

Note: Anyone wishing to speak at any Transportation Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

## **ASHLAND TRANSPORTATION COMMISSION**

**February 22, 2018**

### **AGENDA**

- I. **CALL TO ORDER:** 6:00 PM, Civic Center Council Chambers, 1175 E. Main Street
- II. **ANNOUNCEMENTS**
- III. **CONSENT AGENDA**
  - A. Approval of Minutes: December 21, 2017
- IV. **PUBLIC FORUM**
- V. **NEW BUSINESS**
  - A. Community Meeting Follow-up (30 min.)
    - Discuss outcomes and next steps
- VI. **TASK LIST**
  - A. Discuss current action item list
- VII. **OLD BUSINESS**
  - A. South Ashland Business Park Type III Application Traffic Impact (15 min.)
    - Development Proposal continued discussion
  - B. City Council Presentation
    - Commission Chair to provide update on Council meeting
  - C. Transportation Commission Representative on Technical Advisory Committee (TAC)-Transit Feasibility (15 min.)
    - Select a representative to be part of the Transit Feasibility Study TAC
- VII. **FOLLOW UP ITEMS**
  - A. None-see action item list
- VIII. **INFORMATIONAL ITEMS**
  - A. Accident Report
- IX. **COMMISSION OPEN DISCUSSION**
- X. **FUTURE AGENDA TOPICS**
  - A. High and Church St. 4-way stop
  - B. Parking Permit Policy
- XI. **ADJOURNMENT:** 8:00 PM

**Next Meeting Date: March 22, 2018 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 January 2018

Name	Title	Telephone	Mailing Address	Email Address	Expiration of Term
Vacant					4/30/2018
Joe Graf	Commissioner	541-488-8429	1160 Fern St.	<a href="mailto:jlgtrans15@gmail.com">jlgtrans15@gmail.com</a>	4/30/2018
Corinne Vièville	Commissioner	541-488-9300 or 541-944-9600	805 Glendale Ave.	<a href="mailto:corinne@mind.net">corinne@mind.net</a>	4/30/2019
David Young	Commissioner	541-488-4188	747 Oak Street	<a href="mailto:dyoung@ieffnet.org">dyoung@ieffnet.org</a>	4/30/2018
Sue Newberry	Commissioner	775-720-2400	2271 Chitwood Lane	<a href="mailto:sue.j.newberry@gmail.com">sue.j.newberry@gmail.com</a>	4/30/2019
Kat Smith	Commissioner	541-326-7517	770 Faith Ave.	<a href="mailto:ladybikesafety@gmail.com">ladybikesafety@gmail.com</a>	4/30/2020
Bruce Borgerson	Commissioner	541-488-5542	209 Sleepy Hollow Dr	<a href="mailto:wave@mind.net">wave@mind.net</a>	4/30/2020

**Non-Voting Ex Officio Membership**

Paula Brown	Director, Public Works	541-488-5587	20 E. Main Street	<a href="mailto:paula.brown@ashland.or.us">paula.brown@ashland.or.us</a>	
Michael Morris	Council Liaison	541-261-9406	20 E. Main Street	<a href="mailto:mike@council.ashland.or.us">mike@council.ashland.or.us</a>	
Brandon Goldman	Planning Department	541-488-5305	20 E. Main Street	<a href="mailto:goldmanb@ashland.or.us">goldmanb@ashland.or.us</a>	
Steve MacLennan	Police Department	541-552-2433	20 E. Main Street	<a href="mailto:macleanns@ashland.or.us">macleanns@ashland.or.us</a>	
Frederick Creek	SOU Liaison	541-552-8328	1250 Siskiyou Blvd	<a href="mailto:creekf@sou.edu">creekf@sou.edu</a>	
Dan Dorrell, PE	ODOT	541-774-6354	100 Antelope Rd WC 97503	<a href="mailto:Dan.w.dorrell@odot.state.or.us">Dan.w.dorrell@odot.state.or.us</a>	
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Jenna Stanke	ODOT	541-774-5925	100 Antelope Rd WC 97503	<a href="mailto:jenna.MARMON@odot.state.or.us">jenna.MARMON@odot.state.or.us</a>	
David Wolske	Airport Commission			<a href="mailto:david@davidwolske.com">david@davidwolske.com</a>	
Vacant	Ashland Parks				
Vacant	Ashland Schools				

**Staff Support**

Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	<a href="mailto:fleury@s@ashland.or.us">fleury@s@ashland.or.us</a>	
Karl Johnson	Associate Engineer	541-552-2415	20 E. Main Street	<a href="mailto:johnsonk@ashland.or.us">johnsonk@ashland.or.us</a>	
Taina Glick	Administrative Assistant	541-552-2427	20 E. Main Street	<a href="mailto:taina.glick@ashland.or.us">taina.glick@ashland.or.us</a>	

**ASHLAND TRANSPORTATION COMMISSION**  
**MINUTES**  
**December 21, 2017**

These minutes are pending approval by this Commission

**CALL TO ORDER:**

Graf called the meeting to order at 6:02 p.m.

**Commissioners Present:** Joe Graf, Dominic Barth, Corinne Vièville, Sue Newberry, Bruce Borgerson, David Young

**Commissioners Absent:** Kat Smith

**Council Liaison Absent:** Mike Morris

**SOU Liaison Absent:** Fred Creek

**Staff Present:** Scott Fleury, Taina Glick

**ANNOUNCEMENTS**

Graf introduced and welcomed new Commissioner Bruce Borgerson.

**CONSENT AGENDA**

**Approval of Minutes:** November 16, 2017

**Commissioners Barth and Newberry m/s to approve minutes as amended.**

**All ayes. Minutes approved.**

**PUBLIC FORUM**

None

**NEW BUSINESS**

**Crosswalk Implementation Policy**

Fleury explained the historical handling of crosswalk requests by the City. Fleury met with Kim Parducci regarding development of the Crosswalk Implementation Policy and discussed the need for commonality and uniformity of structures used for crosswalks in the city, where feasible. The City has moved toward the continental type crosswalks, utilizing thermoplastic reflective stripes for durability. Lighting is a consideration with use of thermoplastic due to reflectivity. Fleury sought input from Commissioners about items for inclusion in the policy. Barth inquired about the availability of less-slick materials. Fleury explained that thermoplastic has a grittiness but does become slick with ice. The addition of sand, etc. is possible but creates a maintenance issue.

Graf questioned plans from other cities included in packet. Fleury explained the packets are for example only and included for assistance in creating our policy. Newberry described inserts as containing outdated information and cited ODOT Bicycle and Pedestrian manual for current data. The Comprehensive plan describes suggested need for crosswalks.

Young felt commissioners were getting into the weeds by looking at specific cases at this point and stressed the need to develop the policy first. Newberry stated we should be using ODOT Bicycle and Pedestrian manual with updated ADTs. Graf wanted to ensure the policy includes improving existing crosswalks as well as creation of new crosswalks.

Newberry emphasized the need to define the elements that should be considered in making the policy. Fleury agreed and added the need to apply commonly accepted standards when making the policy. Newberry suggesting seeking data from studies available through the Bicycle and Pedestrian clearinghouse.

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Borgerson inquired about maps with pinpointed accidents. Fleury informed Borgerson of what is available with GIS. Borgerson described the need to know about accidents that are not necessarily pedestrian involved, but rather pedestrian crossing involved.

Barth expressed concern over a packet insert that showed a curb extension cutting into the bike lane and would like to see inclusion of wording in our policy which would prevent this type of occurrence. Fleury assured commissioners that design options are available to accommodate cyclists at such intersections. Barth inquired if City is allowed to look at ODOT plans prior to construction. Fleury answered typically no.

Newberry described a lack of crosswalks on Siskiyou between Harmony Ln and Tolman Creek Rd. Newberry would like staff to compile a list of the desired elements to include in the policy. Young wanted to make sure decisions are made based on accurate data, suggesting utilization of a rubric with scoring. Newberry wanted to ensure Commissioners understand the Manual on Uniform Traffic Control Devices (MUTCD) and decision making process. Further, Newberry opposed the use of aesthetically pleasing design over sight for pedestrians. She would like the sidewalk implementation policy to consider references to MUTCD and update the Comprehensive Plan accordingly.

Young commented about downtown beautification and stated his desire for the commission to be included in the downtown process so that pretty stuff isn't included over sound transportation practices.

Fleury met with two Ashland Police Department officers, one of whom attended environmental design class about how to produce good mobility and behavior through pedestrian districts. Fleury described how design can help first responders in these areas. Input from officers will be included in policy development process.

**TASK LIST**

**Discuss current action item list**

Item 7 on list, Iowa St safety concerns update requested by Newberry. Fleury will contact Parducci about a timeline for completion. Barth inquired about green sharrows update. Fleury said he and Parducci will meet with ODOT in January to discuss each N Main St project in detail.

Barth questioned why some sections are still bolded and sought clarification. Fleury clarified that items in current action are italicized and un-bolded items are completed or passed on.

Two proposals were submitted for the TFP which scored 353 and 350. Interviews, worth 100 points, will be set up in early January as Fleury is not comfortable direct awarding due to only a 3-point differential. The contract will be taken to Council and awarded after interviews are completed in early January.

Newberry was glad to see progress on the traffic calming plan, but hoping for a more encompassing handout. Fleury described the handout as 1 of 2 parts: an informational packet for the public and a foundational guideline for staff and commission. Fleury reminded the commission that there is no firm timeline for completion.

Fleury informed commissioners that the CIP Storybook is now live and briefly described functionality.

Graf questioned if a page is missing from traffic calming brochure draft included in packet. He described viewing green box sharrows out of state as unimpressive and hoped that our sharrows will be more clearly marked.



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**OLD BUSINESS**

**Goal Setting**

Graf described to commissioners their responsibility at the community meeting, based on documentation provided by Newberry. Borgerson inquired when the last time this type of meeting was done. Young indicated that a goal setting retreat had occurred with the Traffic Safety Commission a number of years ago. Newberry reminded commissioners to email Glick the names and addresses of specific parties they wish to invite and emphasized the challenges in getting attendees to public meetings. Newberry further stressed the need to include a wide variety of transportation participants.

**Transportation Commission code language**

Newberry liked that the code language was simplified but expressed concern about the inclusion of parking knowing that the commission has no power over the number of required parking spaces and felt parking should be removed unless there is inclusion of the commission in the planning process. Newberry called attention to the parking challenges and neighborhood impact that could result if the Daniel Meyer Pool becomes a regional facility. Fleury responded in agreement as there is not a clear parking plan at this point. Graf disagreed, stressing he would rather the commission advise on parking than not be able to advise. Commissioners discussed involvement in planning actions and the need to change policy. Borgerson inquired if a document exists which describes parking requirements. He felt that parking is an important part of future transit in Ashland and that the wording related to advising on planning actions should remain, giving the commission opportunity to explore policy change in the future. Vièville would like to be able to advise before decisions are made.

Graf wanted the code to read that the Transportation Commission (TC) has the ability to advise on all transportation topics, not only Type III Planning Actions. Newberry cited section of Transportation System Plan (TSP) where it was recommended that "the City review chapter 18 of Municipal Code to establish a multi-modal/safety based development review process." She stated that is the intent of the changes the TC seeks to make to the commission responsibilities outlined in the code. Young reminded commissioners that the City Council approved the TSP.

Graf sought clarification on the subcommittee section.

Barth questioned the structure of the sentence in 2.13.010 A, stating that parking is not a mode of transportation but rather a transportation related issue. Newberry called attention to 2.13.030 Power and Duties, Generally, stating that it only allows for planning and does not specify that the TC has public hearings for individual problems from citizens.

Borgerson suggestion clarifying 2.13.010 Purpose and Mission by altering phrasing to "planning, funding and advocacy for bicycles, transit, and other modes of transportation as well as issues concerned with pedestrian safety and parking."

Young wanted to know if this is the final draft. Fleury indicated that it is not and encouraged commissioners to send suggestions and edits to either Fleury or Glick. Fleury further indicated that Planning needs to be included in discussion regarding inclusion of TC in planning decisions.

**FOLLOW UP ITEMS**

None

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**INFORMATIONAL ITEMS**

**Accident Report**

Graf requested clarification on accident report wording "information exchanged." He wondered if that statement means that parties exchanged information themselves or if an officer present at time of the accident. Fleury offered that staff is exploring ways to clarify information on report. Commissioners would like to know when an officer was involved and/or at what point is the officer involved. Graf officially requested inclusion of a column indicating if an officer was involved at the time of the incident.

**COMMISSION OPEN DISCUSSION**

Newberry offered thanks to whomever cleaned up leaf debris near Harmony Ln. and reported that the hot call she discussed last meeting had been repaired. She inquired about TC inclusion in the Parks Master Plan update for pedestrian and ADA issues. Fleury suggested participating in the meetings as a citizen. Newberry reported discovering TSP Policy 27, "fee in lieu" policy, to create funding for sidewalks. Additionally, Newberry described 10.15 of the Comprehensive Plan which seeks to increase neighborhood use of sidewalk LID programs. She would like these two topics added to a future agenda. TSP mentions an Access Management Study for Siskiyou Blvd and Newberry wants to do it now, believing Siskiyou Blvd cannot be improved until the study has been completed. Fleury informed commissioners that the City attempted to obtain a TGM grant to fund that study but were not successful. If money exists after completion of the TFP and we are still in the current biennium, the Access Management Study may be re-discussed.

Borgerson questioned if the addition of sidewalks from N Main to Oak was done as part of the Master Plan. Fleury indicated that the sidewalks were in the TSP as a sidewalk connection. The City applied for the Congestion Mitigation and Air Quality (CMAC) grant which has safe routes to school element because it connects Laurel and Helman. Fleury commented that a new house bill on transportation will increase funding elements for safe routes to school, transit, etc. and increase gas tax revenues which are used to fund roadway, sidewalk, safety, and ADA improvements, as well as miscellaneous concrete repairs.

Young informed commissioners that no sidewalk exists on Laurel at the railroad track. Fleury informed commissioners that there will be a full, at-grade sidewalk installed at that location this Summer.

Newberry noted that the Comprehensive Plan calls for bike loop sensors at all intersections but reports having never seen one in Ashland and inquired if they exist and if they are marked. Fleury indicated his belief that they do exist at intersections but not all react properly. Newberry educated the commission on how to trigger the loop sensors. Newberry requested that all loops are marked as streets are resurfaced.

Vièville inquired about the difficulties associated with installation of truncated domes and if curb cuts moving forward will be straight or angled. Fleury replied that truncated domes will be included and curb cuts brought to ADA compliance during upcoming street overlay projects. Vièville described easier use by dogs when straight curb cuts and truncated domes are utilized. Vièville asked about grates at the bottom of curb cuts. Fleury described design problem with storm drain system and indicated that all storm drain catch basins will need to be relocated on either side of flares to become compliant.

Young described issues with bus stop users' luggage creating blockage of the sidewalk in front of the library. Further, he described issues with zig-zagging sidewalks and believed there is a need to coordinate with Planning to develop

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designs more congruent with pedestrian tendencies. Newberry recommended training for like topics to increase multi-departmental buy in. Newberry added her belief that ODOT offers this type of training program at no cost.

Barth sought clarification from Young about whether he was suggesting sidewalk design changes going forward or to improve existing areas. Young described two pronged approach, both fixing and preventing problems.

Vièville has pictures of trucks parking at Larks which prevent busses from being able to stop. Newberry brought to the attention of Commissioners an inconsistency in white curb paint throughout town. Barth described a lack of curb painting in the area in front of Larks/Ashland Springs Hotel and questioned why the curb is not painted. Newberry wondered if curb painting inconsistencies could be handled by Transportation Commission under the multi-modal/safety based development review process suggested in the Transportation System Plan.

Newberry asked if Commissioners have heard of branded transit stops. She described reading something that described an increased use of transit when stops are cute and would like to see branded transit stops utilized.

Young wondered if there will be a process the Commissioners can agree on for trying to mitigate things like the bus stops, asking if a meeting could be set up with RVTD or a letter sent. Fleury will be involved with meetings about the RVTD long range plan study. Vièville would like the TC to be involved with this. Fleury can bring suggestions to those meetings. Fleury further elaborated that existing problems will be caught and resolved on a one-off basis. Young wondered if a sub-committee is warranted. Newberry suggested waiting until after the goal setting meeting to set up a sub-committee. Fleury stated that the self-evaluation portion of the required Public Right-of-Way ADA Transition Plan will help identify existing problems. Fleury indicated the self-evaluation all facilities in the public ROW is in process and will be presented to TC in the future.

