

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

December 19, 2019

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: November 21, 2019
- IV. PUBLIC FORUM (6:05-6:20)
- V. ACCIDENT REPORT (6:20-6:30)
- VI. NEW BUSINESS
 - A. Transportation System Plan Update (TSP) Scope and Fee (6:30-7:30 action required, review, discuss and generate formal recommendations for scope/fee of TSP update as proposed by Kittleson Associates).
 - B. Traffic Control Measures and Rules of the Road (7:30-7:50, no action, discussion of traffic control measures and associated warrants for stop and yield controls)
- VII. OLD BUSINESS
 - A. Munson Drive follow-up (If time allows discuss next steps associated with citizen request to eliminate parking on Munson Drive.)
- VIII. TASK LIST (If time allows)
 - A. Discuss current action item list
- VII. FOLLOW UP ITEMS
 - A. Bike Map Subcommittee
- VIII. INFORMATIONAL ITEMS (If time allows)
 - A. Transportation. Growth and Management "Revitalize Downtown Ashland" update
- IX. COMMISSION OPEN DISCUSSION (If time allows)
- X. FUTURE AGENDA TOPICS
 - A. A Street Parking Prohibitions
 - B. Bus Pass Program
 - C. Crosswalk Policy
- XI. ADJOURNMENT: 8:00 PM

Next Meeting Date: January 16, 2020 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 December 2019

Name	Title	Telephone	Mailing Address	Email Address	Expiration of Term
Mark Brouillard	Commissioner	206-661-7085	159 Helman St	mtbrouillard@msn.com	4/30/2020
Joe Graf	Commissioner	541-488-8429	1160 Fern St.	jlgtrans15@gmail.com	4/30/2021
Corinne Viéville	Commissioner	541-488-9300 or 541-944-9600	805 Glendale Ave.	corinne@mind.net	4/30/2019
Derrick Claypool-Barnes	Commissioner	503-482-9271	1361 Quincy St #6F	dorkforest@gmail.com	4/30/2021
Linda Peterson Adams	Commissioner	541-554-1544	642 Oak St	gardengriotashland@gmail.com	4/30/2022
Katharine Danner	Commissioner	541-482-2302	PO Box 628	ksd@mtashland.net	4/30/2022
Bruce Borgerson	Commissioner	541-488-5542	209 Sleepy Hollow Dr	wave@mind.net	4/30/2020

Non-Voting Ex Officio Membership

Paula Brown	Director, Public Works	541-488-5587	20 E. Main Street	paula.brown@ashland.or.us
Julie Akins	Council Liaison		20 E. Main Street	julie@council.ashland.or.us
Brandon Goldman	Planning Department	541- 488-5305	20 E. Main Street	goldmanb@ashland.or.us
Steve MacLennan	Police Department	541- 552-2433	20 E. Main Street	macleanns@ashland.or.us
Vacant	SOU Liaison	541-552-8328	1250 Siskiyou Blvd	
Dan Dorrell, PE	ODOT	541- 774-6354	100 Antelope Rd WC 97503	Dan.w.dorrell@odot.state.or.us
Edem Gómez	RVTD	541-608-2411	3200 Crater Lake Av 97504	egomez@rvtd.org
Jenna Stanke	ODOT	541- 774-5925	100 Antelope Rd WC 97503	Jenna.MARMON@odot.state.or.us
David Wolske	Airport Commission			david@davidwolske.com
Vacant	Ashland Parks			
Vacant	Ashland Schools			

Staff Support

Scott Fleury	Deputy Public Works Director	541-488-5347	20 E. Main Street	fleury@ashland.or.us
Karl Johnson	Associate Engineer	541-552-2415	20 E. Main Street	johnsonk@ashland.or.us
Taina Glick	Administrative Assistant	541-552-2427	20 E. Main Street	taina.glick@ashland.or.us

**ASHLAND TRANSPORTATION COMMISSION
MINUTES
November 20, 2019**

These minutes are pending approval by this Commission

CALL TO ORDER:

Borgerson called the meeting to order at 6:00 p.m.

Commissioners Present: Katharine Danner, Bruce Borgerson, Linda Peterson Adams, Derrick Claypool-Barnes, Mark Brouillard, Joe Graf

Commissioners Absent: Corinne Vièville

Council Liaison Absent: Julie Akins

Staff Present: Scott Fleury, Taina Glick

ANNOUNCEMENTS

Borgerson reminded commissioners to speak into their microphones and for public forum speakers and presenters to stay within their allotted timeframes.

CONSENT AGENDA

Approval of Minutes: October 21, 2019

Commissioners Danner/Peterson Adams m/s to approve minutes as amended.

All ayes. Minutes approved.

PUBLIC FORUM

Donna Butchino Ashland, OR

Spoke to safety concerns due to a narrow section of Munson Dr between Fordyce St to Village Park Dr and requested a No Parking zone on the East side of Munson Dr between 1245 Munson Dr to 1213 Munson Dr. She provided a map and letter to the commission.

Heulz Gutcheon Ashland, OR

Spoke of his concerns regarding homelessness and multi-modal transportation. He supports additional speed signs.

ACCIDENT REPORT

Commissioners discussed accidents involving pedestrians from the most recent accident report.

NEW BUSINESS

Siskiyou Velo-cycling presentation *meeting audio starts at 10:50*

Harlan Bittner and Gary Shaff provided a presentation regarding bicycle facility improvements to create a better bicycle network as a means of increasing cyclist safety and use. Presentation attached.

Brouillard questioned presenters if the reduction in the overall number of cyclists is due more to a change in times than lack of safety. Presenters responded that enthusiasm amongst students in school biking courses indicates that youth are interested in cycling and cited increased cyclist activity in multiple cities and countries after facility improvements were made. Graf inquired if Siskiyou Velo was scheduled to talk to the Revitalize Downtown groups. Danner believed there is potential for some increase cyclist activity, but that topography and age of our population will limit that growth.

OLD BUSINESS

West Village Subdivision – Traffic Calming *meeting audio starts at 53:08*

Fleury explained the current plans regarding the development of the Cowan property. He described certain findings outlined in the Traffic Impact Analysis.

**ASHLAND TRANSPORTATION COMMISSION
MINUTES
November 20, 2019**

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Commissioners asked questions about:

- Bike path connectivity
- Parking
- Sidewalks within the subdivision and how those connect to the existing infrastructure
- Traffic calming possibilities
- Randy St as a Safe Route to School
- Proper ramp and crossing path alignment

Traffic Calming Updated Draft *meeting audio starts at 1:18:41*

Borgerson reminded commissioners that discussion should be limited only to measures that impact driver habits. Fleury described updates made to the document as a result of changes approved at the last meeting. Graf questioned the wording in Section 2.2 related to placement of the speed trailer and asked for clarification.

Graf moved to approve the traffic calming plan with the recommended changes to Sections 1.5 and 2.2 provided by Borgerson. Danner seconded. Discussion: Graf felt that it was time move forward with the program and that changes may be necessary but this is a good start. Ayes: Danner, Borgerson, Graf, Peterson Adams, Brouillard Nay: Claypool-Barnes Motion passed 5:1.

TASK LIST

Discuss current action item list *meeting audio starts at 1:34:20*

Graf inquired about data information regarding RVTD express. Fleury responded with data provided by RVTD at the October meeting. Commissioners questioned if bicycles and/or scooters are allowed on the express bus. Fleury has received positive feedback about the micro-transit program.

Graff asked about crosswalks across N Main St at both Nursery and VanNess. Fleury informed the group that the intersection at N Main and VanNess is being reworked at crosswalks will be handled at that time. Design plans for the crosswalks at Nursery will be submitted to ODOT around the first week of December.

Brouillard asked if the crosswalk recently installed at Oak St and Lithia Way could be modeled after a crosswalk in Phoenix. Fleury indicated that intersection could be changed based on the outcome of the Downtown Revitalization Plan.

Commissioners discussed Revitalize Downtown efforts. Frustration was expressed about how the in-person and online open houses were set up. Fleury requested input on how to improve for future online open houses.

Brouillard asked about improved electric vehicle charging stations. Fleury indicated that the charging station in the Pioneer parking lot is set to be improved in Spring 2020.

Fleury mentioned attending a meeting of the metropolitan planning organization TAC where 5 projects were ranked. The Clay St improvements application submitted by Jackson County was ranked 2. Funding could be available in 2022-2024, if the application is functionally eligible.

There was only one proposal for the TSP update. Fleury issued a notice of intent to negotiate scope and fee to the responder, Kittleson & Assoc. The scope and fee agreement could be presented at the December TC meeting.

