

CITY OF  
**ASHLAND**  
**TRANSPORTATION COMMISSION**  
**Thursday, April 15, 2010**  
**Council Chambers, 1175 East Main Street**

**Agenda**

- I. CALL TO ORDER: 6:00 PM
- II. APPROVAL OF MINUTES: March 18, 2010
- III. PUBLIC FORUM
- IV. ADJUSTMENTS TO THE AGENDA
- V. ACTION ITEMS
  - A. Election of Chair and Vice Chair (5 minutes)
  - B. Commission Procedures on Decision Making (10 minutes)
  - C. Request for a Crosswalk on East Main Street (30 minutes)
  - D. Advance Preparation for Goal Setting (30 minutes)
- VI. NON ACTION ITEMS
  - A. Interstate 5, Exit 14 and 19 Update (5 minutes)
  - B. Normal Av Neighborhood Refinement Plan (Brandon Goldman) (5 minutes)
  - C. Planning Commission Update (John Gaffey) (5 minutes)
  - D. Bike to Work Week (RVTD) (5 minutes)
  - E. Ordinance No. 3003: Changes to Transportation Commission Ordinance (5 minutes)
- VII. INFORMATIONAL ITEMS
  - A. Oregon Traffic Control Devices Comm. Annual Report
  - B. City Source Message: Role of the Commission Subcommittee
  - C. Introduction to Robert's Rules of Order
  - D. Council Action on Croman Site
- VIII. NEXT MEETING/SUGGESTED AGENDA TOPICS
  - A. Faith Avenue / Highway 66 Intersection
  - B. Signal Detector Retrofits to Accommodate Bike Detection
- IX. COMMISSIONER COMMENTS
- X. ADJOURN: 8:00 PM

Next meeting scheduled for May 20, 2010 @ 6:00 pm

Note to Commissioners: Call Nancy Slocum at 552-2420 or [slocumn@ashland.or.us](mailto:slocumn@ashland.or.us) if you can not attend the meeting.

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Office at 488-5587 (TTY phone number 1 800 735 2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).*

**CITY OF  
ASHLAND**  
**Transportation Commission**  
Contact List as of October 5, 2009

Name	Title	Telephone	Mailing Address	E-mail Address	Expiration of Term
Tom Burnham	Commissioner	482-4467	1344 Apple Way	<a href="mailto:ntburnham@gmail.com">ntburnham@gmail.com</a>	4/30/2010
John Gaffey	Commissioner	482-2935	637 Oak Street	<a href="mailto:gaffey@charter.net">gaffey@charter.net</a>	4/30/2010
Brent Thompson	Commissioner	488-0407	582 Allison	<a href="mailto:brenttho@mind.net">brenttho@mind.net</a>	4/30/2011
Julia Sommer	Commissioner	552-1942	1158 Village Square Drive	<a href="mailto:juliamsommer@gmail.com">juliamsommer@gmail.com</a>	4/30/2011
Colin Swales	Commissioner	488-0939	143 8 <sup>th</sup> Street	<a href="mailto:colinswales@gmail.com">colinswales@gmail.com</a>	4/30/2011
Matt Warshawsky	Commissioner	488-0917	821 Indiana Street	<a href="mailto:ashland@azcotech.com">ashland@azcotech.com</a>	4/30/2012
Eric Heesacker	Commissioner	482-6034	2360 Ranch Road	<a href="mailto:eric.heesacker@gmail.com">eric.heesacker@gmail.com</a>	4/30/2012
David Young	Commissioner	488-4188	747 Oak Street	<a href="mailto:dyoung@jeffnet.org">dyoung@jeffnet.org</a>	4/30/2012
Steve Hauck	Commissioner	878-2702	453 Wightman Street	<a href="mailto:stephenhauck@yahoo.com">stephenhauck@yahoo.com</a>	4/30/2010

**Non Voting Ex Office Membership**

Mike Faught	Director of Public Works Commission Secretary	488-5587	20 E. Main Street	<a href="mailto:faughtm@ashland.or.us">faughtm@ashland.or.us</a>	
David Chapman	council liaison	488-0152	390 Orchard Street	<a href="mailto:david@council.ashland.or.us">david@council.ashland.or.us</a>	
Brandon Goldman	Planning	488-5305	20 E. Main Street	<a href="mailto:goldmanb@ashland.or.us">goldmanb@ashland.or.us</a>	
Steve MacLennan	Police	552-2809	20 E. Main Street	<a href="mailto:macleenns@ashland.or.us">macleenns@ashland.or.us</a>	
Scott Hollingsworth	Fire	552-2932	20 E. Main Street	<a href="mailto:Hollings@ashland.or.us">Hollings@ashland.or.us</a>	
Larry Blake	Southern Oregon University Ashland Schools	482-2564	1250 Siskiyou Bv	<a href="mailto:blakel@sou.edu">blakel@sou.edu</a>	
Dan Dorrell PE	ODOT	774-6354	100 Antelope Rd WC 97503	<a href="mailto:Dan.w.dorrell@odot.state.or.us">Dan.w.dorrell@odot.state.or.us</a>	
Nathan Broom	RVTD	608-2411	3200 Crater Lake Av – 04 20 E. Main Street	<a href="mailto:n.broom@nvid.org">n.broom@nvid.org</a>	
Jenna Stanke	Ashland Parks Jackson County Roads		200 Antelope Rd WC 97503	<a href="mailto:stankeJ@jacksoncounty.org">stankeJ@jacksoncounty.org</a>	
Eve Woods	Student Liaison	773-8515	920 W 11 <sup>th</sup> Street #3 Medford OR 97501	<a href="mailto:Eve_woods@hotmail.com">Eve_woods@hotmail.com</a>	

**Staff Support**

Nancy Slocum	Public Works Clerk	552-2420	20 E Main Street	<a href="mailto:slocumn@ashland.or.us">slocumn@ashland.or.us</a>	
Jim Olson	Engineering Services Manager	488-5347	20 E. Main Street	<a href="mailto:olsonj@ashland.or.us">olsonj@ashland.or.us</a>	
Karl Johnson	Assistant Engineer	552-2415	20 E Main Street	<a href="mailto:johnsonk@ashland.or.us">johnsonk@ashland.or.us</a>	



CITY OF  
ASHLAND

TRANSPORTATION COMMISSION

Thursday, March 18, 2010

Siskiyou Room, 51 Winburn Way

Minutes

**Attendees:** John Gaffey, Eric Heesacker, Steve Hauck, Colin Swales (Chair),  
Brent Thompson, Matt Warshawsky,

**Absent:** Tom Burnham, Julia Sommer, David Young

**Ex Officio Members:** David Chapman, Larry Blake, Kat Smith, Steve MacLennan

**Staff Present:** Jim Olson, Nancy Slocum, Pieter Smeenk

I. **CALL TO ORDER:** 6:08 PM by Matt Warshawsky who temporarily filled in for Swale.

II. **APPROVAL OF MINUTES:**  
Minutes of February 18, 2010 were approved as submitted.

III. **PUBLIC FORUM:**

IV. **ADJUSTMENTS TO THE AGENDA:**  
Grandview Drive Pedestrian Improvements were moved to the first position to accommodate the large amount of public testimony.

V. **ACTION ITEMS:**

A. Grandview Drive Pedestrian Improvements

Jim Olson gave the staff report. Staff had looked at physical improvements to Grandview after they received a petition signed by 19 residents. Easements would be needed to widen the road as well as an extensive retaining wall system. The cost was estimated at \$1.3 million which would be funded through an Local Improvement District which now has no cap as to the property owners' financial responsibility. The Subcommittee looked at this and other options and decided to designate Grandview as a "shared road" (an area of road where equal priority is given to vehicle, bicycle and pedestrian traffic). This would consist of signs, pavement markings and education. A traffic study was conducted showing approximately 550 vpd with an average speed of 26.7 mph which is considered a borderline higher speed problem. Staff did not recommend speed humps.

Female resident, 500 Grandview Drive, believed that the shared road designation would not help and children were at risk as there were several school bus stops on Grandview. With continued building, vehicles would only increase. She favored sidewalks or one way traffic.

Steph Johnson, 329 Grandview for 37 years, would vote no on a sidewalk project. She read a letter into the record in favor of the shared road and a painted centerline from top to bottom.

Lee Perlman, 235 Sunnyview, did not receive notice of the meeting. He considered Grandview a one and a half lane road. He did not walk Grandview because he thought it was dangerous. He also favored a centerline. He thought there was not enough room for sidewalks, but supported widening the travel lanes.

Olson noted that the “Share the Road” signs would be on the shoulders. He estimated six signs would be installed in either direction, 150’ apart.

Hillary Tiefer, 565 Wrights Creek Drive, loved existing tree canopy. She recommended 15 mph speed limit with increased police enforcement.

John Owen, 500 Grandview Drive, noted that Grandview was a wildfire excavation route and wondered if, considering this, speed bumps were possible. He recommended a wooden walkway with pullouts for pedestrians and wondered about cost. Olson said a cantilever walkway would have to be intermittent and be approved by City Council as a variance. Pedestrian pullouts could be studied.

Mona McArdle, 352 Grandview Drive, circulated the petition requesting sidewalks. She read a letter from Jennifer Croyle of 225 Sunnyview Drive into the record. Croyle had safety concerns for pedestrians who used Grandview including residents, hikers and runners. She hoped stimulus money would be available to fund sidewalks.

Nancy Soas, 300 Grandview Drive, said she and her husband Eric recommended reducing the speed to 15 to 20 mph and speed humps. Soas favored sidewalks and noted that Grandview was a major route to the Strawberry / Hald Park. She would like to see studies that showed sharrows worked. She suggested adding fog lines for a “virtual” sidewalk.

Jennifer Carr, 388 Grandview Drive, agreed with Johnson and opposed sidewalks. She noted this issue was discussed before and all ideas turned out to be expensive. She noted that Grandview was not an urban area.

Dan Fellman, 352 Grandview Drive, asked about the LID on Strawberry. Olson reported that the Strawberry LID was funded with contributions from approximately 60 lots and a private developer. How much variation in street standards? Design must comply with the American Disability Act and include storm drains. State and federal law removes any flexibility in design. Fellman suggested that development of Carlos Riechenhammer’s two lots include upgrades to Grandview. He was disappointed that the traffic study did not include a pedestrian count.

Commission Discussion:

Gaffey wondered about existing trails that could serve as an alternative route for pedestrians. Olson said none were available.

Hauck favored the suggestions of bumpouts and a centerline. Olson said effective bumpouts may necessitate cutting into the bank. The benefit of a painted centerline was questionable.

Kat Smith, RVT, reminded the Commission that Grandview was a “Safe Route to School” and therefore eligible for grant money.

Heesacker wondered about “tractor bumps” that grate into the asphalt. Olson noted that the road was chip sealed and only an inch thick; not enough for tractor bumps. Heesacker asked about accident statistics for Grandview. Olson was not aware of any accidents. Heesacker favored the idea of a LID.

Motion:

Thompson moved to follow the Subcommittee’s recommendation that Grandview Drive be



designated as a shared road and that staff research the feasibility of designating pedestrian refuges using paint. Hauck seconded the motion.

Commission Discussion:

Chapman noted that the definition of “shared road” included pedestrian refuges, brochures, signs and pavement markings. He suggested that the police increase enforcement to catch speeders. The neighbors could also, as a group, use radar to alert the Police Department of time of day speeders use Grandview and also build neighborhood gateway signs.

Olson was asked about the cost of the road designation. The signs cost \$125 each while the pavement markings cost \$55 each.

Vote:

Motion passed unanimously.

B. Election of Vice Chair for 2010

Commissioner Swale took over as Chair for the meeting. Thompson nominated Steve Hauck for Vice Chair. Gaffey seconded the motion and it passed unanimously.

C. Discussion Regarding Extended Meeting Hours

Swales explained that Sommer sent her and staff an email asking for the full support of the Commission during her upcoming chairpersonship. One item she mentioned was for the ability to lengthen the meeting time past two hours if the topic warranted it.

Thompson noted the useful life of meetings was two hours. He moved to retain the two hour limit. Warshawsky seconded the motion.

Commission Discussion:

Hauck noted that the City Council used to make a motion to extend their meetings in 30 minute increments. Heesacker mentioned a babysitter conflict that could be overcome if advance notice was given.

Vote:

Motion passed 3 votes to 1.

D. Additional Bicycle Parking at North Main Street

Associate Engineer Pieter Smeenk gave the staff report. He noted that the standard width of a compact space was 8'. Although curb stops were not planned, he thought the bike spots would be adequately protected from vehicles.

Gaffey wished additional information regarding the unsafe parking spot to be removed. Swales said that, although more bike spaces were nice, he agreed with Bill Barchet's letter of February 16, 2010 noting the need for an overall downtown parking plan.

Warshawsky did not think there was a downtown parking problem, that people without compact cars would use the compact spaces; that the bike parking was too exposed; that there was no safe bike parking downtown and that this project was just a stop-gap measure.

Smeenk reminded the Commission that the proposed downtown parking study was rejected by the City Council and the Commission last fall and so was not likely to be resurrected soon.

Motion:

Thompson moved to take no action on this request from staff. Gaffey seconded the motion and it passed with five votes and one abstention.

E. Siskiyou Boulevard Beacon Update

Staff reported that all four beacons were operating. The problem was fixed through the summer. Before winter, three beacons would be hardwired to the adjacent street light for backup power.

F. Commissioner Sponsorship of Events

Olson reported that the Fire and Parks Departments were sponsoring the Bike Swap this year, but sponsorship of other events such as Car Free Day were yet to be determined. In addition the term "sponsorship" would need to be defined; it may mean by name only or full responsibility.

**VI. NON ACTION ITEMS**

A. Update on SOU Master Plan

Larry Blake, Associate Vice President for Facilities Management and Planning, reported that the master plan was approved by the Planning Commission with a couple of transportation-related conditions: that any future modifications to SOU's Eastern Gateway area be subject to a transportation impact analysis, access management standards and a pedestrian safety plan. The plan was scheduled to go before the City Council for final approval.

Gaffey expressed frustration that neighbors' comments had been addressed even before the Transportation Commission had an initial chance to review it.

B. Transportation System Plan (TSP) Update

The consultant's contract was waiting for ODOT's approval signature.

**VII. INFORMATIONAL ITEMS & COMMISSIONER COMMENTS: None.**

**VIII. ADJOURN: 8:01 PM**

Respectfully submitted,  
Nancy Slocum, Accounting Clerk I



# Memo

CITY OF  
ASHLAND

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Date: April 7, 2010  
From: James Olson  
To: Transportation Commission  
Re: ELECTION OF CHAIR AND VICE CHAIR

At last month's meeting, Steve Hauck was elected as Vice Chair to follow Julia when her term as Chair expired in April 2011. Julia, however, she declined to serve as chair at this time. (See attached email.) It is suggested that the election of both the Chair and Vice Chair begin again.



**From:** Julia Sommer <juliamsommer@gmail.com>  
**To:** Colin Swales <colinswales@gmail.com>, Brent Thompson <brenttho@mind.net>...  
**CC:** David Chapman <davidchapman@ashlandhome.net>, Mike Faught <faughtm@ashla...  
**Date:** 3/26/2010 11:32 AM  
**Subject:** Chairing the Transportation Commission

Dear Transportation Commissioners:

I asked Colin to convey to you at the March commission meeting (which I could not attend) that I am not willing to chair the commission unless the meetings are lengthened by at least half an hour, to 8:30, with a short break in the middle. I brought this issue up several months ago, to no avail.

I am not willing to squeeze a 3-hour agenda into two hours. It's very stressful, and I think it's a disservice to items on the agenda and to citizens who are concerned about them. I think most of you know by now that I run an efficient meeting.

Colin tells me that commissioners at the March meeting were not willing to lengthen the meeting to 8:30, altho TC staff are able/willing to attend a longer meeting. So you will need to elect another chair. That should be on the April agenda, since the chair changes in May.

Julia Sommer



# Memo

Date: April 8, 2010  
From: James Olson  
To: Transportation Commission  
Re: REQUEST FOR MARKED CROSSWALK AT WILLOW WIND SCHOOL

## QUESTION

Will the commission approve a request to install a marked crosswalk across East Main Street at Campus Way?

## BACKGROUND

Several months ago the Transportation Subcommittee heard a request to install a marked crosswalk across East Main Street at Campus Way in support of the Willow Wind Educational Facility located at 1497 East Main Street. During the past months the Engineering staff conducted a traffic study on the section of East Main Street from Wightman Street to Walker Avenue.

East Main is a busy arterial street which carries a volume of from 6600 to 7500 vehicles per day (vpd) although pedestrian traffic is moderate during peak hours.

There are several pedestrian generators in the vicinity including:

- Ashland Middle School
- Walker Elementary School
- Willow Wind Community Education Facility
- Science Works
- Garfield Park
- The Grove
- The Central Ashland Bike Path

East Main Street has adequate sidewalks and bike lanes on the east side of the street; however, there are few marked crosswalks due to the heavy traffic volumes. Currently there are marked crosswalks at Walker Avenue, Wightman Street and California Street. A summary of the physical composition of East Main Street and the surrounding area is as follows:

### EAST MAIN STREET PHYSICAL ATTRIBUTES

No. of Travel Lanes	2
Width of Travel Lanes	12 feet
No. of Bike Lanes	2
Width of Bike Lanes	6 feet



No. of Sidewalks	2
Width of Sidewalks	5 feet
Curb to Curb Width	36 feet
Direction of Travel	Two Way
Posted Speed	25 mph 20 mph (school zone)
Average Daily Traffic	6600 to 7500 vpd
Average Speed	27 mph
85 <sup>th</sup> Percentile Speed	32 mph
Nearest Traffic Stop	N. Mountain Av (traffic signal) RR when trains are present
Length of School Zone	1600 feet
Begin School Zone	100' E of Walker Av
End School Zone	West of Wightman Street
Existing Marked Crosswalks	Walker Av (1) Wightman St (1) California St (1) Garfield St (1) N Mountain Av (2)
Limit of Study	Walker Av to Wightman St.
Reported Crashes	6 (6/99 to 12/09)
Pedestrian Involved Crash	None
Bicycle Involved Crash	None
Pedestrians Counted in Proposed Crosswalk	None
Pedestrians counted on East Main Street	10

### Previous Actions

In January 2002, the Traffic Safety Commission first considered a similar request to install a school speed zone in support of the Willow Wind Community Educational Facility. At that time, the request was denied until the school district created a more school-like frontage to help motorists realize that the facility was a school rather than a farm as it appeared. Soon thereafter the school erected signs indicating its presence as well as a flag pole. The attached memo dated January 16, 2002 addressed this request.