Graf inquired about the availability of governing documents related to Planning Commission. Fleury said that information is included in Ashland Municipal Code, Chapter 18.

Borgerson questioned if the limited number of city streets available on Google street view was the result of the City disallowing that service. Fleury indicated that is not the case and that Bing had better street view coverage of areas in the city, but that the Google car had recently been spotted in town so assumes an update may be available soon.

**ADJOURNMENT: 7:59**

*Respectfully submitted,*  
*Taina Glick*  
*Public Works Administrative Assistant*

**ASHLAND TRANSPORTATION COMMISSION**  
**MINUTES**  
**January 25, 2018**

These minutes are pending approval by this Commission

**CALL TO ORDER:**

Graf called the meeting to order at **6:04 p.m.**

**Commissioners Present:** Bruce Borgerson, Kat Smith, Sue Newberry, Corinne Vièville, David Young, Joe Graf

**Commissioners Absent:** None

**Council Liaison Present:** Mike Morris

**Staff Present:** Scott Fleury, Taina Glick

**ANNOUNCEMENTS**

Graf announced the resignation of Dominic Barth from the commission and explained that potential commissioners should be referred to the City Recorder's office.

**CONSENT AGENDA**

**Approval of Minutes:** December 21, 2017

The packet was missing pages 1 and 2 of minutes. Graf deferred approval of minutes to next meeting.

**PUBLIC FORUM**

None

**NEW BUSINESS**

**South Ashland Business Park Type III Application Traffic Impact**

Jay Harland and Kelly Sandow, from CSA Planning and Myles Daley from Thornton Engineering presented their development proposal for the South Ashland Business Park, a 5-acre light industrial park. Their presentation is attached to these minutes.

Newberry questioned if the proposal met AASHTO guidelines and sought clarification. Harland stated that the multi-use path plan is compliant and elaborated on path design options. Newberry still felt that path was non-compliant citing lack of buffer zone between curb and path. Sandow described her understanding of AASHTO guidelines regarding multi-use paths. Newberry would like to research guideline due to safety for contra-flow bicyclists. Fleury accessed guidelines online and indicated the section does not address her specific concern. Fleury consulted WSDOT guidelines online and described findings. Newberry asserted that we should not be building new facilities that don't meet standard guidelines. Sandow responded by stating her belief that the proposed designs are both compliant and safe. Harland stated if the Transportation Commission (TC) preferred the multi-use path option with separation from the curb that space exists to accommodate that design. Young preferred the multi-use path with 2' separation behind the curb and elaborated as to why. Harland described problems with maintenance of the 2' separation as that area is maintained by ODOT, not City of Ashland. Harland recommended gravel for 2' separation rather than landscaping due to ease of maintenance. Smith wanted to see original map and sought clarification about how bicycles would travel in the area. Young queried Fleury about the relationship of this development to Independent Way and elaborated on the funding of the improvements, as well as exclusion from the 2012 TSP. Smith requested a field trip with Derek Severson and CSA Planning to the area of the proposal. Fleury indicated that Planning Commission (PC) schedules field trips frequently. Borgerson stated that he visited the area a day prior to the meeting and described no bicycle/pedestrian activity but acknowledged the need to accommodate both. Smith asked if TC can be invited to a field trip. Morris indicated that the PC regularly has site visits. Graf inquired about zoning to south of the property and how many zones will be in the area stating different accommodation for bicycle/pedestrian would be necessary depending on zoning type. Fleury

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interjected that the Croman property will likely be changed to allow some residential development but stressed that a railroad crossing is needed for much residential development. Newberry questioned the functional designation of the road as an avenue and does not have issue with a multi-use path as long as it meets standards. Newberry stressed the need not to do projects on a one-off basis that do not conform with the TSP. Smith wondered if project R45 from the TSP matches up with this proposal. Fleury responded by describing site plans for projects R44, R45, and R29. Borgerson inquired about the location of Independent Way. Young requested a field trip to the area of the proposal. Fleury will confer with the legal department regarding public meeting law requirements. Morris indicated that PC is required to notice any site visits. Graf advised commissioners to do individual site visits and come to next meeting with suggestions. Smith preferred the option of a site visit with staff to answer specific questions and asked Fleury if two-at-a-time visits would be possible without violating meeting law requirements. Vièville requires someone to explain what is located at the site. Fleury reiterated that he will consult the legal department. Newberry requested that staff check on the standards for a multi-use path adjacent to a roadway with a curb.

### City Council Presentation

Graf requested input from Commissioners about content for the Council presentation which will take approximately 5 minutes. Commissioners decided on inclusion of the following topics:

- Challenges faced by the TC
- Iowa St walking audit
- Traffic calming program development
- Transit study (Fleury stated that the transit study contract will be submitted for approval that night.)
- Issuance of the first residential parking permit
- Community goal setting meeting
- Sidewalk improvement brochure
- Street painting
- Super sharrows.
- Enhanced markings without changing configuration downtown.
- Road diet improvements and cross walks at Wimer St and Hersey St

Fleury announced that increased revenue from the state is expected due to a transportation bill which allows for maintenance and improvement of infrastructure. Graf requested commissioners email additional ideas to Fleury.

### TASK LIST

#### **Discuss current action item list**

Newberry asked Fleury to discuss the interview for traffic feasibility study. Fleury described the interview process announcing Nelson Nygard as the approved agency. Negotiation of final scope and fee is in process. Fleury has met with RVTB, who is currently updating their long-term master plan, about sharing findings from each other's plans to not duplicate efforts. Newberry asked if a member of the TC would be included in the stakeholder advisory group. Fleury indicated that the whole TC is part of the advisory committee moving forward. David had offered to be a citizen liaison. RVTB will be conducting focus groups, utilizing surveys, and hospital/chamber/etc. to collect data about user habits and trends. Young inquired if the City and RVTB will be collaborating on development of master plan updates. Fleury answered in the affirmative.

Young asked about sharrows. Fleury and Kim Parducci have not met with ODOT as they are working on a different issue (Tolman and Siskiyou where trucks have difficulty making the turn) and would like to take multiple topics to ODOT

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at the same time. Fleury announced that rectangular rapid flashing beacons (RRFB) are no longer permitted by ODOT due to a patent issue; however, similar devices are available for use. Vieville asked if audible signals are patented. Fleury was unsure which aspect of the device is subject to the patent.

Morris questioned the design of the traffic signal on Siskiyou Blvd at Tolman Creek Rd. Fleury described the signal as an ODOT piece and the City was not involved in the design.

Newberry would like a completion date for the results of the Iowa St walking audit. She believes we owe the outcome of the audit to the citizens who participated. Fleury will send a status email to the participants. Fleury informed the commissioners that Officer MacLennan pulled over a driver on Iowa St who was doing 60mph while passing a car. Newberry questioned if the driver was cited.

Young stated he had not received an answer to his earlier question about the sharrows and spacing of such. Fleury indicated he and Parducci will discuss what is allowed and our proposed spacing/painting when they meet with ODOT.

### OLD BUSINESS

#### **Goal setting**

Graf expressed his disappointment that the goal setting meeting was not included in the City Source. Graf described his intent to send a letter to the Daily Tidings editor and provided a copy for commissioners to view and edit. Commissioners discussed items needed for the meeting, how the meeting will be run, and how to inform citizens of the outcome of the meeting. Young sought clarification about the role of the facilitators and context. Borgerson inquired about how to handle requests specific to an address. Fleury responded that those types of requests should be forwarded to staff. Smith asked if Graf was open to other Commissioners speaking up if he forgets anything during the introduction. Graf indicated that he would prefer to be the sole speaker during the introduction. Vièville wanted to make sure the introduction includes a definition of multi-modal.

#### **Transportation Commission Code Language**

Remove *related* from 2.13.010 A, line 2. Commissioners debated whether to include or exclude *appropriate advocacy* from line 3. Modify lines 3 and 4 to include the phrase *to safety, planning, funding, and equity among all forms of ground transportation, including pedestrian, bicycle, transit, and motor vehicle....*

Newberry moves to submit revised text to City Council for approval.

Borgerson seconded motion.

All ayes. Motion passed.

### FOLLOW UP ITEMS

#### **None- See action item list**

Fleury suggested to commissioners having a planner come a few times a year to apprise commissioners on coming and current projects. Young expressed his preference for hearing about projects prior to reading about them in the newspaper.

### INFORMATIONAL ITEMS

#### **Accident Report**

Fleury described changes to the format of the accident report and crash summary. Discussion ensued about removal of the citation column.

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**COMMISSION OPEN DISCUSSION**

Graf reminded commissioners that he cannot continue as chair due to commission rules therefore a new chair must be selected in May. Due to resignation of Barth, a vice-chair must be selected. Smith questioned Newberry about her interest in the vacancy. Newberry indicated that she would need to consult her calendar before deciding.

Smith made sure all commissioners reviewed the email forwarded by staff from a citizen named Amy describing her issues with the Oak Knoll Hwy 66 intersection. Her input was submitted for the upcoming Community Meeting.

Newberry reminded Fleury of the TSP section that suggests the City review AMC Chapter 18 to establish a multi-modal/safety based development review process and wondered if it could be used as a means to improve coordination with the Planning Department. Graf reminded Commissioners that the TSP and updates are to be approved by both the Transportation Commission and Planning Commission. Fleury added that the Transit Feasibility Plan should be considered by the Planning Commission as well.

**ADJOURNMENT: 8:11 pm**

*Respectfully submitted,  
Taina Glick  
Public Works Administrative Assistant*

# Memo

CITY OF  
ASHLAND

Date: February 15, 2018  
From: Scott A. Fleury  
To: Transportation Commission  
RE: Community Meeting

## **BACKGROUND:**

On February 1, 2018 the Commission held a community meeting from 6-8 pm in the Community Center. This meeting was held to solicit input and viewpoints on transportation related issues within the City of Ashland. Six tables were setup with each Commissioner running a feedback/discussion session with a group of citizens. All of the feedback was compiled and discussed at the end of the meeting to ensure all information was effectively captured. A special thanks to Commission member Sue Newberry for her work in compiling all the feedback from the six groups into one comprehensive breakdown. The breakdown is attached for reference and discussion moving forward.

In addition to those who attended the meeting written feedback was also provided by individuals who could not attend. The written feedback is attached.

## **CONCLUSION:**

The Commission should discuss the feedback obtained during the meeting and next steps moving forward.



## **Community Meeting Summary**

On February 1, 2018, the Transportation Commission hosted a Community Meeting at the Ashland Community Center. Thirty-three people signed in and divided into 6 groups to list concerns and ideas about transportation. This is a summary of comments received during the meeting and of written comments received.

### **PUBLIC TRANSPORTATION**

#### **Existing Transit Service Improvements**

- Feasibility study good idea
- More frequent service
- Longer hours of service
  - Workers and OSF patrons need evening service
- Weekend service
- Bus stop amenities
  - Real-time arrival signs
  - Transit options not obvious to newcomers
  - Other amenities
- Pavement or other ADA compliant surfaces at all bus stops
  - SR99 north of Ashland, near Lithia Motors and Wellsprings, particularly poor. Difficult to access businesses, especially for people with disabilities
- Bus stops too far apart, especially for walkers or wheelchair users
  - SR99 north of Ashland area in particular
- More efficient service for Valley Lift patrons; follows existing service route; takes one hour to get to OLLI classes from nearby locations
- Give transit red-light override capability
- Affordable housing creates transportation needs

#### **Additional Service Routes**

- Residential circulator
  - Include hilly areas such as those above library, downtown
- E. Main Street area needs service to provide access to
  - Science Works
  - Farmers Market
  - City Council chambers: public meetings
- Ashland needs an electric shuttle/trolley
  - Could connect downtown to remote parking
  - “Off Bardway” trolley route to connect Jackson Wellsprings, the hospital, downtown, Mountain Meadows and points south.

#### **Transit Vehicles**

- Electric shuttle/trolley
- Renewable energy vehicles
- Replace existing buses with electric buses on in-town routes
- Buses don’t have to all be large; use right size for the task

- Get rid of diesel buses, including school buses
- Consider combining school bus and city bus service
- Better regulation of bus temperatures in passenger area; currently overheated in winter and over cooled in summer, which wastes fuel and makes passengers uncomfortable

### **Other Public Transportation**

- Carpooling assisted by social media and/or apps
- Co-op car sharing: joint, shared ownership
- Self-drive cars
- Uber, Lyft ride services
- Handicap scooter rentals for visitors
- Encourage riding school bus instead of driving
- Encourage fleet of small electric jitneys to ferry people Butler Ford to Ashland Hills - I-5

### **BICYCLE/PEDESTRIAN TRANSPORTATION SYSTEM**

Pedestrian facilities were discussed in conjunction with transit and accessibility issues. One group stated facilities need to be age friendly because 56.5% of Ashlanders are over 50. Groups also noted many areas in Ashland lack Americans with Disabilities (ADA) compatible facilities.

### **Intersections**

- Intersections dark and unsafe
- Potholes in crosswalk area create problems
- Misplaced ramps, curb cuts at crosswalks
- No marked crosswalks on N. Main
- Need more curb cuts
- Improve wheelchair ramps
- Need more audible signals
- Tolman Creek at Siskiyou Blvd: need marked crossings on north end of intersection so visually impaired pedestrians do not have to cross 3 streets.
- Provide bike boxes
- Provide signs and education for SOU crosswalks

### **Railroad Crossings**

- Wheelchairs, strollers get stuck in poor crossings
- Too few places to cross tracks legally, even as a pedestrian
- Provide crossing at 4th street, either pedestrians/bikes only, or also vehicles
- Oak and N. Mountain crossing

### **Sidewalks**

- Sidewalks dangerous: uneven and broken
  - Downtown
  - Other areas
  - Especially difficult for users of wheelchairs
- No sidewalks on Wimer: lower speed limit
- Bushes block sidewalks

- Map sidewalk gaps; repair and complete sidewalk network
- Can be very difficult for disabled person to get from car to business when facilities are lacking
- Educate bicyclists not to ride on sidewalk
- Lithia Park edges and transitions too big

#### **In-street bike lanes**

- Connect downtown from Plaza to library
- Implement downtown sharrow plan from Helman to library
- Provide bike boxes at intersections
- Improve bicycle signage and marking for bike safety
- Improve bicycle infrastructure all over City
- Safe access to plaza from southeast: bike lane across Main at Oak, then on Oak adjacent to sidewalk
- Implement plan presented to Down Parking and Circulation Committee

#### **Multi-use bike/ped off-road paths/trails**

- Implement bike pedestrian connectivity plan
- Continue Central Bike Path past 4th Street
- Continue Bear Creek Greenway
- Be aware of Trails Master Plan

#### **Construction Sites**

- Reconstruction damages streets and creates issues for those with mobility impairments
- Obstructions and poor site control create safety issues
- Visually impaired people need tactile hazard barriers; tape does not help
- Passage thru site needs to be free of equipment, holes or other hazards
- Training needed

#### **Lighting**

- Improve street lighting for bike/ped visibility
  - Especially Siskiyou Blvd from Walker to Tolman Creek, north side of street
  - Inadequate crosswalk lighting at Siskiyou and Harmony
- Light Central Bike Path and Bear Creek Trail

#### **Behavioral Issues**

- Low number of bicycle commuters
- Perceived lack of bicycle safety
- Lots of bicyclists violating laws
- Safety issues for pedestrians and bicyclists
- Educate walkers and bicyclists re light/neon clothing
- Signs in school drop off zones to discourage poor behavior

#### **STREETS**

- Install roundabout at Oak Knoll/East Main
- Pave dirt intersections to reduce dust
  - Upper Alta

- Almond-Manzanita/Pine
- Speed limits
  - Enforce
  - Lower to 20 mph in neighborhoods
  - Blinking yellow light and pedestrian zone signs downtown
- CAB Flooding at Mountain Avenue
- Hersey Street needs signal at Oak
- Median landscaping creates visual obstructions
- Road diet is a great success
- Fewer cars downtown
- Install sheer wall at N. Mountain/I-5 bridge for earthquake protection
- Blinking light at Van Ness
- E. Nevada Street area
  - Verde Village created more traffic and safety issues
  - Speed bumps on E. Nevada to dog park
  - Speeds too high near Helman School
  - Traffic calming E. Nevada to Laurel by Verde Village; increased traffic an issue
- Fair Oaks and Mountain: sight lines for vehicles
- A St. can only handle 1 lane of traffic and no more parking; limit development uses
- Slower speeds downtown
- Merge sign for top lane south bound on Ashland St. at I-5
- Car-free downtown; too crowded now
- Big trucks unloading downtown create problems
- Close streets more often for events like First Friday
- Address difficulty turning either way onto N Main St from W Hersey/Wimer
- Speeding on E Hersey between Oak St and N Mountain Ave creates access difficulties
- Install speed control devices on E Hersey between Oak St and N Mountain Ave.