ASHLAND TRANSPORTATION COMMISSION
MINUTES
November 20, 2019

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FUTURE AGENDA TOPICS

MUTCD 4-way stop sign training
Crosswalk Policy

ADJOURNMENT: 8:02 pm

*Respectfully submitted,
Taina Glick
Public Works Administrative Assistant*

Traffic Accidents Nov 2019

Nov 2019 Accidents

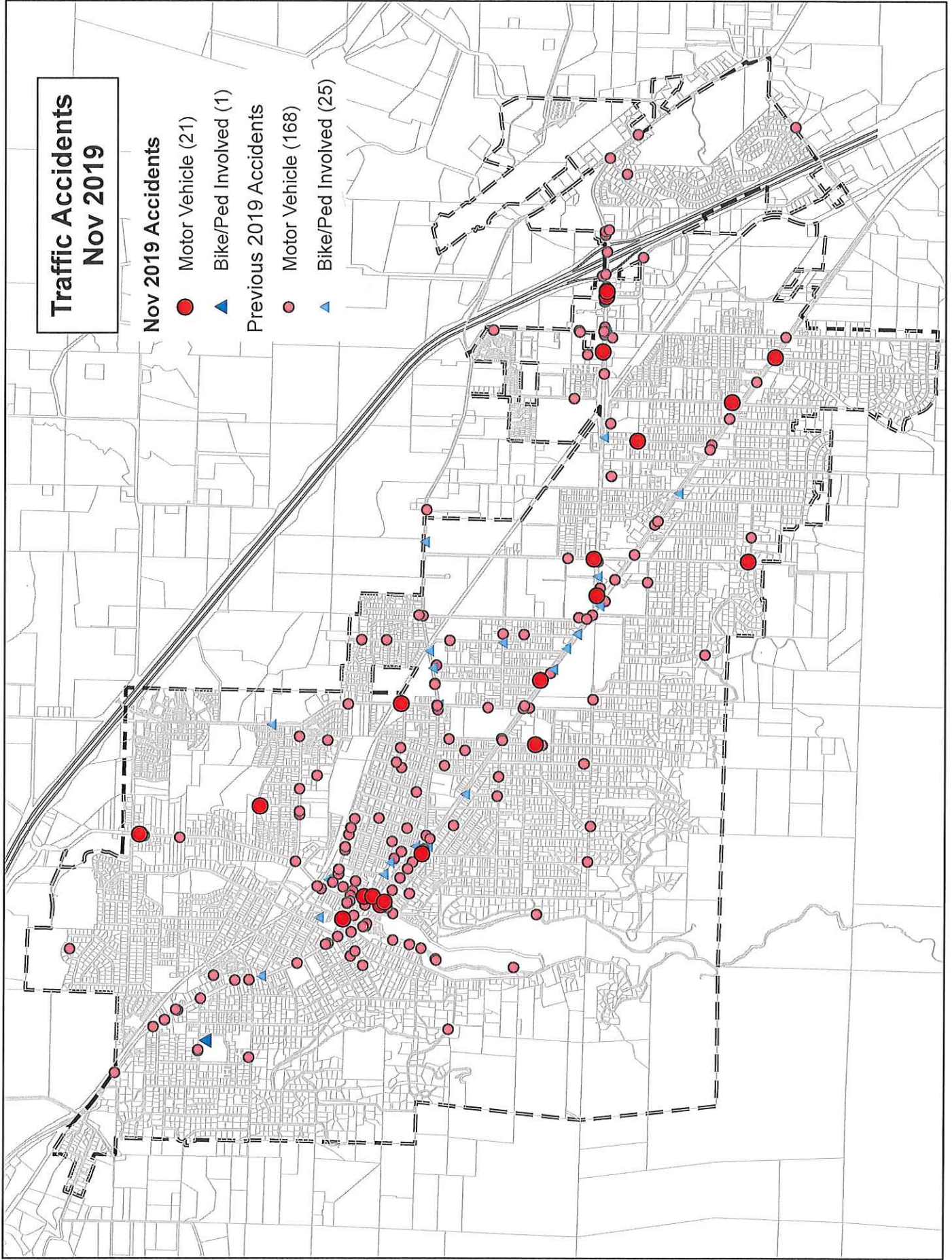
● Motor Vehicle (21)

▲ Bike/Ped Involved (1)

Previous 2019 Accidents

● Motor Vehicle (168)

▲ Bike/Ped Involved (25)



MOTOR VEHICLE CRASH SUMMARY

MONTH: NOVEMBER 2019

NO. OF ACCIDENTS: 22

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	1	20:19	Fri	Ashland St near Tolman Creek Rd	2	N	N	P	Y	Y	Y	N	N	Dv1 was slowing down to make a right turn when rearended by v2. Dv2 arrested for DUII, PCS Meth and Following too Closely
R	2	10:30	Sat	Clay St near Siskiyou Blvd	2	N	N	P	N	Y	Y	N	N	Dv2, a garbage truck, backed out of a parking lot and crashed into the side of v1 which was driving by. Extensive damage to v1.
R	5	11:44	Tue	S Mountain Av near B St	2	N	N	N	N	Y	N	N	N	Just north of B Street intersection. Dv2 rolled into v1 which had come to a stop in the lane. Both drivers were cited.- dv1 cited following too close, and dv2 cited for careless driving.
R	6	17:57	Wed	Gresham St at E Main St	2	N	N	N	N	Y	Y	N	N	Dv2 was traveling through intersection on a green light when Dv1 made a right turn onto Gresham, crashing into the side of v2. Dv1 sent for a driver re-evaluation.
R	9	23:25	Sat	N Pioneer St near Lithia Way	2	N	N	N	N	Y	Y	N	N	Dv2 was heading south on the street. Dv1 pulled out of a parking lot, turned left and struck v2. Dv1 warned for failure to yield right of way.
R	9	23:45	Sat	Faith Av near Mae St	2	N	N	N	Y	Y	Y	N	N	Dv1 struck parked v2. Dv1 arrested for DUII and reckless driving.
R	11	12:08	Mon	Ashland St at Washington St	2	N	N	N	N	Y	Y	N	N	Dv1 outbound on Ashland St in lane 1. Dv2 pulled out from Washington Street to make a left, crossed lane 2 and then was struck by approaching v1. No citation
R	11	12:37	Mon	Ashland St near Washington St	2	N	N	N	N	Y	N	N	N	V2 was stopped in a line of traffic. Dv1 rearended v2. Dv1 cited for following too close.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
NR	12	17:13	Tue	Walker Av near Ashland St	2	N	N	N	U	N	Y	N	Y	N	Dv1 was stopped at intersection. Dv2 tried to squeeze into the bike lane on the right of v1 in order to make a right turn and scraped the back bumper of v1. Dv2 left the area.
R	14	21:19	Thr	E Main St near Pioneer St	2	N	N	N	Y	Y	Y	Y	N	N	Dv2 veered into lane 1, impacting v1 in the intersection. Dv2 cited DUII and reckless driving.
R	17	2:58	Sun	Water St near B St	2	N	N	N	Y	Y	Y	Y	Y	N	Dv1 crashed into parked vehicle 2 and left the area. Arrested for DUII and hit and run. (Location approximate, no report provided)
R	17	11:47	Sun	Beach St	2	N	N	N	N	N	Y	Y	N	N	Dv1 driving south on Beach Street sideswiped v2 which was in the traffic lane. It could not be determined if v2 was in motion at the time, and no fault was determined.
R	17	21:27	Sun	Carol St at Clinton St	2	N	N	N	Y	Y	Y	Y	N	N	Dv1 rearended parked v2 and crashed into a fence. Dv1 cited for DUII and reckless driving.
R	19	15:00	Tue	Lithia Way near Pioneer St	2	N	N	N	N	N	Y	Y	N	N	Dv2 stopped in traffic was rearended by v1. Dv1 had thought the light had turned green and mistakenly thought that traffic was starting to move, and ran into v2.
NR	20	7:47	Wed	E Main St near S Pioneer St	2	N	N	N	N	N	Y	Y	N	N	Dv2 was parked. Dv1 was driving by in the right lane when dv2 opened the driver door to exit the car. Door was struck by the dump bed of v1. Information exchanged.
NR	20	21:20	Wed	Siskiyou Blvd at Bellview Av	1	N	N	N	N	N	Y	N	N	N	DV turned too sharply and struck a sign post, knocking it over.
R	22	16:19	Fri	Ashland St near Siskiyou Blvd	3	N	N	P	N	N	Y	Y	N	N	Dv1 rearended v2, pushing it into v3. Dv1 has been required to be evaluated for driving privileges.
NR	22	23:28	Fri	Siskiyou Blvd near Palm Av	1	N	N	N	N	N	Y	U	N	N	Dv had a medical event causing loss of vehicle control, and vehicle crashed into landscaping on private property.
NR	23	21:00	Sat	Oak St near Nevada St	1	N	N	N	N	N	Y	N	N	N	Dv1 struck deer that jumped out into roadway. Deer left the area.

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
NR	25	15:16	Mon	Ashland St near Washington St	2	N	N	N	N	N	Y	N	N	N	Dv1 was traveling in lane 1 eastbound, dv2 attempted to merge from lane 2 and crashed into v1.
NR	26	16:40	Tue	Walker Av near Peachey Rd	2	N	N	N	N	N	Y	N	N	N	Dv1 slid across roadway on snow and impacted parked v2. Information exchanged.
R	30	13:45	Sat	Maple St near Chestnut St	1	Y	N	Y	U	N	Y	N	Y	N	Ped was backed into while crossing parking lot. Dv2 left the area.

Memo

CITY OF
ASHLAND

Date: December 12, 2019
From: Scott A. Fleury
To: Transportation Commission
RE: Transportation System Plan Update Scope, Fee and Schedule

BACKGROUND CONTINUED:

The City of Ashland performed a formal solicitation to obtain consultant services for a Transportation System Plan Update. The Qualifications Based Selection (QBS) document was advertised on the Oregon Procurement Information Network (ORPIN). The City received one response to the solicitation, from Kittelson Associates. The response was graded by a four-member team which included; Linda Peterson-Adams (Transportation Commission), Karl Johnson (Associate Engineering), Derek Severson (Associate Planner), Scott Fleury (Deputy Public Works Director). Staff also verified the minimum proposal criteria was met by Kittelson Associates.

Staff and two members of the Kittelson project team held a conference call on November 20th to discuss development of the scope document for the project. Staff requested the scope be developed prior to the Transportation Commissions December meeting in order to facilitate a discussion on any potential changes to the document and provide for a potential recommendation to the City Council for contract award.

The formal scope of services is attached for reference. Critical elements of the TSP update include:

1. Public Engagement
 - a. Public Involvement and Communication Plan
2. Existing Conditions
 - a. Inventory of existing facilities
 - b. Crash Analysis
 - c. Level of Traffic Stress (Bike/Pedestrian)
3. Project Alternatives Development
 - a. Transportation Improvement Alternatives (Bike/Pedestrian/Roadway)
4. Final Alternatives
 - a. Final "fiscally" constrained project list (Bike/Pedestrian/Roadway)
 - b. Projects overlap with City's current Capital Improvement Plan when appropriate
5. Project Prioritization
 - a. Develop prioritization tool
6. Financial Analysis
 - a. Funding Streams
7. Adoption of Plan
 - a. Planning Commission Hearing
 - b. City Council Hearing

As part of the public involvement component Kittelson Associates recommends establishing a Technical Advisory (TAC) and Citizen Advisory Committee (CAC) to review and comment on all information developed as part of the plan. Kittelson also recommends development of a Public Involvement and Communication Plan (PICP) that detail how key populations and stakeholders can provide valuable input in development of the final plan. Kittelson recommends three (3) formal TAC, CAC and Open House meetings during the project. These meetings are arranged at critical times during project development, including at the beginning to formalize goals, then to review project alternatives and then for review and recommendations of final “preferred” alternatives. Finally, the plan requires a recommendation of approval from the Planning Commission (public hearing), adoption by the City Council (public hearing) and appropriate noticing comment period for the Division of Land Conservation and Development (DLCD).