In April, 2002, the Ashland School District again requested a school zone as well as a three-way stop at Walker Avenue and that a crosswalk be installed at Campus Way. This request was addressed in the attached memo of April 18, 2002. Following a complete engineering study the Traffic Safety Commission approved the creation of the school zone, but not the three-way stop nor the marked crosswalk.

### Current Study

Staff has expanded on the previous engineering study of the area. In reviewing some of the data gathered from the Safe Routes to School Program, we have learned that many students taking classes at the Middle School or John Muir School will use the sidewalks around Science Works





and on Campus Way to connect to Willow Wind. In addition, many student pedestrians will cross East Main Street at the Campus Way intersection, some choosing to cross diagonally from the east sidewalk to the Willow Wind pedestrian path located west of the driveway.

Since there are no set specific beginning and ending hours at Willow Wind, it has been difficult to verify the pedestrian usage or to get an accurate count.

## CONCLUSION

The 2004 ODOT Traffic Manual provides a good set of requirements for establishing marked crosswalks at unsignalized intersections. Pages 6 - 9 of the manual are attached for reference. The request for a crosswalk meets the following requirements:

- *Visibility* - There is good visibility of the crosswalk from all directions and visibility is far in excess of the required stopping site distance of 250 feet.
- *Pedestrian usage* - Although staff was unable to physically verify the pedestrian usage at this location, several sources have testified to the usage. This crossing is also recommended in the Safe Routes to School Study currently being conducted as a joint effort of the City, RVTD and Willow Wind.
- *Alternative Crossing Location* - The closest marked crosswalk is at Walker Avenue, 300 feet to the east. Although this is a marked crosswalk it lacks signals or other active protection devices. If the Campus Way crosswalk was marked and equipped with active devices such as flashing beacons, it would serve as the prime crossing location.
- *Posted Speeds* - The posted speed through this section of East Main Street is 25 mph with a 20 mph school speed zone in effect from 7:30 am to 5:00 pm.
- *Traffic Volumes* - The traffic volumes on East Main at 7,500 vpd is under the maximum recommended volume of 10,000 vpd.

The high volume of traffic on East Main Street requires that the crosswalk receive special attention. To simply mark a crosswalk without additional efforts would likely decrease the safety of the crosswalk. Since East Main Street will not accommodate either curb extensions (due to the presence of bike lanes) or a center pedestrian refuge, other active protective devices **MUST** be used. It is recommended that pedestrian-activated flashing beacons, similar to the ones installed on Siskiyou Boulevard, be installed at this location to provide additional protection.

The estimated cost to construct the crosswalk including two pedestrian-activated beacons, a sidewalk access ramp on the north side of East Main Street and crosswalk markings is approximately \$24,000 if constructed as a contracted project. This project is not on the City's Capitol Improvement Plan nor is it included in the current or upcoming budget. If the crossing were to be constructed by the City Public Works and Electric crews and if labor and equipment costs could be donated, the cost of materials would still be at least \$11,700. If the school district wishes to implement this crossing as soon as possible it may be necessary to seek alternative funding sources.



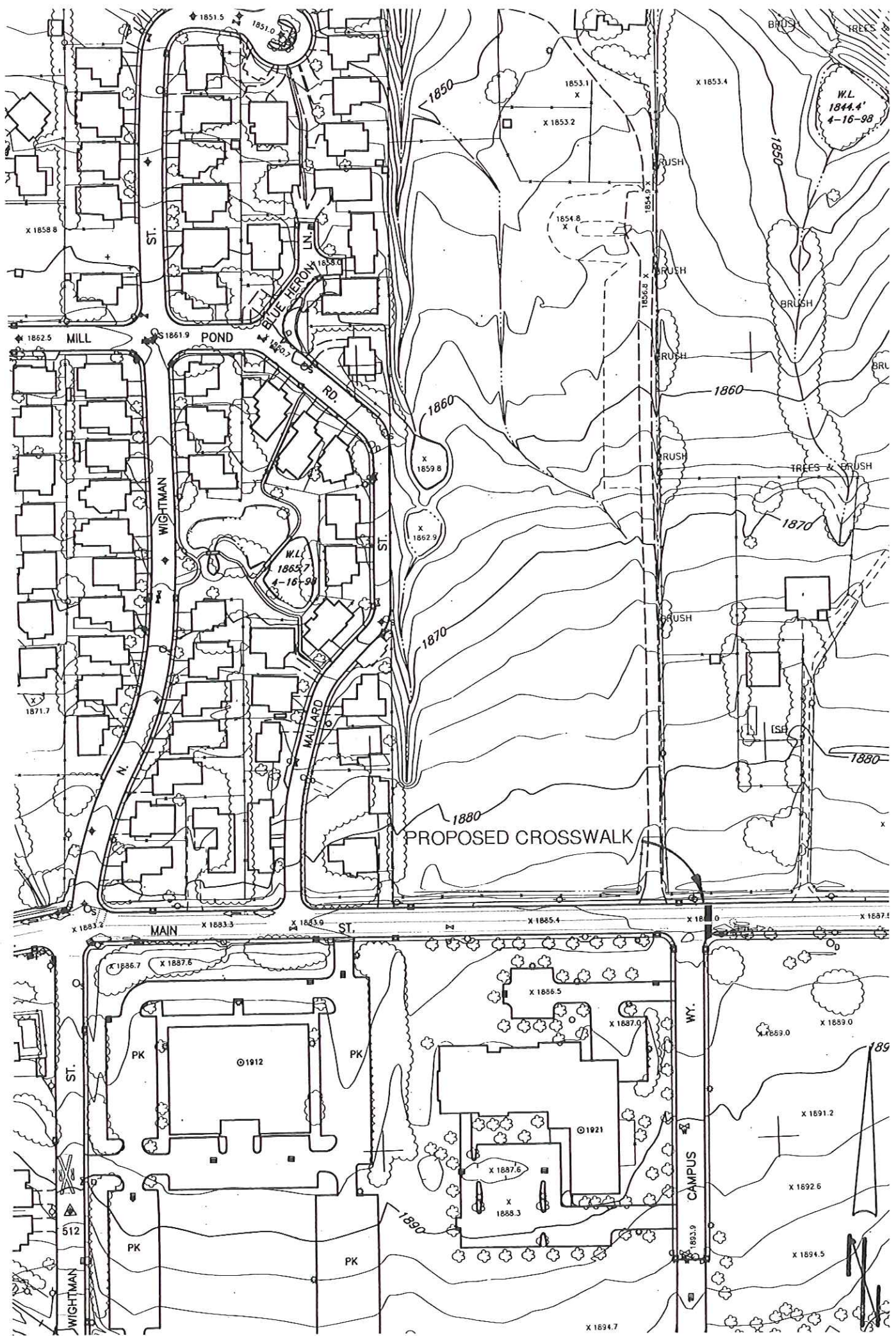
## RECOMMENDATION

The following actions are recommended to accommodate a marked crosswalk on East Main Street at Campus Way:

1. Shorten the length of the existing school speed zone from 1,600 feet to 1,000 feet.
2. Relocate advance crosswalk signs.
3. Install one sidewalk access ramp on the north side of East Main in line with the east sidewalk on Campus Way.
4. Mark, in thermoplastic, continental-style crosswalk marking across East Main Street and Campus Way.
5. Install two dual-head pedestrian-activated beacons, one on each side of East Main Street.





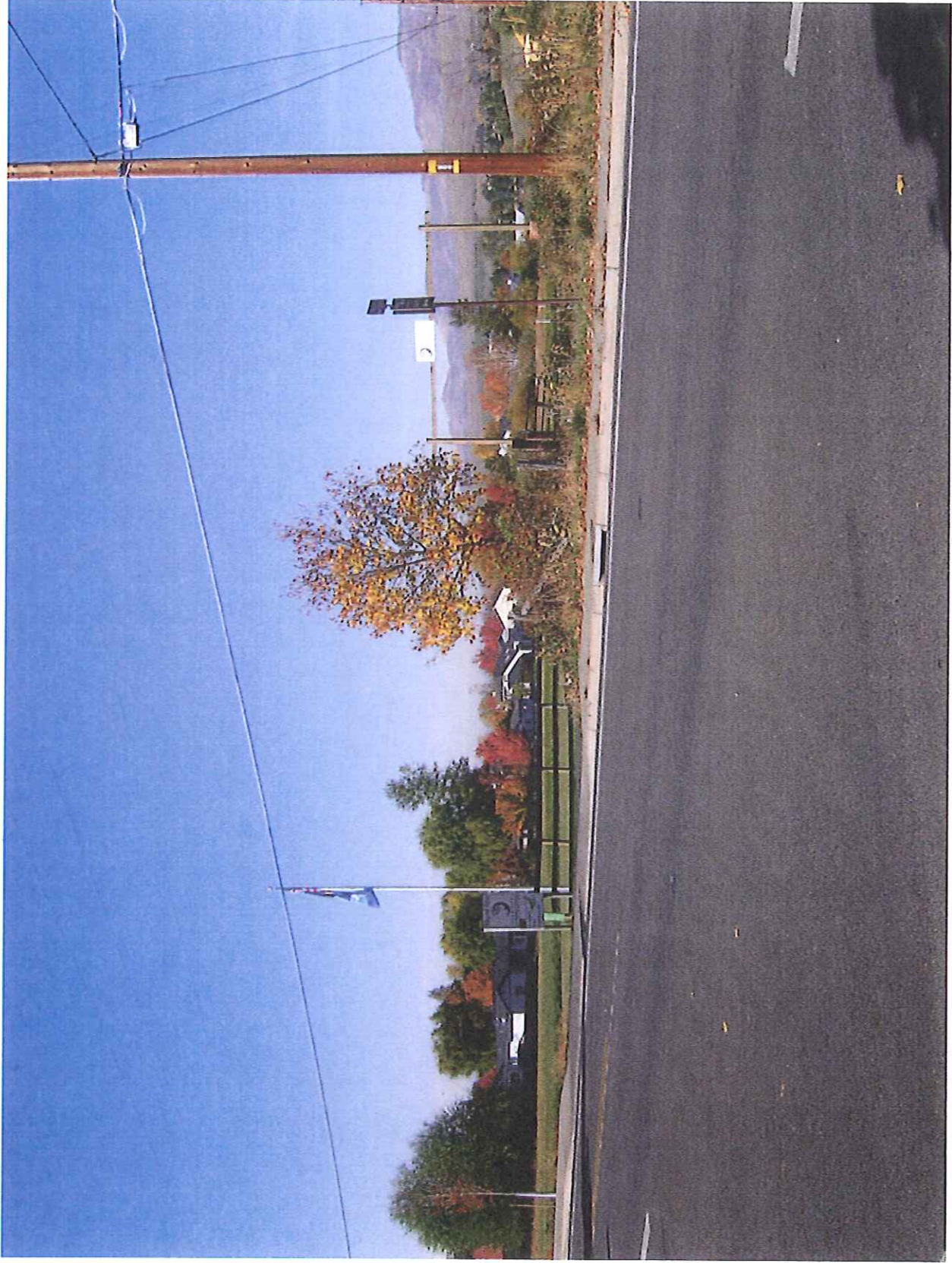






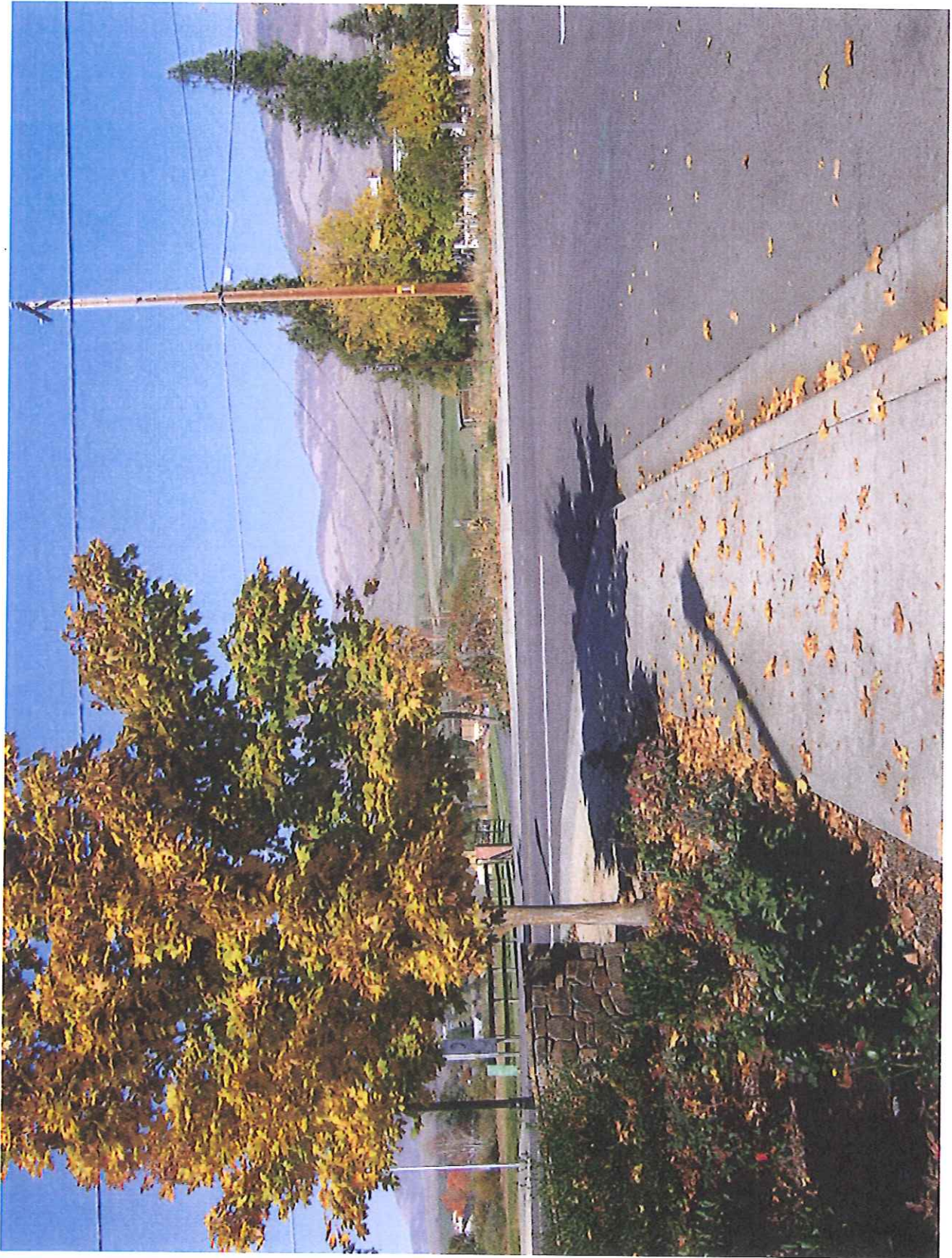
LOOKING WEST ON E. MAIN FROM CAMPUS WY.





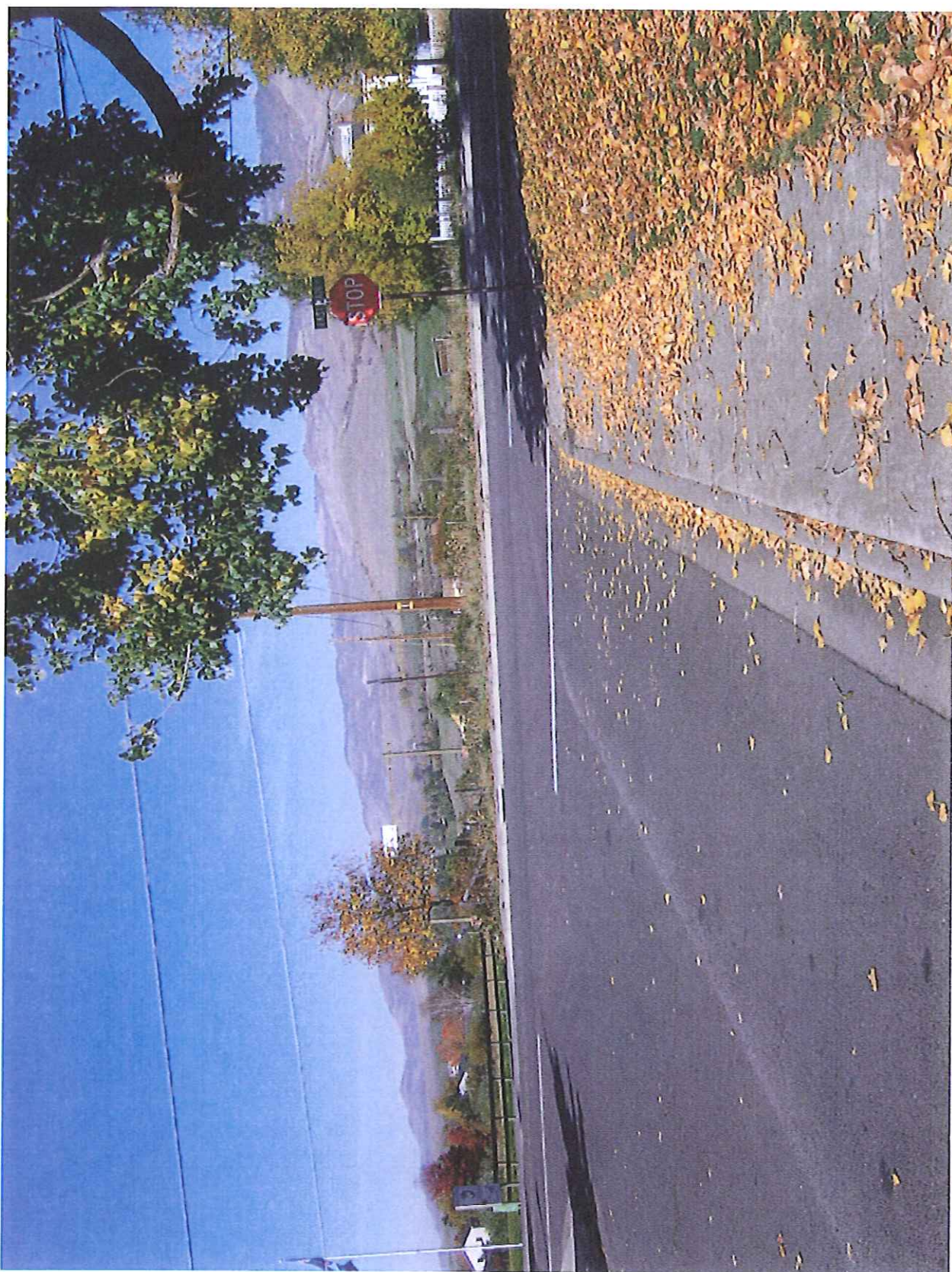
WILLOW WIND ENTRANCE





LOOKING NORTH ON CAMPUS WAY





LOOKING NORTH ON CAMPUS WAY





LOOKING EAST ON E. MAIN FROM CAMPUS WY.