## **PARKING**

- Implement Downtown Parking Plan
- Charge for parking via Smart Phones
  - Require paid parking downtown
- Make curbside parking flex zones that allow different uses at different times of day
- Provide parking ticket appeal process
- Southern Oregon University/City parking collaboration
- Provide reserve parking chargers for hybrids/electric cars
- Provide off site parking with shuttle service
- Modify or eliminate strict parking space rules for the “small houses”
- Need more bicycle parking downtown
- Community plan for parking
- Park and Ride

## **FUNDING**

- Focus on real long term costs by considering environmental and health impacts
- Money priorities:
  - Short term: electric transportation, security
  - Long term: health, environmental (pollution)
- Require paid parking
- Resources should be aimed at promoting more non-motorized transportation
- Would like some ODOT tax revenues for local use
  - California has 1/4% gas tax dedicated to community transit
- Volkswagon Settlement funds could be used for transit
- T.O.T.

## **ADMINISTRATION**

- Identify city contact for transportation issues and coordination
- Process for residents to communicate safety issues
- SOU Capstone project instead of consultant
- Use best management practices
- No response from Planning Dept. for sidewalk problems in build.
- Coordinate communication: Public Works, Planning, Transportation Commission
- Improve interaction between Planning and Transportation Commissions
- Climate Energy Action Plan guiding vision for transportation decisions
  - Reduce green house gases
  - Awareness of Climate Action Committee (CEAP)
  - Transportation Commission liaison on CEAP Ad Hoc Committee
- Safe Routes to School
- Need bicycle subcommittee
- We plan, but don't implement
- Make it easier to ask for traffic counts, speeds
- Use forward looking transportation strategies
  - What works for other cities our size and characteristics?
  - Respond to changing technology in autos and mass transit
- Establish Commission on Aging
- Communication concerns regarding safe streets, code enforcement
  - Code enforcement officer
- Plan 20 Minute Villages: shops and services within walking distance
- Modal inequity: car centric
- Safe Routes to School Program

## **Questions posed by participants**

- What is the utility bill street usage fee for?
- Why does it take so long to fix streets?
- Where does our money go?
- How are all the studies and data used?

RECEIVED  
JAN 29 2018  
City of Ashland

Brent Thompson  
P.O. Box 201  
Ashland, OR 97520

29 January 2018

To the Ashland Transportation Commission

Re: Commission's request for ideas/ input

Hello Commission,

When the latest transportation plan was formulated, we spent time on the desirability of some kind of rail road crossing at 4th Street to lessen the need for driving to the area around and below East Hersey St via Oak and North Mountain Streets. In other words, we need a crossing to increase the probability that people would walk or bicycle to and from that area. That 4th St crossing is still needed whether it be over the top of the tracks with a bridge as was done in Medford at Barnett and the freeway interchange or underneath with a tunnel. I do not believe we can achieve a crossing at grade unless we close off a railroad crossing, but what area of town would voluntarily give up a railroad crossing?

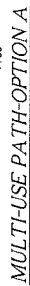
I believe a 4th Street crossing would take precedence over a pedestrian and bicycle bridge to link the two ends of Nevada St, although that is also a worthwhile project/goal.

Another issue is the desirability of continuing the policy of trying to link up neighborhoods with paths for pedestrians and bicycles. This would mostly be done through planning actions. And sometimes the easement for a pathway might sit for 50 years before the link is completed, but we need those easements in place.

Regarding downtown parking, we should still implement diagonal parking along the widest stretches of "B" St. from 2nd to 4th Streets on the uphill side. A parking plan was completed by a staff member over 20 years ago to add about 40 parking spaces along B St., but there has not yet been follow through. The preference should be for **back in diagonal parking** as is done in Eugene and Seattle to lessen "backing up" accidents.. This style of parking would favor locals and would be the cheapest source of additional spaces serving the downtown. And there would naturally need to be a maximum length of vehicles allowed to use the spaces. The question should be: what would be wrong with adding parking spaces for the cost of paint?

Thank you, Commissioners, for your service.

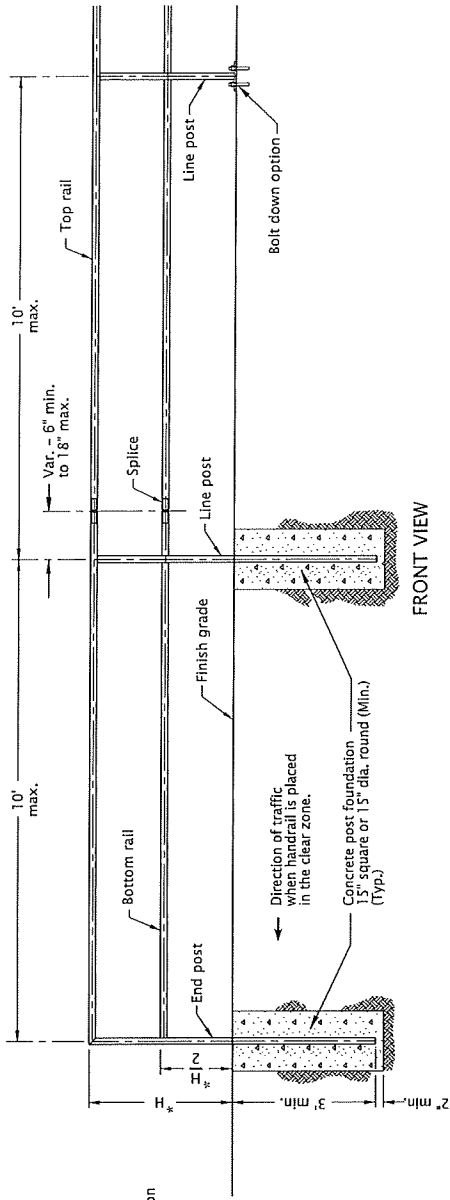
  
Brent Thompson  
541 944-6954



DRAWN: DATE:	01/8 2/12/2018	REVISIONS:		 <b>THORNTON ENGINEERING INC.</b> 300 Hwy. 476 • 300 Warehouse Rockwell, NC 27854 (541) 899-1489 (541) 899-3434 Fax	PROJECT: WASHINGTON ST X SEC SOUTHWEST PARK 601 WASHINGTON ST. ASHLAND, OR 97120	SHEET A
PERMANENT DATE:		PRELIMINARY		EXPIRATION DATE: 02/29/2019		

## TWO RAIL HANDRAIL

\* H varies  
34" min. } Along stairs  
54" max. } Along walks  
38" max. } without stairs

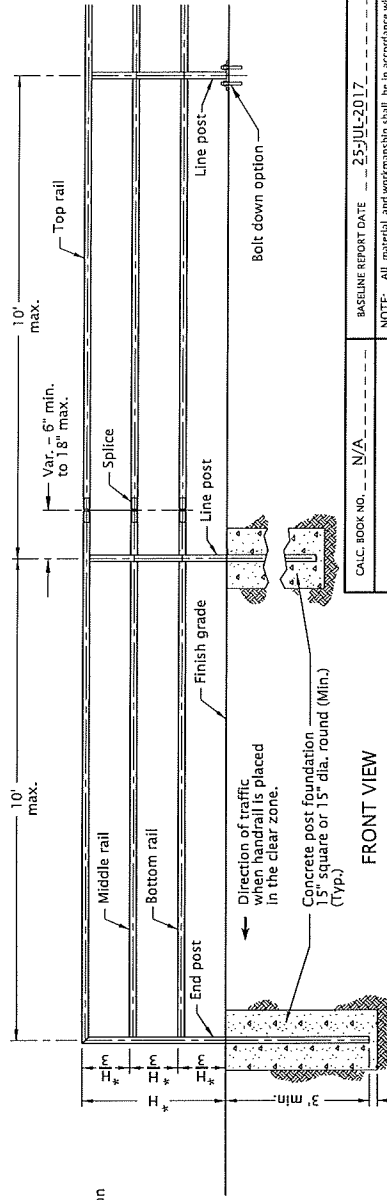


FRONT VIEW

SIDE VIEW  
(ON GRADE)

## THREE RAIL HANDRAIL

\* H varies  
34" min. } Along stairs  
54" max. } Along walks  
38" max. } without stairs

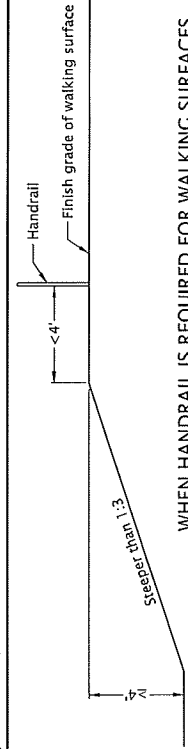


FRONT VIEW

SIDE VIEW  
(ON GRADE)

### GENERAL NOTES FOR ALL DETAILS:

1. Handrail details are based on United States Access Board Standards.
2. See Std. Dwg. RD771 for details not shown.
3. Hot-dip galvanize all metal parts after fabrication.
4. Structure varies, see project plans.
5. Handrail height (H) shall be constant within a run.
6. All concrete shall be commercial grade concrete.
7. See Std. Dwg. RD120 for concrete stairway.
8. See project plans for details not shown.



WHEN HANDRAIL IS REQUIRED FOR WALKING SURFACES

The selection and use of this Standard Drawing, while designed in accordance with generally accepted engineering principles and practices, is the sole responsibility of the user and should not be used without consulting a Registered Professional Engineer.

### OREGON STANDARD DRAWINGS

### PEDESTRIAN HANDRAIL

2018

REVISION DESCRIPTION

DATE

BASELINE REPORT DATE 25-JUL-2017

NOTE: All material and workmanship shall be in accordance with the current Oregon Standard Specifications.

CALC. BOOK NO. N/A

Effective Date: June 1, 2018 - November 30, 2018

RD770



## CHAPTER 7: SHARED USE PATHS



*Paths accommodate many users*

### Introduction

Originally called “bike paths,” then “multi-use paths,” shared-use paths are used by pedestrians, joggers, skaters, bicyclists and many others. Shared-use path planning and design must take into account the various skills and characteristics of these different users. Many inexperienced cyclists don’t want to ride in traffic and may not ride on streets until they gain experience and confidence. A separated path provides a learning ground for bicyclists and can attract cyclists who prefer a more aesthetic experience.

Well planned and designed paths can provide access and mobility to pedestrians and bicyclists in areas where the roads don’t serve their needs. They can have their own alignment along streams, canals, utility corridors, abandoned or active railroads, and greenways. Many serve as linear parks. Paths can serve both utilitarian and recreational cyclists.

The key components to successful paths include:

- Continuous separation from traffic, by locating paths along a river or a greenbelt such as a rail-to-trail conversion, with few street or driveway crossings; however, this must be balanced with:
- Frequent connections to land-uses, such as residential areas, shopping, schools and other destinations;
- Security: proximity to housing and businesses increases visibility (despite fears of some property owners, paths do not attract crime into adjacent neighborhoods); illumination helps provide a sense of security at night;
- Scenic qualities, offering an aesthetic experience that attracts cyclists and pedestrians;
- Well-designed street crossings, with measures such as signals or median refuge islands (paths directly adjacent to roadways are not recommended, as they tend to have many conflict points);



- Shorter trip lengths than the road network, with connections between dead-end streets or cul-de-sacs, or as short-cuts through open spaces;
- Good geometric design, by providing adequate width, grades, and curvature and avoiding problems such as poor drainage, blind corners and steep slopes;
- Good pavement design, including subgrade and base preparation, to ensure path longevity, good surface conditions and to reduce maintenance cost; and
- Proper maintenance: regular sweeping and repairs can prevent paths from falling into disrepair, with the subsequent increased liability and decreased use.



*Paths are used by many non-motorized modes*

## Shared Use Paths vs. Cycle Tracks

Shared use paths share many commonalities with cycle tracks. However, shared use paths differ from cycle tracks in important ways.

### Similarities:

- Separation from traffic;
- Used by bicyclists; and
- Driveway/alley/side street conflicts must be addressed.

### Differences:

- Shared use paths are used by many modes: bikers, walkers, joggers, skaters, etc;

- Cycle tracks are for exclusive bicyclist use;
- Shared use paths are properly sited where driveways and side street conflicts are minimal;
- Shared use paths may or may not be adjacent to a roadway;
- Cycle tracks replace bike lanes;
- Shared use paths may compliment or supplement bike lanes;
- Shared use paths have two way, largely unregulated bicycle traffic; and
- Cycle tracks are most commonly one way, regulated bicycle traffic.

## Important Considerations

To ensure success, the following concerns must be addressed at the planning, design, construction and maintenance phases of path projects:

### Crossings

The number of at-grade crossings with streets or driveways should be limited; street crossings are one of the most important path design elements. At grade street crossings should be visible to drivers, with proper traffic control for path users and motorists. Where good quality street crossings cannot be obtained, crossings should be grade separated.

### Access

Limiting crossings must be balanced with providing access. To serve users well, a path must have frequent and convenient access to the street network. Access points that are spaced too far apart will require users to travel out of direction to access or leave the path. The path should terminate where it is easily accessible to and from the street system, (e.g. at a controlled intersection or at the end of a dead-end street). Terminating a path midblock on a busy thoroughfare, or at a busy intersection, is generally not recommended; if there is no alternative, a well-designed connection and

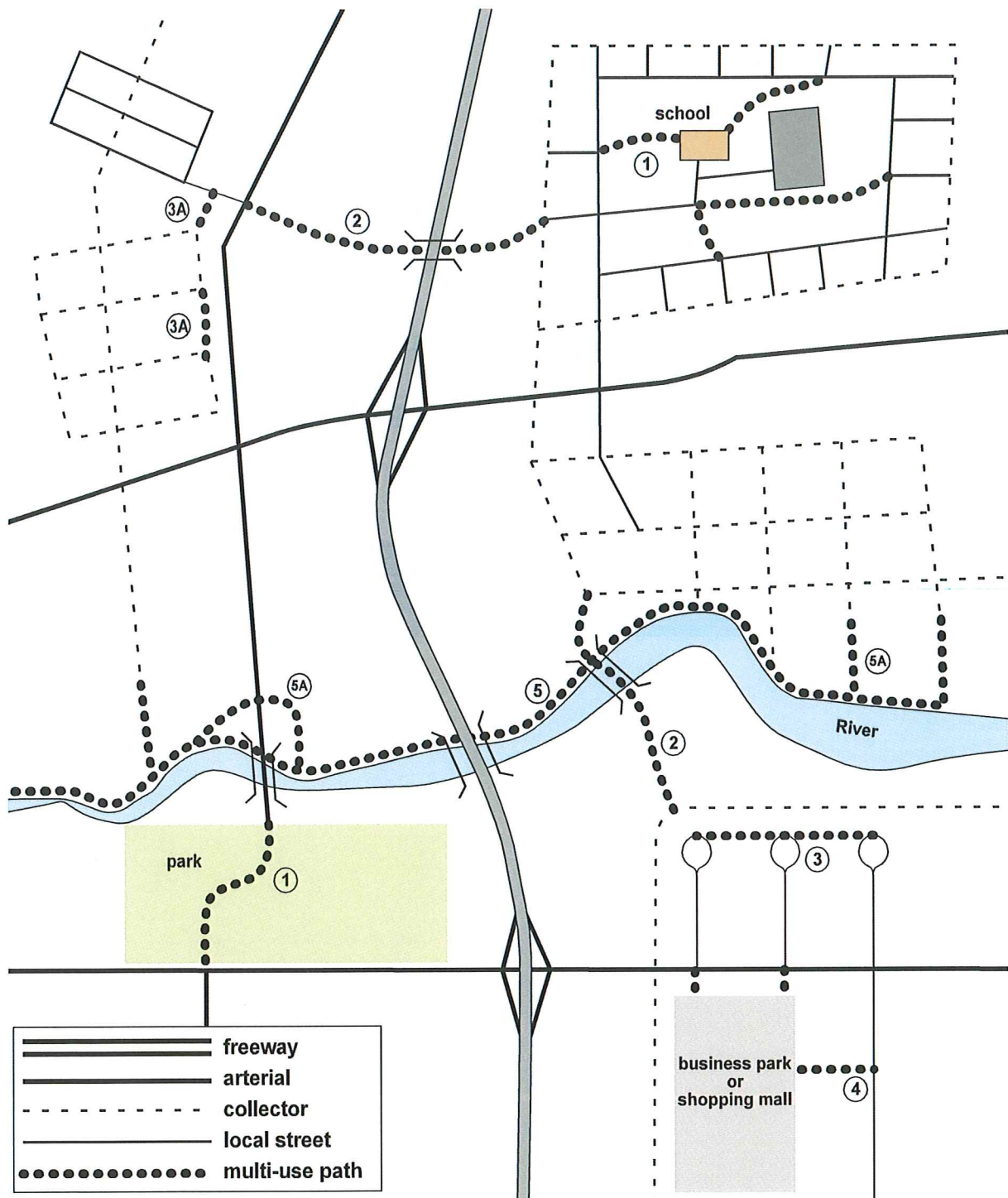


Figure 7-1: Shared-Use path siting considerations



crossing must be provided. Guide signs should be used to direct users to and from the path and to provide orientation and destination information on the path.