CONCLUSION:

Commission should discuss the scope and make recommendations if any for changes and additions. Commission should also make a recommendation to the City Council to award a professional services contract to Kittelson Associates for the TSP update based on an approved final scope of services. Staff will take the final contract documents to the City Council at a date to be determined.

ASHLAND TRANSPORTATION SYSTEM PLAN - SCOPE OF WORK

General Requirements

Personnel, Materials, & Equipment: The consultant shall provide qualified and competent personnel and shall furnish all supplies, equipment, tools and incidentals required to accomplish the work. All materials and supplies shall be of good quality and suitable for the assigned work.

Safety Equipment: The consultant shall provide and use all safety equipment including, and not limited to hard hats, safety vests and clothing as required by state and federal regulations and department policies and procedures.

Professional Responsibilities: The consultant shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards.

Project Management: The consultant and the City staff will meet as required during project duration. The objectives of the meeting will include reviewing the scope, budget, schedule and deliverables. The consultant will organize and manage the consultant project team and coordinate with city project manager and City staff. *Project management will also include coordination with all affected agencies including but not limited to, Jackson County, Rogue Valley Transportation District, Rogue Valley Metropolitan Planning Organization, Oregon Department of Transportation.*

Monthly Invoices and Progress Reports: The consultant shall prepare monthly invoices and progress reports including the following:

- Work completed during the month by work task as a percentage of completion
- Needs for additional information, reviews, or changes to the scope of work
- Scope, schedule, and budget issues and changes

Specific Requirements

The City of Ashland (City) is seeking professional consultant services for Project 2019-02 Transportation System Plan (TSP) Update. The purpose of this project is to provide an update to the City's 2013 adopted Transportation System Plan. The current plan conforms with the Transportation Planning Rule (TPR) and outlines the City's goals and the multi-modal network projects to meet these goals. Since adoption of the plan in 2013 numerous things have changed which require an update to the TSP. The update shall be consistent with the 2019 Oregon Department of Transportation TSP guidelines.

TASK 1: DEVELOP THE AGENCY PUBLIC ENGAGEMENT PLAN

The purpose of this task is to develop a comprehensive public outreach program that will enable the residents of Ashland to provide a voice on how their transportation network is modified to meet their goals and expectations. The public outreach program should allow for both in-person and electronic access.

1.1 Committee Rosters

City shall establish and prepare Committee Rosters for the following:

1. Technical Advisory Committee (TAC), which will provide the primary technical review and guidance for the Project and is expected to include representatives from the following:
 - a. Community Development, Public Works, and Police and Fire Departments;
 - b. Jackson County Roads Department;
 - c. ODOT (Region 3 Traffic, Region 3 Planning, TPAU);
 - d. Oregon Department of Land Conservation and Development;
 - e. Rogue Valley Transit District;
 - f. Others as deemed appropriate or invited to participate in individual meetings when certain expertise is required or throughout the Project.
2. Citizens Advisory Committee (CAC), which will consist of community members that will inform the Project from their respective community perspectives. CAC may include representation from the following:
 - a. City Council;
 - b. Planning Commission;
 - c. Transportation Commission;
 - d. Citizen Advisory Committee Revitalize Downtown Ashland
 - e. Ashland School District;
 - f. Southern Oregon University;
 - g. Chamber of Commerce;
 - h. Local business community;
 - i. Local community members;
 - j. Active transportation advocates;
 - k. Representative of the transportation disadvantaged; and
 - l. Representatives from Title VI communities.

1.2 Kick-Off Meeting

Consultant shall arrange and facilitate a Kick-Off Meeting with the Project Management Team (PMT) in Ashland to review project objectives and processes. Consultant shall facilitate a discussion of dates for the Refined Project Schedule, elements of PICP, and Project Website.

Consultant shall hold the Kick-Off Meeting within two weeks of the Notice to Proceed. Consultant shall provide a written agenda to PMT at least two business days prior to the Kick-Off Meeting and provide a meeting summary to PMT no later than one week following the Kick-Off Meeting.

1.3 PMT Teleconferences

Consultant shall arrange and facilitate up to twelve (12) teleconferences with the PMT, both as scheduled in the Refined Project Schedule and as required to address specific Project issues. The duration of each teleconference is not expected to exceed one hour. Dates and times of scheduled teleconferences will be determined at the Kick-Off Meeting and included in the Refined Project Schedule. Consultant shall arrange a standard call-in number and provide teleconference dates, times, and access information to the PMT members as needed. Consultant shall develop a written agenda for each teleconference and shall disseminate the agenda to the PMT no later than three days prior to the teleconference.

1.4 PICP

Consultant shall prepare draft and Final Public Involvement and Communications Plan (PICP) with input from the City to gain input throughout the duration of Project and at key milestones. Elements of the PICP must include, but are not limited to, the following:

- Public involvement goals for the Project;
- Identification of key populations and stakeholder groups for the plan;
- Identification of City and Consultant roles and responsibilities for public involvement;
- Strategy for accomplishing inclusive public outreach, including Title VI/Environmental justice community outreach and reporting;
- Description of methods used to reach various stakeholders;
- Recommendations for engaging key existing committees; and
- Schedule for public involvement activities that are consistent with the Refined Project Schedule.

Consultant shall submit Draft PICP to PMT for review and make revisions to address comments.

1.5 Stakeholder Database and Comment Log

Consultant shall develop and maintain a Stakeholder Database that will be used to inform interested parties including, but not limited to, federal, state, regional, and local authorities, environmental groups, active transportation advocates, individuals, key businesses, public services, education, and community organizations. Information must include, where available, name, affiliation, address, and email address. Consultant shall expand and update this database throughout Project to document new stakeholders and parties as they express interest. City shall forward contact information that it receives.

Consultant shall log public comments, questions, and concerns received throughout the Project in the Comment Log. Consultant shall forward this log to City along with each final deliverable. Any comments received directly by City will be forwarded to Consultant for entry in comment log.

1.6 Project Website

Consultant shall develop and maintain a Project Website during the entire Project. Consultant shall coordinate with the PMT as needed to provide a linkage between the Project Website and City website according to City requirements. Consultant shall be responsible for all aspects of the Project Website, including development, registration, hosting, gathering and monitoring of content, and controls, as required by, and subject to approval by PMT. The Project Website must be fully functioning and accessible within two weeks after the Kick-Off Meeting and remain fully functioning and accessible for a minimum of six months following Project completion.

Project Website must include, at a minimum:

- Project deliverables: Tech Memos and all maps and graphics in PDF or JPG format;
- Meeting information (times, locations, agendas, summaries, and materials); and
- Contact information (City and Consultant project manager).

Project Website must be updated before and after meetings and at the end of Tasks. The Project Website must include an interactive on-line mapping tool element that allows the public to provide input and to pinpoint issues, ideas, and comments directly on a map of the Project Area for the duration of the project.

1.7 Refined Project Schedule

Consultant shall prepare a draft and revised Refined Project Schedule with the due dates for required services and deliverables and shall deliver the draft Refined Project Schedule to the PMT within two weeks after the Kick-Off Meeting for approval. To maximize efficiency, Consultant shall schedule and perform tasks concurrently where appropriate. City and Consultant may revise the services and deliverables due dates in the Refined Project Schedule throughout the duration of the project.

City Deliverables

- 1a Committee Rosters (Subtask 1.1)
- 1b Kick-off Meeting (Subtask 1.2)
- 1c PMT Teleconferences, up to 8 (Subtask 1.3)
- 1d PICP (Subtask 1.4)
- 1e Review and comment on Task 1 deliverables

Consultant Deliverables

- 1A Kick-Off Meeting (Subtask 1.2)
- 1B PMT Teleconferences, up to 12 (Subtask 1.3)
- 1C Review and comment on PICP (Subtask 1.4)
- 1D Stakeholder Database and Comment Log (Subtask 1.5)
- 1E Project Website (Subtask 1.6)
- 1F Refined Project Schedule (Subtask 1.7)

TASK 2: GOALS AND OBJECTIVES

The purpose of this task is to articulate a vision for the community's transportation priorities, define how the system should function and form the basis for criteria to select preferred improvements. The existing adopted goals within the current TSP will serve as the basis of discussion.

2.1 Background Documents

City shall provide the most current version of the existing plans, policies, standards, rules, regulations, and other documents pertinent to the Updated TSP in electronic format, as available. Background Documents are expected to include:

Statewide

- Oregon Highway Plan (1999, last amended on May 2015)
- Oregon Transportation Plan (2006)
- Oregon Freight Plan (2011)
- Oregon Public Transportation Plan (1997)
- Oregon Rail Plan (2014)
- Oregon Bicycle and Pedestrian Plan (2016)
- Oregon Transportation Safety Action Plan (2011)
- Statewide Planning Goals
- State Law on Reduction in Vehicle-Carrying Capacity (Oregon Revised Statutes 366.215)
- Oregon Administrative Rules ("OAR") chapter 734 division 051
- OAR chapter 660, division 012, known as the Transportation Planning Rules
- ODOT funding projections
- Statewide Transportation Improvement Program
- ODOT Highway Design Manual (2012)
- Oregon Roadway Departure Safety Implementation Plan (2010)
- Oregon Intersection Safety Implementation Plan (2012)
- Oregon Bicycle and Pedestrian Safety Implementation Plan (2014)
- Oregon Standard Specifications for Construction, Oregon Standard Drawing and Oregon Standard Details (2015)

City

- Comprehensive Plan
- Transportation System Plan (2013)
- Capital Improvement Program
- Zoning Ordinance
- Revitalization Downtown Ashland Plan
- Other

Jackson County

- Comprehensive Land Use Plan
- Jackson County Transportation System Plan

2.2 Draft Tech Memo #1: Plans and Policy Framework

Consultant shall prepare Draft Tech Memo #1, a summary and review of Background Documents to provide the baseline of existing plans, policies, standards, rules, regulations, and other applicable documents as they pertain to development of the Updated TSP. Draft Tech Memo #1 must include an audit of City's Zoning Ordinance for compliance with the Transportation Planning Rules (OAR 660-12-0045) and recommendations to inform future tasks.