# ODOT TRAFFIC MANUAL

## Criteria for Marking Crosswalks @ Uncontrolled Approaches of Intersections

Generally marked crosswalks are discouraged at uncontrolled approaches due to a concern that they may not improve safety and may, if inappropriate, put a pedestrian more at risk. The criteria are primarily restrictions on marking crosswalks in locations that would be potentially hazardous. In situations where the pedestrian volumes justify marking crosswalks (well above minimum threshold levels) additional safety measures (i.e., pedestrian refuges) should be considered above and beyond marking. Installation of a marked crosswalk will not, in and of itself, increase the level of safety for pedestrians. Marked crosswalks should only be considered at uncontrolled approaches when an engineering study demonstrates their need and the location meets the following criteria:

### *Required*

- There is good visibility of the crosswalk from all directions, or it can be obtained. Stopping sight distance is a minimum.
- There is no reasonable alternative crossing location.
- There is established pedestrian usage. Considerations include: volume of pedestrians, opportunity for safe crossing (i.e., sufficient gaps in traffic), percentage of elderly or young children, and the nature of the attraction (See ITE suggested pedestrian volume thresholds). Lower pedestrian volumes would be acceptable for areas where there is greater proportion of less experienced and less agile pedestrians (e.g., near schools and/or elderly housing areas)
- Posted speeds should be 35 mph or less.
- Traffic Volumes should be less than 10,000 ADT or if above 10,000 ADT raised median islands should be included.
- On multi-lane highways, pedestrian crossing enhancements (curb extensions and/or pedestrian refuges) should be considered.

## Criteria for Marking Crosswalks @ Mid-Block Locations

Installations of mid-block crosswalks are discouraged for the same reasons uncontrolled approaches are discouraged.

Mid-block crosswalks often do not get good compliance from motorists. Only consider mid block crosswalks when an engineering study demonstrates their need and the location meets the following criteria:

### *Required*

- There is good visibility of the crosswalk from all directions or it can be obtained. Stopping sight distance is a minimum.
- Posted vehicular speeds should be 35 mph or less.
- There is not a reasonable alternative at a stop-controlled intersection.
- There is established pedestrian usage. Considerations include: volume of pedestrians, opportunity for safe crossing (i.e., sufficient gaps in traffic), percentage of elderly or young children, and the nature of the attraction (see ITE suggested pedestrian volume thresholds). Lower pedestrian volumes would be acceptable for areas where there is greater proportion of less experienced and less agile pedestrians (e.g. near schools and/or elderly housing areas).
- Locations should be more than 300 feet to nearest crossing or marked crosswalk.
- Traffic Volumes should be less than 10,000 ADT or if above 10,000 ADT raised median islands should be included.
- Pedestrian crossing enhancements (curb extensions and/or pedestrian refuges) should be considered.

### *Optional*

- Where a marked crosswalk can concentrate or channelize multiple pedestrian crossings to a single location.
- Free turning movements or other operational considerations inhibit pedestrian crossing opportunities at the nearest intersection.
- Established bus stops where riders need access to the opposite side of road from the bus stop where the stop can't be relocated.

### Criteria for Marking School Crossings @ Uncontrolled Locations

When establishing marked school crossings across uncontrolled locations the applicable criteria for marking crosswalks should be followed. Generally school crossings are established based on School Route Plans and are planned to take advantage of existing traffic controls such as traffic signals. Where existing traffic controls are not available and it is not feasible to require children to walk out of direction a marked crosswalk may be established. The number and age of the students using the crossing should be taken into consideration. Adult crossing guards should be considered for established school crossings at uncontrolled locations where gaps are not sufficient to permit a reasonably safe crossing.



### Criteria for Marking Continental Crosswalk Markings (Longitudinal Marking)

Continental crosswalk markings provide special emphasis markings, so their use should be limited to preserve their effectiveness to call attention to special areas. Continental markings are the standard crosswalk marking for Roundabouts and may be used at any uncontrolled approach or unsignalized approaches of channelized right turn lanes. At other locations continental crosswalk markings should only be considered when an engineering study demonstrates their need and the location meets the following criteria:

#### *Required*

- Areas where special emphasis is required, i.e., school crossings and mid-block crossings
- Areas where higher visibility is needed

#### *Optional*

- Their use should be limited to unsignalized locations
- Posted vehicular speed of greater than 35 mph Substantial public comments (see local support for marked crosswalk)
- High pedestrian crash rate with existing transverse markings
- Consistency with other crosswalk markings in city

### Criteria for In-Roadway Warning Lights at Crosswalks

See Section 6.6.6

### Criteria for Textured Crosswalks

See Section 6.6.7

### Criteria for Marking Crosswalks across Channelized Right Turn Lanes

An island separates channelized right turn lanes from other intersection approach lanes. They are often found at signalized intersections and are typically curbed but may be painted. The turn lane may be controlled by a traffic signal, stop sign, yield sign or may be uncontrolled (i.e., "slip lane").

Crosswalks on unsignalized approaches should be located one car length back (approx. 25 feet) from Yield line, Stop line or gore point of island. Staggered continental crosswalks may be used across unsignalized turn lanes.

Crosswalks should be marked at turn lanes controlled by a traffic signal or stop sign where there are crosswalks marked across the other controlled approaches. At other locations where the turn lane is controlled by a yield sign or uncontrolled, marking of pedestrian crosswalks may be considered if the location meets all the following criteria:



# Memo

CITY OF  
ASHLAND

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Date: January 16, 2002  
From: James H. Olson  
To: Traffic Safety Commission  
Re: REQUEST TO ESTABLISH A SCHOOL ZONE FOR THE WILLOW WIND  
COMMUNITY LEARNING CENTER

## REQUEST:

A little over a year ago the Ashland School District purchased the property which previously housed the Waldorf Private School on E. Main Street. The Waldorf School had operated for several years at that location.

The facility was purchased by the school district as a resource center to aid the home schooling program. The facility has been named the Willow Wind Community Learning Center and is under the administration of Andy Bayless. Mr. Bayless has requested that a school zone be created on E. Main Street to improve safety for those using the center.

## BACKGROUND:

The learning center supports approximately 200 families or about 250 students. The center operates weekdays with staggered hours. There is no school bus service in support of this facility so all transportation of students is by private auto or by walking. The single entrance to the center is on E. Main Street opposite Campus Way. E. Main Street is a 36 foot wide arterial street. There are sidewalks on both sides with bikelanes adjacent to the curbs on both sides. The approximate average daily traffic is over 6500 vehicles per day.

Traffic control in school areas is a highly sensitive subject. If all the demands of parents and others were met, there would have to be a tremendous increase in police and adult guards for school duties; many more traffic signals, signs and markings. Such demands, however, are not always in line with actual needs. It is important to stress that regardless of school location, safe and effective traffic control can best be obtained through the uniform applications of realistic policies, practices and standards.

Pedestrian safety depends in large measure upon public understanding of accepted methods for efficient traffic control. This principle is never more important than in the control of pedestrians and vehicles in the vicinity of schools.

A school speed zone is a specific section of roadway within a school area where a reduced speed of 20 MPH is in force when children are present or when lights flash. It begins at the SCHOOL



SPEED 20 MPH sign and ends at the END SCHOOL ZONE sign or other posted speed sign. A school speed zone is normally contiguous to the school property.

ODOT has established a guideline for the creation and management of school zones. The guide recommends that the following conditions should exist for the establishment of school zones:

- A. The posted speed does not exceed 35 MPH
- B. The roadway is contiguous to the school property
- C. There is at least one marked school pedestrian crossing within the proposed 20 MPH zone
- D. That the pedestrian crossing be supported by the schools "Safe Route to School Plan"
- E. The property houses a full time public or private school
- F. The school level (K-8)
- G. The establishment of a school speed zone is supported by an engineering study. The engineering study should include but not be limited to the following:
  - Crash history
  - Traffic history
  - Gap study
  - Number of bicyclists riding to school
  - Number of pedestrians utilizing the school crossing
  - Speed study for all directions of travel
  - Examination of conditions adversely affecting pedestrian and bike safety
  - Examination of the school's "Safe Route to School Plan"
  - Input and participation by school district, traffic safety commission and other community representatives

There are a number of conditions which combine to make this area difficult to designate as a school speed zone including:

- A. It is not immediately clear that this center is a school. There is no sign nor any outward appearance of a school. It looks more like a farm than a school.
- B. There is no designated or posted school crosswalk to support the center.
- C. Site visits have not shown a high pedestrian concentration.
- D. Since the hours are staggered with no definite and set beginning and ending hours, pedestrian traffic is not significantly higher than at any other time.
- E. An engineering study for this request has not yet been done.

The alternative to establishing a school speed zone is the use of the Standard Advance Sign (S1-1).

There are currently School Advance Warning Signs (S1-1) and the new lime green crosswalk warning signs in advance of Wightman Street and Walker Avenue (both direction) There are eight advance warning signs currently in place in this vicinity.

#### RECOMMENDATION:

Staff recommends that a school zone not be established at this time.





# Memo

CITY OF  
ASHLAND

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Date: April 18, 2002  
From: James H. Olson  
To: Traffic Safety Commission  
Re: REQUEST TO ESTABLISH A SCHOOL ZONE FOR THE WILLOW WIND  
COMMUNITY LEARNING CENTER

## REQUEST:

A little over a year ago the Ashland School District purchased the property which previously housed the Waldorf Private School on E. Main Street. The Waldorf School had operated for several years at that location.

The facility was purchased by the school district as a resource center to aid the home schooling program. The facility has been named the Willow Wind Community Learning Center and is under the administration of the Ashland School District. Mr. Bayless, who is a teacher at the school has requested that a school zone be created on E. Main Street to improve safety for those using the center. Additionally a partition was presented which requested that further measures be considered including 3-way stop at E. Main and Walker and a crosswalk at Campus Way.

## BACKGROUND:

The learning center supports approximately 200 families or about 250 students. The center operates weekdays with staggered hours. There is no school bus service in support of this facility so all transportation of students is by private auto or by walking or biking. The single entrance to the center is on E. Main Street opposite Campus Way. E. Main Street is a 36 foot wide arterial street. There are sidewalks on both sides with bikelanes adjacent to the curbs on both sides. The approximate average daily traffic is over 7800 vehicles per day.

Traffic control in school areas is a highly sensitive subject. If all the demands of parents and others were met, there would have to be a tremendous increase in police and adult guards for school duties; many more traffic signals, signs and markings. Such demands, however, are not always in line with actual needs. It is important to stress that regardless of school location, safe and effective traffic control can best be obtained through the uniform applications of realistic policies, practices and standards.

Pedestrian safety depends in large measure upon public understanding of accepted methods for efficient traffic control. This principle is never more important than in the control of pedestrians and vehicles in the vicinity of schools.

A school speed zone is a specific section of roadway within a school area where a reduced speed of 20 MPH is in force when children are present or when lights flash. It begins at the SCHOOL

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ENGINEERING DIVISION    Tel: 541/488-5347  
20 E. Main Street        Fax: 541/488-6006  
Ashland OR 97520        TTY: 800/735-2900

[www.ashland.or.us](http://www.ashland.or.us)

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SPEED 20 MPH sign and ends at the END SCHOOL ZONE sign or other posted speed sign. A school speed zone is normally contiguous to the school property.

ODOT has established a guideline for the creation and management of school zones. The guide recommends that the following conditions should exist for the establishment of school zones:

- A. The posted speed does not exceed 35 MPH
- B. The roadway is contiguous to the school property
- C. There is at least one marked school pedestrian crossing within the proposed 20 MPH zone
- D. That the pedestrian crossing be supported by the schools "Safe Route to School Plan"
- E. The property houses a full time public or private school
- F. The school level (K-8)
- G. The establishment of a school speed zone is supported by an engineering study. The engineering study should include but not be limited to the following:
  - Crash history
  - Traffic history
  - Gap study
  - Number of bicyclists riding to school
  - Number of pedestrians utilizing the school crossing
  - Speed study for all directions of travel
  - Examination of conditions adversely affecting pedestrian and bike safety
  - Examination of the school's "Safe Route to School Plan"
  - Input and participation by school district, traffic safety commission and other community representatives

The primary objective of establishing any school speed zone is to make a designated pedestrian crosswalk(s) safer for school children to use.

**OBSERVATIONS:**

The Engineering Staff has spent several hours observing the intersections of E. Main Street and Campus Way and Walker Avenue to determine if there are problems within the current traffic control scheme, intersection layout, crosswalk locations and signage.

The observations included traffic volume and speed studies, intersection turn movement, and intersection delay analysis. Following is a summary of the results of these studies:

**A. Traffic Volume**

E. Main Street	West of Walker Avenue	7780 VPD
E. Main Street	East of Walker Avenue	5884 VPD
E. Main Street	West of Wightman Street	8016 VPD
Walker Avenue	South of E. Main Street	2870 VPD
Wightman Street	South of E. Main Street	1013 VPD

**B. E. Main / Walker Intersection Delay**

Non-peak average delay = 7.2 seconds

PM Peak average delay = 9.5 seconds



C. E. Main / Walker Turn Movement Analysis

Non-Peak Traffic

1	Entering Intersection from E. Main St	81%
2	Entering Intersection from Walker Ave.	19%
3	No. 1 Traffic movement – west bound, no turn	36%
4	No. 2 Traffic movement – east bound, no turn	33%
5	No. 3 Traffic movement – left turn onto E. Main	17%
6	No. 4 Traffic movement – right turn onto Walker Ave	13%

PM Peak Traffic

1	Entering Intersection from E. Main St	80%
2	Entering Intersection from Walker Ave.	20%
3	No. 1 Traffic movement – west bound, no turn	30%
4	No. 2 Traffic movement – east bound, no turn	29%
5	No. 3 Traffic movement – right turn onto Walker Ave	15%
6	No. 4 Traffic movement – left turn onto E. Main	12%

D. Percent of Traffic Delayed Greater Than 30 Seconds

Non-Peak = 3.3%

PM Peak = 5.0%

E. Noted Near Crashes During Observations

None

F. Noted Traffic Violations

None

G. Pedestrians Crossing at E. Main Street

@ Walker Avenue = 8

@ Campus Way = 0

@ Wightman = 4

H. 10 Year Accident History

E. Main/ Walker = 2

E. Main/ Campus = 0

E. Main/ Wightman = 6

I. Noted Defects in Intersection Lay-out

E. Main/ Walker = none

E. Main/ Campus = none

E. Main/ Wightman = Staggered intersection can cause problems in turning movements





## CONCLUSIONS:

### STOP SIGNS

Requests for stop signs are perhaps the most commonly suggested remedies for a variety of traffic safety ailments. It is commonly perceived that these items will always improve pedestrian safety. We have learned from experience and from case studies that this is certainly not the case.

Some guidelines for stop sign placement are as follows:

1. Stop signs should not be used for speed control
2. Stop signs should be installed in a manner that minimizes the number of vehicles having to stop
3. A stop sign should not be installed on the major street unless justified by a traffic study
4. Stop signs should be considered only if high speeds, restricted view or crash records indicate the need of a stop sign.

The MUTCD suggests that the following conditions should be present to warrant a multi-way stop:

1. A stop can be installed as a temporary measure if warrants are met for installation of a traffic signal.
2. A crash problem, as indicated by five or more reported crashes in a twelve month period, may indicate the need for a multi-stop if the crashes might be correctable by the use of the stop. Examples of correctable crashes include right or left turn collisions (T-bone collisions)
3. The following minimum traffic volumes and conditions may indicate the need for a multi-way stop:
  - a) Major street traffic volume of 300 vehicles per hour over an eight hour period
  - b) The combined vehicular, pedestrian and bicycle volume of 200 units per hour with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle.
4. The need to control left-turn conflicts exists.
5. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes exist.
6. Locations where a driver, after stopping, cannot see conflicting traffic and is not able to safely negotiate the intersection unless conflicting cross traffic is stopped might require a stop.

Of the above conditions, only traffic volume is met. The intersection is very open and visible, there is no record of excessive crashes, pedestrian traffic is not high and the traffic volume ratio is unbalanced to support an all-way stop. At 7800 vehicles per day, E. Main carries nearly three times as much traffic as does Walker Avenue (2800 vpd). It is obvious, not only from the observable traffic, but from the intersection configuration that E. Main Street is the major street. The decision to stop the traffic on the major street must be supported by some other special condition, need or safety issues. There do not appear to be any special conditions at this intersection that would warrant an all-way stop.

### CROSSWALK AT CAMPUS WAY:

During numerous site visits no pedestrian crossings at this location were noted. A very basic premise of pedestrian safety is to provide marked cross-walks only where they are required by





constant pedestrian demand and usage. To MARK A CROSSWALK DOES NOT MAKE IT SAFER. The slight advantage of marking a crosswalk is completely overcome by the lessened awareness and caution exhibited by the pedestrians in the crosswalk. Most crosswalk users feel safer in the crosswalk knowing they have the legal right of way and that drivers are expected to yield. It is because of this false sense of security that the pedestrian fatality rate in unsignalized marked crosswalks is higher than is unsignalized, unmarked crosswalks.

Because of the lack of a set starting and ending time for the Willow Wind School the crosswalk usage would be sporadic. It is not anticipated that an adult crossing guard would be considered for this location.

Staff feels that to mark a crosswalk across E. Main Street at Campus without benefit of a crossing guard or a signal (which is not warranted) would decrease the safety of any pedestrians crossing at that location.

#### SCHOOL SPEED ZONE:

Over studies have indicated that the establishment of a school speed zone that encompasses the crosswalks at Walker Avenue and at Wightman Street would be beneficial to both the Willow Wind Learning Center and the Middle School.

The 20 MPH speed zone is in effect when children are present, or expected to be present. Presently there is nothing in this section of E. Main that would indicate the presence of a public or even a private school. It is imperative that a sign be displayed identifying the presence of Willow Wind Learning Center so that drivers can anticipate the presence of school children in the area.

#### RECOMMENDATION:

Staff recommends the following actions be considered for this area:

1. The requested stop sign at E. Main / Walker Ave. should not be approved. Stopping traffic on an arterial street at a T-intersection with a minor street would decrease the safety of the intersection.
2. The requested crosswalk across E. Main at Campus Way should not be approved. A marked crosswalk at this location without the use of a crossing guard would be more hazardous to pedestrians.
3. A school speed zone should be established on E. Main Street between Walker Avenue and Wightman Street with the following stipulations:
  - a. A sign identifying the Willow Wind Learning Center should be erected prior to establishing the school speed zone.
  - b. The existing speed zones on this section of E. Main Street must be modified since there can be no contradictory speed limit signs within the school zone. The existing 25 MPH zone should be extended to the east from Campus Way to the 40 MPH zone east of Walker Avenue. The 30 MPH zone should be eliminated. This change will require approval of the State Speed Board.