### Security

Shared-use paths in secluded areas should ensure personal security. Illumination and clear sight distances improve visibility and comfort. Location markers, mileage posts and directional signing help users know where they are. Frequent accesses improve response time by emergency providers.

### Maintenance

Shared-use paths require special trips for inspection, sweeping and repairs. They must be built to a standard high enough that allows heavy maintenance equipment to use the path without deterioration. Building to a high standard also decreases long-term maintenance needs and improves user comfort and safety.

### On-street facilities

Many experienced bicyclists prefer to ride on the road rather than a path adjacent to roadways. This can be confusing to motorists, who may expect all cyclists to use the path. The presence of a path should not be used as a reason to not provide adequate shoulders or bike lanes on roads, where appropriate, or sidewalks for pedestrians in urban areas.

### Standards

Paths should be built to a standard that accommodates all users, from commuters to recreationists, with minimal conflicts. Building a narrow path to save money can lead to problems if the path is popular. If usage is expected to be low, reconsider the need for a path. Pavement design is another important standard: even though paths do not get driven on by heavy motor vehicles, they do experience deterioration due to weather and aging. A path should last as many years as a residential street before needing maintenance or repaving.



*Path connection to local street*

## Paths Next to Roadways

### Concerns

Shared-use paths should not be placed next to roadways with many driveways and or street accesses. Half of the bicycle traffic will ride against the normal flow of motor vehicle traffic, with the following consequences for bicyclists:

- Research has shown that 95% of right turns are made without the driver ever looking right. Thus motorists crossing the path do not notice bicyclists coming from the direction opposite to prevailing traffic, especially if sight distance is poor.
- Bicyclists on the path are often required to stop or yield at cross-streets and driveways. Stopping often disrupts wheeled users' momentum; consequently, they end up not stopping, placing themselves in jeopardy when approaching a busy street crossing where yielding and/or stopping is required.
- Motor vehicles stopped on a cross-street or driveway may block the path.
- When the path ends, some bicyclists riding against traffic continue to travel on the wrong side of the street, as do bicyclists getting to a path. Wrong-way travel by bicyclists is a major cause of bicyclist-to-automobile crashes and should never be a design element, unless considerable care is taken to address the safety issues.



- Because of the proximity of motor vehicle traffic to opposing bicycle traffic, barriers may be necessary to separate the path from the roadway. Barrier design should take into consideration maintenance of the facility and use available right-of-way.

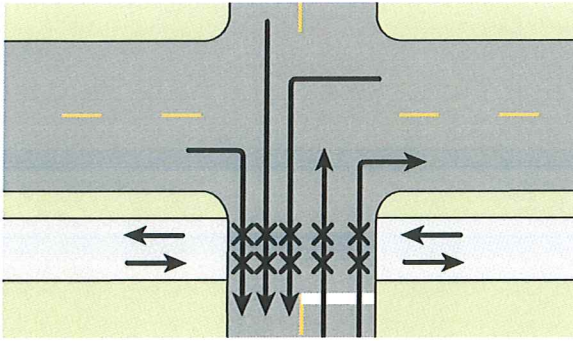


Figure 7-2: Intersection and driveway conflicts at path

## Design Standards

ODOT has adopted the AASHTO Guide for the Development of Bicycle Facilities for path design standards. The AASHTO guide should be consulted for geometric design standards such as sight-distance, and horizontal and vertical curves. The following section is an explanation of these standards. Though shared-use paths are intended for many users, the bicycle is the appropriate design vehicle because of its higher travel speeds.

Most of the design standards discussed here are for paths intended for both transportation and recreation. For designing recreational trails in more rural settings, refer to “Designing Sidewalks and Trails for Access,” published by FHWA: Publication No. FHWA-HEP-99-006.

Standards should be met wherever possible, but there are circumstances where economics or physical constraints make it difficult to meet standards. A reasonable approach must be taken, so extraordinary sums are not spent on a short section of path; nor should the natural landscape be excessively disturbed.

## Guidelines

### Separated paths along roadways may be considered when:

Bicycle and pedestrian use is anticipated to be high;

The traffic conditions (high-speed, high-volumes) on the adjacent roadway are such that on-road bikeways and sidewalks may be undesirable;

The path can be kept separate from motor vehicle traffic, with few roadway or driveway crossings;

There are no reasonable alternatives for bikeways and sidewalks on nearby parallel streets;

There is a commitment to provide path continuity throughout the corridor;

The path can be terminated at each end onto streets with good bicycle and pedestrian accommodation, or onto another safe, well-designed path;

There is adequate access to local cross-streets and other facilities along the route;

Any needed grade-separation structures do not add substantial out-of-direction travel; and

The total cost of providing the path is proportionate to the need. This evaluation should consider the costs of:

Grading, paving, drainage, fences, retaining walls, sound walls, crossings, signs and other necessary design features;

Grade-separated structures needed to eliminate at-grade crossings; and

Additional maintenance, including the need for specialized maintenance equipment.

**Note:** In many cases, the best choice is to improve the roadway system to accommodate cyclists and pedestrians, which may require connecting up local streets or improving nearby, parallel streets.



Conversely, there are areas where high usage, or potentially high speeds dictate dimensions greater than standards for user safety and comfort.

## Width & Clearances

### Width

Ten feet is a common width for a two-way shared-use path and may be appropriate in a rural context; they should be 12 feet wide or more in areas with high mixed-use, in urban and suburban contexts. Faster-moving bicyclists require greater width than pedestrians; optimum width should be based on the relative use by these two modes. Twelve feet also allows for greater passing opportunities. High use by skaters may also require greater width.

The absolute minimum width for a two way path is 8 feet; to be used at pinch points only or where long-term usage is expected to be very low. Proper horizontal and vertical alignment is critical to ensure good sight distances.

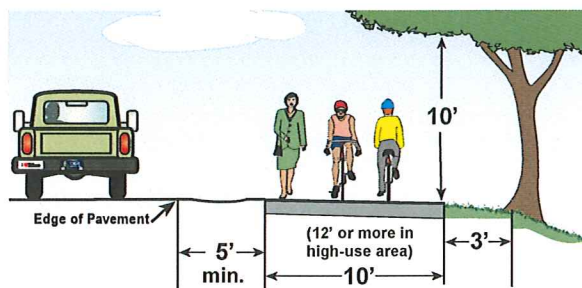


Figure 7-3: Suggested shared use path dimensions

Although one-way paths may be intended for one direction of bicycle travel, they will often be used as two-way facilities, especially by pedestrians. Caution must be used in selecting this type of facility. If needed, they should be 6 feet wide and designed and signed to ensure one-way operation by bicyclists. One-way paths are primarily used for short connections to a roadway.



Popular paths quickly become crowded

### Paths with Heavy Use

A well-planned and designed path, connecting land uses conveniently, will attract many users and the path should be 12 feet or greater. A separate soft-surface jogger or equestrian path may be constructed with bark mulch adjacent to the paved path. A stable gravel shoulder is still required along the path edge to keep the surface from breaking up. Placing soft-surface jogger or equestrian path adjacent to the path also results in bark mulch encroaching onto the paved portion of the path.

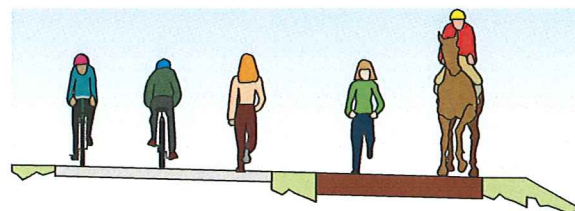


Figure 7-4: Paved path with separate soft surface trail



Gravel shoulders prevent raveling of path edges



With very high use by both pedestrians and bicyclists, the two modes can be separated with striping, to provide two one-way bike lanes next to a single walking area. For separation to work, adequate width for each mode must be provided. The minimum total width required is 16 feet: two 5-foot bike lanes and a 6-foot walking area. Eighteen or 20 feet are needed in areas of very high use or where users will want to stop to enjoy the view; the areas dedicated to walking and bicycling can vary based on their respective anticipated use. The pedestrian portion of the path should be closer to the vistas, such as next to a river, as pedestrians are more likely to linger, stop and admire views.

With exceptionally high use by both pedestrians and bicyclists, totally separate facilities should be considered: a path for cyclist and a path for pedestrians, with signing to indicate proper use.

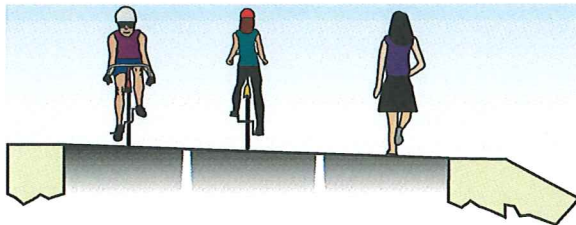


Figure 7-5: Wide path striped to separate modes



Path striped to separate users

## Lateral Clearance

A 3 foot or greater (min. 2 feet) shy distance on both sides of a shared-use path is necessary for safe operation. This area should be graded level, flush to the path and free of obstructions to allow recovery by errant bicyclists. This applies to cut-sections, where falling debris can accumulate, stimulating weed growth, further restricting the available width.

## Overhead Clearance

The standard clearance to overhead obstructions is 10 feet (min. 8 feet) where fixed objects or natural terrain prohibit the full 10 feet clearance.

## Separation from roadway

Where a path is parallel and adjacent to a roadway, there should be a 5-foot or greater width separating the path from the edge of roadway, or a physical barrier of sufficient height should be installed.

## Grades & Cross-Slope

AASHTO recommends a maximum grade of 5% for bicyclists, with steeper grades allowable for up to 500 feet, provided there is good horizontal alignment and sight distance; extra width is also recommended. Engineering judgment and analysis of controlling factors can help determine what distance is acceptable for steep grades.

On paths intended primarily for transportation, ADA requirements should be met: the grade of separated pathways should not exceed 5%, to accommodate wheelchair users. Based on AASHTO recommendations and ADA requirements, 5% should be considered the maximum grade allowable for shared-use paths.

For trails with primarily a recreational purpose in areas with steep terrain, these grades may be exceeded. Consult “Designing Sidewalks and Trails for Access” for guidance (Publication: FHWA-EP-01-027).



The standard cross-slope grade is 2%, to meet ADA requirements and to provide drainage. Sharp curves should be banked with the high side on the outside of the curve to help bicyclists maintain their balance.

## Typical Pavement Sections

Shared-use paths should be designed with sufficient structural depth for the subgrade soil type and to support maintenance and emergency vehicles. A good rule of thumb is to use the typical pavement section recommended for local streets in a given environment. The pavement structures in Figure 7-6 are just examples; each path must be individually designed to meet the local geological and meteorological conditions.

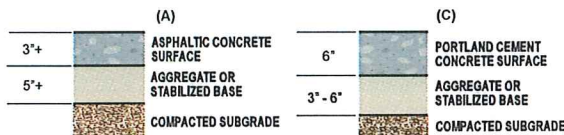


Figure 7-6: Sample pavement designs

The use of concrete surfacing for paths is best for long-term use. Concrete provides a smooth ride when placed with a slip-form paver. The surface must be cross-broomed. The crack-control joints should be saw-cut, not trowelled, to avoid a bumpy ride. Concrete paths cost more to build than asphalt paths, but long-term maintenance costs are lower, since concrete doesn't become brittle, cracked and rough with age, or deformed by roots and weeds, as does asphalt.

If the path is constructed over a very poor subgrade (wet and/or poor material), treatment of the subgrade with lime, cement or geotextile fabric (placed between the subgrade and the base rock) should be considered. Where paths are built in environmentally sensitive areas, the additional runoff must be accounted for. Pervious pavement materials should be considered in these circumstances, though care should be taken with pervious concrete – as

many pervious concrete mix designs result in a rice crispy like surface.

## Drainage

Shared-use paths must be constructed with adequate drainage to avoid washouts and flooding, and to prevent silt from intruding onto the path due to standing water.

## Vegetation

All vegetation, including roots, must be removed in the preparation of the subgrade. New growth should be controlled with a soil sterilant or lime treatment of the subgrade. Plants that can cause other problems should be controlled; for example, plants with thorns can puncture bicycle tires.

Paths built in wooded areas present special problems. The roots of shrubs and trees can pierce through the surface and cause it to heave and break apart. Preventive methods include removal of vegetation, realignment of the path away from trees, and placement of root barriers along the edge of the path. A 12 inches deep shield creates an effective barrier; greater depth is required for some trees such as cottonwoods.

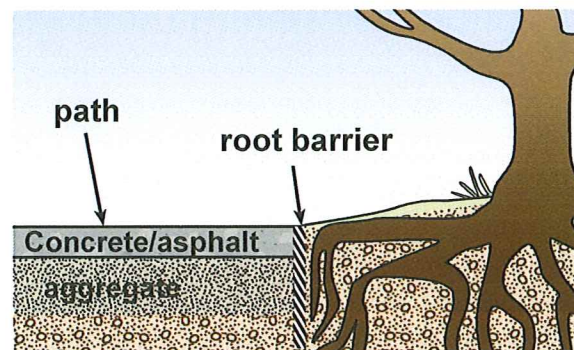


Figure 7-7: Barrier prevents roots from upheaving path

## Railings, Fences & Barriers

Fences or railings along paths may be needed to prevent access to high-speed roadways, or to provide protection along steep side slopes and waterways. Fences should only be used where



they are needed for safety reasons. They should be placed as far away from the path as possible; minimum offset should be 2 feet. Many of these principles apply to cut-sections of paths where retaining walls are required: minimum 2 feet offset, with a rub-rail where feasible.

Forty-two inches height fence is recommended. Where concrete barriers are used, tubular railing may be added to achieve the required height. Openings in the railing must not exceed 6 inches in width. Where a cyclist's handlebar may come into contact with a fence or barrier, a smooth, 12 inches wide rub-rail should be installed at a height of 3 feet.

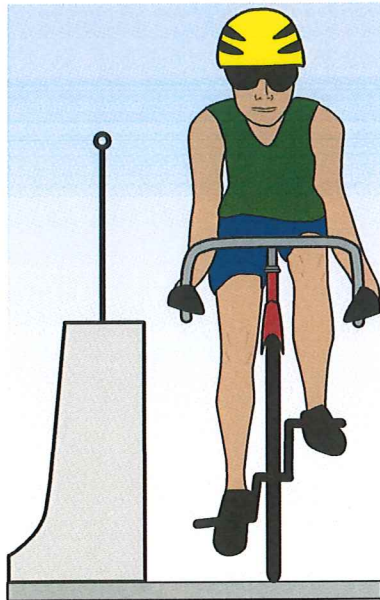


Figure 7-8: Railing added to concrete barrier

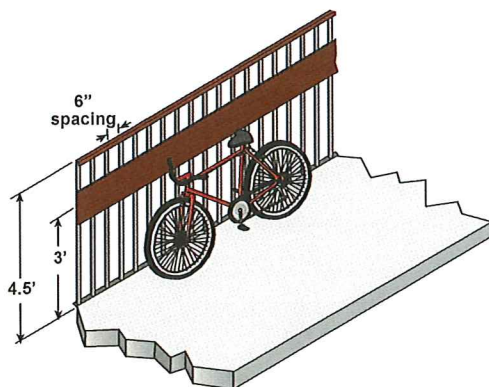


Figure 7-9: Rub rail added to railing

Double fencing should be avoided, (e.g. a fence at the right-of-way and a fence to keep pedestrians off freeways.) A high chain-link fence on each side of a path creates an undesirable cattle-chute effect, making users feel trapped.