Consultant shall submit Draft Tech Memo #1 to PMT for review and comment. City shall provide a consolidated set of comments to Consultant in a comment log.

2.3 Analysis Methodology and Assumptions Memorandum

Consultant shall prepare draft and revised Analysis Methodology and Assumptions Memorandum documenting methodology and assumptions for existing conditions, future conditions, and alternatives traffic analysis.

The memorandum must address existing conditions (i.e. seasonal factors used, demographic categories), future conditions (i.e. volume development and post-processing methodology, transit demand), and alternative analysis (i.e. peak hour factors, analysis parameters, calibration, etc.).

The memorandum must include existing and future analysis methodologies to examine transportation network in terms of access to bicycle, pedestrian, and transit mobility and assumptions for Level of Traffic Stress, Qualitative Multimodal Assessment, and Multimodal Level of Service.

Consultant shall process the traffic count data to a common base year, following procedures and methods outlined in the ODOT Analysis Procedure Manual. Consultant shall analyze traffic count information for the peak period, apply seasonal and annual adjustment factors, as appropriate, to develop volumes for the 30th highest hour and the Average Daily Traffic volumes.

Operational analysis for study intersections, regardless of jurisdiction, must include:

- a. Volume-to-Capacity ratio
- b. Level-of-service
- c. Peak hour vehicles
- d. Average daily trips
- e. Delay
- f. 95th percentile queuing
- g. Turning movements

Consultant shall use ODOT operational mobility targets for State facilities and City design standards for City facilities, clarifying required standards and targets when there is different jurisdiction on multiple legs of a single intersection.

Consultant's non- automobile transportation analysis must also include the following:

- a. Inventory of existing sidewalks and bicycle lanes
- b. General condition of existing sidewalks and bicycle facilities
- c. Pedestrian and Bicycle Level of Traffic Stress per the ODOT Analysis Procedure Manual
- d. Qualitative (multimodal) assessment for transit modes per the ODOT Analysis Procedure Manual
- e. A qualitative assessment of transit service and identification of underserved areas
- f. Gaps in intermodal connectivity

Consultant's crash inventory must include the following:

- a. Location;
- b. Crash type and characteristics;
- c. Severity (property damage, injury, or fatality);
- d. Summary review of pedestrian and bicycle crashes; including bicycle or pedestrian present; and
- e. Summary review of fatal and serious injury crashes.

Consultant's data for State highways must include locations of Top 5% or 10% Safety Priority Index System sites.

Consultant shall calculate study intersection crash rates. Intersection crash rates must be compared to critical crash rates based on the method outlined in Part B of the Highway Safety Manual. If a critical crash rate cannot be calculated due to limited data, the published 90th percentile rates in Table 4-1 of the ODOT Analysis Procedure Manual must be used. Consultant shall calculate the segment crash rates and compare to Table II in the statewide Crash Rate Book to identify locations with more crashes than other similar facilities in Oregon.

Consultant shall identify and present crash patterns and potential projects, policies, or studies at intersections that exceed the statewide crash rate performance threshold, for all areas that exceed the critical crash rate, 90th percentile rate, the Table II rate, or are a top 5% or 10% Safety Priority Index System site. Consultant shall identify Crash Modification Factors associated with each countermeasure to provide an estimate of the potential change in crash frequency, based on Crash Modification Factors from the Highway Safety Manual or Federal Highway Administration's online Crash Modification Factor Clearinghouse with a star rating of 3 or better.

All Crash Modification Factors must have consistent volumes and parameters with the TSP analysis.

Summary crash data, including crash rates must be documented. Documentation must consider intersections in the Project Area vicinity, if any, that were under construction at the time counts were conducted.

The no-build scenarios must contain volume-to-capacity ratio, Level of Service, 95th percentile queuing, and turning movements, shown on figures.

Consultant shall submit to and obtain approval of the revised Analysis Methodology and Assumptions Memorandum from TPAU, Region 3 Traffic, and PMT prior to beginning the traffic analysis in Tasks 3 and 4.

2.4 Draft Tech Memo #2: Goals, Objectives, and Evaluation Criteria

Consultant shall prepare Draft Tech Memo #2 to establish the goals, objectives, and evaluation criteria for later use in setting policy and selecting preferred alternatives. Consultant shall review existing transportation policies and compare with Project Objectives to produce a set of Project Goals. Consultant shall draft policy revisions for consideration by City, TAC, and CAC consistent with the community's goals as expressed in the Comprehensive Plan and other relevant adopted plans.

Consultant shall also develop a framework for evaluating the performance of programs and projects identified in the planned modal systems in Tasks 5 and 6. This performance evaluation tool will be critical in helping City understand how to prioritize transportation investments in the years following the adoption of Updated TSP and in identifying transportation solutions for subsequent TSP Updates.

Evaluation Criteria may include:

- Road capacity improvements must include volume to capacity, Level-of-Service, queue length, and qualitative safety benefit.
- Multimodal improvements must include qualitative assessment levels and Level of Traffic Stress.
- System and demand management techniques and measure must include the use of simple factors – elasticities, comparative case study findings, and more qualitative approaches to assess the potential impacts of TDM as appropriate.
- Social benefit, including impact and benefit for disadvantaged and minority groups and impact to cost of housing and transportation.
- Health benefit.
- Access to transit.
- Cost.
- Implementation of policies and projects from Background Documents.
- Mode share.

Consultant shall submit Draft Tech Memo #2 to PMT for review and comment. City shall provide a consolidated set of comments to Consultant in a comment log.

2.5 Final Tech Memo #1

Consultant shall revise Draft Tech Memo #1, incorporating consolidated comments from PMT.

2.6 Revised Tech Memo #2

Consultant shall revise Draft Tech Memo #2, incorporating consolidated comments from PMT.

City Deliverables

- 2a Background Documents (Subtask 2.1)
- 2b Review and Comments on Task 2 Deliverables

Consultant Deliverables

- 2A Draft Tech Memo #1: Plans and Policy Framework (Subtask 2.2)
- 2B Analysis Methodology and Assumptions Memorandum (Subtask 2.3)
- 2C Draft Tech Memo #2: Goals, Objectives, and Evaluation Criteria (Subtask 2.4)
- 2D Final Tech Memo #1 (Subtask 2.5)
- 2E Revised Tech Memo #2 (Subtask 2.6)

TASK 3: EXISTING CONDITIONS

The purpose of this task is to review state, regional and local planning documents relevant to a TSP update and develop the existing conditions inventory and determine system needs.

3.1 Draft Tech Memo #3: Existing Conditions Inventory and Analysis

Consultant shall prepare Draft Tech Memo #3 using 2013 TSP and other information gathered in Task 2 to inventory and assess existing conditions in the Project Area. Draft Tech Memo #3 must include the following:

i. Inventory

Consultant shall update the 2013 TSP inventory of the existing transportation system and the land uses and population within the Project Area. Inventories must be presented in tabular (Excel) and map (GIS) format, as feasible, with a simple and concise accompanying narrative. City shall provide GIS data, where available; where GIS data is not available, data will be provided in an Excel database. Portland State University coordinated population estimates must be used. In accordance with the TSP Guidelines Existing Conditions Inventory, Inventory must include the following elements:

1. Lands and Population Inventory

Consultant shall update the inventory of available lands data to identify existing, planned, and potential land uses, and environmental constraints to development. The Lands and Population Inventory must be consistent with acknowledged comprehensive plans and based on data assembled by City that must include the following:

- a) Vacant and developable land
- b) Zoning, both current and planned
- c) Natural resources and environmental barriers

- d) Key Destinations that are likely destinations for bicyclists and pedestrians, such as schools, parks, commercial centers, and neighborhood centers
- e) Historic and projected population growth patterns
- f) Locations of the following socio-economically sensitive populations:
 - Minority groups (all persons who did not self-identify as white, non-Hispanic);
 - Low-income (persons who earned between 0 and 1.99 times the federal Poverty Level);
 - Elderly persons (persons 65 years of age or older in 2010);
 - Youth (persons 16 years of age or younger in 2010);
 - Non-English speakers (people who stated that they didn't speak any English at all in 2010); and
 - All persons 5 years or older with any type of disability, as available: sensory, physical, mental, self-care, go-outside-the-home or employment.
- g) Evaluate the cost of housing and transportation as a percentage of income across City's demographic spectrum.

2. Roadway System Inventory

Consultant shall update the inventory of existing road system characteristics to establish a baseline for comparison with future needs. Road System Inventory must include the following:

- a) Facility functional classifications for state and local roads;
- b) Jurisdictional responsibility for state and local roads;
- c) Geometry for study intersections (Consultant shall assemble);
- d) Number and width of study intersection lanes (Consultant shall assemble);
- e) Signal locations (Consultant shall assemble);
- f) Posted speed limits;
- g) Pavement types and conditions;
- h) Street locations on the local system;
- i) For state, city, and local streets in downtown or business areas, on-street parking locations and utilization;
- j) Park and ride locations;
- k) Right of way widths;
- l) Intelligent Transportation System facilities;
- m) Intermodal connections and facilities;
- n) National, state, regional, and local freight and motor carrier routes;
- o) National highway system facilities; and
- p) Americans with Disabilities Act accessible public sidewalk impediments (such as driveway aprons, ramps, and public sidewalks).

3. Public Transportation Inventory

Consultant shall update the inventory of the public transportation system including but not limited to the following:

- a) Existing routes, circulation, schedules, and frequency;
- b) Location of bus stops and stop amenities;
- c) Connectivity with transit facilities, including RVTB and other agencies providing service in the Project Area;
- d) Identify on-demand/door-to-door transit services in the region; and
- e) Paratransit service, including demand and accessibility.

4. Rail Inventory

Consultant shall update the inventory of rail system characteristics based on data Consultant collects from the railroads or the ODOT Rail Division, including but not limited to the following:

- a) Type of service (freight);
- b) Owner and operator of rail line;
- c) Location of rail lines and terminals;
- d) Proximity to the highway;
- e) Classification of the lines;
- f) Number of trains and schedule;
- g) Industries served and commodities handled;
- h) Track conditions;
- i) Train speeds; and
- j) Crossing locations and known issues.