May 2, 2002

Ms. Juli DiChiro  
Superintendent, Ashland Public Schools  
885 Siskiyou Bv  
Ashland OR 97520

RE: REQUEST FOR TRAFFIC SAFETY IMPROVEMENTS FOR WILLOW WINDS  
COMMUNITY LEARNING CENTER

Dear Juli:

Thank you for your remarks and support for additional traffic safety features to benefit the Willow Winds Community Learning Center.

On April 25<sup>th</sup> the Traffic Safety Commission considered your request to:

1. Install a 3-way stop at East Main Street and Walker Avenue
2. Create a "School Speed Zone" on East Main Street
3. Install a crosswalk across East Main Street at Campus Way.

Of these three requests, the Commission approved only the creation of the school speed zone. Please see my attached memo of April 18<sup>th</sup> and the supporting documentation that might help explain the reasons behind the commission's decision.

A very basic premise of traffic safety is to provide safety features in relation to what the driver expects to see. Generally when a driver passes a school, it is expected that a school speed zone will be in effect. In the case of the Willow Winds Center there is nothing to indicate to a driver that there is a school in this area.

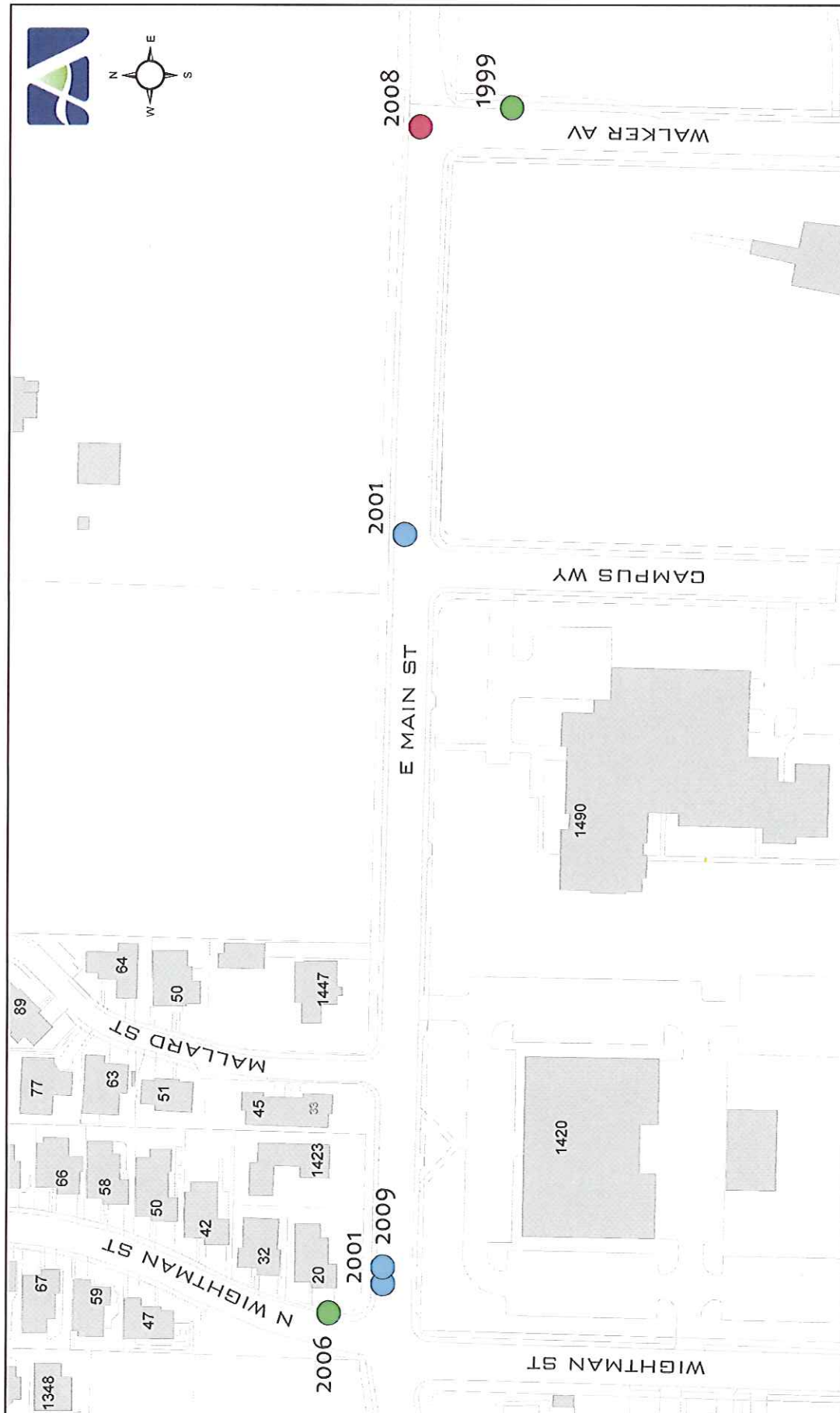
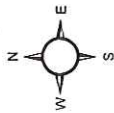
The commission moved to establish a school speed zone on East Main Street from Walker Avenue to Wightman Street. It was further moved that the zone should not be signed on the street until a sign or signs identifying the Willow Winds Community Learning Center could be erected. Do you have plans to erect a sign for the Willow Winds Center? If you would like to discuss this further, please feel free to call me at 488-5347.

Sincerely,

James H. Olson  
City Surveyor / Project Manager

cc: Paula Brown  
Ray Smith  
Traffic Safety Commission





## Traffic Accidents

Jan 1999 - Dec 2009

Count: 6

*note: the two accidents in 2001 resulted in injury, none of the others did.*

## Traffic Accident Types

- Angle Crash
- Rear Crash
- Fixed Object

E Main St., Walker St.  
to N. Wightman St.



### **Traffic Accident details**

E Main St between Walker St and N Wightman St  
Jan 1999-Dec 2009

Tuesday, March 16, 1999, time unknown. Single vehicle accident, fixed object. Non-injury.

Wednesday, March 13, 2001 at 3:18 pm. Multi-vehicle accident, rear-end crash. Driver injury.

Tuesday, May 15, 2001 at 10:54 am. Multi-vehicle accident, rear-end crash. Driver injury.

Saturday, September 23, 2006 at 5:15 pm. Single vehicle accident, fixed object. Non-injury.

Monday, September 29, 2008 at 4:30 pm. Multi-vehicle accident, angle crash. Non-injury.

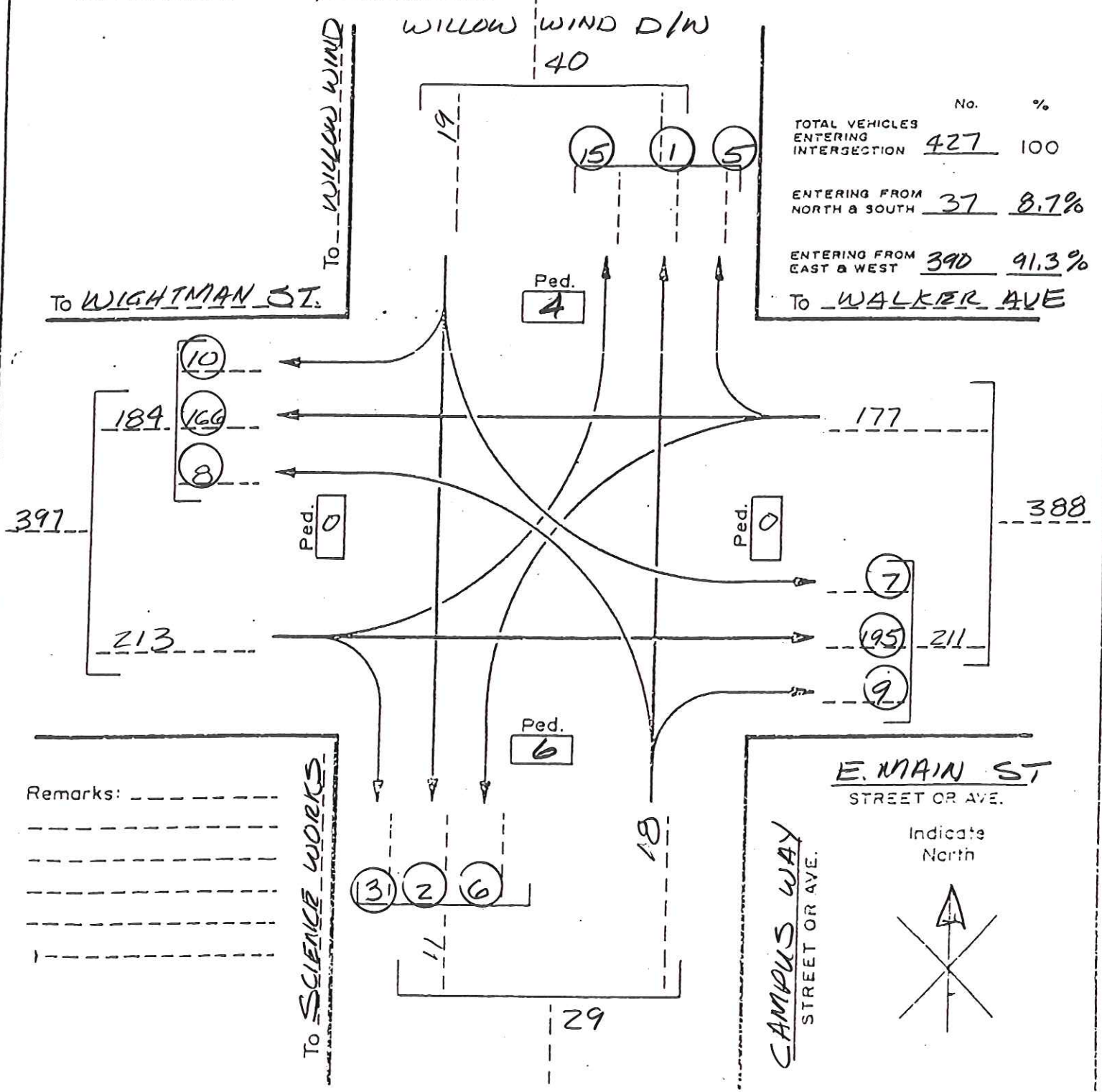
Wednesday, January 14, 2009 at 2:40 pm. Multi-vehicle accident, rear-end crash. Non-injury.

CITY OF ASHLAND, ENGINEERING DIVISION

TURN MOVEMENT VOLUMES

DATE 4/7/10  
 DAY OF WEEK WED  
 ACTUAL COUNT (VEH.) 0.5 HRS.  
 HOURS COUNTED 12:00 - 12:30 PM  
 PEDESTRIAN COUNT SAME HRS.  
 HOURS COUNTED \_\_\_\_\_  
 WEATHER FAIR, CLEAR

CITY OR COUNTY ASHLAND  
 INTERSECTION OF E. MAIN ST /  
CAMPUS WAY  
 MILE POST NA  
 CLASSIFICATION ARTERIAL







# CITY OF ASHLAND

## PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

### FIELD OBSERVATION REPORT FOR INTERSECTIONS

LOCATION: E. MAIN / CAMPUS WAY

DATE: 4/7/10 TIME: 12:10 PM

#### OPERATIONAL CHECKLIST:

	<u>NO</u>	<u>YES</u>
1. Do obstructions block the driver's view of opposing or conflicting vehicles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Do drivers respond incorrectly to signals, signs or other traffic control devices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Are there violations of parking or other traffic regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Do drivers have trouble finding the correct path through the location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Are drivers confused about routes, street names or other guidance information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Are vehicle speeds: Too high?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Too low?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Is vehicle delay causing a safety problem?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are there traffic flow deficiencies or traffic conflict patterns associated with turning movements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Are problems being caused by the volume of: Through traffic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Turning traffic?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Are there other traffic flow deficiencies or traffic conflict patterns?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Do the presence of existing driveways contribute to accidents or erratic movements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Do pedestrian movements through the location cause conflicts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Does the lack of adequate lighting cause safety problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Are pavement conditions causing drivers to react in an erratic fashion?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Do approach grades cause safety problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL CHECKLIST:

	<u>Operational</u> <u>Component</u>			
1.	1	Can sight obstructions be removed or decreased?	<input checked="" type="checkbox"/>	_____
2.	1, 8	Does the legal parking layout affect: Sight distance? Through or turning vehicle paths? Traffic flow?	<input checked="" type="checkbox"/>	_____
3.	2	Are signals inadequate as to placement, conformity, number of signal heads, or timing (see MUTCD)	<u>NA</u>	_____
4.	2, 5	Are signs inadequate as to usefulness, message, size conformity and placement? (see MUTCD)	<input checked="" type="checkbox"/>	_____
5.	4	Are pavement markings inadequate as to their clarity or location?	<input checked="" type="checkbox"/>	_____
6.	4	Is channelization (islands or paint markings) inadequate for: Reducing conflict areas? Separating traffic flows? Defining movements?	<u>NA</u>	_____
7.	4	Are roadway alignment or lane widths inadequate?	<input checked="" type="checkbox"/>	_____
8.	6	Do speed limits appear to be unsafe?	<input checked="" type="checkbox"/>	_____
9.	9	Is the number of lanes insufficient?	<input checked="" type="checkbox"/>	_____
10.	11	Are driveways improperly: Designed? Located?	<input checked="" type="checkbox"/>	_____
11.	12	Should pedestrian crosswalk be: Relocated? Repainted?	<u>NA</u>	_____
12.	13	Is roadway lighting inadequate?	<input checked="" type="checkbox"/>	_____
13.	14	Does pavement condition (potholes, washboard or slippery surface) contribute to accidents?	<input checked="" type="checkbox"/>	_____
14.	8, 9	Are curb radii too small?	<input checked="" type="checkbox"/>	_____
15.	15	Are approach grades too steep?	<input checked="" type="checkbox"/>	_____



**TimeMark Incorporated**  
City of Ashland Public Works/Engineering Department  
 Transportation Commission Report

Willow Wind : -  
 N. of E. Main :  
 :

Site: Trans Comm  
 Wednesday, 11/18/2009, 8:13:52 AM -  
 Monday, 11/30/2009, 11:02:58 AM

Volume Grand Totals

---

**Average Hourly Volumes**

	Driveway
12:00 AM	0.0
1:00 AM	0.0
2:00 AM	0.0
3:00 AM	0.0
4:00 AM	0.0
5:00 AM	0.0
6:00 AM	0.1
7:00 AM	1.6
8:00 AM	36.6
9:00 AM	59.9
10:00 AM	22.8
11:00 AM	14.7
12:00 PM	27.5
1:00 PM	21.6
2:00 PM	44.9
3:00 PM	26.1
4:00 PM	8.5
5:00 PM	2.2
6:00 PM	0.8
7:00 PM	0.0
8:00 PM	0.0
9:00 PM	0.0
10:00 PM	0.0
11:00 PM	0.0
ADT	267.2

**Study Grand Totals**

Driveway  
 3341

**TimeMark Incorporated**  
City of Ashland Public Works/Engineering Department  
 Transportation Commission Report

E. Main St : -  
 Campus : to  
 Walker :

Site: Trans Comm -  
 Wednesday, 11/18/2009, 9:07:10 AM -  
 Monday, 11/30/2009, 11:57:45 AM

Volume Grand Totals

Average Hourly Volumes			
	east-bound	west-boun	Combined
12:00 AM	30.8	22.3	53.2
1:00 AM	18.7	12.0	30.7
2:00 AM	11.7	7.0	18.7
3:00 AM	10.0	5.0	15.0
4:00 AM	4.9	2.6	7.5
5:00 AM	5.2	3.4	8.7
6:00 AM	11.3	7.3	18.7
7:00 AM	37.0	27.0	64.0
8:00 AM	96.8	94.5	191.2
9:00 AM	207.0	186.1	393.1
10:00 AM	217.6	187.2	404.8
11:00 AM	248.2	212.4	460.5
12:00 PM	291.7	237.0	528.7
1:00 PM	326.7	265.5	592.2
2:00 PM	298.2	262.8	561.0
3:00 PM	328.5	255.5	584.0
4:00 PM	335.6	275.9	611.5
5:00 PM	327.8	246.8	574.5
6:00 PM	263.2	214.8	478.1
7:00 PM	196.0	158.9	354.9
8:00 PM	111.2	112.9	224.2
9:00 PM	95.7	81.9	177.6
10:00 PM	73.8	62.1	135.8
11:00 PM	49.9	36.8	86.8
ADT	3597.4	2977.7	6575.1

Study Grand Totals			
	east-bound	west-boun	Combined
	43842	36318	80160
	54.7 %	45.3 %	



**TimeMark Incorporated**  
 City of Ashland Public Works/Engineering Department  
 Transportation Commission Report

Site: Trans Comm - 11  
 Wednesday, 11/18/2009, 9:07:10 AM -  
 Monday, 11/30/2009, 11:57:45 AM

