

**MINUTES FOR THE STUDY SESSION  
ASHLAND CITY COUNCIL  
Monday, August 1, 2016  
Siskiyou Room, 51 Winburn Way**

Mayor Stromberg called the meeting to order at 5:35 p.m. in the Siskiyou Room.

Councilor Morris, Marsh, Lemhouse, and Voisin were present. Councilor Seffinger arrived at 5:37 p.m. Councilor Rosenthal was absent.

**1. Public Input**

**Huelz Gutcheon/2253 Hwy 99**/Noted the Electric Department published the amount of megawatts Ashland used daily in the newspaper. Mr. Gutcheon thought the natural gas companies should start doing the same. He went on to address climate change.

**2. Look Ahead review**

City Administrator Dave Kanner reviewed items on the Look Ahead.

**3. Downtown Parking Management and Circulation ad hoc Advisory Committee Update**

Public Works Director Mike Faught referred to maps from Rick Williams Consulting Parking & Transportation showing the downtown study area, and potential off street parking. Mr. Williams recommended adopting the guiding principles, the 85<sup>th</sup> percentile rule as the optimum occupancy standard for measuring performance, creating a Centralized Parking Management Division and hiring a part time parking coordinator. In addition, Mr. Williams recommended establishing a Downtown Parking Advisory Committee, ongoing data collection, a new parking brand, expanding the bike parking network, and looking into parking meters. Changes would roll out in a zero-18 months phase with a second phase covering 18-36 months.

The Downtown Parking Management and Circulation ad hoc Advisory Committee started in 2013. The Committee focused on downtown parking and due to the complexity of parking, finished early February 2016 then started multi modal projects. This included making the Beaver Slide bike and pedestrian only, adding a roundabout at Pioneer and Hargadine, A Street improvements, and a bike sharrow treatment on B Street. The Committee also discussed the offset intersection at Lithia Way and 3<sup>rd</sup> Street. The most controversial project was the proposed three lane to two lanes on North Main Street and Lithia Way. Bike, pedestrian, and road projects identified in the Transportation System Plan (TSP) were included as well.

The Transportation Commission recently met and discussed a new concept that was less expensive and could be used in the interim of changing the three lanes on North Main Street and Lithia Way called a super sharrow. A super sharrow created a shared bike lane and painted the center of the lane green. Kittelson and Associates were familiar with the concept, thought it would work well in Ashland but did not recommend allowing truck loading and unloading in the sharrow. They could analyze how that functioned and provide the City with options. It would cost \$40,000 for the analysis and \$100,000 to implement. It will cost \$6,000,000 to change the three lanes to two. The City would develop an ordinance prohibiting trucks from loading or unloading in the sharrow lane.

The Oregon Department of Transportation (ODOT) owned the roads and would have to approve the project prior to making changes. The road was a special transportation area (STA) and ODOT typically allowed more variances for STA areas. Creating a sharrow would not affect parking.

Mr. Faught explained the Transportation Commission was working on a potential shuttle program as an alternative mode from a transit standpoint and thought the Transportation Commission should continue working on the transportation piece.

Council supported the super sharrow project for the interim and wanted the Committee to review the proposal then disband. The remaining charges for the Committee would go into the broader context of urban design. Council also wanted the Transportation Commission to continue researching the trolley or shuttle component and public transportation in general. Council would look into the urban design study for the downtown after the election and form a new committee then.

#### **4. Council discussion of potential updates to Ashland Municipal Code**

City Attorney Dave Lohman submitted a document of proposed updates to various ordinances and explained the updates did not involve substantive changes and were broken down into categories.