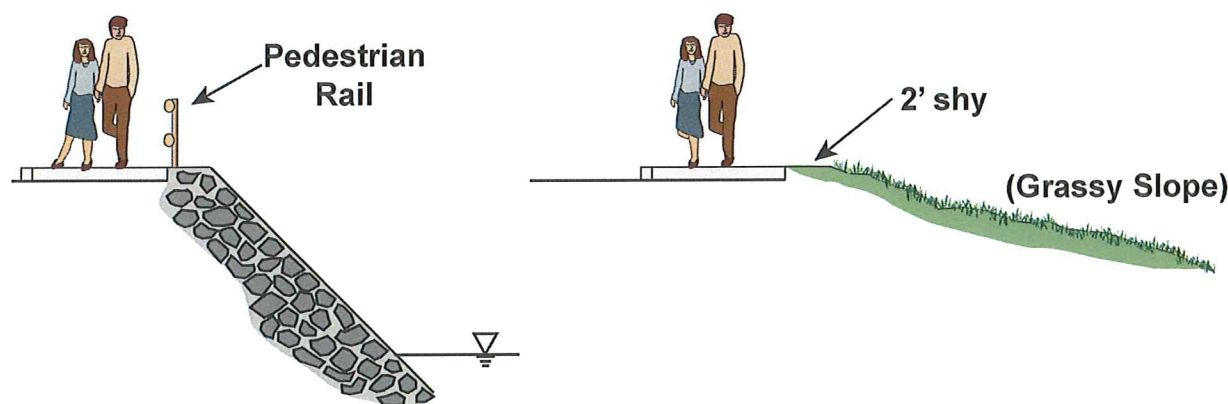
Double fencing makes users feel trapped



Figure 7-10: High fencing at path edges creates cattle chute effect

The need to include a railing next to a path is dictated by a combination of factors, few of which can be isolated or quantified. When determining the need for a rail or barrier, the designer should look at the combined effects of:

- Clear zone (also called recovery zone): A 2-foot wide (1 foot min) level area should be provided at the outer edges of the paved area so users can recover their balance if they leave the pavement. Shrubbery planted at the edge of the slope (2 feet from the path edge) can help users shy away from the edge.



7-11: Railing needed on left, not needed on right

- **Height:** The need for railing increases with the height of the path above the adjacent roadway, waterway or other hazard, unless there are other mitigating factors. For most applications a rail height of 42 inches is adequate and preserves views. In locations where bicyclists should be protected from a severe hazard, a minimum railing height of 48 inches is recommended. The maximum rail height of 54 inches should be used only where bicyclists could vault over the railing – such as on a curved section at the bottom of a steep incline.
- **Cut or fill cross-slope:** 2:1 or flatter is generally considered adequate, unless side-slope material is potentially harmful. Cyclists are more comfortable with 3:1 or 4:1 slope. Maintenance staff prefer a flatter slope for mowing.
- **Side-slope material:** while a grassy berm or soft shrubbery would not harm a person falling, prickly vegetation, rip-rap, gabion baskets or other hard or jagged objects would not adequately protect a user from injury.
- **Hazard below:** a freeway, deep river or torrent is a greater potential hazard than a field of hay.
- **Users:** small children or seniors may need greater protection than other users.

These factors should be evaluated on a case-by-case basis, and a decision made based on engineering judgment. The best decision is to

flatten the slope to avoid the need for a barrier. Another option is to shift the path closer to the upslope, offering more shoulder at the down slope side.

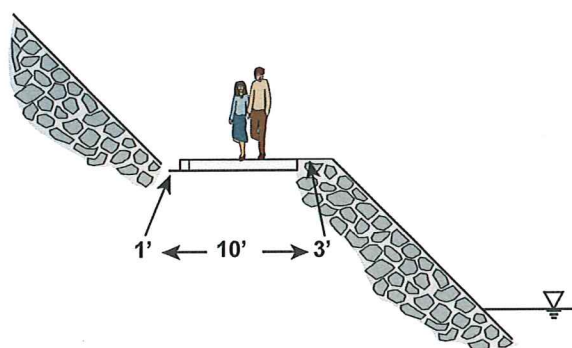


Figure 7-12: Offsetting path reduces need for railing



Gentle grassy slope eliminates the need for railing

## Illumination

The need to illuminate paths depends on many factors:

- **Location:** is it isolated, or adjacent to a well-lit roadway?



- Purpose: is safety or security a concern?
- Security may require continuous illumination.
- Safety may require illumination only at street crossings and access points, especially where bollards and other objects are placed to prevent motor vehicle access.
- Light pollution concerns: many jurisdictions have adopted dark sky ordinances; low-level lighting aimed down at the path surface helps reduce light pollution, and illuminate the path surface.

Engineering judgment should be used to determine the need, quantity and type of path illumination. One solution to satisfy these often competing needs is to illuminate a path only in the evening, with a sign telling users when the lighting will be turned off.

## Structures

The width of a shared-use path bridge is normally the same as the approach paved path. Where feasible, a 2-foot shy distance on both sides may be added for additional comfort. For example, a 14-foot wide structure for a 10-foot wide path.



Figure 7-13: 14 feet wide bridge serves a 10 feet wide path

If the costs of a wider bridge are prohibitive, yet extra width is needed because it is anticipated that pedestrians will want to stop and linger to admire the view, viewpoints can be added by widening the bridge at scenic view points.

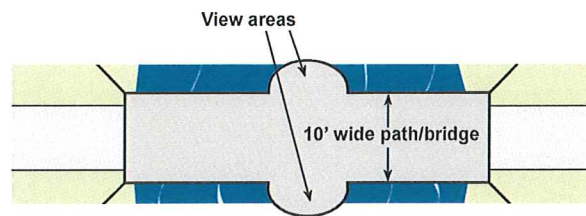


Figure 7-14: Bridge widened at view point



Pedestrians stop to admire the view in widened area without impeding thru traffic

## Street crossings

### Minor street crossings

In most cases, at-grade crossings of minor streets are acceptable. As traffic volumes on the cross-street increase, so does the need for special treatments, such as a median island or a signal.

The assignment of right of way must be consistent with accepted traffic engineering principles: if the number of anticipated path users is greater than the traffic on the cross-street, the latter should be required to yield or stop to path users. Only when the path crosses a street with higher traffic volumes should path users be required to yield to or stop for traffic on the cross-street. Path users should never be required to yield or stop to traffic at driveways.



*Path crossing a minor street should have been given priority right of way*

Requiring path users to stop or yield to traffic on minor streets and driveways creates a potential for conflicts and collisions, for the following reasons:

- Wheeled path users (cyclists, skaters etc.) who want to maintain their momentum, will quickly learn to ignore stop or yield signs at minor street or driveway intersections with little cross traffic. Then when a stop or yield sign is placed appropriately at a more important street crossing (with more traffic), cyclists, skaters, etc. often ignore it too, and proceed into traffic without stopping or yielding.
- This behavior carries over onto other streets, where cyclists have learned to ignore stop signs.
- Those who do stop at every driveway or minor street intersection cannot take advantage of the momentum naturally generated by cycling or skating.

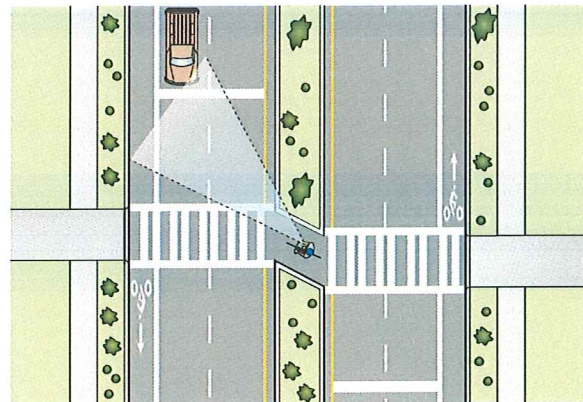
### Major street crossings

At-grade crossings of busy roads can introduce serious conflicts, and grade separation should be sought, as most path users expect continued separation from traffic.

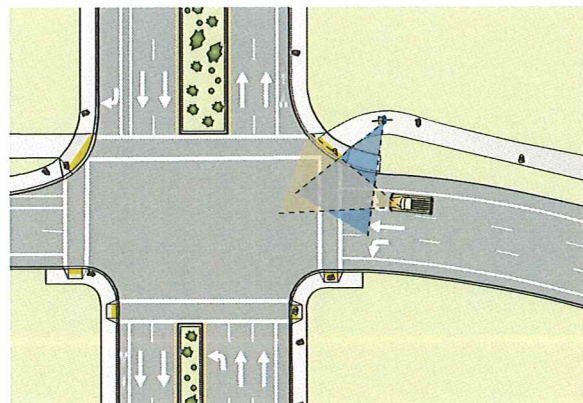
When grade separation structures cannot be justified, signalization or other measures should be considered to reduce conflicts. Good sight distance must be provided so vehicle drivers can see approaching path users. Most of the

techniques described in Chapter 5 “Street Crossings” are applicable to path crossings (e.g. a traffic signal, a median island, advance stop lines on multi-lane roadways, etc.)

Where a path crosses a roadway at an intersection, improvements to the alignment should be made to increase the visibility of approaching path users. One method is to curve the path, so that it is not parallel to the adjacent roadway and the approach is a closer to a right angle. This improves visibility and forces cyclists to slow down.



*Figure 7-15: Midblock crossing with island and advance stop bar*



*Figure 7-16: Path is curved to align with crosswalk*

The greatest conflicts occur where paths cross freeway ramps. Motorists using these ramps are not expecting bicyclists and pedestrians at these locations.



At all path/roadway intersections, illumination should be provided so path users and vehicle drivers can see each other as they approach the conflict area. This is especially critical on paths that are otherwise unlit.

When traffic volumes are too high for path users to find acceptable gaps, even with a median island, signalization should be considered. The techniques in Chapter 5 can be used for path crossings.

### Rails-to-trails crossings

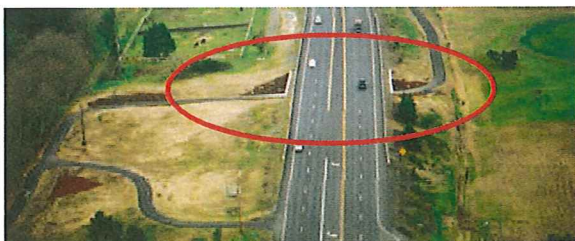
Unlike trails built on a new alignment, rails-to-trail conversions follow the alignment of the old railbed. This can result in many midblock crossings, or crossings too close to intersections. Since the alignment cannot be changed, extra care and attention must be given to ensure drivers and path users are aware of the conflicts, and to provide the best-designed crossing possible.

### Undercrossings vs. Overcrossings

When the decision has been made to separate a path from the roadway with a structure, the two choices are over and undercrossings. In some instances, natural terrain makes the choice obvious:

- If the roadway is lower than the path, an overcrossing is the obvious choice;
- If the roadway is higher than the path, the solution is an undercrossing.

When they are both at the same level, the decision is based on weighing a variety of factors. There are advantages and disadvantages to both overcrossings and undercrossings.



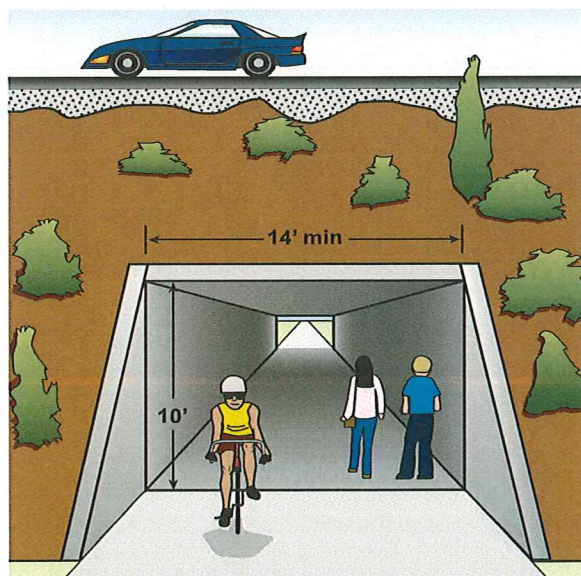
*Path is fully separated with an undercrossing*

### Undercrossings

**Advantages:** They provide an opportunity to reduce approach grades, as the required 10 feet clearance is less than the clearance required for crossing over a roadway. They are often less expensive to build. Sometimes slightly elevating the roadway (3-4 feet) is enough to make an undercrossing attractive.

**Disadvantages:** They present security problems, due to reduced visibility. An open, well-lighted structure can cost as much as an overcrossing. They may require drainage if the sag point is lower than the water table.

Undercrossings should be 14 feet wide or more. The standard overhead clearance of under-crossings is 10 feet; an 8-foot minimum may be allowable with good horizontal and vertical clearance, so users approaching the structure can see through to the other end. Undercrossings should be visually open for users' personal security and comfort. Illumination is needed in areas of poor visibility, when the undercrossing is long and for nighttime comfort.



*Figure 7-17: Undercrossing*





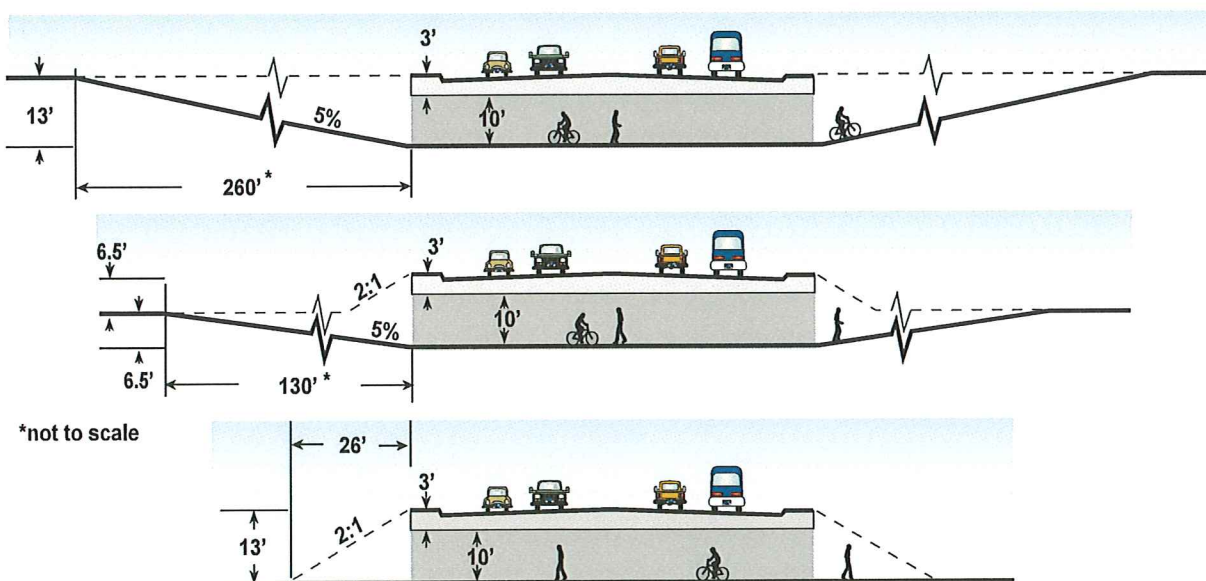
*Undercrossing with good sight lines*

## Overcrossings

**Advantages:** They are more open and present fewer security problems.

**Disadvantages:** They require longer approaches to achieve the required clearance

over roadways. The total rise can be 20 feet with an additional structural depth of 3 feet. At 5%, this requires a 400 foot approach ramp at each end, for a total of 800 feet. This can be lessened if the road is built in a cut section.