E. Main St  
 Campus  
 Walker

**Speed Grand Totals**  
 east-bound

	Hourly Averages											70 - < 200	
	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65		65 - < 70
Total	30.8	0.1	0.2	2.0	15.4	10.8	1.9	0.3	0.0	0.0	0.0	0.0	0.0
12:00 AM	30.8	0.1	0.2	2.0	15.4	10.8	1.9	0.3	0.0	0.0	0.0	0.0	0.0
1:00 AM	18.7	0.1	0.2	1.0	7.2	7.8	2.2	0.2	0.0	0.0	0.0	0.0	0.0
2:00 AM	11.7	0.0	0.1	0.8	5.5	3.4	1.7	0.2	0.0	0.0	0.0	0.0	0.0
3:00 AM	10.0	0.0	0.3	1.1	3.6	4.0	0.6	0.3	0.0	0.0	0.0	0.0	0.0
4:00 AM	4.9	0.0	0.0	0.2	2.3	1.7	0.6	0.2	0.0	0.0	0.0	0.0	0.0
5:00 AM	5.2	0.0	0.2	0.9	2.2	1.6	0.3	0.1	0.0	0.0	0.0	0.0	0.0
6:00 AM	11.3	0.0	0.0	1.3	4.3	3.6	1.6	0.4	0.1	0.0	0.0	0.0	0.0
7:00 AM	37.0	0.0	0.4	3.8	18.5	10.2	3.5	0.5	0.1	0.0	0.0	0.0	0.0
8:00 AM	96.8	0.4	3.6	25.6	40.5	21.3	4.7	0.6	0.0	0.0	0.0	0.0	0.0
9:00 AM	207.0	2.7	7.7	63.4	91.3	33.9	6.9	0.8	0.1	0.2	0.0	0.0	0.1
10:00 AM	217.6	2.5	6.1	52.5	94.6	49.8	11.1	0.8	0.2	0.0	0.0	0.0	0.0
11:00 AM	246.2	2.1	4.5	44.8	115.1	68.4	10.8	2.2	0.2	0.0	0.0	0.0	0.2
12:00 PM	291.7	2.7	7.3	53.5	132.8	80.3	13.7	0.9	0.2	0.1	0.0	0.1	0.1
1:00 PM	326.7	3.2	9.9	62.9	152.7	85.2	12.0	0.7	0.2	0.0	0.0	0.0	0.0
2:00 PM	296.2	2.8	7.8	52.3	138.2	83.0	12.2	1.4	0.2	0.2	0.1	0.0	0.1
3:00 PM	328.5	3.6	10.9	67.7	153.5	79.4	11.8	1.2	0.2	0.1	0.0	0.1	0.1
4:00 PM	335.6	5.2	14.2	74.0	156.9	74.8	9.8	0.4	0.1	0.0	0.1	0.0	0.0
5:00 PM	327.8	3.2	11.6	53.2	162.8	85.1	10.6	0.6	0.2	0.1	0.1	0.2	0.0
6:00 PM	263.2	1.3	6.0	34.8	146.3	67.2	6.7	0.2	0.1	0.0	0.0	0.0	0.1
7:00 PM	196.0	0.9	2.8	22.2	110.1	51.6	7.4	0.7	0.2	0.0	0.1	0.0	0.0
8:00 PM	111.2	0.1	1.1	9.6	56.0	37.7	6.2	0.7	0.0	0.0	0.0	0.0	0.0
9:00 PM	95.7	0.1	0.7	7.1	48.2	33.0	6.2	0.4	0.0	0.0	0.0	0.0	0.0
10:00 PM	73.8	0.2	0.9	4.1	38.0	24.9	4.8	0.8	0.0	0.1	0.0	0.0	0.0
11:00 PM	49.9	0.1	0.3	4.2	26.3	14.4	3.4	1.0	0.2	0.0	0.0	0.0	0.0
ADT	3597.4	31.2	96.9	642.9	1722.4	933.3	150.4	15.8	2.0	0.8	0.4	0.3	0.2

**Percentile Speeds**  
 (mph)

**10 mph Pace Speed**  
 Number in pace

**Speeds Exceeded**

Count

10.0% 15.0% 20.0% 25.0% 30.0% 35.0% 40.0% 45.0% 50.0% 55.0% 60.0% 65.0% 70.0%  
 22.8 23.9 28.0 32.1 33.2

Average  
 Minimum  
 Maximum

28.0 mph  
 5.0 mph  
 97.0 mph

**Study Grand Totals**

	Study Grand Totals											70 - < 200	
	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65		65 - < 70
Total	43842	382	1181	7876	20970	11352	1834	193	24	10	4	3	8
east-bound	0.9%	2.7%	18.0%	47.8%	25.9%	4.2%	0.4%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%

**TimeMark Incorporated**  
 City of Ashland Public Works/Engineering Department  
 Transportation Commission Report

Site: Trans Comm - 11  
 Wednesday, 11/18/2009, 9:07:10 AM -  
 Monday, 11/30/2009, 11:57:45 AM

E. Main St : -  
 Campus : to  
 Walker : :

Speed Grand Totals  
 west-bound

	Speed Grand Totals										Hourly Averages		
	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65	65 - < 70	70 - < 200
Total	22.3	22.3	23.4	27.4	31.9	33.1	27.5	27.5	27.5	27.5	27.5	27.5	27.5
12:00 AM	0.1	0.1	3.0	11.2	6.4	1.2	0.3	0.0	0.0	0.0	0.0	0.0	0.0
1:00 AM	0.0	0.0	1.8	6.4	3.4	0.3	0.1	0.0	0.0	0.0	0.0	0.0	0.0
2:00 AM	0.2	0.2	0.8	3.9	1.4	0.4	0.1	0.0	0.0	0.0	0.0	0.0	0.0
3:00 AM	5.0	0.1	0.2	0.9	1.5	0.5	0.2	0.0	0.0	0.0	0.0	0.0	0.0
4:00 AM	2.6	0.1	0.2	1.1	0.8	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
5:00 AM	3.4	0.0	0.2	1.8	1.3	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0
6:00 AM	6.8	0.0	0.2	0.6	2.8	0.3	0.1	0.0	0.0	0.0	0.0	0.0	0.0
7:00 AM	27.0	0.0	1.8	4.5	12.9	6.4	1.0	0.3	0.0	0.0	0.0	0.0	0.0
8:00 AM	94.5	0.8	4.3	36.5	38.6	11.1	2.6	0.5	0.1	0.0	0.0	0.0	0.0
9:00 AM	186.1	2.5	10.5	68.5	78.1	22.3	3.4	0.5	0.1	0.0	0.0	0.1	0.1
10:00 AM	187.2	2.5	8.5	59.0	75.8	32.2	7.2	1.5	0.2	0.0	0.0	0.0	0.0
11:00 AM	212.4	3.1	6.2	52.1	94.5	44.7	9.8	1.8	0.2	0.0	0.0	0.0	0.1
12:00 PM	237.0	2.3	6.2	53.4	104.0	57.2	11.8	1.6	0.3	0.0	0.0	0.1	0.1
1:00 PM	265.5	4.2	8.2	61.2	114.2	62.8	12.6	1.9	0.2	0.0	0.0	0.0	0.0
2:00 PM	262.8	2.8	6.0	56.3	120.8	62.9	11.3	2.2	0.1	0.0	0.0	0.0	0.1
3:00 PM	255.5	3.4	6.8	60.2	109.0	61.0	12.4	2.1	0.4	0.2	0.0	0.0	0.0
4:00 PM	246.8	2.9	4.7	70.8	126.2	56.8	8.8	0.8	0.2	0.1	0.0	0.0	0.0
5:00 PM	214.8	1.3	1.8	35.4	121.7	46.7	7.0	0.6	0.2	0.0	0.1	0.0	0.0
6:00 PM	158.9	0.4	1.8	25.6	85.8	37.8	7.2	0.3	0.0	0.0	0.0	0.0	0.0
7:00 PM	112.9	0.0	0.8	15.5	60.9	30.4	5.2	0.2	0.0	0.0	0.0	0.0	0.0
8:00 PM	81.9	0.0	0.7	10.1	41.6	23.2	5.6	0.5	0.2	0.0	0.0	0.0	0.0
9:00 PM	62.1	0.0	0.2	8.9	32.9	15.3	4.2	0.6	0.0	0.0	0.0	0.0	0.0
10:00 PM	36.8	0.1	0.2	5.1	20.3	9.6	1.4	0.2	0.0	0.0	0.0	0.0	0.0
ADT	2977.1	31.6	76.7	680.5	1389.7	653.5	122.9	17.8	2.4	0.7	0.5	0.5	0.5

Percentile Speeds (mph)	10.0%	15.0%	50.0%	85.0%	90.0%
	22.4	23.4	27.4	31.9	33.1

10 mph Pace Speed Number in pace	Average	Minimum	Maximum
	27.5 mph	5.0 mph	96.0 mph

Speeds Exceeded	Count
15.0 mph	35931
25.0 mph	26639
35.0 mph	1767
44.8 %	
33.2 %	
2.2 %	

Study Grand Totals													
	0 - < 15	15 - < 20	20 - < 25	25 - < 30	30 - < 35	35 - < 40	40 - < 45	45 - < 50	50 - < 55	55 - < 60	60 - < 65	65 - < 70	70 - < 200
Total	387	946	8346	16928	7944	1495	217	29	8	6	0	6	6
west-bound	1.1%	2.6%	23.0%	46.6%	21.9%	4.1%	0.6%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%



**TimeMark Incorporated**  
 City of Ashland Public Works/Engineering Department  
 Transportation Commission Report

Site: Trans Comm - 11  
 Wednesday, 11/18/2009, 9:07:10 AM -  
 Monday, 11/30/2009, 11:57:45 AM

E. Main St : -  
 Campus : to  
 Walker : :

Speed Grand Totals  
 Combined

	Hourly Averages													Study Grand Totals
	0- <15	15- <20	20- <25	25- <30	30- <35	35- <40	40- <45	45- <50	50- <55	55- <60	60- <65	65- <70	70- <200	
Total	62.8	173.6	1323.5	3112.4	1587.1	273.3	33.5	4.3	1.5	0.9	0.3	0.0	0.0	
12:00 AM	53.2	0.3	5.0	26.6	17.2	3.2	0.7	0.0	0.0	0.0	0.0	0.0	0.0	
1:00 AM	30.7	0.1	2.8	13.6	11.2	2.6	0.2	0.0	0.0	0.0	0.0	0.0	0.0	
2:00 AM	18.7	0.2	1.6	9.4	4.8	2.1	0.2	0.0	0.0	0.0	0.0	0.0	0.0	
3:00 AM	15.0	0.1	2.0	5.2	5.5	1.1	0.6	0.0	0.0	0.0	0.0	0.0	0.0	
4:00 AM	7.5	0.1	0.3	3.4	2.5	0.8	0.2	0.0	0.0	0.0	0.0	0.0	0.0	
5:00 AM	8.7	0.0	1.1	3.9	2.9	0.5	0.1	0.0	0.0	0.0	0.0	0.0	0.0	
6:00 AM	18.7	0.0	2.0	7.4	6.6	1.9	0.5	0.1	0.0	0.0	0.0	0.0	0.0	
7:00 AM	64.0	0.0	8.2	31.4	16.7	4.5	0.8	0.1	0.0	0.0	0.0	0.0	0.0	
8:00 AM	191.2	1.2	7.9	62.1	32.4	7.2	1.1	0.1	0.0	0.0	0.0	0.0	0.0	
9:00 AM	393.1	5.2	18.2	131.8	56.2	10.3	1.3	0.2	0.0	0.0	0.0	0.0	0.0	
10:00 AM	404.8	5.1	14.5	170.5	82.1	18.2	2.4	0.4	0.0	0.0	0.0	0.0	0.0	
11:00 AM	460.5	5.2	10.7	96.8	113.1	20.5	4.0	0.3	0.0	0.0	0.0	0.0	0.0	
12:00 PM	528.7	5.0	13.5	106.9	137.5	25.4	2.5	0.5	0.1	0.0	0.0	0.0	0.0	
1:00 PM	592.2	7.4	18.1	124.1	148.0	24.6	2.6	0.4	0.1	0.0	0.0	0.0	0.0	
2:00 PM	561.0	5.6	13.8	108.7	145.9	23.5	3.6	0.2	0.3	0.1	0.0	0.0	0.0	
3:00 PM	584.0	7.0	17.7	127.9	140.4	24.2	3.2	0.6	0.2	0.1	0.0	0.0	0.0	
4:00 PM	611.5	9.9	21.8	144.8	131.6	18.5	1.2	0.3	0.1	0.0	0.0	0.0	0.0	
5:00 PM	574.5	6.2	16.2	103.3	140.4	19.1	1.9	0.3	0.1	0.0	0.0	0.0	0.0	
6:00 PM	478.1	2.7	7.8	70.2	113.9	13.7	1.1	0.3	0.1	0.0	0.0	0.0	0.0	
7:00 PM	354.9	1.3	4.6	47.8	89.4	14.6	1.0	0.2	0.0	0.0	0.0	0.0	0.0	
8:00 PM	224.2	0.1	1.8	25.1	68.1	11.3	0.8	0.0	0.0	0.0	0.0	0.0	0.0	
9:00 PM	177.6	0.1	1.3	17.2	56.2	11.8	1.0	0.2	0.0	0.0	0.0	0.0	0.0	
10:00 PM	135.8	0.2	1.1	13.0	40.2	9.0	1.2	0.0	0.0	0.0	0.0	0.0	0.0	
11:00 PM	86.8	0.2	0.5	9.2	24.0	4.8	1.2	0.2	0.0	0.0	0.0	0.0	0.0	
ADT	6575.1	62.8	173.6	1323.5	3112.4	1587.1	273.3	33.5	4.3	1.5	0.9	0.3	0.7	

**Percentile Speeds**  
 (mph) 10.0% 15.0% 50.0% 85.0% 90.0%  
 22.6 23.6 27.8 32.0 33.1

**10 mph Pace Speed**  
 Number in pace 22.8 - 32.8  
 62425 (77.9%)  
 Average Minimum Maximum  
 27.8 mph  
 5.0 mph  
 97.0 mph

**Speeds Exceeded**  
 15.0 mph 25.0 mph 35.0 mph  
 99.0 % 76.2 % 4.8 %  
 79391 61042 3848

	Study Grand Totals												
	0- <15	15- <20	20- <25	25- <30	30- <35	35- <40	40- <45	45- <50	50- <55	55- <60	60- <65	65- <70	70- <200
Total	43842	1181	7876	20970	11352	1834	193	24	10	5	4	3	8
east-bound	0.9%	2.7%	18.0%	47.8%	25.9%	4.2%	0.4%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
west-bound	387	946	8346	16928	7944	1495	217	29	8	6	0	6	6
Combined	769	2127	16222	37898	19296	3329	410	53	18	11	4	9	14
	1.0%	2.7%	20.2%	47.3%	24.1%	4.2%	0.5%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%

**CITY OF  
ASHLAND**  
**TRANSPORTATION COMMISSION**  
**GOAL SETTING**  
**Thursday, March 18, 2010**  
**Siskiyou Room, 51 Winburn Way**  
**8:00 am to 11:30 am**

**Tentative Agenda**

1. **Coffee and Pastries - 8:00 am to 8:30 am**
2. **Commission Roles and Responsibilities (60 minutes)**
3. **Short Break (5 minutes)**
4. **Video (5 minutes)**
5. **Goal Setting (90 minutes)**
  - **Brainstorm**
  - **Prioritize**
6. **Interaction with other Advisory Committees / Commissions (as time permits)**
7. **Adjourn to the Bike Swap - 11:30 am**

***\* Please remember to review your packet in preparation for the meeting***

Facilitated by Mike Faught

**Attachments**

Oregon Statewide Planning Goal 12: Transportation  
Ashland City Council Goals  
Ashland Bicycle & Pedestrian Commission Goals 2007-08  
Ashland Traffic Safety Commission Goals for 2003  
ODOT Sustainable Transportation Goals  
Goal/Objective/Strategy Definitions

*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Office at 488-5587 (TTY phone number 1 800 735 2900). Notification 48 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).*



**Ashland I-5 Exits 14 and 19****North Ashland Interchange - Green Springs Project**

Oregon Department of Transportation

Spring 2010

**I-5 bridge construction at Exits 14 and 19 starts this summer**

Long-planned improvements at both of Ashland's main Interstate 5 exits (Exit 14 – Green Springs Hwy. and Exit 19 – North Ashland interchange) should begin in earnest this summer as contractors initiate two separate projects for the Oregon Department of Transportation. Brush clearing and other initial site work commences as early as mid-April, with heavy construction expected to begin in June and July. The work should be complete by mid-2012.

The Exit 14 overpass (Green Springs Hwy.) is being widened from the center out to accommodate higher traffic volumes and improved bicycle and pedestrian safety. The bridge deck will nearly triple in width and will feature two 12-foot travel lanes, a center turn lane, traffic signals at both ends of the bridge, and bike lanes and sidewalks. Plans call for repairing the existing deck, replacing non-standard bridge rails, and adding roadway lighting, decorative pedestrian lighting and a bike signal. Construction is expected to begin late June.

The South Valley View Road bridge at Exit 19 (North Ashland Interchange) will be entirely replaced with a new, wider structure. The replacement bridge will provide two 12-foot travel lanes, a center turn lane, and widened shoulders. Construction should start mid-July.

Funding for both of these projects is being provided by the Oregon Transportation Investment Act.

**Art Deco designs chosen for new bridges**

The new bridges at Exits 14 and 19 will feature artistic treatments that reflect downtown Ashland's historic architecture and natural environment. A nine-member Aesthetic Advisory Committee, appointed by the City of Ashland to make design recommendations for the project, met six times last year. After considering several design options, the group recommended an Art Deco theme for the bridges. The above rendering depicts Exit 14.

The group found inspiration in design details from the rooftop of the 1925 Ashland Springs Hotel. Ten-foot tall concrete pylons at the ends of the bridges are topped by pointed "chevron" designs also found on the hotel's parapets. The shape also is featured on the supports for the light poles. The pedestrian fencing with a rust-colored powder coating features a central arch design that can be seen on the hotel's rooftop façade.

In another nod to downtown Ashland, the light poles on the bridge will provide supports for banners. The light fixtures will be "dark-sky compliant" to minimize any light pollution at night.

The design of Exit 19 will be a more simplified version of Exit 14. Both interchanges will be painted a light tan color to match their natural surroundings. New landscaping will also be included.



## Bridge designs are the work of many

### Aesthetic Advisory Committee

*Michael Dawkins*

*Tom Giordano*

*Katharine Flanagan*

*Kate Jackson*

*Jennifer Longshore*

*John Rinaldi*

*Jonathon Warren*

*Jerome White*


*David Young*


Thanks to the hard work of a group of dedicated volunteers and project staff, the new bridges at Exits 14 and 19 will be distinctive community features unique to Ashland and I-5. In 2008, ODOT and the City of Ashland partnered to establish an Aesthetic Advisory Committee of various city commissions and project stakeholders to make design recommendations for each interchange. The meetings were facilitated by Alex Cousins of JLA Public Involvement with meeting support from the City's Ann Seltzer. John Galbraith of Galbraith and Associates of Medford turned the committee's ideas into design concepts. Quincy Engineering provided structural engineering support.