##### **Corrective Updates**

Council approved the proposed updates to the following ordinances:

1. City Surveyor: AMC 2.28.045 change reference to a surveyor approved by the City Administrator
2. Violations: AMC 11.40.010 clarifying penalty provisions
3. Surplus Property: AMC 2.54.020(J) change definition of "Surplus Property" from "sale" to "disposal"
4. Jail: AMC 10.96.020 change language from "confinement in the city jail" to "confinement in jail"
5. Violations, not Misdemeanors: Correct the term "misdemeanor" for noncompliance with ordinances where "violation" is the accurate term

##### **Non-Policy Updates**

Council approved proposed changes to the following ordinances:

1. Termination of Electric Service: AMC 14.02.040D and 14.02.100 revise to bring into line with current statues and practices
2. APD Training Reimbursement: Establish a policy for reimbursement to the City when a new APD recruit completes training and shortly thereafter accepts employment elsewhere.
3. Liquor License Applications: AMC 6.32 clarify APD may review renewal applications with changes in ownership or location
4. Ethics Code: AMC 3.08.020 add language to have it apply to advisory bodies
5. Electric Utility Service Applications: AMC 1.04W applicants may substitute electronic checkbox for an actual signature

Council would address the following later:

6. TOT: AMC 4.24.030D regarding Bed and Breakfasts paying Food and Beverage tax

Council approved proposed changes to the following ordinances:

7. Executive Sessions: Define "media"
8. Public Contracting: AMC 2.50 to allow Qualification Based Selection (QBS) procurement for public improvement contracts
9. Outside Legal Counsel: AMC 2.28.250 clarify City Council or the City Attorney can determine when to hire outside legal counsel on contract
10. Business Licenses: AMC 6.04 clarify requirements and update terminology
11. Parking Fines Collections: Add the contracted parking enforcement provider has the authority to engage a collection agency

##### **Policy Updates**

Council approved updates to the following ordinances:

1. Wall Graphics: Clarify application of sign code to wall graphics including wall graphics in the Public Art Collection
2. Public Art in Historic Districts: Clarify roles of Public Arts Commission and Historic Commission with respect to proposed public art in historic districts
3. Food and Beverage Tax: AMC 4.34.020 clarify items that apply to the Food and Beverage tax
4. Sewer Connections Beyond City: AMC 14.08 clarify when the City may allow sewer connection to properties outside city limits
5. Taxicabs: AMC 2.68 consider requirement changes including Uber-like service
6. Public Contracting: AMC 2.50.090 update exemptions from formal competitive selection procedures in public contracting
7. Dangerous Buildings Code: Adopt Uniform Abatement of Dangerous Buildings Code
8. Intergovernmental Agreements: AMC 2.28.045B.2 delegate authority to City Administrator to approve IGA renewals where payment by the City would increase no more than 25%
9. City Recorder Duties: AMC 2.08 consider revising duties of City Recorder
10. Emergency Powers: AMC 2.62.040 and 262.050 clarify City Administrator (CA) powers between the declaration of a state emergency and the Council's ratification of the declaration
11. Tree Removals: Establish criteria
12. Weapons in Court – Council asked staff to include Council meetings as well
13. Block Rule: AMC 11.26.020(3)(a&b) revise the “block rule” for parking
14. Electronic Signatures: Establish protocol and authority to sign/accept electronic signatures
15. Appeals: AMC 2.30 modify and improve uniform appeal process
16. Noise Regulation: AMC 9.08.170 simplify the noise ordinance
17. ELEA Addition: Discuss ELEA at the south end of town
18. Park Expulsion: Make the Parks expulsion provision consistent with ELEA
19. Vending on Rights of Way: Create an exemption for ice cream trucks
20. TOT Remittance, Appeal & Refund Procedures: Update to reflect current technology and practices

##### **5. Discussion of City Hall landscaping**

City Administrator Dave Kanner shared two options to deal with people sitting directly outside the City Recorder's office. One would restore the former landscaping that would prevent people from sitting on the window ledge or behind the planters. A second option would allow Martolli's Hand-tossed Pizza to set up tables for their customers. It would require the City to install a railing to delineate the space and the removal of one of the bike racks. Martolli's has a surveillance camera on their outdoor tables they would use to monitor the tables outside City Hall as well. The City would issue an encroachment permit to Martolli's and possibly install something between the planters and the City Recorder's office.

Council supported Martolli's Hand Tossed Pizza using the space for outdoor dining.

Meeting adjourned at 7:17 p.m.

Respectfully submitted,  
Dana Smith  
Assistant to the City Recorder