5. Air Transport Inventory

Consultant shall summarize the inventory of air transportation system characteristics using Ashland Airport Master Plan (adoption pending), including but not limited to the following:

- a) Type of service (passenger or freight, commercial or recreational);
- b) Volume;
- c) Location of airport, airport runways, and key destinations for air traffic;
- d) Implications for nearby land uses;
- e) Industries served and commodities handled;
- f) Runway conditions; and
- g) Runway Protection Zones.

6. Bicycle and Pedestrian Inventory

Consultant shall update inventory of bicycle and pedestrian system to provide a comprehensive portrait of multi-modal infrastructure and overall connectivity and access within the Project Area, including but not limited to the following:

- a) Bicycle facility types, locations, geometry, and condition;
- b) Pedestrian facility types, locations, geometry, and condition;
- c) Crosswalk locations, crosswalk treatments, and condition;
- d) Consistency of facilities with state and local standards; and
- e) Location and trip characteristics of major bicycle and pedestrian generators.

7. Freight Generators Inventory

Consultant shall update inventory of the major freight generators in the Project Area. Freight generators are the industrial areas, distribution centers, truck terminals and businesses that ship or receive a significant amount of freight. The Freight Generators Inventory is expected to be based on Chamber of Commerce and Oregon Employment Department data assembled by City and must include the following:

- a) Location of at grade crossings with other transportation modes;
- b) Location of above- or below-grade crossings with other transportation modes;
- c) General information and mapped location of major freight generators;
- d) Major commodities shipped or received;
- e) Intermodal facilities; and
- f) Connector roads connecting to intermodal facilities or to major freight generators.

8. Funding Inventory

Consultant shall prepare a summary of current and historical transportation funding. City shall provide Consultant with currently available funding information, including the following:

- a) Transportation revenues received from the State;
- b) Local transportation revenues; and
- c) System Development Charges and other revenue from development.

City shall provide Consultant with a history in electronic format of all existing revenue streams with a ten-year history of trends.

ii. Existing System Conditions Analysis

Consultant shall analyze existing conditions and identify deficiencies of the transportation system based on ODOT Analysis Methodology and Assumptions Memorandum. Consultant's analysis must include the following:

1. Traffic Counts

Consultant shall conduct traffic counts at up to twenty (20) study intersections during the weekday evening (2:00 to 6:00 PM) peak period in a standardized format. The final list of study intersections will be determined following Major Task 1.

2. Intersection Operations Analysis

Consultant shall perform traffic analysis of City's transportation system and identify existing deficiencies.

3. Non-Automobile Transportation Analysis

Consultant shall perform analysis of primary non-motorized transportation on collector and arterial roadways. Consultant's analysis must include availability of sidewalks, bicycle facilities, transit routes and facilities, and gaps in primary routes and intermodal opportunities based on available GIS data and online mapping.

4. Crash Analysis

Consultant shall obtain the most recent available five years of complete crash data from ODOT's Crash Analysis and Reporting Unit in the Project Area. Consultant shall assemble an inventory and identify crash patterns in the history of collisions on the transportation system among all users (for example, trucks, autos, pedestrians, and bicyclists).

5. Access Management Analysis

Consultant shall identify existing access management standards as defined in OAR 734-051. Consultant shall review City standards and review existing City arterials and collectors adjacent to study intersections identifying general corridor areas with driveways that are non-compliant.

6. Environmental Justice Analysis

Consultant shall utilize PICP maps and text, to prepare environmental justice analysis to identify needs and to avoid undue adverse impacts when examining future projects and needs.

Consultant shall submit initial Draft Tech Memo #3 to PMT for review and comment. Consultant shall prepare and submit revised Draft Tech Memo #3 to the TAC and CAC one week prior to TAC and CAC Meetings #1 after receiving comments from the PMT.

3.2 TAC Meeting #1

City shall arrange and Consultant shall conduct TAC Meeting #1. The purpose of TAC Meeting #1 is to provide an orientation to the Project, outline the plan and policy context for the Project as summarized in Final Tech Memo #1, consider the draft Project goals, objectives, and evaluation criteria in Revised Tech Memo #2, review the existing conditions in Draft Tech Memo #3, and provide a timeline of TAC meetings and key project milestones. Consultant shall prepare a written meeting schedule, written agenda, and other supporting materials for TAC Meeting #1 and meeting minutes afterwards.

3.3 CAC Meeting #1

City shall arrange and Consultant shall conduct CAC Meeting #1. The purpose of CAC Meeting #1 is to provide an orientation to the Project, outline the plan and policy context for the Project as summarized in Final Tech Memo #1, consider the draft Project goals, objectives, and evaluation criteria in Revised Tech Memo #2, review the existing conditions in Draft Tech Memo #3, and provide a timeline of CAC

meetings and key project milestones. Consultant shall prepare a written meeting schedule, written agenda, and other supporting materials for CAC Meeting #1 and meeting minutes afterwards.

3.4 Task 3 Publicity

Consultant shall prepare Task 3 Publicity to provide information regarding the Project in a variety of methods to encourage public participation. Publicity must include:

1. Project Newsletter #1

Project Newsletter #1 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall distribute Project Newsletter #1 in City's utility bills and share on its social media accounts to promote the open house.

2. Project Flyer #1

Project Flyer #1 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall place Flyer #1 at high-traffic areas to promote the open house. Consultant shall post Flyer #1 to the Project Website.

3. News Release

News release must announce the open house. Consultant shall produce and purchase print advertising for the news release to provide notice for the open house. Consultant shall place news release in local newspapers of record. Consultant shall also provide news release to community papers, city newsletters, community calendars, or similar publications in the Project Area. City shall post news release on its social media accounts.

4. Stakeholder Emails

Five separate Stakeholder Emails distributed by City to recipients in the stakeholder database to include the following subject areas:

- CAC Meeting #1,
- Project Newsletter #1,
- Announce the in-person Open House and Workshop #1, and
- Online Open House #1 as well as pertinent information regarding next steps.

Consultant shall submit draft Task 3 Publicity materials to PMT for review and make revisions to address comments.

3.5 Community and Small Group Briefing #1

City shall arrange and conduct Community and Small Group Briefing #1 to meet with identified stakeholders with common interests (i.e., the same geographic area, businesses, and church groups) as identified in the Task 1 PICP to update them on the Project and obtain their input on Project goals and

existing conditions. Community and Small Group Briefing #1 is anticipated to be one hour in duration. City shall produce a PowerPoint for Community and Small Group Briefing #1. PMT shall review draft PowerPoint and provide comments to City prior to Community and Small Group Briefing #1. Consultant shall review PowerPoint and provide comments to City.

3.6 Open House and Workshop #1

City shall arrange and Consultant shall conduct Open House and Workshop #1 to offer input on the goals and policies of the Updated TSP and existing conditions. Consultant shall prepare written handouts, display boards, and other visual media to facilitate public opportunity and provide to City in advance of meeting for review and revision. Consultant shall prepare an open house and workshop handout, sign in sheets, comment forms, and provide an open house and workshop comment summary. City shall provide location arrangements and logistics and promote the event on its social media accounts.

3.7 Online Open House #1

Consultant shall upload Open House and Workshop #1 materials to the Project Website and encourage the use of the interactive map to provide comments. Consultant shall prepare summary of comments received.

3.8 Final Tech Memos #2 and #3

Consultant shall revise Draft Tech Memos #2 and #3 incorporating comments from TAC Meeting #1, Community and Small Group Briefing #1, Open House and Workshop #1, and Online Open House #1 within one week after Open House and Workshop #1. Consultant shall post Final Tech Memos #2 and #3 to Project Website and provide to PMT within two weeks of receiving comments.

City Deliverables

- 3a Draft Tech Memo #3 - Inventory Documents (Subtask 3.1)
- 3b TAC Meeting #1 (Subtask 3.2)
- 3c CAC Meeting #1 (Subtask 3.3)
- 3d Distribution of Task 3 Publicity materials (Subtask 3.4)
- 3e Community and Small Group Briefing #1 (Subtask 3.5)
- 3f Open House and Workshop #1 (Subtask 3.6)
- 3g Review and Comments on Task 3 Deliverables

Consultant Deliverables

- 3A Draft Tech Memo #3: Existing Conditions Inventory and Analysis (Subtask 3.1)
- 3B TAC Meeting #1 (Subtask 3.2)
- 3C CAC Meeting #1 (Subtask 3.3)
- 3D Task 3 Publicity (Subtask 3.4)
- 3E Comments on Community and Small Group Briefing #1 PowerPoint (Subtask 3.5)
- 3F Open House and Workshop #1 (Subtask 3.6)
- 3G Online Open House #1 (Subtask 3.7)
- 3H Final Tech Memos #2 and #3 (Subtask 3.8)

TASK 4: FUTURE CONDITIONS

The purpose of this task is to analyze future multimodal travel demand and identify gaps and deficiencies within the transportation infrastructure. Future needs shall be based on population and employment forecasts and distributions shall be consistent with the comprehensive plan with a 20-year forecast from expected date of TSP adoption.

4.1 Draft Tech Memo #4: Future Systems Conditions

Consultant shall prepare initial and revised Draft Tech Memo #4, an assessment of land use and future transportation system conditions in the Project Area under a “no-build” scenario. Consultant shall rely only on completed transportation improvements and planned transportation improvements that have an identified and committed funding source, in preparing the “no-build” scenario (for example, are in the Statewide Transportation Improvement Program).

Draft Tech Memo #4 must include the elements listed below:

1. Population and Employment Forecasts

Consultant shall summarize the future population and employment data.

2. Future No-Build Scenario

Consultant shall prepare traffic analysis, qualitative multimodal assessment of transit and Bicycle and Pedestrian Level of Traffic Stress under a no-build scenario for automobile and non-automobile transportation.

3. Future Deficiencies

Consultant shall identify projected future transportation system deficiencies for all transportation modes. Deficiencies include both the failure to meet measurable standards identified in Task 2 Analysis Methodology and Assumptions Memorandum, and the failure to satisfy the goals, objectives, and evaluation criteria identified in Tech Memo #2.

Consultant shall clearly describe each deficiency. Consultant shall also include future needs determination based on standards and targets identified in the Oregon Transportation Plan and associated statewide modal and topic plans.