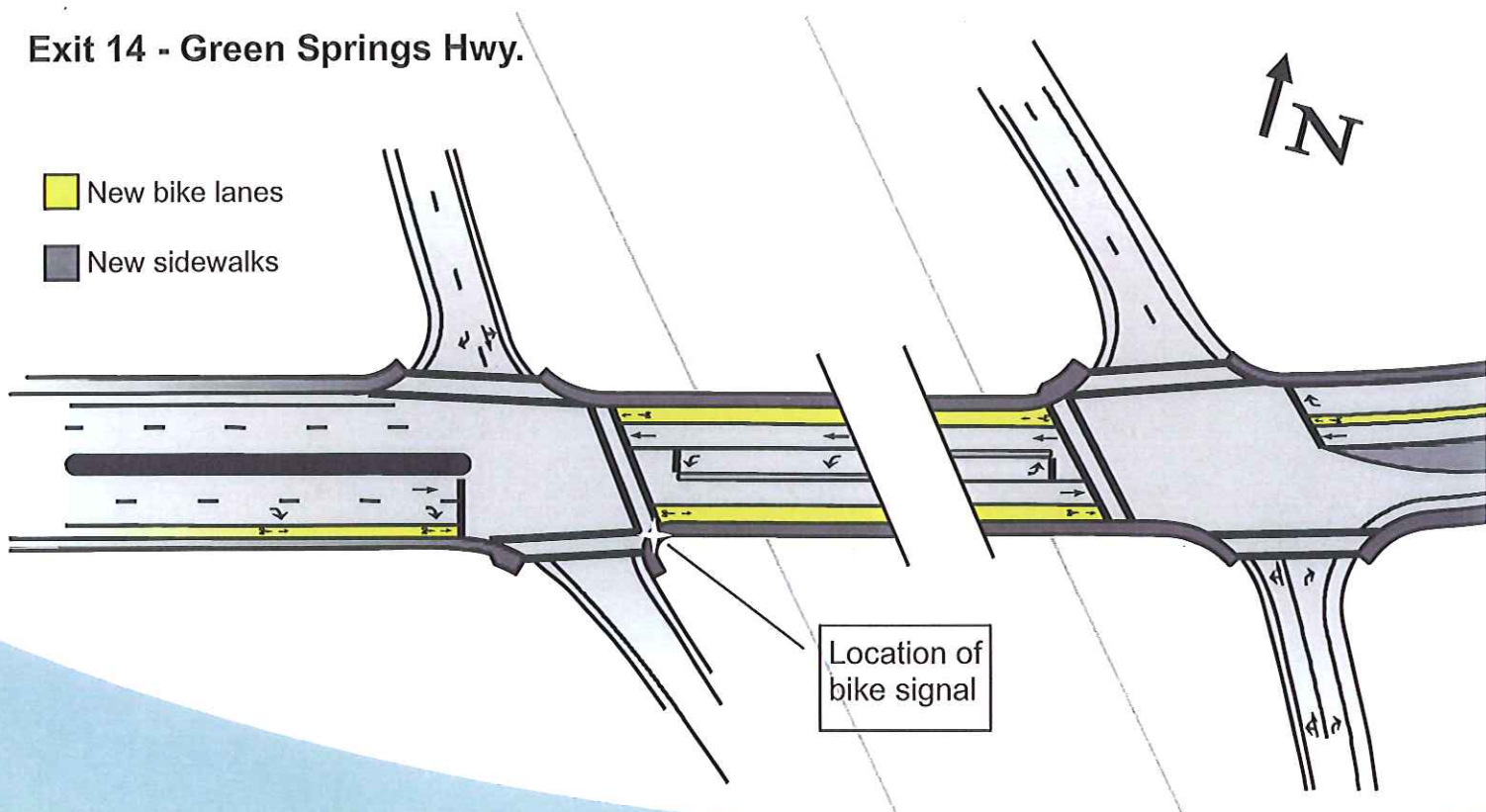
"We'd like to acknowledge the contributions of all of these individuals who worked so hard last year to ensure that this project represents the best of Ashland," states Art Anderson, ODOT Area Manager for the Rogue Valley. "By coordinating input through the advisory committee and the public through our open houses, we are creating not just freeway infrastructure, but architectural statements for the community and its visitors. It has been very rewarding watching it all come together."

"The partnership has been a positive experience," concurs committee and City Council member Kate Jackson. "The team was responsive to our requests for information and I am very appreciative that ODOT used a local landscape architect. John Galbraith did a superb job of capturing the themes we discussed. The process and the resulting designs reflect well on ODOT and the City of Ashland."

### Exit 14 - Green Springs Hwy.

 New bike lanes

 New sidewalks





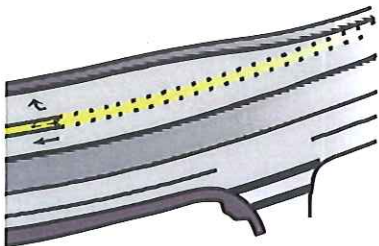
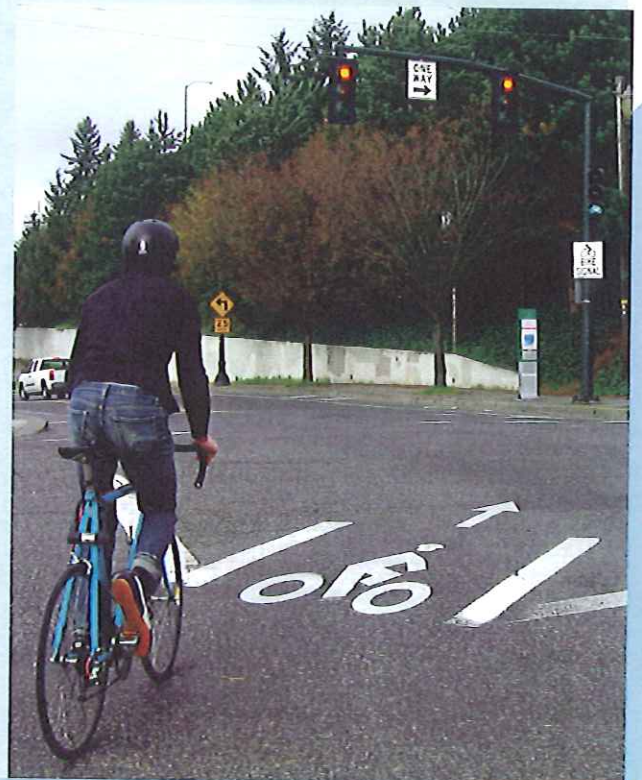
## Bicycle/pedestrian improvements are on the way!

Once construction is complete, bicycling or walking across the Green Springs Hwy. Bridge at Exit 14 will be a lot easier than it is today. The Exit 14 overpass will receive dedicated bicycle and pedestrian facilities because it is located in a congested area, with development on either side of the freeway. Safely accommodating the movement of bicyclists and pedestrians there is a priority for ODOT and the City of Ashland.

The diagram at the bottom left of this page illustrates the new design for the overpass. Approaching the interchange from downtown Ashland on Ashland Street from the west, new 5' bike lanes and 7' sidewalks on the interchange approaches will connect to existing city facilities. On the bridge itself, the bike lanes widen to 8', which is wider than the standard. The bike lanes will be 6' wide on the east side of the interchange. The facilities are basically the same as you approach the interchange from the east on Green Springs Hwy. The only real difference is that a new dedicated right turn lane will be constructed for vehicles turning northbound onto I-5. Cyclists approaching from the east will continue in the bike lane heading straight across the overpass.

Vehicles heading southbound onto I-5 at Exit 14 present a potential hazard to cyclists heading east, where the traffic crosses the bike lane at the entrance to the on-ramp. To address this, ODOT will install a bike signal that is activated by a detector loop, similar to the way traffic signals operate. The bike signal will allow cyclists to cross the entrance to the freeway before vehicles are allowed to turn into the southbound on-ramp. Examples of a similar bike signal located in Portland are shown here.

Bike signals are an emerging transportation technology that are still relatively new to Oregon. Ashland will be among the first communities to receive one. "We are pleased to be able to accommodate the City's request for additional bicycle safety features at Exit 14," notes Art Anderson, ODOT Area Manager.





Ashland OR 97520-1850  
20 E Main St  
City of Ashland  
Traffic Safety Commission  
Or Current Resident  
Keith Massie

\*



Portland, OR 97214  
1110 SE Alder Street, Suite 301  
c/o JLA Public Involvement

North Ashland Interchange - Green Springs Project



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## OPEN HOUSE

**Thursday  
April 8, 2010**

3:00 – 6:30 p.m.

Best Western  
Windsor Inn  
2520 Ashland Street  
Ashland, Oregon

## Attend the April 8 Open House

Drop in at any time on Thursday, April 8 to meet the project team, review the bridge designs for Exits 14 and 19, and learn more about project construction, which is scheduled to begin this summer.

More information about the project is available at:

[www.oregon.gov/ODOT/HWY/REGION3](http://www.oregon.gov/ODOT/HWY/REGION3)

(Click on the "Interchanges 14 & 19" link.)

### Questions?

Contact Gary Leaming, ODOT Project Information Specialist  
(541) 774-6388 or email [Gary.W.Leaming@odot.state.or.us](mailto:Gary.W.Leaming@odot.state.or.us)

*Persons with disabilities requiring accommodation, please contact Sylvia Ciborowski at (503) 235-5881 or email [sylvia@jla.us.com](mailto:sylvia@jla.us.com) at least one week before the open house.*

The project is part of the Oregon Department of Transportation's 10-year, \$3 billion Oregon Transportation Investment Act program. OTIA funds will repair or replace hundreds of bridges, pave and maintain city and county roads, improve and expand interchanges, add new capacity to Oregon's highway system, and remove freight bottlenecks statewide. About 14 family-wage jobs are sustained for every \$1 million spent on transportation construction in Oregon. Each year during the OTIA program, construction projects will sustain about 4,100 family-wage jobs.



# Council Communication

## Review of Exit 14 Interchange Plan

Meeting Date:	March 16, 2010	Primary Staff Contact:	Michael R. Faught 552-2411
Department:	Public Works/Engineering	E-Mail:	<a href="mailto:faughtm@ashland.or.us">faughtm@ashland.or.us</a>
Secondary Dept.:	Community Development	Secondary Contact:	James H. Olson 552-2412
Approval:	Martha Bennett	Estimated Time:	30 minutes

### Question:

Will Council review plans for the Exit 14 interchange reconstruction and provide direction to City and ODOT staff for recommended changes?

### Staff Recommendation:

Staff recommends that the Council review the plans for the Exit 14 interchange re-construction and carefully consider the various options put forth for the lane configurations through the two signalized intersections and across the bridge.

### Background:

#### Executive Summary

City staff has carefully reviewed the plans for the Exit 14 project and have compared the plans with previously stated goals, City standards, aesthetic committee recommendations, traffic demands and bicycle and pedestrian needs. In general, it was determined that the plans adequately addressed the City's expectations except in the area of bicycle safety in the area approaching and through the signalized intersections. Several options have been developed and discussed with ODOT which staff feels more adequately provides for bicyclists along the facility. Those options will be discussed further, with a preferred option identified in the following sections of this communication.

#### Project Description

A recent analysis of the Exit 14 Bridge over Interstate 5 (I-5) showed several structural deficiencies and that fairly immediate action was required to remedy these deficiencies. The OTIA III bundle 316 project was developed to make the necessary repairs and to improve the level of service of the interchange. This interchange currently has a level of service (LOS) of F (failed) and a volume/capacity ratio (v/c) greater than 1.00 during peak traffic hours. To remedy both the structural and operational deficiencies of the interchange the following improvements were included in the project:

1. Widen and repair the Green Springs Highway (Ashland Street) Bridge over I-5;
2. Lower all I-5 lanes to provide 18 feet of clearance under the bridge;
3. Signalize all areas of ramp intersections with Ashland Street. This will require that traffic signals be erected on both the east and west ends of the bridge;
4. Provide improved bicycle and pedestrian facilities over and approaching the bridge;
5. Install aesthetic improvements including ornamental pedestrian fence, decorative lighting, sidewalk texturing and new interchange landscaping.

This project is scheduled for bid on April 25, 2010 with active construction to begin in June 2010.



### Project Need

This interchange was extensively analyzed during the 3-year long Exit 14 Interchange Area Management Plan (IAMP) process which concluded in 2008. As a function of this analysis, a Traffic Analysis Report (TAR) was conducted in August of 2006. Excerpts from that report are attached as exhibits to this communication. The report deals with current and future traffic demands and was the basis for the design of the bridge and signals. The report indicates that the following existing movements are currently failing and would become even worse in the future:

1. I-5 Southbound Ramps – The south bound left turn, through and right turn movements have a volume to capacity (V/C) ratio of greater than 1.00 and a level of service (LOS) of F (failed).
2. I-5 Northbound Ramps – The north bound left turn, through and right turn movements have a V/C of greater than 1.00 and a LOS of F. These rating indicate that there is major congestion, and operational problems at the interchange.

The interchange also has numerous safety problems that are made apparent by the extremely high number of vehicle crashes at the interchange. A count of traffic crashes by City staff indicates that 31 vehicle crashes have occurred between June 1998 and December 2009. Of that total, four crashes involved pedestrians and/or bicyclists. A summary and map of the crashes is attached. This is an extremely high crash rate for a single area and indicates a pressing need for safety and operational improvements at the interchange, and staff fully supports ODOT's efforts to move this project along as quickly as possible. A review of the crash reports indicates that the proposed improvements could have prevented at least 20 of the reported crashes including all of the bicycle and pedestrian related crashes. A delay of this project could result in thousand of dollars incurred in personal injuries and vehicle and property damage.

### Aesthetic Advisory Committee

Early in the project development stage an ad hoc Aesthetics Advisory Committee was appointed by the Mayor to work with ODOT to develop an "Ashland" theme for the bridge and to recommend special amenities to be incorporated into the design. Some of the improvements resulting from the committees actions include:

- Ornamental pedestrian fence
- Decorative lighting
- Sidewalk texturing
- Concrete coloring
- New interchange landscaping

The landscaping improvements include new drought resistant plantings and a decreased grass area. Although the present plan includes an irrigation system utilizing the City's potable water system, ODOT has agreed to place all necessary conduits and pipelines that lie under paved or structural areas to accommodate a future connection to the TID irrigation system. This work does not yet show on the project plans, but will be added as a change order.

### Structural Review

City engineering staff has reviewed the structural elements of the bridge and have found them to be acceptable and offered no areas of needed change.





Transportation Commission Review

The Ashland Transportation Commission (TC) reviewed the aesthetics of the bridge on November 19, 2009 and reviewed the structural and operational aspects on February 18, 2010. Although the review of the bridge aesthetics resulted in an approval of those elements of the design, the Commission had issues with the elements of the design dealing with the way in which bicyclists were routed across the bridge (see attached TC Exit 14 comments).

Following the TC's review and subsequent list of concerns about the proposed Exit 14 striping plan, staff engaged Kittelson & Associates (the transportation engineering firm selected to complete the City's Transportation Plan update) to provide traffic design options that would keep the bike traffic on the curb side of the overpass. To that end, Kittelson & Associates provided three potential striping options that would improve bicycle safety and still meet vehicular operating standards.

Kittelson & Associates evaluated three potential concepts that keep the bicycles on the outside with bicycle crossing signals at the ramp terminals. Those concepts are as follows:

Concept 1: Shared 12' pedestrian/bike path with bicycle crossing signals at the ramp terminals (see attached concept drawing)

- This concept avoids the bike lane transition across a right-turn lane by moving the bicycle lane to the outside of the turn lanes and on to a shared 12-foot pedestrian/bicycle pathway that is behind the curb with bicycle crossing signals at the ramp terminals.

Concept 2: Right-Lane Merge (see attached concept drawing).

- This concept avoids the bike lane transition across a right-turn lane by merging the two eastbound travel lanes down to one lane in advance of the interchange. This eliminates the late lane change safety issues of the drop-lane right-turn lane and improves safety for bicyclists by eliminating the lane cross-over. This concept requires some curb work on the south side of the highway, west of the interchange, which results in the closure of one driveway.

Concept 3: Four-Lane Cross-section (see attached concept drawing).

- This concept was developed based on the proposal from a citizen but is designed to city standards which include a 2-foot striped median, 11-foot travel lanes, 6-foot bike lanes, and 6-foot sidewalks on both sides. This concept eliminates the bike lane transition across a right-turn lane by converting the right-turn lanes in to shared through/right-turn lanes with the trap lane occurring as a left-turn lane at the northbound on-ramp rather than as a right-turn lane.

Of the three concepts, Kittelson & Associates is recommending that concept 1 is the preferred option as it keeps the bicycles on the outside with bicycle crossing signals at the ramp terminals. In contrast,



concept 2 requires the construction of new curb and the removal of one driveway by Washington Street. Concept 3 creates shared through/left turn lane at the southbound on-ramp where low left-turn volumes can result in an increase in probability of rear-end collisions and creates a trap lane at the northbound on-ramp.

**Council Options:**

1. The City Council could decide to support ODOT's striping plan as designed and take no action.
2. The City Council could decide to support Kittelson & Associates preferred striping plan that keeps the bicycles on the outside with bicycle crossing signals at the ramp terminals
3. The City Council could decide to direct staff to look at other striping plan options.

**Potential Motions:**

1. Move to support ODOT's proposed Exit 14 striping plan as designed.
2. Move to direct staff to continue working with ODOT staff to implement Kittelson & Associates preferred Exit 14 striping plan (Concept 1) that keeps the bicycles on the outside with bicycle crossing signals at the ramp terminals.
3. Move to direct staff to explore other Exit 14 striping plans.

**Attachments:**

- A. Traffic analysis from the IAMP report
- B. Crash report
- C. Kittelson & Associates Concept 1-3 Drawings
- D. Transportation Commission minutes of February 18, 2010







# Rogue Valley Transportation District

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## Transportation Options

Nathan Broom • Transportation Options Planner  
3200 Crater Lake Avenue • Medford, Oregon 97504-9075  
(541) 608-2411 • n.broom@rvtd.org

### Memo

To: Ashland Transportation Commission & City of Ashland  
From: Nathan Broom  
Date: April 5, 2010  
Re: Bike to Work Week in Ashland

I'm writing to remind you of Bike to Work Week this year, May 17-21. Communities use this occasion to celebrate and promote bicycling as a substitute for driving to work. The League of American Bicyclists generally designates a week in the second half of May as Bike to Work Week, though some communities choose a different week as appropriate locally.

This year, RVTD, Jackson County, and the City of Medford are again organizing activities to promote Bike to Work Week. Some of those, like the Ride with the Leaders and the online Bike to Work Pledge ([rvtd.org/biketowork](http://rvtd.org/biketowork)) will apply to the City of Ashland. There is, however, an opportunity for more specific local activity in Ashland. Some possible initiatives include a banner over Main St. (too late this year), promotion among City employees, workday or evening events in Ashland, media activity, etc. These kinds of initiatives could come from the Transportation Commission itself, or the Commission could request (through Council as appropriate) that staff create appropriate annual initiatives for Bike to Work Week.

For Bike to Work Week 2010, consider pledging your own bike commutes at [rvtd.org/biketowork](http://rvtd.org/biketowork). Also, RVTD will provide free outreach materials including paycheck stuffers and Clif Bars for employers that want to host a cyclist fueling station at their worksite on the morning of Bike to Work Day, Friday, May 21. We're suggesting that employers add a carafe of good coffee to the deal, and an incentive of their own. Please contact me if the City of Ashland or any other employer is interested in participating this year.

