-1.16	✓	✓			✓	Medium	<ul style="list-style-type: none"> <li>Existing freight route need (channelization)</li> <li>Traffic growth (merge lane)</li> </ul>	\$1.6 million	•			
9	OR 140/Ave G/Agate Rd Intersection: Install traffic signal	-1.16	✓	✓			✓	Low	<ul style="list-style-type: none"> <li>Traffic signal warrants</li> </ul>	\$0.5 million	•	•	•	•
10	OR 140 (Agate Rd) Segment: Widen to provide a 3-lane urban section	-1.16 to -0.20	✓	✓	✓	✓	✓	NA	<ul style="list-style-type: none"> <li>Phased with development</li> <li>Left-turn lane warrants at multiple locations</li> </ul>	\$6.0 million	•			•
11	OR 140/Agate Rd/Leigh Way Intersection: Add channelized westbound right-turn lane on Leigh Way and northbound merge lane on Agate Rd	-0.20	✓	✓			✓	Medium	<ul style="list-style-type: none"> <li>Existing freight route need (channelization)</li> <li>Traffic growth (merge lane)</li> </ul>	\$0.5 million	•			
12	OR 140/OR 62 Intersection: Add eastbound right-turn lane and second westbound left-turn lane	0.00	✓	✓	✓	✓	✓	Medium	<ul style="list-style-type: none"> <li>Persistent congestion (v/c ratio &gt; 0.80)</li> </ul>	\$1.0 million	•			
13	OR 62/OR 140: Widen OR 62 to a 7-lane section from south of OR 140 to north of Antelope Rd	0.00	✓	✓			✓	Low	<ul style="list-style-type: none"> <li>Persistent congestion (v/c ratio &gt; 0.80)</li> </ul>	\$7.8 million	•			
14	OR 140/Lakeview Dr Intersection: Add left-turn lanes on OR 140	1.03			✓			High to Medium	<ul style="list-style-type: none"> <li>Increased crash frequency related to left turns</li> <li>Left-turn lane warrants (met now)</li> </ul>	\$1.2 million	•	•		
<b>East of White City UUC Boundary</b>														
15	OR 140 east of OR 62: Add a westbound truck weigh station	1.0 or 2.5		✓				NA	<ul style="list-style-type: none"> <li>Dependent on Motor Carrier needs and support</li> </ul>	No estimate prepared				•
16	OR 140/Riley Rd/E Antelope Rd Intersection: Add left-turn and right-turn deceleration lanes on OR 140	3.59			✓			High to Medium	<ul style="list-style-type: none"> <li>Increased crash frequency related to left or right turns</li> <li>Left-turn lane or right-turn lane warrants (met now)</li> </ul>	\$1.6 million	•	•	•	•
17	OR 140/Meridian Rd Intersection: Add left-turn lanes on OR 140	5.03			✓			Low	<ul style="list-style-type: none"> <li>Increased crash frequency related to left turns</li> <li>Left-turn lane warrants</li> </ul>	\$2.0 million	•	•	•	•
18	OR 140/Brownsboro-Meridian Rd Intersection: Add left-turn lanes on OR 140	7.41			✓			Low	<ul style="list-style-type: none"> <li>Increased crash frequency related to left turns</li> <li>Left-turn lane warrants</li> </ul>	\$1.7 million	•	•	•	•
19	OR 140/Brownsboro-Eagle Point Rd Intersection: Add an eastbound left-turn lane on OR 140	7.98			✓			Low	<ul style="list-style-type: none"> <li>Increased crash frequency related to left turns</li> <li>Left-turn lane warrants</li> </ul>	\$1.3 million	•	•	•	•
<b>Other</b>														
20	OR 140: Install additional roadway delineation such as rumble strips or textured striping	Various			✓			NA	<ul style="list-style-type: none"> <li>Documented pattern of run-off-the-road crashes</li> <li>Repeating projects</li> </ul>	No estimate prepared	•	•		