Consultant shall submit Draft Tech Memo #4 to PMT, Region 3 Traffic, and TPAU for review and comment. City shall submit comments to Consultant. Consultant shall prepare and submit a revised Tech Memo #4 to the TAC and CAC one week prior to TAC and CAC Meeting #2.

City Deliverables

4a Review and Comment on Task 4 Deliverables

Consultant Deliverables

4A Draft Tech Memo #4: Future Systems Conditions (Subtask 4.1)

TASK 5: SOLUTIONS DEVELOPMENT AND EVALUATION

The purpose of this task is to develop and evaluate solutions that are consistent with the purpose, goals, objectives and performance measures (criteria) established in Task 2.

5.1 Draft Tech Memo #5: Alternatives Analysis

Consultant shall prepare initial and revised Draft Tech Memo #5 identifying up to three alternative solution packages that address the identified deficiencies and needs. Alternatives must address the standards, goals, and objectives identified in Tech Memo 2. Consultant shall coordinate with City to solicit comments from TPAU and ODOT's Region 3 Traffic regarding the potential of the solution packages and recommended improvements on ODOT's facilities.

Consultant shall provide an evaluation matrix for the alternative solution packages, utilizing the evaluation criteria identified in Tech Memo #2.

Consultant shall estimate conceptual construction and operational costs for alternative solution packages. Cost estimates must be planning-level cost estimates, based on year 2020 dollars, and referenced to appropriate escalation factors.

Draft Tech Memo #5 must include the elements listed below:

1. Identification of Auto-Related Alternatives

Consultant shall prepare proposed solutions to identified deficiencies for automotive traffic. Consultant shall make a list of recommended changes to street classifications, with supporting rationale.

2. Access Management and Spacing

Consultant shall recommend future access management strategies and identify opportunities to improve access management on City streets, as well as recommend strategies to adjust current access points based on the OAR Chapter 734 Division 051, and City access goals and ordinances. Specific driveway closures will not be recommended in the Updated TSP.

3. Bicycle and Pedestrian Connectivity

Consultant shall recommend connectivity, safety, access, and comfort improvements to City's existing bicycle and pedestrian network, particularly routes that connect to schools, parks and commercial centers. Consultant shall recommend future bicycle and pedestrian network extensions within the Project Area or connecting to existing facilities in adjacent areas.

Consultant shall incorporate the existing multi-use trails system and park trail system plans into the planned system. Consultant shall provide recommendations to improve connectivity to the existing multi-use trails system and identify potential future connectivity to multi-use trail system locations within and adjacent to the Project Area.

4. Transit

Consultant shall recommend connectivity, frequency, and accessibility improvements to RVTDS' existing transit routes and facilities and recommend future transit routing extensions into and beyond the Project Area.

5. Intermodal Route Connectivity

Consultant shall recommend intermodal connectivity improvements between City's existing bicycle and pedestrian networks, as well as any existing or planned transit facilities. Consultant shall recommend future bicycle, pedestrian, and transit network improvements into and beyond the Project Area in a way that supports intermodal connectivity.

6. Freight

Consultant shall identify the major freight issues in the Project Area including accessibility, mobility, safety and freight passage through, into, and from City with an emphasis on intermodal connections. Consultant shall recommend freight route improvements (including rail) to the existing transportation system and future freight route improvements to accommodate future land use and transportation system changes. This task includes identifying problem areas such as access issues, roadway constraints, turning radii at intersections, vertical clearance constraints and truck loading zone issues.

7. Air

Consultant shall discuss recommendations developed in the Ashland Airport Master Plan (adoption pending) and the implications for land uses and transportation in Ashland. Consultant shall provide recommendations for ongoing coordination with the Airport and Oregon Department of Aviation.

8. Safe Routes To Schools

Consultant shall identify potential alternative connective routes, facility enhancements, and crossing treatments that would improve student safety when walking or biking to school. Consultant shall document these identified alternatives, enhancements, and treatments in a format that can be integrated into the Updated TSP and that can also be crafted to address the needs of future "Safe Routes to Schools" programs. Consultant shall identify school siting and site design factors, as well as student transportation policies, which enhance accessibility for pedestrians, bicyclists, and transit users.

9. Safety

Consultant shall identify study intersections or segments where countermeasures could be applied to reduce crash frequency to mitigate increases in crashes associated with increased traffic volume or future roadway projects.

10. Local Street Connectivity and Extension Plan

Consultant shall prepare a list of local street alignment and connectivity improvements in several areas of the Project Area where the local street alignment influences future development of these

areas, consistent with City's local street grid pattern. Consultant shall depict future local street connections in these areas on a map and in text.

11. Emerging Transportation Technologies

Consultant shall assess the range of emerging transportation technologies (ridesharing, autonomous vehicles, bike- and scooter-share programs, and the like) that are likely to be implemented in Project Area during the planning horizon. Such technologies shall be identified as discrete projects, policies, and programs.

12. Funding Programs

Consultant shall prepare a comprehensive list of funding options for consideration by City. Funding options section must include a summary of historic, existing, and future City transportation funding sources. Funding options must include all funding sources available to City in a matrix form, and a brief narrative explaining each option.

Consultant shall prepare a future transportation funding plan based on the current and historic transportation funding information in Tech Memo #3 and consistent with Step 15 of Transportation System Planning Guidelines 2018 and ODOT directive, PB-03, Financial Feasibility in System Planning. Consultant shall obtain projected transportation funding and revenue from City.

13. Development Code Amendments

Consultant shall prepare a list of amendments to City's development code to implement the audit of City's Zoning Ordinance in Task 2 to comply with OAR 660-012-0045.

14. Transportation Demand Management

Consultant shall prepare a list of transportation demand management strategies. Strategies must offer sustainable solutions to help create a multi-modal transportation environment.

Consultant shall submit Draft Tech Memo #5 to PMT for review and comment. Consultant shall prepare and submit a revised version of Draft Tech Memo #5 to the TAC and CAC one week prior to TAC and CAC Meetings #2.

5.2 TAC Meeting #2

City shall arrange and Consultant shall conduct TAC Meeting #2. The purpose of TAC Meeting #2 is to review and discuss the future baseline transportation conditions in Draft Tech Memo #4 and the alternative solution packages and their performance evaluation in Draft Tech Memo #5. Consultant shall prepare meeting schedule, agendas, and supporting materials for TAC Meeting #2 and meeting minutes afterwards.

5.3 CAC Meeting #2

City shall arrange and Consultant shall conduct CAC Meeting #2. The purpose of CAC Meeting #2 is to review and discuss the future baseline transportation conditions in Draft Tech Memo #4 and the

alternative solution packages and their performance evaluation in Draft Tech Memo #5. Consultant shall prepare meeting schedule, agendas, and supporting materials for CAC Meeting #2 and meeting minutes afterwards.

5.4 Task 5 Publicity

Consultant shall prepare Task 4 Publicity to provide information regarding the Project in a variety of methods to encourage public participation. Publicity must include:

1. Project Newsletter #2

Project Newsletter #2 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall distribute Project Newsletter #2 in City's utility bills and share on its social media accounts.

2. Project Flyer #2

Project Flyer #2 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall place Flyer #2 at high-traffic areas to promote the open house. Consultant shall post Flyer #2 to the Project Website.

3. News Release

News release must announce the open house. Consultant shall produce and purchase print advertising for the news release to provide notice for the open house. Consultant shall place news release in local newspapers of record. Consultant shall also provide news release to community papers, city newsletters, community calendars, or similar publications in the Project Area. City shall post news release on its social media accounts.

4. Stakeholder Emails

Five separate Stakeholder Emails distributed by City to recipients in the stakeholder database to include the following subject areas:

- CAC Meeting #2,
- Project Newsletter #2,
- Announce the in-person Open House and Workshop #2, and
- Online Open House #2 as well as pertinent information regarding next steps.

Consultant shall submit draft Task 5 Publicity materials to PMT for review and make revisions to address comments.

5.5 Community and Small Group Briefings #2

City shall arrange and conduct Community and Small Group Briefing #2 to meet with identified stakeholders with common interests (i.e., the same geographic area, businesses, and church groups) as identified in the Task 1 PICP to update them on the Project and obtain their input on alternative solution

packages to meet deficiencies. Community and Small Group Briefing #2 is anticipated to be one hour in duration. City shall produce a PowerPoint for Community and Small Group Briefing #2. Consultant shall review PowerPoint and provide comments to City.

5.6 Open House and Workshop #2

City shall arrange and Consultant shall conduct Open House and Workshop #2 to offer input on alternative packages to address deficiencies. Consultant shall prepare written handouts, display boards, and other visual media to facilitate public opportunity and provide to City in advance of meeting for review and revision. Consultant shall prepare an Open House and Workshop #2 handout, sign in sheets, comment forms, and provide an open house and workshop comment summary. City shall provide location arrangements and logistics and promote the event on its social media accounts.

5.7 Online Open House #2

Consultant shall upload Open House and Workshop #2 materials to the Project Website and encourage the use of the interactive map to provide comments. Consultant shall prepare summary of comments received.

5.8 Final Tech Memos #4 and #5

Consultant shall revise Draft Tech Memos #4 and #5 incorporating comments received from TAC Meeting #2, CAC Meeting #2, Community and Small Group Briefing #2, Open House and Workshop #2 and Online Open House #2. Consultant shall post Final Tech Memos #4 and #5 to Project Website and provide Final Tech Memos #4 and #5 to PMT within two weeks of receiving comments.

City Deliverables

- 5a TAC Meeting #2 (Subtask 5.2)
- 5b CAC Meeting #2 (Subtask 5.3)
- 5d Task 5 Publicity (Subtask 5.4)
- 5e Community and Small Group Briefing #2 (Subtask 5.5)
- 5f Open House and Workshop #2 (Subtask 5.6)
- 5g Review and Comment on Task 4 Deliverables

Consultant Deliverables

- 5A Draft Tech Memo #5: Alternatives Analysis and Funding Program (Subtask 5.1)
- 5B TAC Meeting #2 (Subtask 5.2)
- 5C CAC Meeting #2 (Subtask 5.3)
- 5D Task 5 Publicity (Subtask 5.4)
- 5E Comments on Community and Small Group Briefing #2 PowerPoint (Subtask 5.5)
- 5F Open House and Workshop #2 (Subtask 5.6)
- 5G Online Open House #2 (Subtask 5.7)
- 5HI Final Tech Memos #4 and #5 (Subtask 5.8)

TASK 6: FUNDING PROGRAM

The purpose of this task is to identify revenue streams both existing and anticipated that will support proposed projects and programs.