ORDINANCE NO. 3003

AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE ADDING A NEW CHAPTER 2.10, PROVIDING FOR UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS AND BOARDS; ADDING A NEW CHAPTER 2.11 MUNICIPAL AUDIT COMMISSION; A NEW CHAPTER 2.19 HOUSING COMMISSION, A NEW CHAPTER 2.15 FOREST LANDS COMMISSION, A NEW CHAPTER 2.22 BUILDING BOARD OF APPEALS AND AMENDING AMC 2.12 PLANNING COMMISSION, AMC 2.13 TRANSPORTATION COMMISSION, AMC 2.17, PUBLIC ARTS COMMISSION, AMC 2.18 CONSERVATION COMMISSION, AMC 2.21 CABLE ACCESS COMMISSION, AMC 2.23 ASHLAND AIRPORT COMMISSION, AMC 2.24 HISTORIC COMMISSION, AMC 2.25 TREE COMMISSION, AMC 2.56 BAND BOARD, REPEALING RESOLUTIONS 1995-25, 1996-18, 2003-07 and 2007-15, AND CREATING A NEW CHAPTER 2.29 CONCERNING PUBLIC ART AND AMENDING CHAPTER 15.04

Annotated to show deletions and additions to the code sections being modified. Deletions are **~~lined through~~** and additions are **bold underlined**.

**WHEREAS**, in 2006-2007 the City Council undertook the task of reviewing the Council Rules codified in AMC Chapter 2, under which the City Council operates; and

**WHEREAS**, as part of the Council Rules review, the Council Rules Committee began a review and discussion of the rules under which its advisory commissions, committees and boards operate; and

**WHEREAS**, in various Ordinances and Resolutions, the City has established numerous commissions, committees and boards as a means of providing detailed study, action and recommendations to the Council; and

**WHEREAS**, the City Council desires to complete the work of the Council Rules Committee as it relates to Additional Council Rules [separate ordinance] as well as Uniform Policies and Operating Procedures for Advisory Commissions, Committees and Boards [this ordinance]; and

**WHEREAS**, the City Council wishes to codify Regular Commissions such as Housing Commission, Forest Lands Commission and the Municipal Audit Committee (now Commission) in the Ashland Municipal Code and edit existing ordinances to reduce duplication; and



2. Render quasi-judicial decisions on land use applications and appeals of administrative land use decisions as prescribed by the Ashland Code and Oregon state law.
3. Conduct public hearings and make recommendations to the City Council on planning issues and legislative changes to land use regulations and ordinances.
4. When needed to implement City goals and policies, meet with other planning bodies in the region on issues that affect City land use planning. Make recommendations to the City Council on regional land use issues in general.
5. Foster public awareness and involvement in all aspects of land use planning in the community.

C. Except as otherwise set forth by the City Council, the Planning Commission may exercise any or all of the powers and duties enumerated in ORS 227.090 et. seq., as well as such additional powers and duties as are set forth herein.

**2.12.070 (Repealed)**

**2.12.080 Funding—Gifts and Bequests**

~~The City Council may annually budget such sums, and authorize the employment of consulting advice and/or necessary staff to carry out the powers and duties delegated to the City Planning Commission and its subcommittees set forth in this chapter. The Commission may receive gifts, bequests or devisees of property to carry out any of the purposes of this chapter, which shall be placed in a special fund for the use of said Commission.~~

SECTION 6. Chapter 2.13, [Transportation Commission], is hereby amended to read as follows:

**2.13 Transportation Commission**

**2.13.010 Purpose and Mission. Established Generally**

A. Role. The Transportation Commission advises the City Council on transportation related issues specifically as they relate to safety, planning, funding and advocacy for bicycles, transit, parking, pedestrian and all other modes of transportation.

B. Mission. The need for a Transportation Commission is emphasized in the Transportation Element:

"Ashland has a vision – to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland's livability, character and natural environment. ... The focus must be on people being able to move easily through the city in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community."

~~C. Powers and Duties, Generally. The Transportation Commission will review and make recommendations on the following topics as it relates to all modes of Transportation:~~

~~1. Safety: will develop, coordinate and promote transportation safety programs;~~

~~2. Planning:~~

~~\* Will review and serve as the primary body to develop recommendations to the City's long range transportation plans.~~

~~\* Will review and make recommendations in Type III Planning Actions during the pre-application process.~~

~~3. Funding: will make recommendations to the City's transportation section of the Capital Improvements Program;~~

~~4. Advocacy: will advocate and promote all modes of transportation to make modal equity a reality.~~

~~\* Facilitate coordination of transportation issues with other governmental entities.~~

~~\* Select one or more member liaisons to attend and participate in meetings with other transportation related committees in the Rogue Valley.~~

~~\* Examine multi-modal transportation issues.~~

~~D. Powers and Duties, Specifically. The Transportation Commission will review and forward all traffic implementation regulations to the~~



~~Public Works Director for final approval and implementation of official traffic safety and functional activities.~~

## 2.13.020 Established-Membership

A. Voting Members. The Transportation Commission is established and shall consist of nine (9) voting members as designated by the Mayor and confirmed by the council. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation. ~~The Chair will be elected among its members annually. A vice chair will also be elected among its members to serve in the chair's absence and who will succeed to the chair on April 30 following the chair's term expiration.~~

B. Non-voting Ex Officio Membership. The Director of Public Works or designee shall serve as the primary staff liaison and as Secretary of the Commission. Including the staff liaison, there will be ~~eleven (11)~~ twelve (12) total non-voting ex officio members who will participate as needed and will include one member of the Council as appointed by the Mayor, Community Development & Planning, Police, Fire, Southern Oregon University, Ashland Schools, Oregon Department of Transportation, Rogue Valley Transportation District, Ashland Parks and Recreation, Jackson County Roads, Airport Commission. ~~In addition to the eleven non-voting ex officio members, a student member may be appointed and would serve as an additional non-voting ex officio member.~~

2.13.030. Powers and Duties, Generally. The Transportation Commission will review and make recommendations on the following topics as it relates to all modes of Transportation:

1. Safety: will develop, coordinate and promote transportation safety programs;

2. Planning:

\* Will review and serve as the primary body to develop recommendations to the City's long range transportation plans.

\* Will review and make recommendations in Type III Planning Actions during the pre-application process.

3. Funding: will make recommendations to the City's transportation section of the Capital Improvements Program;

4. Advocacy: will advocate and promote all modes of transportation to make modal equity a reality.

\* Facilitate coordination of transportation issues with other governmental entities.

\* Select one or more member liaisons to attend and participate in meetings with other transportation related committees in the Rogue Valley.

\* Examine multi-modal transportation issues.

2.13.040. Powers and Duties, Specifically. The Transportation Commission will review and forward all traffic implementation regulations to the Public Works Director for final approval and implementation of official traffic safety and functional activities.

#### ~~2.13.030 Term and Vacancies~~

~~A. Term. The term for each voting member shall be three years, expiring on April 30<sup>th</sup>.~~

~~B. Initial Term Transition. Three of the nine members shall be appointed to initial terms expiring April 30, 2010; three of the nine shall be appointed to initial terms expiring April 30, 2011; and three shall be appointed to initial terms expiring April 30, 2012. Following these initial terms, all members shall serve for 3 year terms expiring April 30.~~

~~C. Vacancy. Any vacancy shall be filled by appointment of the Mayor and confirmed by the City Council, for the unexpired portion of the term. Any commissioner who is absent without prior notification from four or more meetings in a 12 month period shall be considered no longer active and the position will be deemed vacant.~~

#### ~~2.13.040 Quorum, Rules and Regulations~~

~~One more than half of the sitting voting members of the Commission shall constitute a quorum. The Commission shall meet monthly and at least ten times per calendar year. The Commission may recommend or make rules and regulations for its government and procedure, consistent with the laws of the State and the City Charter and ordinances.~~

#### 2.13.050 Traffic Sub-Committee

A. Purpose. The purpose of the Traffic Sub-Committee is to enable the Transportation Commission to focus on broad transportation concerns by reducing the number of routine and general non-routine traffic items that come before the full Commission and to insure the Transportation



Commission will have sufficient time to devote their full attention to the overall transportation matters at issue.

B. Membership. The Traffic Sub-Committee **is established and** consists of three regular members of the Transportation Commission who shall sit concurrently on the full Commission. Sub-committee members shall be appointed by the Transportation Commission Chair on a rotating basis until all members have served. Terms are for six month intervals and members may only sit for two consecutive terms at any one time. The Public Works Director shall determine what matters warrant Sub-Committee involvement and meetings shall be convened on an as needed basis. The Public Works Director or designee will serve as staff liaison and recorder for these meetings.

C. Duties. The Traffic Sub-Committee shall consider the following matters:

1. Forward recommendations to the Transportation Commission and Public Works Director on routine and general non-routine traffic concerns including but not limited to traffic impacts, speed designations, parking, markings, and signage.
2. Recommend to the Transportation Commission specific comments, concerns or suggestions for the improvements to the City of Ashland' s Transportation System Plan or similar Transportation programs, with the emphasis on long range transportation planning and regional transportation plans.
3. Such other general or minor transportation matters as the Transportation Commission deems appropriate for the Traffic Sub-Committee format.
4. The Traffic Sub-Committee or staff liaison may refer any matter before the Traffic Sub-Committee to the Transportation Commission when it becomes apparent the matter involves major policy concerns or potential serious transportation impacts on surrounding areas.

E. Minutes. All Traffic Sub-Committee action minutes will be forwarded to the following Transportation Commission meeting.

#### **2.13.060 Reports**

~~The commission shall submit copies of its minutes to the City Council and shall prepare and submit such reports as from time to time may be requested of them by the City Council, Public Works Director or Community Development Director.~~

## **2.13.070 Compensation**

~~Voting members of the commission shall receive no compensation for service while on the Transportation Commission or Traffic Sub-Committee.~~

SECTION 7. Chapter 2.17, [Public Arts Commission], is hereby amended to read as follows [Note: several deleted sections are moved to a new Chapter 2.29 (Public Art Process) set forth below]:

## **2.17 Public Arts Commission**

### **2.17.005 Purpose**

The mission of the Public Arts Commission is to enhance the cultural and aesthetic quality of life in Ashland by actively pursuing the placement of public art in public spaces and serving to preserve and develop public access to the arts. The continued vitality of the arts in the City of Ashland is a vital part of the future of the city as well as of its citizens. The arts are an important part of the cultural and economic life of the entire community of Ashland and enrich the participants in the arts as well as those who observe them. Several organizations which exist in Ashland are active in the arts and provide leadership to the community on arts related matters. The creation of a Public Arts Commission for the City of Ashland will assist those organizations, and other organizations and individuals, to make arts a more important part of the city's life. Recommendations from the Commission regarding the acquisition and placement of public art should be based upon accepted standards and guidelines as opposed to personal opinion. This chapter will create a Public Arts Commission and adopt standards and guidelines for selecting, commissioning, placing, maintaining, and removing public art.

### **2.17.008 Definitions**

~~A. "Acquisition" means the inclusion of an artwork in the Ashland Public Art Collection by any means including direct purchase, commission or acceptance of a gift.~~

~~B. "Artwork" means visual works of public art as defined herein.~~

~~C. "Ashland Public Art Collection" means all public art acquired by the City by any means.~~

~~D. "Capital improvement program (CIP)" means the city's program for advance planning of capital improvements.~~



H. Disbursements from the public art account shall be made only after authorization of the City Administrator or the Administrative Services Director (Finance), and shall be made according to this article and other applicable city ordinances, including but not limited to the public contracting code (AMC Chapter 2.50).

I. The Council may adopt by resolution case specific waivers or guidelines for administration of the percent for art program, including case-by-case waivers of the required dedication set forth herein based on the availability of public funds, as well as any other matters not specifically addressed herein and appropriate or necessary to the administration of the program.

**SECTION 24. Severability.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

**SECTION 25. Codification.** Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 1, 16- 19, 24 and 25) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 19 day of January, 2010, and duly PASSED and ADOPTED this 8 day of February, 2010.

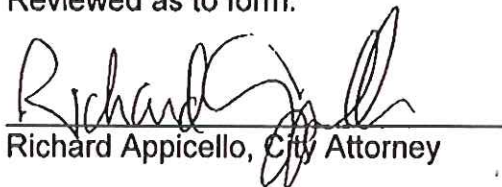


Barbara Christensen, City Recorder

SIGNED and APPROVED this 8 day of February, 2010.

  
John Stromberg, Mayor

Reviewed as to form:

  
Richard Appicello, City Attorney

## Chapter 2.13

### TRANSPORTATION COMMISSION

#### Sections:

- 2.13.010 Purpose and Mission.**
- 2.13.020 Established-Membership**
- 2.13.030 Powers and Duties, Generally.**
- 2.13.040 Powers and Duties, Specifically.**
- 2.13.050 Traffic Sub-Committee**

#### **Section 2.13.010 Purpose and Mission.**

A. Role. The Transportation Commission advises the City Council on transportation related issues specifically as they relate to safety, planning, funding and advocacy for bicycles, transit, parking, pedestrian and all other modes of transportation.

B. Mission. The need for a Transportation Commission is emphasized in the Transportation Element:

"Ashland has a vision – to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland's livability, character and natural environment. ...The focus must be on people being able to move easily through the city in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community."

(Ord 3003, amended, 02/18/2010; Ord 2975, added, 11/18/2008)

#### **Section 2.13.020 Established-Membership**

A. Voting Members. The Transportation Commission is established and shall consist of nine (9) voting members as designated by the Mayor and confirmed by the council. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation.

B. Non-voting Ex Officio Membership. The Director of Public Works or designee shall serve as the primary staff liaison and as Secretary of the Commission. Including the staff liaison, there will be twelve (12) total non-voting ex officio members who will participate as needed and will include one member of the Council as appointed by the Mayor, Community Development & Planning, Police, Fire, Southern Oregon University, Ashland Schools, Oregon Department of Transportation, Rogue Valley Transportation District, Ashland Parks and Recreation, Jackson County Roads, Airport Commission.

(Ord 3003, amended, 02/18/2010; Ord 2975, added, 11/18/2008)

#### **Section 2.13.030 Powers and Duties, Generally.**

The Transportation Commission will review and make recommendations on the following topics as it relates to all modes of Transportation:



1. Safety: will develop, coordinate and promote transportation safety programs;
2. Planning:
  - \* Will review and serve as the primary body to develop recommendations to the City' s long range transportation plans.
  - \* Will review and make recommendations in Type III Planning Actions during the pre-application process.
3. Funding: will make recommendations to the City' s transportation section of the Capital Improvements Program;
4. Advocacy: will advocate and promote all modes of transportation to make modal equity a reality.
  - \* Facilitate coordination of transportation issues with other governmental entities.
  - \* Select one or more member liaisons to attend and participate in meetings with other transportation related committees in the Rogue Valley.
  - \* Examine multi-modal transportation issues.

(Ord 3003, amended, 02/18/2010; Ord 2975, added, 11/18/2008)

#### **Section 2.13.040 Powers and Duties, Specifically.**

The Transportation Commission will review and forward all traffic implementation regulations to the Public Works Director for final approval and implementation of official traffic safety and functional activities.

(Ord 3003, amended, 02/18/2010; Ord 2975, added, 11/18/2008)

#### **Section 2.13.050 Traffic Sub-Committee**

- A. Purpose. The purpose of the Traffic Sub-Committee is to enable the Transportation Commission to focus on broad transportation concerns by reducing the number of routine and general non-routine traffic items that come before the full Commission and to insure the Transportation Commission will have sufficient time to devote their full attention to the overall transportation matters at issue.
- B. Membership. The Traffic Sub-Committee is established and consists of three regular members of the Transportation Commission who shall sit concurrently on the full Commission. Sub-committee members shall be appointed by the Transportation Commission Chair on a rotating basis until all members have served. Terms are for six month intervals and members may only sit for two consecutive terms at any one time. The Public Works Director shall determine what matters warrant Sub-Committee involvement and meetings shall be convened on an as needed basis. The Public Works Director or designee will serve as staff liaison and recorder for these meetings.
- C. Duties. The Traffic Sub-Committee shall consider the following matters:

1. Forward recommendations to the Transportation Commission and Public Works Director on routine and general non-routine traffic concerns including but not limited to traffic impacts, speed designations, parking, markings, and signage.
2. Recommend to the Transportation Commission specific comments, concerns or suggestions for the improvements to the City of Ashland' s Transportation System Plan or similar Transportation programs, with the emphasis on long range transportation planning and regional transportation plans.
3. Such other general or minor transportation matters as the Transportation Commission deems appropriate for the Traffic Sub-Committee format.
4. The Traffic Sub-Committee or staff liaison may refer any matter before the Traffic Sub-Committee to the Transportation Commission when it becomes apparent the matter involves major policy concerns or potential serious transportation impacts on surrounding areas.

D. Minutes. All Traffic Sub-Committee action minutes will be forwarded to the following Transportation Commission meeting.

(Ord 3003, amended, 02/18/2010; Ord 2975, added, 11/18/2008)





# Oregon

Theodore R. Kulongoski, Governor

## Department of Transportation

Traffic-Roadway Section  
355 Capitol St NE 5th floor  
Salem, OR 97301-3871  
(503) 986-3568  
Fax: (503) 986-4063

DATE: March 25, 2010

TRA 16-9

TO: All Oregon Cities  
All Oregon Counties  
Association of Oregon Counties  
League of Oregon Cities

All ODOT Region Offices  
All ODOT District Offices  
Federal Highway Administration

RE: **Oregon Traffic Control Devices Committee 2009 Annual Report**

The Oregon Traffic Control Devices Committee (OTCDC) serves as an advisory group to the State and the cities and counties in Oregon regarding traffic control device issues. To keep you informed of the actions of the Committee, we have prepared and enclosed our annual report summary for 2009. If you wish to have a copy of past minutes or any of the guidelines referred to in the summary, please call my office. Meeting summaries may also be viewed online by following the appropriate link at the following website:

[http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Traffic\\_Control\\_Devices\\_Committee.shtml](http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Traffic_Control_Devices_Committee.shtml)

Also enclosed is a list of the voting members. If you represent a city or county and are interested in being considered for membership on the OTCDC, please contact the Association of Oregon Counties, the League of Oregon Cities, or Debby Corey of my office at (503) 986-3609.

The next OTCDC meeting will be Friday, April 2, 2010 at 9:00 am at Marion County Public Works, 5155 Silverton Road NE, Salem.

If you have questions or comments about the Committee, please telephone me at (503) 986-3606 or Debby Corey at (503) 986-3609.