*Figure 7-18: Path undercrossings, various configurations*

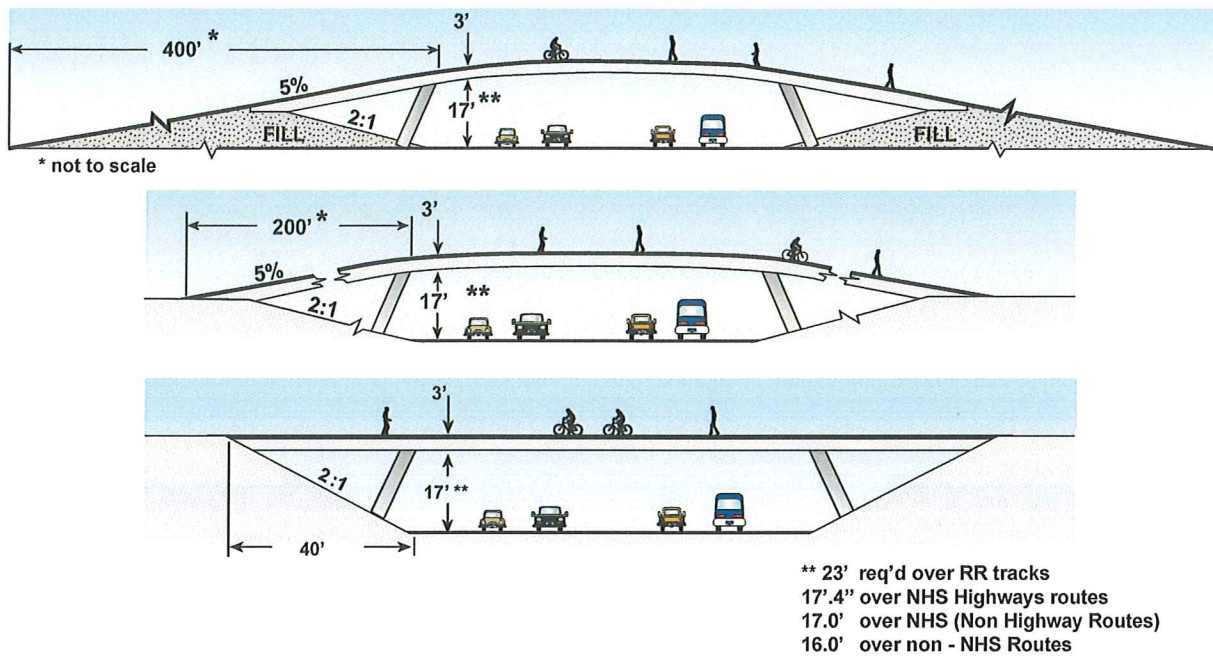


Figure 7-19: Path overcrossings, various configurations

## Preventing Motor-Vehicle Access

### Geometric Design

The most effective way to discourage motor vehicle access to paths is to make it physically difficult to do so. One method branches the path into two narrower one-way paths just before it reaches the roadway, making it difficult for a motor vehicle to gain access to the path.

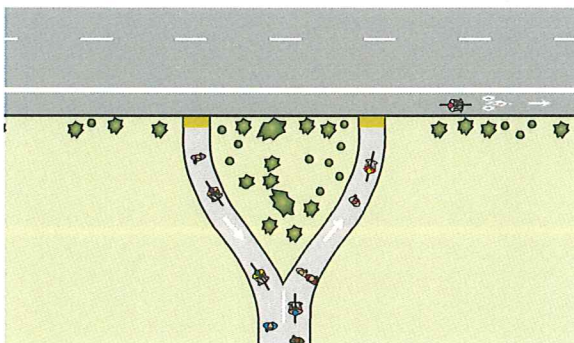


Figure 7-20: Path splits to prevent it appearing like a driveway

Another method is to create very tight curb returns to make it difficult for motorists to enter a path from the roadway.

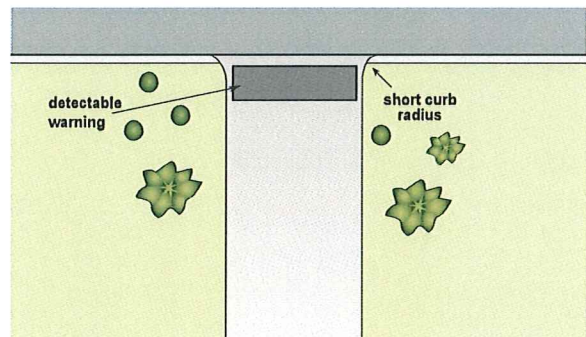


Figure 7-21: Tight curb radii prevent motor vehicle access

### Bollards

Bollards may be used to limit vehicle traffic on paths. However, they are often hard to see, cyclists may not expect them and injuries result when cyclists hit them. Overuse of bollards is a serious hazard to bicyclists and may prevent path use by trailers, wheelchairs and other legitimate path users. In a group of riders, the riders in front block the visibility of those behind, setting up cyclists in the back of the pack for a crash.



Bollards should only be used when absolutely necessary. When used, they must be spaced wide enough (min. 5 feet) for easy passage by cyclists, bicycle trailers and adult tricycles as well as wheelchair users. A single bollard is preferred, as two may channelize bicyclists to the middle opening, with a potential for collisions. They should not be placed right at the intersection, but set back 20 feet or more, so users can concentrate on motor vehicle traffic conflicts rather than on avoiding the bollard. They should be painted with bright, light colors for visibility, illuminated and/or retro-reflectorized. A striped envelope around the bollard will direct path users away from the fixed object hazard. Flexible delineators, that collapse when struck by a bicyclist, should be considered.



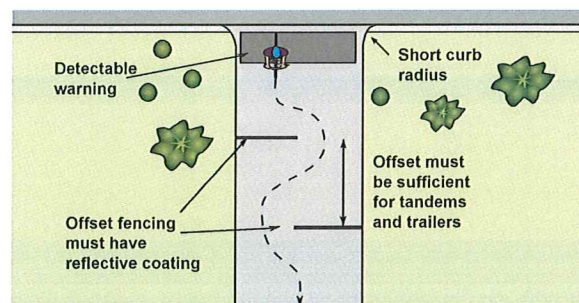
*Bollards are overused and can cause injury*



*Split path entry eliminates need for bollards*

## Offset Fencing

Placing railing or other barrier part way across a trail makes it possible for intended users to access the trail; maintenance vehicle operators are provided with keys to unlock the fences when they need access. The fences, like bollards, can be hazards to bicyclists and can restrict certain trail users from gaining access to the trail. They should be coated with retro-reflective material and well-lit.



*Figure 7-22: Offset gates prevent motor vehicle access*



*Offset fencing*



## Curb Ramps

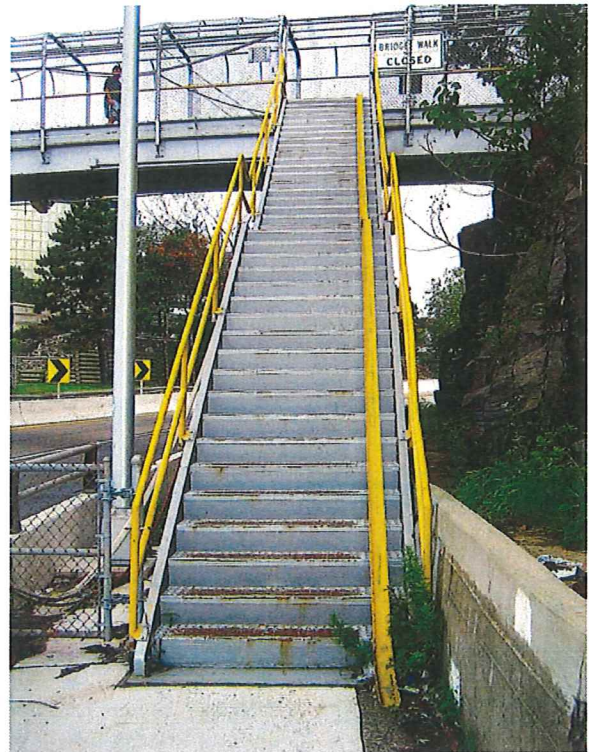
Ramps for bicycle access to shared-use paths should be built so they match the road grade without a lip. The width of the ramp is the full width of the path when the approaching path is perpendicular to the curb and a minimum of 8 feet wide when the approaching path is parallel and adjacent to the curb. Greater widths may be needed on downhill grades.

Detectable warnings are required wherever a path intersects a public street; they should not be installed at driveways, nor where an on-road bike lane merges with an off-street path.

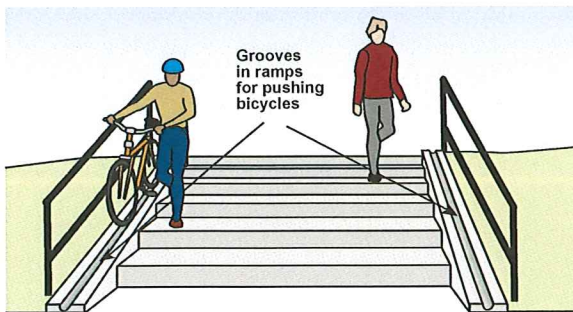
## Stairways

Where a connection is needed to a destination or another path at a different elevation, a stairway can be used where the terrain is too steep for a path. A grooved trough should be provided so bicyclists can easily push their bicycles up or down.

**Note:** Stairways are usually provided as a shortcut and do not meet all ADA requirements; destinations should also be accessible along a flatter route, even if it is longer and more circuitous. ADA should not be used as a reason to not provide stairs where beneficial and practicable.



*Metal channel (in yellow) provided for bicycle access*



*Figure 7-23: Stairway with channel for bicycle tires*

## Signs

Paths should be signed with appropriate regulatory, warning and destination signs.

### Regulatory Signs

Regulatory signs inform users of traffic laws or regulations. They are placed at the point where the regulations apply. Common regulatory signs for bicyclists are signs R1-1 and R1-2 (Stop and Yield signs); they are reduced versions (18 inches x 18 inches) of standard motor vehicle signs, to be used where they are visible only to bicyclists (where a path crosses another path or where a path intersects a roadway at right angles).



Figure 7-24: Signs R1-1

Signs OBR1-1 and OBR1-2 should be used where the signs are visible to motor vehicle traffic (where a path is parallel and close to a roadway).

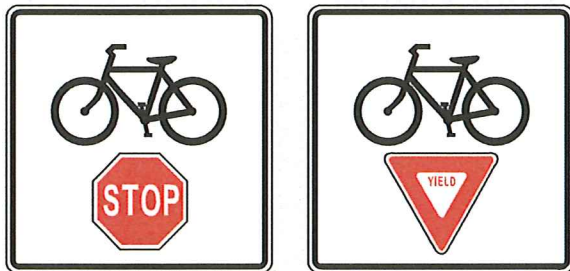


Figure 7-25: Signs OBR1-1 and OBR1-2

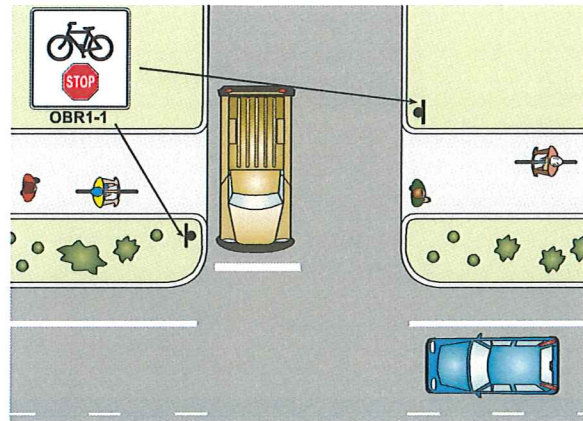


Figure 7-26: Appropriate use of sign OBR1-1 (or OBR1-2)

Sign R9-6 may be used at the beginning of shared-use paths and at important access points to warn cyclists of the presence of other users.



Figure 7-27: Sign R9-6

Signs R5-3 and OBR10-14 may be used at the beginning of a shared-use path if there are problems with motor vehicles using the path.



Figure 7-28: Signs R5-3 and OBR10-14



Where bicyclists using the path must cross a road at a signalized intersection (in a crosswalk) and proceed as pedestrians, sign R9-5 may be used.



Figure 7-29: Sign R9-5

### Warning Signs

Warning signs are used to inform path users of potentially hazardous conditions. They should be used in advance of the condition. Most are reduced versions (18 inches X 18 inches) of standard highway warning signs.

#### Curves:



Figure 7-30: Signs W1-1 and W1-2 (18"x18")

#### Intersections:



Figure 7-31: Signs W2-1 and W2-2 (18"x18")

#### Hill:



Figure 7-32: Sign W7-5

#### Height and Width Constraints:



Figure 7-33: Signs OBW12-2 and OBW12-3 (18"x18")

#### Railroad, STOP Ahead, etc:



Figure 7-34: Signs W10-1 and W3-1 (18"x18")

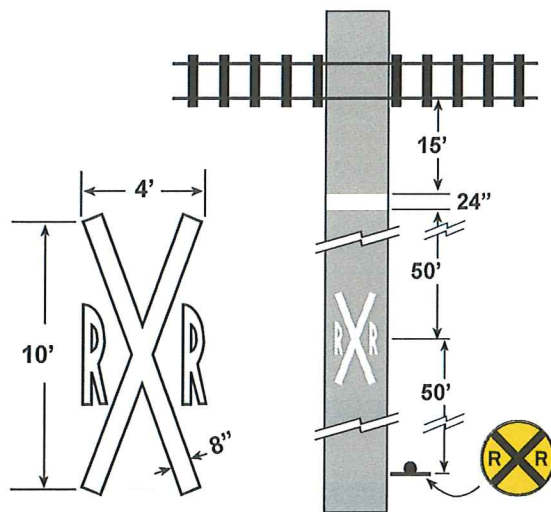


Figure 7-35: Railroad crossing ahead markings

### Path Crossing Roadway

Sign W11-15 with “XING” rider should be used only where a shared-use path crosses a roadway at an uncontrolled location. This sign is not for use where bike lanes cross streets at controlled intersections.



Figure 7-36: Sign W11-15 with rider  
W11-15P

### Directional, Destination & Street Signs

Where a path crosses a roadway or branches off into another path, directional and destination signs should be provided. It is also helpful to have street name signs at street crossings and access points. Signs directing users to the path are also helpful.



Figure 7-37: Directional and street signs

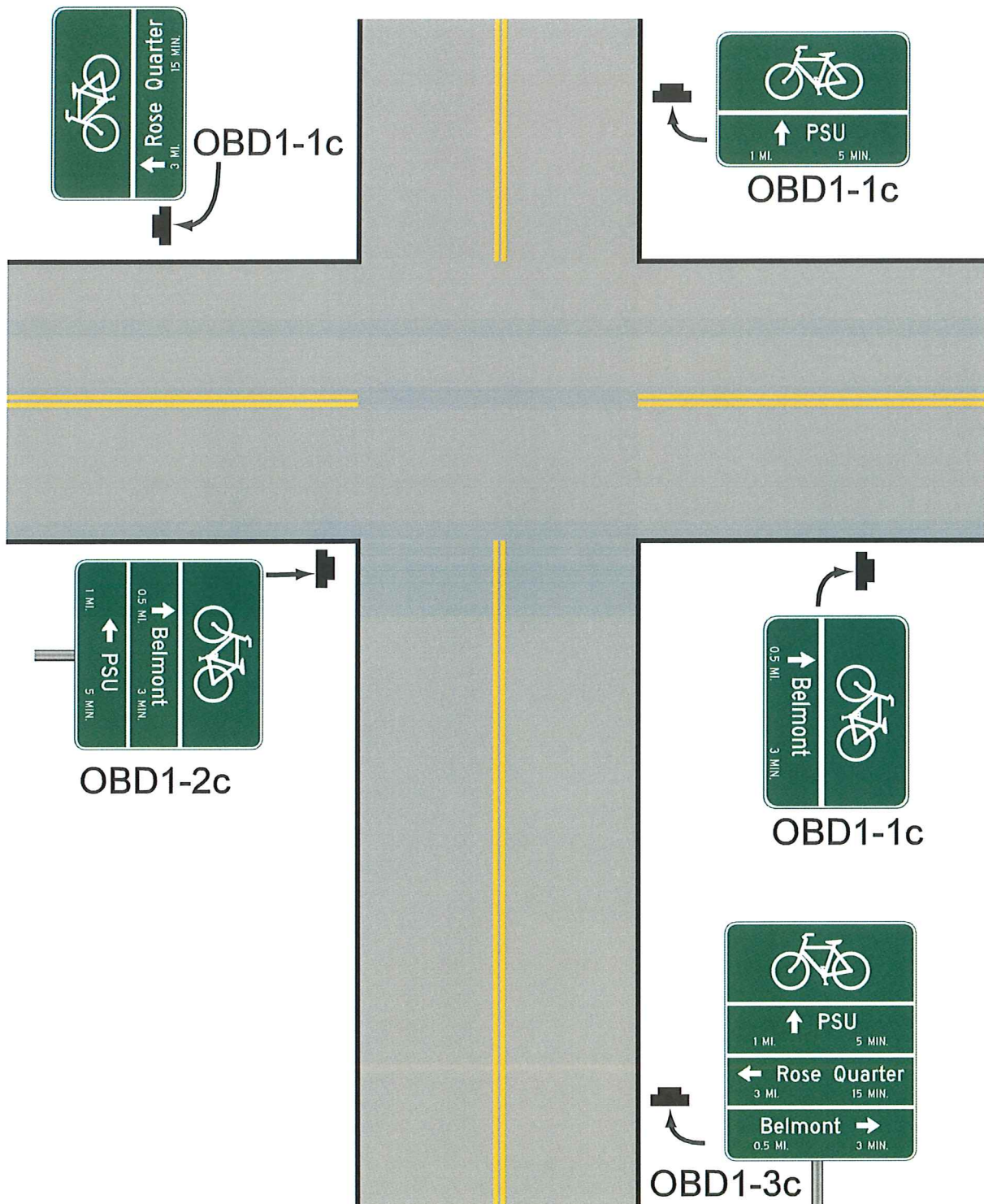


Figure 7-38: Bicycle Route Sign Examples



## End of Path

Where bicyclists continue riding on the roadway at the end of a path, the following sign should be used to direct cyclists to the right side of the road to minimize wrong-way riding. Guide signs should be used to direct bicyclists to their destinations.