6.1 Draft Tech Memo #6: Preferred Alternatives

Consultant shall prepare initial and revised Draft Tech Memo #6, identifying preferred and cost-constrained alternatives based on earlier Tech Memos, the 2013 TSP, and input received from the PMT, TAC, CAC and public. Draft Tech Memo #6 must include the elements listed below:

1. Selection of Preferred Alternatives

Consultant shall identify a preferred alternative for each deficiency or need and, if different, a cost-constrained alternative taking into account the revenue forecast for each deficiency or need, consistent with Step 15 of Transportation System Planning Guidelines 2018. Identification of alternatives must include, in addition to those elements required by the Transportation Planning Rules, the following elements:

- a) Projects necessary to reduce transportation barriers to key development and redevelopment areas.
- b) Corridor improvement needs.
- c) Access management strategies for City, County, and State arterials and collectors.
- d) Identification of improvements that could be incorporated into a future "Safe Routes to Schools" plan, including school siting, site planning, and student transportation policies.
- e) Planning-level cost estimates referenced to an appropriate escalation factor for updates.
- f) A list of features needing approval (e.g., marked crosswalks on State Highways)

Preferred improvements to ODOT's facilities must be coordinated with ODOT's Region 3 Traffic.

2. Future Transportation Funding Plan

Consultant shall prepare a future transportation funding plan based on the current and historic transportation funding information in Tech Memo #3 and consistent with Step 15 of Transportation System Planning Guidelines 2018 and ODOT Directive PB-03, Financial Feasibility in System Planning.

3. Project Prioritization Tool

The preferred alternatives shall be prioritized based on how well they meet the goals, objectives, and evaluation criteria developed in Task 2 as well as other criteria as identified by the PMT. Consultant shall format the prioritization tool so that it can be used by the City to reevaluate priorities overtime.

Consultant shall submit initial Draft Tech Memo #6 to PMT in electronic format for review and comment. Consultant shall prepare and submit a revised Draft Tech Memo #6 to the TAC one week prior to TAC Meeting #3.

6.2 TAC Meeting #3

City shall arrange and Consultant shall conduct TAC Meeting #3. The purpose of TAC Meeting #3 is to discuss proposed preferred alternatives and funding plan in Draft Tech Memo #6. Consultant shall prepare the meeting schedule, written agendas, and supporting materials for TAC Meeting #3 and shall prepare meeting minutes afterwards.

6.3 CAC Meeting #3

City shall arrange and Consultant shall conduct CAC Meeting #3. The purpose of CAC Meeting #3 is to discuss proposed preferred alternatives and funding plan in Draft Tech Memo #6. Consultant shall prepare the meeting schedule, written agendas, and supporting materials for CAC Meeting #3 and shall prepare meeting minutes afterwards.

6.4 Task 6 Publicity

Consultant shall prepare Task 6 Publicity to provide information regarding the Project in a variety of methods to encourage public participation. Publicity must include:

4. Project Newsletter #3

Project Newsletter #3 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall distribute Project Newsletter #3 in City's utility bills and share on its social media accounts.

5. Project Flyer #3

Project Flyer #3 must include a Project introduction and include logistical information on the open house and online open house, schedule, and other relevant Project information. City shall place Flyer #3 at high-traffic areas to promote the open house. Consultant shall post Flyer #3 to the Project Website.

6. News Release

News release must announce the open house. Consultant shall produce and purchase print advertising for the news release to provide notice for the open house. Consultant shall place news release in local newspapers of record. Consultant shall also provide news release to community papers, city newsletters, community calendars, or similar publications in the Project Area. City shall post news release on its social media accounts.

7. Stakeholder Emails

Five separate Stakeholder Emails distributed by City to recipients in the stakeholder database to include the following subject areas:

- CAC Meeting #3,
- Project Newsletter #3,
- Announce the in-person Open House and Workshop #3, and
- Online Open House #3 as well as pertinent information regarding next steps.

Consultant shall submit draft Task 6 Publicity materials to PMT for review and make revisions to address comments.

6.5 Community and Small Group Briefings #3

City shall arrange and conduct Community and Small Group Briefing #3 to meet with identified stakeholders with common interests (i.e. the same geographic area, businesses, church groups) as identified in the PICP to update them on the Project and obtain input on proposed preferred alternatives and funding plan. Community and Small group Briefing #3 is anticipated to be one hour in duration. City shall produce a PowerPoint for the Community and Small Group Briefing #3. Consultant shall review PowerPoint and provide comments to City.

6.6 Open House and Workshop #3

City shall arrange and Consultant shall conduct Open House and Workshop #3 to offer input on proposed preferred alternatives and funding plan. Consultant shall prepare written handouts, display boards, and other visual media to facilitate public opportunity and provide to City in advance of meeting for review and revision. Consultant shall prepare an Open House and Workshop #3 handout, sign in sheets, comment forms, and provide an open house and workshop comment summary. City shall provide location arrangements and logistics and promote the event on its social media accounts.

6.7 Online Open House #3

Consultant shall upload Open House and Workshop #3 materials to the Project Website and encourage the use of the interactive map to provide comments. Consultant shall prepare summary of comments received.

6.8 Joint Planning Commission and City Council Work Session #1

City shall arrange and Consultant shall conduct Joint Planning Commission and City Council Work Session #1. The purpose of Planning Commission and City Council Work Session #1 is to discuss proposed preferred alternatives and funding plan in Draft Tech Memo #6. Consultant shall prepare the meeting schedule, written agendas, and supporting materials and meeting summary afterwards. City shall prepare legally required minutes.

6.9 Final Tech Memo #6

Consultant shall revise Draft Tech Memo #6 incorporating Task 5 comments. Consultant shall post Final Tech Memo #6 to Project Website and provide to PMT within two weeks of receiving comments.

City Deliverables

- 6a TAC Meeting #3 (Subtask 6.2)
- 6b CAC Meeting #3 (Subtask 6.3)
- 6d Task 6 Publicity (Task 6.4)
- 6e Community and Small Group Briefings #3 (Subtask 6.5)

- 6f Open House and Workshop #3 (Subtask 6.6)
- 6g Joint Planning Commission and City Council Work Session #1 (Subtask 6.8)
- 6h Review and Comment on Task 6 Deliverables

Consultant Deliverables

- 6A Draft Tech Memo #6: Preferred Alternatives (Subtask 6.1)
- 6B TAC Meeting #3 (Subtask 6.2)
- 6C CAC Meeting #3 (Subtask 6.3)
- 6D Task 6 Publicity (Subtask 6.4)
- 6E Comments on Community and Small Group Briefing #3 PowerPoint (Subtask 6.5)
- 6F Open House and Workshop #3 (Subtask 6.6)
- 6G Online Open House #3 (Subtask 6.7)
- 6H Joint Planning Commission and City Council Work Session #1 (Subtask 6.8)
- 6I Final Tech Memo #6 (Subtask 6.9)

TASK 7: FINAL DOCUMENTATION

The purpose of this task is to compile all technical documents created into a final comprehensive document that will shape the transportation system throughout the planning period. The document should be inclusive of all modes and describe a cohesive link between them and the transportation network.

The City of Ashland would like the fiscally constrained plan to account for transportation network improvements that are cohesive and provide a complete benefit to all modes when and if possible. In addition, recommended improvements need to account for other planned infrastructure projects (water, storm, sewer, roadway maintenance) within the City's adopted 20-year capital improvement program. The final plan should document improvements that when feasible serve all modes along with the network area they benefit.

6.1 Draft Updated TSP

Consultant shall prepare initial and revised Draft Updated TSP updating 2013 TSP and incorporating earlier Tech Memos #1 – #6 and the additional comments received. Draft Updated TSP must include the following:

- A. Maps showing each updated future network and a comprehensive map showing all networks;
- B. Prioritized list of multi-modal projects with planning-level cost estimates, including escalation factor estimates;
- C. Project summary prospectus sheets, including Project costs, location map, and cross-section;
- D. Funding strategy for near term fiscally constrained projects throughout the Project Area and planning horizon; and
- E. Access spacing standards

Draft Updated TSP must summarize the following in either the report body or appendix:

- i. Transportation System Summary
 - Inventory of entire transportation system for all modes of travel.
- ii. Transportation Goals, Plans, and Policy Framework
 - Survey of state, regional, and local plans, policies, rules and regulations; identify relationships, conflicts, and discrepancies within and between these documents.
 - Goals and objectives supporting the community's vision.
 - A discrete, actionable set of policies which capture the opportunities and strategies supporting an Updated TSP and otherwise reflect the intent of Goal 12 "to provide and encourage a safe, convenient, and economical transportation system."
- iii. Existing Conditions
 - Analysis of existing traffic conditions for all modes of travel: volumes, Level-of-Service, turning movements, queuing, mobility, and safety for all through streets and intersections. Areas of significant queuing or traffic safety concerns.
- iv. Future Demand and Land Use
 - Existing and future land uses to estimate traffic generation in the community, as well as future through traffic. Trip distribution, including estimates of trip ends per land use type, total annual trip ends.
- v. Safety Plan
 - A Safety Plan that aligns with current goals in the Oregon Transportation Safety Action Plan and identifies cost-effective opportunities to obtain programed safety funds (e.g., Highway Safety Improvement Program funding, Safe Routes to Schools) to reduce fatal and serious injury crashes through the ODOT All Roads Transportation Safety Program. This must include systemic applications which may be viable with a demonstrated benefit cost ratio (e.g., bike and pedestrian).
- vi. Pedestrian Plan
 - A Pedestrian Plan aligned with current intermodal policy goals.
 - Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety and gaps in the pedestrian network. Special emphasis must be placed on connectivity among primary pedestrian facilities and intermodal linkages.
 - Comprehensive and prioritized list of improvements, including itemized planning-level cost estimates.
- vii. Bicycle Plan

- A Bicycle Plan aligned with current intermodal policy goals.
- Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety and gaps in the bicycle network.
- Comprehensive and prioritized list of improvements, including itemized planning-level cost estimates.

viii. Transit Plan

- Examination and analysis of existing facilities. Recommendations for improvements and design standards. Focus on safety, gaps in the system and intermodal linkages with the pedestrian and bicycle networks.
- Comprehensive and prioritized list of improvements, including itemized planning-level cost estimates.
- Analysis and recommended improvements must reflect current intermodal policy goals.

ix. Motor Vehicle Plan (including Transportation System Management and Truck Freight Plan)

- Proposed changes and improvements to best accommodate vehicle traffic within the existing constraints and long-term vision of City.
- Focus on impacts to businesses.
- Potential to add pedestrian improvements.
- Comprehensive and prioritized list of improvements, including itemized planning-level cost estimates.

x. Other Modes Plan (Air, Rail and Pipeline)

- Survey of other transportation modes.
- Incorporate pertinent elements of the Ashland Airport Master Plan.

xi. Funding and Implementation

- Examination of historic funding sources and potential future funding sources.