### *Original Signed by*

Edward L. Fischer, PE, PTOE  
State Traffic Engineer  
Secretary, Oregon Traffic Control Devices Committee

Enclosures

Copy with Enclosure(s) to:  
OTCDC Members  
Cathy Nelson, Technical Services Manager

DC/cwc

# OREGON TRAFFIC CONTROL DEVICES COMMITTEE

## 2009 ANNUAL REPORT SUMMARY

January 1, 2009 – December 31, 2009

### Membership Changes

- ✓ Brian Barnett was elected as 2009 Chairperson for the OTCDC
- ✓ Ed Chastain was elected as 2009 Vice-Chairperson for the OTCDC
- ✓ Committee composition at the beginning of the year: Brian Barnett, Chair, City of Springfield; Ed Chastain, Vice-Chair, Lane County; Ed Fischer, Secretary, ODOT State Traffic Engineer; Alan Hageman, OSP; Angela Kargel, ODOT Region 2; Robin Lewis, City of Bend; Joseph Marek, Clackamas County; Charles Radosta, ITE, Kittelson and Associates; Massoud Saberian, City of Lake Oswego; Cynthia Schmitt, Marion County
- ✓ Ethan Wilson, Oregon State Police joined the committee, replacing retiring Alan Hageman in September
- ✓ Joel McCarroll returned to the committee in September, relieving Angela Kargel, ODOT Region 2, from interim ODOT region representative

### Traffic Control Device Decisions, Discussions and Recommendations

- ✓ Reviewed and discussed efforts in Portland to introduce bicycle signals, warrants in an effort to separate bikes from conflicting vehicle movements. This has become a higher profile issue with recent spike in right turn hook crashes between motor vehicles and bikes. While used broadly in Europe, the bike signals are still rare in the U.S.
- ✓ Discussed ongoing issues between some local governments and ODOT Rail regarding whether the road authority controls work in their right-of-way and other communication issues.
- ✓ Learned that FHWA has denied experimental status for Oregon's proposed EV charging station sign. The vehicle symbol in the proposed sign may have a registered trademark.
- ✓ Approved a new Heritage Symbol Sign for the relatively few facilities designated as Heritage Sites in Oregon. Thus far they include, Geisel Monument north of Gold Beach, Frenchglen Hotel in Burns, Kam Wah Chung in John Day, Sumpter Valley Dredge in Sumpter, Willamette Stone in Portland and Wolf Creek Inn in Grants Pass.



- ✓ Learned of upcoming enhancements of the SPIS system under the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). Crash data systems capability will be enhanced to include analysis capability for all public roads and will report the top 5% statewide. Other program goals and objectives include software tools to perform variable safety analysis on public roads, enhancing the Crash Summary Database (SD), and enhanced reporting and mapping to advance the new annual SPIS utilizing the Oregon Adjustable Safety Index System (OASIS).
- ✓ Received an update on ODOT-sponsored and other research on curve advisory speeds. All indications were that the 2009 MUTCD would revert the language back to engineering studies based on established engineering practices.
- ✓ Reviewed the concept of multi-way boulevards being considered by local government for West 11<sup>th</sup> Avenue in the Eugene area. These facilities may enhance pedestrian experience by use of medians that separate thru-traffic from slower local vehicle traffic on separate access lanes. The intent is to buffer pedestrians, homes and businesses from the noise and speed of thru traffic while supporting local commerce and culture.
- ✓ Received a briefing from ODOT's Transportation Safety Division on Oregon's Traffic Records Coordinating Committee (TRCC). This committee works toward data improvements that minimize duplication, improve uniformity, advance electronic data collection, and facilitate data access and use. The committee includes managers, collectors, and users of traffic records, public health and injury control data.
- ✓ Received an introduction to the Federal Interstate Oasis Program . The program is intended for truck stop type facilities off the interstate right-of-way near freeway interchanges. It is a component of the new SAFETEA-LU law. An oasis usually needs to be within 3 miles of an interstate and meet other criteria. There are three categories of signing prescribed for the program. The Travel Information Council will be operating the program through an intergovernmental agreement with ODOT. *Note: The Oasis palm tree logo was eventually approved in the 2009 MUTCD.*
- ✓ Reviewed the progress ODOT and other stakeholders have made to administrative rules for signal preemption devices. Proposed changes would allow system users to come to agreement about setting priorities for system activation, or default to all users having the same priority. This could place emergency fire vehicles on an equal footing with other emergency vehicles. The consensus was that is the best option if there is no agreement on different priority. Oregon law requires ODOT to write rules regarding priority, giving consideration to the weight of the vehicle.
- ✓ Reviewed and approved three proposed variations on a 48 inch, black on orange diamond-shaped warning sign for bikes or pedestrians on or near the roadway. The variations would include (Symbol) AHEAD, (Symbol) CROSSING ROADWAY, and (Symbol) ON ROADWAY. The symbol may be a bicycle or a pedestrian.
- ✓ Agreed that ODOT will design a "YEAR-ROUND" rider for school zone signs to add to the Sign Policy and Guidelines. This change will include guidance on appropriate

usage and placement for the signs. This will be added to the Oregon Supplement to the MUTCD when the time comes for the next update.

- ✓ Received a presentation from Ed Fischer on an international scan tour of pedestrian and bike safety and mobility in Europe. The team visited ten cities in five countries in May of 2009 under the sponsorship of FHWA, AASHTO, and NCHRP. This included Sweden, Denmark, Germany, Switzerland and the United Kingdom.
- ✓ Took a bike tour of Portland Bike signals as the last step after tentative approval of a change to the Traffic Signal Policy and Guidelines approving bike signals. The committee expected to give final approval at the January 2010 meeting of the committee.
- ✓ Approved 21 revisions over the course of the year to the Sign Policy and Guidelines. These Policy Updates can be reviewed on the SP&G webpage or in the monthly meeting summaries for the OTCDC.

Note: For those reading a hard copy of this document and desiring to follow the links embedded in the electronic copy, you may access an electronic version by typing the following "Tiny URL" into your web browser: <http://tiny.cc/M63jU>. This will take you to the OTCDC website where you can view summaries of past individual meetings.



# OREGON TRAFFIC CONTROL DEVICES COMMITTEE

## MEMBERS

*as of January, 2010*

<p><b>Ed Chastain</b>, Chairperson Lane County 3040 N Delta Highway Eugene, OR 97408-1696</p> <p>(541) 682-6931 <a href="mailto:Ed.chastain@co.lane.or.us">Ed.chastain@co.lane.or.us</a></p>	<p><b>Massoud Saberian</b>, Vice-Chairperson City of Lake Oswego P.O. Box 369 Lake Oswego, OR 97034-0369</p> <p>(503) 635-0274 <a href="mailto:msaberian@ci.oswego.or.us">msaberian@ci.oswego.or.us</a></p>
<p><b>Ed Fischer</b>, Secretary ODOT Traffic-Roadway Section 5th Floor, Transportation Bldg. Salem, OR 97301-3871</p> <p>(503) 986-3606 <a href="mailto:ed.l.fischer@odot.state.or.us">ed.l.fischer@odot.state.or.us</a></p>	<p><b>Brian Barnett</b> City of Springfield 225 Fifth Street Springfield, OR 97477-4675</p> <p>(541) 726-3681 <a href="mailto:bbarnett@ci.springfield.or.us">bbarnett@ci.springfield.or.us</a></p>
<p><b>Robin Lewis</b> City of Bend 745 NW Bond Street PO Box 431 Bend, OR 97709-0431</p> <p>(541) 330-4025 <a href="mailto:rlewis@ci.bend.or.us">rlewis@ci.bend.or.us</a></p>	<p><b>Joel McCarroll</b> ODOT Region 4 63055 N Highway 97 Bend, OR 97701-5765</p> <p>(541) 388-6189 <a href="mailto:Joel.R.McCarroll@odot.state.or.us">Joel.R.McCarroll@odot.state.or.us</a></p>
<p><b>Joseph Marek</b> Clackamas County 150 Beavercreek Road Oregon City, OR 97045-4302</p> <p>(503) 742-4705 <a href="mailto:joem@co.clackamas.or.us">joem@co.clackamas.or.us</a></p>	<p><b>Charles Radosta</b> Kittelsohn &amp; Associates, Inc. 610 SW Alder Street, Suite 700 Portland, OR 97205-3608</p> <p>(503) 535-7428 <a href="mailto:CRADOSTA@kittelsohn.com">CRADOSTA@kittelsohn.com</a></p>
<p><b>Cynthia Schmitt</b> Marion County 5155 Silverton Road Salem, OR 97305-3899</p> <p>(503) 588-5036 <a href="mailto:Cschmitt@co.marion.or.us">Cschmitt@co.marion.or.us</a></p>	<p><b>Lt. Ethan Wilson</b> Oregon State Police 4th Floor, 255 Capitol Street NE Salem, OR 97310-0001</p> <p>(503) 934-0266 <a href="mailto:Ethan.K.Wilson@state.or.us">Ethan.K.Wilson@state.or.us</a></p>

# Memo

CITY OF  
ASHLAND

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Date: April 7, 2010  
To: Administration Office  
From: James H. Olson  
Re: CITY SOURCE MESSAGE REGARDING TRAFFIC SAFETY

Please consider the attached information for inclusion in the next available City Source.

CC: Transportation Commission

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**ENGINEERING DIVISION**    Tel: 541/488-5347  
20 E. Main Street            Fax: 541/488-6006  
Ashland OR 97520            TTY: 800/735-2900  
[www.ashland.or.us](http://www.ashland.or.us)



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## AVOID AGGRESSIVE DRIVERS

Dangerous driving habits are a serious threat on the nation's roads. According to AAA, aggressive driving can double your chances of getting into a collision, leading to injuries and even death.

*What can you do?*

### BEHAVE BEHIND THE WHEEL

- Don't block or drive under the speed limit in passing lanes;
- Keep away from erratic drivers;
- Don't fill more than one parking space;
- Don't tailgate. It is a major cause of rear end collisions;
- Avoid yelling or gesturing out the window or stopping on the road to argue;
- Don't speed up when someone tries to merge into your lane;
- Always buckle up.

### BACK OFF FROM AGGRESSIVE DRIVERS

- Give way to bullish drivers;
- Don't challenge them by racing, flashing lights or honking horns;
- Ignore gestures and don't gesture back.

Keeping your cool on the road can be challenging. You can't control how other drivers act, but you can control yourself and make your drive safer for everyone.

# City

## SOURCE

THE CITIZEN'S SOURCE OF INFORMATION ABOUT THE CITY OF ASHLAND

### Let Us Know

*Burned out street lights? Plugged storm drains? Pot-holes or broken curbs? Park playground equipment that needs attention? Anything else?*

*Click on the Let Us Know link on the right hand side of the City's homepage ([www.ashland.or.us](http://www.ashland.or.us)) and tell us your concern. We want to keep publically maintained infrastructure in good repair and want to hear from you if you notice anything that needs attention.*

*Please be as specific as possible and be sure to include your email address so we can get back to you. ▽*

## Historic Preservation Week

You are invited to join in celebrating National Historic Preservation Week, May 9 -15,



2010. National Historic Preservation Week is an outreach program of the National Trust for Historic Preservation and observed annually in Ashland. One of the many reasons Ashland is so wonderful is the special care and recognition we give to our many architectural and historical resources. Historic preservation is a catalyst that brings our community together and assists us in respecting the past as we move forward as a city. This year's theme is "Old is the New Green".

(See *Historic Preservation Week*, Page 2)

### So You Want to Run for City Office?

The City Recorder, Barbara Christensen, will be hosting an informational class in May for all Citizens interested in running for City office this coming November. Please keep an eye on the City's website ([www.ashland.or.us](http://www.ashland.or.us)) for specific date and location information.

The filing period for the November election begins June 3, 2010 and ends August 20, 2010. If you live within the City limits and are interested in running for any of the following elected positions, you do not want to miss this opportunity!

- City Council Positions 2, 4, 6
- Municipal Court Judge
- City Recorder
- Parks & Recreation Commission Positions 3, 4, 5

For additional information, contact Barbara Christensen at 541-488-5307 or email [christeb@ashland.or.us](mailto:christeb@ashland.or.us). ▽



# City SOURCE

## Historic Preservation Week

Continued from Page 1

*The following events and walking tours are being planned this year during Historic Preservation Week:*

□ Ashland Cemetery Walking Tour — Meet Historic Commissioner Terry Skibby at the Morton Street entrance on Sunday, May 9 at 2:00 p.m.

□ Ashland Historic Railroad District Walking Tour — Historic Commissioner and local historian, Terry Skibby will be doing a walking tour of this interesting historic district. The tour will cover a selection of historic homes and commercial buildings and some of the important historical sites. Terry will also share some historic photographs from his archive. Meet at the gazebo in the Railroad District Park on "A" Street on

Friday, May 14 at 2:00 p.m.

□ The Ashland Historic Preservation Awards Ceremony with Mayor John Stromberg presenting at the Ashland Community Center, 59 Winburn Way on Tuesday, May 11 at 12:00 p.m.

□ Ashland Memorial Mausoleum Self-Guided Tour — Located on the East side of Highway 66 and Normal Avenue, Wednesday, May 12 from 8:30 a.m. to 3:00 p.m.

□ Historic Open Houses — Tour various historic homes and businesses. We are currently working with the Ashland Chamber of Commerce and owners of many of the downtown historic businesses and historic homes to host open houses on Friday, May 14 from 3:00 to 5:00 p.m.

The Event Brochure and the Historic Open Houses guide will be posted on the City's website, [www.ashland.or.us](http://www.ashland.or.us), by May 3,

2010. Or you may pick one up at City Hall (20 E Main St.), the Community Development Department (51 Winburn Way) or the Chamber of Commerce (110 E Main St.). Call for information at 541-488-5305. ▼

## Traffic Safety Concern

Citizens may not know where to direct a concern regarding traffic, bicycle and pedestrian safety. For the past year, the Transportation Commission has been meeting on broad transportation related issues specifically as they relate to safety, planning, funding and advocacy for all modes of transportation. This commission replaced both the Traffic Safety Commission and the Bike and Pedestrian Commission. So who hears routine traffic items? The Transportation Subcommittee does.

## Gardening, the Common Sense of It All

Amateur and experienced gardeners alike will benefit from this open forum where expert gardener Jennifer Ewing will share from her rich experience with soil, seeds, and other garden mysteries. Bring your questions and Jennifer will provide answers and resources. This class will take place on Saturday, May 1, 2010 from 10:00 — 12:00 p.m

Registration is required — Please register online at [www.ashland.or.us](http://www.ashland.or.us) or call the Nature Center at 541-488-6606. Cost for class is \$10.00. Ages 12 and up only, please.



*Make it a Habit—  
Conserve Water*

Now is a good time to think about water conservation before the arrival of hot, dry weather. The City of Ashland has a number of water conservation programs including a water audit of your home conducted by city staff, and low-flow and ultra low-flow toilet rebates. For more information call 541-488-5306 or go to [www.ashland.or.us/conservation](http://www.ashland.or.us/conservation).

The Transportation Subcommittee consists of three regular members of the Transportation Commission who sit concurrently on the full Commission. Subcommittee members are appointed by the Transportation Commission Chair on a rotating basis until all members have served. Terms are for six month intervals and members may only sit for two consecutive terms at any one time. The Subcommittee has meetings on an as-needed basis, but always on a first Thursday of the month beginning at 9:00 am in the Community Development / Engineering Services Building located at 51 Winburn Way.

The Traffic Sub-Committee or staff liaison may refer any matter before the Traffic Sub-Committee to the Transportation Commission when it becomes apparent the matter involves major policy concerns or potential serious transportation impacts on surrounding areas.

So please, keep those concerns and ideas for safety improvement coming. Call the Engineering Department at 541-488-5347 or email Jim Olson at [olsonj@ashland.or.us](mailto:olsonj@ashland.or.us). If your concern warrants further study, we will make sure it gets on the next available Subcommittee agenda. We are grateful to you, the citizens of Ashland, for your continued commitment to making our town safer for all modes of transportation. ▽

**Budget Meeting  
Department Presentation Schedule  
Televised on RVTV**

These meetings are all held in the City Council Chambers, 1175 East Main Street, and are open to the public. For more information, please call the Administrative Services Department at 541-488-5300.

- April 19, 6:00 p.m.— Budget Message, Parks and Recreation
- April 22, 6:00 p.m.—Police, Fire, Community Development and CDBG
- April 26, 6:00 p.m.—City Recorder, Administration, Human Resources, Legal, and Admin Services
- April 29, 6:00 p.m.—Electric, Information Technology, Conservation
- May 3, 6:00 p.m.— CIP, Public Works
- May 6, 6:00 p.m.— Public Works Continued, if needed
- May 12, 6:00 p.m. —Set Tax Rate, Wrap-up, Approval
- May 17, 6:00 p.m. —Continuation from May 12, if needed
- June 1, 7:00 p.m. — Public Hearing, City Council Meeting ▽





# Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
2. Why is Parliamentary Procedure Important?
3. Example of the Order of Business
4. Motions
5. Types of Motions
6. How are Motions Presented?
7. Voting on a Motion

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

## There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.

2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

### How are Motions Presented?

1. **Obtaining the floor**
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. **The Chairman States Your Motion**
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. **Putting the Question to the Membership**
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice --** The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. **By Roll Call --** Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.



3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.  
Most importantly, *BE COURTEOUS*.

## Council takes up Croman

By Vickie Aldous  
for the Mail Tribune  
April 06, 2010 5:00 AM

ASHLAND — The City Council will consider tonight whether to adopt a redevelopment plan for the former Croman Mill site, the city's largest chunk of undeveloped land. The meeting begins at 7 p.m. at City Hall, 1175 E. Main St.

Overall, the plan calls for devoting much of the 70 acres to offices, light industry and shops, but space for a park is also included and housing could be built on the perimeter of the plan area. City officials hope development there will create more family-wage jobs in town.

The Ashland Planning Commission has recommended that streets on the site of the former Croman Mill be laid out with an east-west orientation.

Buildings constructed along the streets would have their shortest walls facing to the east and west. That could allow more daylight to come in from the long sides facing south, and would also maximize roof areas for solar energy.

However, that layout creates more irregularly shaped parcels of land, which are generally considered to be less desirable for commercial development, according to a city staff memo to council members.

The Planning Commission is also recommending other green steps, such as standards to reduce the use of the city's limited potable water for irrigation.

Two members of the Planning Commission who disagree with the Croman plan crafted a minority report, but the commission voted 5-3 against sending that report to the City Council. Commission vice chairman Michael Dawkins and commission member Melanie Mindlin said they will present the minority report to the council as individuals tonight.

The minority report lists 11 concerns Dawkins and Mindlin have about the Croman plan, including that it "does not aggressively manage growth" and it "will need community funding." The possibility has been raised that infrastructure improvements could be made on the land through a special tax district.

As construction moves forward, increased property values would generate more property tax revenue — which would be spent on improvements to spur more development.

The downside to such plans, known as urban renewal districts or tax-increment financing plans, is that new development puts additional strains on government services such as fire and police protection, but those departments don't get additional property tax money.

The council will also consider tonight whether to grant the Ashland Gun Club a 12-month lease extension to continue using city land for shooting near the Ashland Municipal Airport.

Vickie Aldous is a reporter for the Ashland Daily Tidings. Reach her at [vlaldous@yahoo.com](mailto:vlaldous@yahoo.com).