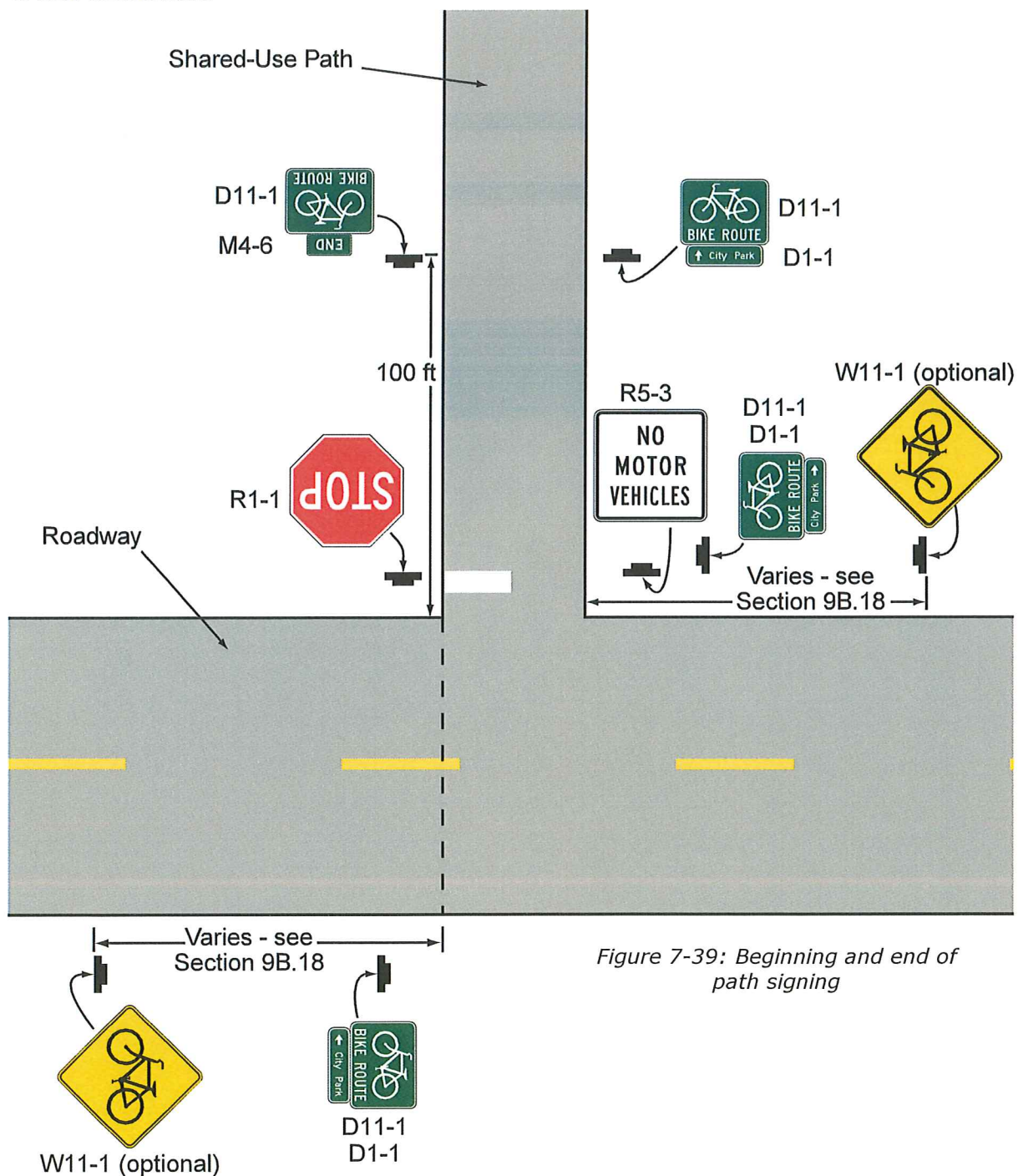


Figure 7-39: Beginning and end of path signing

## Placement of Signs

Signs should have 3 feet of lateral clearance from the edge of the path (min 2 feet). Because of cyclists' and pedestrians' lower line of sight, the bottom of signs should be about 5 feet above the path. If a secondary sign is mounted below another sign, it should be a minimum of 4 feet above the path. Signs placed over a path should have a minimum vertical clearance of 8 feet.

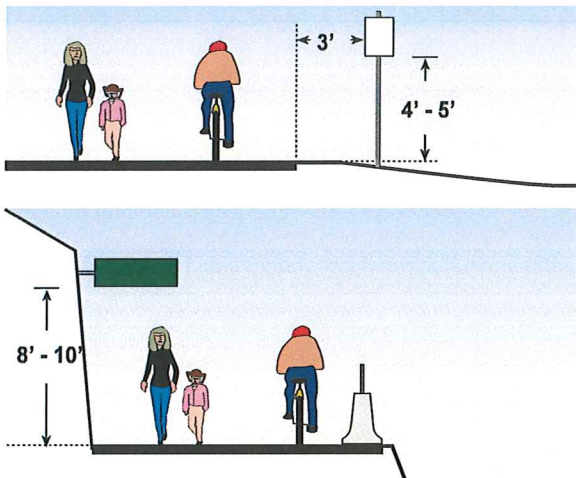


Figure 7-40: Sign mounting clearances

## Striping

A centerline stripe is generally not recommended for shared-use paths. Users like to walk or ride side-by-side; a centerline stripe makes them feel confined to one side only, which is rarely possible on a standard 10-foot path. A solid centerline stripe may be used through curves and areas of poor sight distance; the approach to this area may be striped with dashes.

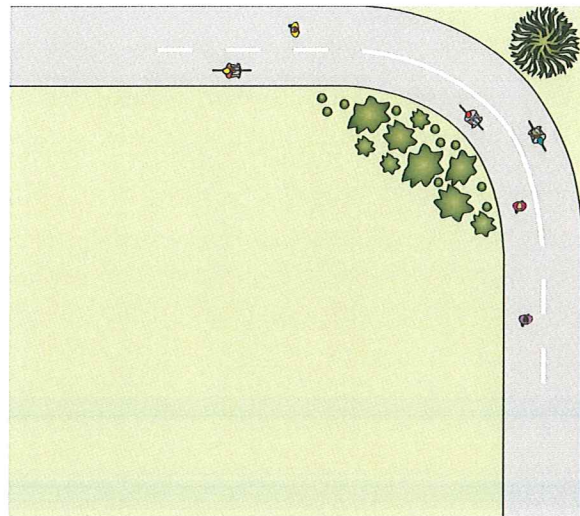


Figure 7-41: Skip stripe followed by solid stripe in a curve





# PUBLIC TRANSPORTATION EXPANSION FEASIBILITY STUDY

## SCOPE OF WORK

This project scope of work describes how Nelson\Nygaard will deliver the Public Transportation Expansion Feasibility Study. The goal of the Project is to evaluate the mobility needs of residents, employees and visitors in the City of Ashland, and how public transportation might best meet those needs today and in the future. Outcomes of the project will be a flexible set of strategies the City may consider for public transportation, and actions and partners needed to implement those strategies.

All deliverables described in the tasks below include a draft and final version. The final version will include changes reflecting one set of comments and revisions from the City of Ashland Project Manager or designated project participants.

A successful project relies upon the buy-in from community stakeholders and decision makers. Nelson\Nygaard and the City of Ashland will convene two new groups and use the Ashland City Council and Transportation Commission throughout the project to act as a sounding board:

1. **Technical Advisory Committee** – This project-specific group will review deliverables and technical work, and will include the key agencies who affect or are affected by public transportation. This group would be convened three times and will have project-level decision-making responsibility. Members may include but not be limited to city planning staff, a Transportation Commission member, a Planning Commission member, Rogue Valley Transportation District staff, and Southern Oregon University staff.
2. **Ashland City Transportation Commission** -This group meets monthly and consists of seven commissioners dedicated to transportation issues. This group would be convened twice and be advertised to stakeholders and the public. A public workshop preceding the Transportation Commission meetings will allow the community to comment on the content that will be presented to the commission. This group will be advisory and provide comments to Ashland staff on draft materials.
3. **Ashland City Council** – This policy body hosts study sessions twice per month. The consultant will present to the City Council twice. This group will review draft materials and ensure conclusions meet City expectations.

### **Definitions:**

*Project – Ashland Public Transportation Expansion Feasibility Study*

*Project Manager – City of Ashland Project Manager*

*Project Team – City staff and consultant team to manage day-to-day study tasks*

*Consultant – Nelson\Nygaard Consulting Associates*

*TAC –Project Advisory Committee*

*TC – Ashland Transportation Commission*

*CC – Ashland City Council*

## **TASK 1 PROJECT MANAGEMENT AND OVERSIGHT**

### **1.1 – Kickoff meeting**

Nelson\Nygaard will facilitate a project kickoff meeting with the consultant team and the City of Ashland staff. The purpose of this meeting is to:

- Establish administrative and communication procedures
- Discuss initial project goals and objectives
- Discuss work plan scope and schedule
- Create stakeholder focus group and interview contact list
- Obtain data and information for technical analysis
- Visit locations of relevance to the project

### **1.2 – Project phone meetings**

Nelson\Nygaard will set up bi-weekly Project Team phone meetings of up to 1-hour in duration throughout the project period. The purpose of the calls will be to review current project work, discuss key questions or issues, review upcoming tasks, and share comments on recent deliverables or other work products.

### **1.3 - Website information and project updates**

Nelson\Nygaard will provide project summary information for a webpage that will provide a platform for stakeholders to learn about the project. Nelson\Nygaard will work with the City to determine a website hosting service that best meets the project needs (i.e. City website or 3<sup>rd</sup> party). Nelson\Nygaard will provide website design that will facilitate regular updates. The updates will be provided at four project milestones and in coordination with stakeholder outreach tasks (dates are approximate):

- Project start (March 2018)
- Existing Conditions and Needs Assessment (May 2018)
- Strategy Development (August 2018)
- Transit Expansion Feasibility Study (November 2018)

### **Deliverables**

- Nelson\Nygaard
  - Kickoff meeting agenda; Kickoff meeting facilitation; Kickoff meeting notes including a summary of action items
  - Website creation; four sets of project information and documents
  - Data and information request
  - Bi-weekly call agenda and meeting notes
- City of Ashland
  - Kickoff meeting facility; Kickoff meeting invitations as needed; Kickoff meeting site visit itinerary

## **TASK 2 EXISTING CONDITIONS AND NEEDS ASSESSMENT**

The purpose of this task is to understand typical travel patterns, assess existing transportation services, and understand the existing public transportation and pedestrian infrastructure. Nelson\Nygaard will use technical transportation analysis (see task 2.1), conversations with key stakeholders, and an online survey.

Nelson\Nygaard and the City will coordinate efforts with the Rogue Valley Transportation District's (RVTD) Transit Master Plan.

### **2.1 – Transportation analysis**

This task will help the project team understand typical origins and destinations for people traveling to, from and in Ashland. The task will establish a baseline for the market for transit. Nelson\Nygaard will:

- Create a combined population and employment density map using U.S. Census Bureau and/or Portland State University population and employment data, noting changes or trends evident from previous land use density analysis.
- Collect and analyze relevant origin and destination analysis from the Rogue Valley Metropolitan Planning Organization (MPO) travel demand model, to the extent available and applicable; data will be presented in tabular or graphic format showing travel demand into, out of and within the City of Ashland.
- Analyze RVTD public transportation trip origins and destinations and any rider survey data available.
- Assess existing public transportation services, based on information available from RVTD, including service hours, frequency, revenue hours, revenue miles, ridership, operating cost, vehicle type, bus stop amenities, and fare policies.
- Inventory available transportation network companies and taxis, carsharing, carpooling, bikesharing, and any local incentive programs to use public transportation.
- Summarize pedestrian and bicycle infrastructure conditions from previously completed reports, noting connections to bus stops. The City of Ashland will provide updates to existing pedestrian and bicycle infrastructure conditions.

### **2.2 – Stakeholder Group Meetings**

Understanding transit needs requires talking to people who ride buses today, people who don't ride, and stakeholder who represent community interests. Nelson\Nygaard will create a stakeholder invitation list in tandem with the project team during Task 1.1 Kickoff meeting. We typically group stakeholders by common interests or by geography. Examples include education, major employers(e.g. DAREX), Southern Oregon University, social service organizations, older adults, City staff, medical facilities, or neighborhood groups.

We envision up to three stakeholder meetings, with 5-15 participants per meeting. Nelson\Nygaard will provide a meeting guide, introductory narrative for emails, letters, cards, or websites, facilitate the meetings, and summarize results. The City of Ashland will assist in distributing invitations. Nelson\Nygaard will schedule meetings with the Stakeholder Groups as available over one or two trips scoped for Task 2.

### **2.3 – Public and Rider Outreach**

Input from community stakeholders will be complemented by feedback from bus riders and the general public in Ashland. RVTD plans to survey Route 10 passengers in May 2018. To reduce duplication of effort, the team will use the data from RVTD's surveys to understand rider travel patterns and needs.

It can be difficult to attract interest in surveys or public meetings. Therefore, Nelson\Nygaard will set up project stations at two community destinations or events where people will already gathered.

Nelson\Nygaard will provide informational material such as boards or summary sheets about the project. Nelson\Nygaard will ask people where they travel, opinions about public transportation, and travel preferences that influence what makes them want to ride the bus, and what prevents them from using it. Potential events may include:

- Ashland Market (Tuesdays 8:30 am-1:30 pm starting in Spring 2018)

- Southern Oregon University or location on campus (Spring Semester starts April 2, 2018)
- Rogue Community College Medford
- Ashland Plaza (will reach bus riders and the general public)

The Consultant will time the meetings to complement, rather than overlap or compete with public involvement activities related to the RVTB Transit Master Plan. The TAC representatives and City staff will guide the project team in identifying the best meeting and event dates.

#### **2.4 – TAC meeting #1**

Nelson\Nygaard will facilitate one meeting with the TAC in Task 2. The TAC will include key stakeholders related to the project goals.

The goal of the TAC meeting will be to orient members to the project scope, schedule, and project team; and to get input on the project vision and goals, public transportation needs and opportunities, findings to date, other potential participants, and potential public transportation expansion strategies. The meeting outcomes will be a refined project schedule as needed, data sources, consensus on vision and goals, and information or data on needs and opportunities.

#### **2.5 – TC Meeting #1**

Nelson\Nygaard will facilitate a meeting with the TC in Task 2, at its regularly scheduled meeting. The goal of the meeting will be orient the TC members to the project schedule and team, to verify the project vision and goals, and collect information on transportation needs and opportunities. Meeting outcomes will be consensus on the vision and goals, and further information on needs and opportunities.

The City may elect to provide a 2-hour informational session to the public before the meeting; Nelson\Nygaard will provide staff to support the session, and informational materials to be produced/printed by City staff. Nelson\Nygaard will facilitate a presentation and discussion with the Transportation Commission, discussing project findings to date, public transportation needs and opportunities, project vision and goals, and potential project participants.

#### **2.6 Technical Memorandum #1 Existing Conditions and Needs Assessment**

Nelson\Nygaard will write a technical memorandum documenting the analysis and outreach conducted in Task 2. The memorandum will include the project team's conclusions about City of Ashland transportation and land use in relation to the project's goals and objectives.

#### **Deliverables**

- Nelson\Nygaard
  - Technical Memorandum #1 summarizing transportation analysis, surveys, focus groups, and interview findings
  - Facilitate up to 3 stakeholder group meetings
  - Facilitate TAC meeting #1 in Ashland and create meeting notes
  - Facilitate TC meeting #1 in Ashland and create meeting notes
  - Facilitate public events #1, #2
  - Create informational material needed for public workshop and TC open house session
- City of Ashland
  - Contact list compilation and survey distribution
  - Updates to pedestrian and bicycle infrastructure condition assessment

- Request and facilitate data sharing with RVTB, Southern Oregon University, Rogue Valley Council of Governments/ MPO and other stakeholders
- Arrange logistics for TAC meeting #1
- Arrange logistics for TC meeting #1
- Print materials needed for public open house session, as needed.

### **TASK 3 STRATEGY DEVELOPMENT AND EVALUATION**

This task will build from past and ongoing planning efforts by presenting public transportation strategies in ways that let stakeholders and decision-makers assess strategy benefits and costs.

#### **3.1 – Strategy development**

Nelson\Nygaard will identify strategies in three groups:

- operating (e.g. routes and schedules),
- capital (e.g. vehicles and bus stations), and
- programs (e.g. transportation options).

Nelson\Nygaard will base strategies on stakeholder input collected in Task 2, past bus service, and past plans. The Nelson\Nygaard team will develop and propose potential new strategies, pulling examples from industry best practices and innovative approaches in other cities today.

This task will allow the team to more fully explore specific expansion alternatives based on stakeholder interest such as ride-hailing services and vehicles using electric, hybrid electric or other propulsion systems. These assessments will include approximate unit and operating costs in the most common iterations. Some new or innovative strategies may have less quantitative data available, for which the team will provide more broad estimates and identify ways for stakeholders to stay informed of future opportunities.

#### **3.2. – Funding scan**

Nelson\Nygaard will summarize potential funding sources, partnerships and methods to support the city's implementation plan. The funding information will include sources accessible by the City of Ashland, and sources used by RVTB and other partner agencies to support public transportation services. The funding information will provide information for stakeholders to understand public transportation funding opportunities and constraints.

#### **3.3 – Strategy evaluation**

Nelson\Nygaard will summarize strategies to help stakeholders understand the tradeoffs, or costs and benefits, of each strategy. The specific data or performance measures will be determined with the project team to ensure the analysis answers questions unique to Ashland's transportation goals, stakeholder interests, and plans, as identified in Task 2. Performance measure examples include:

- Estimated quantitative descriptions such as route frequency, hours of service, and travel times.
- Quantitative measures such as jobs and residents within one-quarter mile of stops, cost, ridership effects, and vehicle emissions available from sketch planning tools.
- Qualitative measures such as travel time reliability, safety and security, and traveler comfort.

#### **3.4 – TAC Meeting #2**

The Nelson\Nygaard team will use the evaluation information to facilitate discussions with the TAC about which strategies are well-suited to the City's long-term mobility goals. Strategies considered feasible based

on costs and preliminary operating plans will be carried forward to the implementation phase for more detailed analysis and strategy development.

### **3.5 – City Council Meeting #1 (Study Session)**

The City Council is an important sounding board for this project, to ensure that City leaders' vision for the City's transportation system aligns with the findings and potential strategies considered. Nelson\Nygaard, in partnership with city staff, will present a summary of the project and record comments and questions to guide strategy development and research. The goal of the meeting will be to introduce the City Council to the project goals and schedule, and collect information about priority public transportation needs and resources. Outcomes will be agreement on project vision and goals, and direction on strategies of most interest for the Study.

### **3.6 – Technical Memorandum #2 Strategy Development and Evaluation**

Nelson\Nygaard will document strategy development, evaluation and stakeholder feedback in Technical Memorandum #2. The Memorandum will include the project team's conclusions about the analysis and feedback as it relates to the project goals. The memorandum will identify public transportation expansion strategies that best meet City and project goals.

#### **Deliverables**

- Nelson\Nygaard
  - Technical Memorandum #2 Service Options, summarizing task analysis conducted in Tasks 3.1 through 3.4 (Draft Memo may have placeholder for Stakeholder Input if memo is distributed prior to PAC meeting #2)
  - Facilitate TAC meeting #2 in Ashland and create meeting notes
  - Facilitate CC meeting #1 in Ashland and create meeting notes
- City of Ashland
  - Arrange logistics for City Council meeting
  - Arrange logistics for TAC meeting

## **TASK 4 PUBLIC TRANSPORTATION EXPANSION FEASIBILITY STUDY**

The final task will be for the Nelson\Nygaard team to provide estimated costs, phases, strategic partners, and other resources and processes needed to implement public transportation strategies.

### **4.1 - Public Transportation Expansion Feasibility Study**

The implementation plan will include operating, capital, and programmatic categories, reflecting annual and one-time costs, funding resources, and other requirements. The Nelson\Nygaard team will provide up- to-date and detailed public transportation funding information. The Nelson\Nygaard team envisions the results of this task to provide a clear vision and set of priorities or goals the public transportation system in Ashland should achieve over a long-term period (10+ years). The results will include individual public transportation strategies to carry forward in future planning and budgeting processes.

Nelson\Nygaard will create a Public Transportation Expansion Feasibility Study Executive Summary documenting analysis and results from the project tasks. The executive summary will be combined with Technical Memoranda #1 and #2 as attachments or exhibits, to create a full project report. The executive summary will provide a short and non-technical summary of the Feasibility Study strategies, potential funding and costs, outreach conducted as part of the planning process, and an implementation plan describing how the City will pursue the strategies in the near future and key resources to implement those strategies.

#### 4.2 – TAC Meeting #3

The third TAC Meeting will be an opportunity for the committee to review the findings to date, changes to strategy evaluation results developed after TAC Meeting #2, and a draft of the Public Transportation Expansion Feasibility Study Executive Summary. The TAC comments will guide development of the Draft Final Executive Summary before presentation to the City Council.

#### 4.3 – TC Meeting #2

It is important to circle back with stakeholders to discuss the plan findings and validate results from the strategy evaluation. Nelson\Nygaard will present the final plan to the Transportation Commission. The Commission meeting will include a 2-hour open information session beforehand, allowing interested stakeholders time to learn about the project work, share comments and information, and ask questions. The Commission members will have an opportunity to learn about and comment on potential strategies and information describing them in the Draft Executive Summary. The goal of the TC meeting will be to introduce strategies and next steps to pursue strategies. Meeting outcomes will be information and questions to review with City staff for possible inclusion in the Final Plan.

#### 4.4 – City Council Meeting #2

The City Council meeting #2 will be a presentation of the Draft Final Feasibility Study. The Council will review the Executive Summary. Nelson\Nygaard will facilitate the presentation in partnership with City staff, and a discussion about potential strategies, key partners, and next steps. The goal of the City Council meeting will be to introduce strategies and next steps to pursue strategies. Meeting outcomes will be information and questions to review with City staff for possible inclusion in the Final Plan.

The City of Ashland staff will be responsible for guiding the resulting Study through the City Council adoption process.

Task deliverables include:

- Nelson\Nygaard
  - Draft and Final Public Transportation Expansion Feasibility Study
  - TAC meeting #3
  - TC meeting and workshop #2
  - CC meeting #2
- City of Ashland
  - Arrange logistics for TAC meeting #3
  - Arrange logistics for TC meeting #2
  - Arrange logistics for CC meeting #2

### OUTREACH SCHEDULE AND BUDGET

Nelson\Nygaard expects to complete the outreach meetings in Ashland in six trips. The trips, expected schedule and staff are described in Table 1. The budget is shown in Table 2.

Table 1: Stakeholder outreach schedule

PURPOSE	DATE	ATTENDING
Task 1 Project Kickoff		

1.1 – Kickoff meeting and site visits	March 1-2 day	Jamey, Stephanie, Paul
Task 2 Existing Conditions and Needs Assessment		
2.2 – Stakeholder group interviews 2.3 – Public event table #1 2.4 – TAC #1	April 3 days	Jamey, Paul
2.2 – Stakeholder group interviews (as needed) 2.3 – Public event table #2 2.5 – TC #1 +workshop (standard schedule)	May 2 days	Jamey, Paul
Task 3 Strategy Development and Evaluation		
3.4 – TAC #2 3.5 – CC #1	July 2 days	Jamey, Stephanie
Task 4 Public Transportation Expansion Feasibility Study		
4.2 – TAC #3 4.3 – TC #2 +workshop (special schedule)	September (week 1) 2 days	Jamey, Paul
4.4 – CC #2	November 1 day	Jamey



Table 2: Project Budget

	Nelson\Nygaard Labor Costs										DKS Associates (subconsultant) Costs			Total Labor Hours	Total Labor Costs	Total Direct Expenses	Total Costs
	Stephanie Wright	Jamey Dempster Senior	Paul Leitman	Designer	Associate 1	Associate 2	Designer	Hours	Cost	NN Labor	Reah Flisakowski Sr Project Manager	Hours	Cost				
Base Rate	59.50	49.59	33.06	36.36													
Overhead	104.13	86.78	57.85	63.63													
Profit	16.36	13.64	9.09	10.00													
175.00%																	
10%																	
Total Billing Rate	\$180.00	\$150.00	\$100.00	\$109.99							\$175.00						
Task Description																	
1 Project Management and Oversight																	
1.1 Kickoff Meeting	8	12	12					32	\$4,440		2	2	\$350		\$4,790		\$4,790
1.2 Project Phone Meetings	8	18	20					46	\$6,140		6	6	\$1,050		\$7,190		\$7,190
1.3 Website and project updates	4	10	12					46	\$5,620			0	\$0		\$5,620		\$5,620
Task Total	20	40	44	20				124	\$16,200		8	8	\$1,400		\$17,600	\$1,075	\$18,675
2 Existing Conditions and Needs Assessment																	
2.1 Transportation Analysis	4	20	40					64	\$7,720		16	16	\$2,800		\$10,520		\$10,520
2.2 Stakeholder Group Meetings	2	16	16					34	\$4,360			0	\$0		\$4,360		\$4,360
2.3 Public & Rider Outreach	2	16	24					42	\$5,160			0	\$0		\$5,160		\$5,160
2.4 TAC Meeting #1	2	8	8					18	\$2,360			0	\$0		\$2,360		\$2,360
2.5 TC Meeting #1	2	8	8					18	\$2,360			0	\$0		\$2,360		\$2,360
2.6 Tech Memo 1	4	4	16					28	\$3,360			0	\$0		\$3,360		\$3,360
Task Total	16	72	112	4				204	\$25,320		16	16	\$2,800		\$28,120	\$3,400	\$31,520
3 Strategy Development and Evaluation																	
3.1 Strategy Development	8	20	40					68	\$8,440		8	8	\$1,400		\$9,840		\$9,840
3.2 Funding Scan	2	10	4					16	\$2,260		4	4	\$700		\$2,960		\$2,960
3.3 Strategy Evaluation		8	16					24	\$2,800		4	4	\$700		\$3,500		\$3,500
3.4 TAC Meeting #2	4	8	4					16	\$2,320			0	\$0		\$2,320		\$2,320
3.5 CC Meeting #1	6	8	4					22	\$3,120			0	\$0		\$3,120		\$3,120
3.6 Tech Memo 2	4	8	16					32	\$3,960			0	\$0		\$3,960		\$3,960
Task Total	24	62	84	8				178	\$22,900		16	16	\$2,800		\$25,700	\$1,100	\$26,800
4 Public Transportation Expansion Feasibility Study																	
4.1 Executive Summary	12	28	44					100	\$12,520		4	4	\$700		\$13,220		\$13,220
4.2 TAC Meeting #3	2	6	10					18	\$2,260			0	\$0		\$2,260		\$2,260
4.3 TC Meeting #3	2	6	10					18	\$2,260			0	\$0		\$2,260		\$2,260
4.4 CC Meeting #2	2	16	2					20	\$2,960			0	\$0		\$2,960		\$2,960
Task Total	18	56	66	16				156	\$20,000		4	4	\$700		\$20,700	\$1,700	\$22,400
TOTAL HOURS	78	230	306	48				662			44	44			706		
TOTAL LABOR COST	\$14,040	\$34,500	\$30,599	\$5,279					\$84,419		\$7,700		\$7,700		\$92,119	\$7,275	\$99,394

# MOTOR VEHICLE CRASH SUMMARY

MONTH: JANUARY, 2018

NO. OF ACCIDENTS: 17

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	1	12:09	M	Ashland St near Sutton Pl	2	N	N	Y	N	Y	Y	N	N	Motorcyclist was slowing to turn into driveway when Dv1 rearended vehicle, pushing it 55'. Rider transported. Cell phone use.
R	5	13:30	F	Clay St at Birchwood Ln	1	N	N	N	N	Y	Y	N	N	Dv1 backed up to get mail, had a sneezing fit, and struck bank of mailboxes.
R	11	23:59	TH	Pennsylvania Av at Morton St	1	N	N	N	Y	Y	Y	N	N	Dv1 was eluding police and lost control, hopped curb and crashed into a tree.
NR	11	UNK	TH	Orange St near Glenn St	2	N	N	N	U	N	Y	Y	N	Vehicle was struck while parked. No leads.
R	12	2:12	F	Ashland St near Washington	1	N	N	N	N	Y	Y	N	N	Dv struck the Welcome to Ashland sign.
R	12	9:40	F	Ashland St near Walker Av	2	N	N	N	N	Y	Y	N	N	Dv2 pulled out from a driveway directly into lane 1 striking v1 which was already occupying lane.
NR	12	13:45	F	Ashland St at Walker Av	2	Y	N	N	N	Y	N	N	N	Dv1 stopped abruptly when ped entered crosswalk, Dv2 crashed into the back of v1.
NR	16	16:51	TU	Ashland St at Interstate 5	2	N	N	N	N	Y	N	N	N	Dv2 pulled out of driveway striking v1 that was occupying lane.
R	18	16:19	TH	E Main St at Fordyce St	3	N	N	P	N	Y	Y	N	N	V1 was stopped in traffic, v2 was stopped behind v1, dv3 rearended v2 pushing it into v1. Possible injury to dv2.
R	20	20:57	SAT	Ashland St near Sutton Pl	2	N	N	P	N	Y	Y	N	N	Dv1 crossed the center line and crashed into oncoming v2.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	23	12:42	TU	N Main St near Maple St	2	N	N	N	N	Y	Y	N	N	Dv2 was stopped in traffic that was stopped at a red light. Dv1 ran into the back of v2.
NR	24	13:14	W	Helman St near Van Ness Av	2	N	N	N	N	Y	N	N	N	Dv1 in travel lane was struck by v2 that pulled into lane from curb.
R	24	18:00	W	Van Ness at Helman St	1	N	Y	P	N	Y	N	N	N	WB Dv1 struck bicyclist whose brakes had failed and suddenly crossed in front of v1. Bicyclist had minor injury.
R	27	11:40	SAT	Third St at A St	2	N	N	N	N	Y	Y	N	N	Dv1 was backing against flow of traffic and backed into v2.
R	29	9:06	M	Siskiyou Blvd near Gresham	2	Y	N	N	N	Y	Y	N	N	Dv1 stopped for a ped crossing in the crosswalk and was rearended by dv2.
R	29	11:09	M	B St at Fifth St	2	N	N	N	N	Y	Y	N	N	Dv1 entered intersection southbound without stopping and v2 crashed into the side of V1.
R	31	10:43	W	B St at Sixth St	3	N	N	N	N	Y	Y	N	N	V1&3 were passing each other in a lane constricted by parked cars on both sides. V1&3 were large trucks. Damage to mirrors/vehicles of 3 veh.

Traffic Accidents  
January 2018