Consultant shall submit Draft Updated TSP to PMT in electronic format for review and comment. Consultant shall revise Draft Updated TSP based on City comments. Consultant shall prepare and submit a revision to the TAC and CAC one week prior to Joint TAC and CAC Meeting #4.

6.2 Draft Implementing Ordinances

As consistent with TGM guidance documents, Consultant shall prepare initial and revised Draft Implementing Ordinances, specifically amendments to City's Development Ordinance, necessary for implementing the Draft Updated TSP and its policies and recommendations. Amendments are expected to include:

- Street-width standards with the goal of narrowing streets for safety and economy.
- Right-size parking standards, looking for opportunities to decrease them.

- Traffic Impact Analysis requirements, which may reference ODOT standards or requirements of other similar cities in Oregon.
- State transportation planning requirements, including findings for the Transportation Planning Rules, to support adoption of Draft Updated TSP by City.

Consultant shall submit revised Draft Implementing Ordinances to the PMT. Consultant shall prepare a revision based on City and APM comments and submit to the TAC and CAC one week prior to Joint TAC and CAC Meeting #4.

6.3 Draft Findings

City shall prepare Draft Findings addressing local ordinance requirements to support adoption of the Draft Updated TSP by City and provide to PMT.

6.4 Advertising and Media

Consultant shall prepare a draft news release announcing updates on the Project, Joint TAC and CAC Meeting #4 and Draft Updated TSP for City finalization and distribution. Consultant shall produce and purchase print advertising for the news release to provide notice for the adoption hearings. Consultant shall place news release in local newspapers of record. Consultant shall also provide news release to community papers, city newsletters, community calendars or similar publications in smaller markets in the Project area. City shall post Advertisements on their social media accounts.

6.5 Stakeholder Emails

Consultant shall prepare up to three stakeholder emails to the stakeholder database to provide updates on the Project, Joint TAC and CAC Meeting #4 and Draft Updated TSP.

6.6 Joint TAC and CAC Meeting #4

City shall arrange and Consultant conduct Joint TAC and CAC Meeting #4. The purpose of Joint TAC and CAC Meeting #4 is to review and discuss the Draft Updated TSP and Draft Implementing Ordinances. Consultant shall prepare a meeting schedule, a written agenda, and supporting materials and meeting minutes afterwards.

6.7 Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings

Consultant shall revise the Draft Updated TSP, Draft Implementing Ordinances, and Draft Findings, incorporating comments received from the PMT, TAC and CAC.

6.8 Department of Land Conservation and Development Notice

City shall submit a copy of the Adoption Draft Updated TSP and Draft Implementing Ordinances to the Department of Land Conservation and Development at least 35 days prior to the first evidentiary hearing as directed by Oregon Revised Statutes 197.610 and OAR 660-018-0020.

City Deliverables

- 6a Draft Findings (Subtask 6.3)
- 6b Advertising and Media (Subtask 6.4)
- 6c Joint TAC and CAC Meeting #4 (Subtask 6.6)
- 6d Department of Land Conservation and Development Notice (Subtask 6.8)
- 6e Review and Comment on Task 6 Deliverables

Consultant Deliverables

- 6A Draft Updated TSP (Subtask 6.1)
- 6B Draft Implementing Ordinances (Subtask 6.2)
- 6C Advertising and Media (Subtask 6.4)
- 6D Stakeholder Emails (Subtask 6.5)
- 6E Joint TAC and CAC Meeting #4 (Subtask 6.6)
- 6F Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances and Final Findings (Subtask 6.7)

3.2.8 MAJOR TASK 8: ADOPTION PROCESS

The purpose of this task is to navigate the adoption process through public hearings at the Planning Commission and City Council levels.

7.1 Joint Planning Commission and City Council Work Session #2

City shall arrange and conduct the Joint Planning Commission and City Council Work Session #2 for presentation of the Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings. Consultant shall attend Joint Planning Commission and City Council Work Session #2 to present documents and answer questions.

7.2 Planning Commission Hearing

City shall arrange and conduct the Planning Commission Hearing for consideration of the Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings. Consultant shall attend hearing to present documents and answer questions.

7.3 City Council Hearing

City shall arrange and conduct City Council Hearing for consideration of Adoption Draft Updated TSP, Adoption Draft Implementing Ordinances, and Final Findings for approval and adoption. Consultant shall attend hearing to present documents and answer questions.

7.4 Final Updated TSP and Final Implementing Ordinances

Consultant shall revise the Adoption Draft Updated TSP and Final Implementing Ordinances to reflect City Council actions. Consultant shall submit three bound "hard" copies and one electronic copy of the Final Updated TSP and Final Implementing Ordinances to City. City shall submit electronic copies of the

adopted Final Updated TSP and Final Implementing Ordinances to the Department of Land Conservation and Development. Consultant shall submit one bound “hard” copy and one electronic copy of the Final Updated TSP and Final Implementing Ordinances to ODOT.

7.5 Public and Stakeholder Involvement and Communications Summary Report

Consultant shall prepare draft and final Public and Stakeholder Involvement and Communications Summary Report to summarize the activities, their effectiveness, and lessons learned of the following:

- Committee meetings
- Public meetings and open houses
- Community and small group briefings
- Stakeholder Database
- Comment Log summary and key public issues
- Project Website analytics

Consultant shall submit draft Public and Stakeholder Involvement and Communications Summary Report to City and APM for review and make revisions to address comments.

7.6 Title VI Report

City shall prepare and submit to ODOT a report delineating Title VI activities, and documenting Project processes and outreach for all low income, race, gender, and age groups.

City Deliverables

- 7a Joint Planning Commission and City Council Work Session #2 (Subtask 7.1)
- 7b Planning Commission Hearing (Subtask 7.2)
- 7c City Council Hearing (Subtask 7.3)
- 7d Submit Final Updated TSP and Final Implementing Ordinances to DLCD (Subtask 7.4)
- 7e Review and Comment on Public and Stakeholder Involvement and Communications Summary Report (Subtask 7.5)
- 7f Title VI Report (Subtask 7.6)

Consultant Deliverables

- 7A Joint Planning Commission and City Council Work Session #2 (Subtask 7.1)
- 7B Planning Commission Hearing (Subtask 7.2)
- 7C City Council Hearing (Subtask 7.3)
- 7D Final Updated TSP and Final Implementing Ordinances (Subtask 7.4)
- 7E Public and Stakeholder Involvement and Communications Summary Report (Subtask 7.5)

Memo

CITY OF
ASHLAND

Date: December 10, 2019
From: Scott A. Fleury
To: Transportation Commission
Re: Traffic Control Devices and Rules of the Road

BACKGROUND:

Installation of any traffic control devices for intersections require analysis to verify warrants as developed the Uniform Traffic Control Devices (MUTCD) handbook are met and followed. This generally requires engineering study and judgement. Formal rules and regulations as detailed in the MUTCD are shown below. Warrants for installation of traffic control generally require analysis of traffic volumes, crash history and site distance analysis. Additional factors can include the need to control left-hand turn movements and improving pedestrian safety. Traffic control devices are intended to improve the operation of an intersection and are not used for speed control.

Previous requests for installation of intersection controls have been routed through Southern Oregon Transportation Engineering (Kim Parducci) for analysis. The last stop conversion completed was for the intersection of Nevada Street at Helman Street.

MUTCD

Section 2B.04 Right-of-Way at Intersections

Support:

01 State or local laws written in accordance with the "Uniform Vehicle Code" (see Section 1A.11) establish the right-of-way rule at intersections having no regulatory traffic control signs such that the driver of a vehicle approaching an intersection must yield the right-of-way to any vehicle or pedestrian already in the intersection. When two vehicles approach an intersection from different streets or highways at approximately the same time, the right-of-way rule requires the driver of the vehicle on the left to yield the right-of-way to the vehicle on the right. The right-of-way can be modified at through streets or highways by placing YIELD (R1-2) signs (see Sections 2B.08 and 2B.09) or STOP (R1-1) signs (see Sections 2B.05 through 2B.07) on one or more approaches.

Guidance:

02 *Engineering judgment should be used to establish intersection control. The following factors should be considered:*

- A. Vehicular, bicycle, and pedestrian traffic volumes on all approaches;*
- B. Number and angle of approaches;*
- C. Approach speeds;*

- D. *Sight distance available on each approach; and*
- E. *Reported crash experience.*

03 *YIELD or STOP signs should be used at an intersection if one or more of the following conditions exist:*

- A. *An intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;*
- B. *A street entering a designated through highway or street; and/or*
- C. *An unsignalized intersection in a signalized area.*

04 *In addition, the use of YIELD or STOP signs should be considered at the intersection of two minor streets or local roads where the intersection has more than three approaches and where one or more of the following conditions exist:*

- A. *The combined vehicular, bicycle, and pedestrian volume entering the intersection from all approaches averages more than 2,000 units per day;*
- B. *The ability to see conflicting traffic on an approach is not sufficient to allow a road user to stop or yield in compliance with the normal right-of-way rule if such stopping or yielding is necessary; and/or*
- C. *Crash records indicate that five or more crashes that involve the failure to yield the right-of-way at the intersection under the normal right-of-way rule have been reported within a 3-year period, or that three or more such crashes have been reported within a 2-year period.*

05 *YIELD or STOP signs should not be used for speed control.*

Support:

06 Section 2B.07 contains provisions regarding the application of multi-way STOP control at an intersection.

Guidance:

07 *Once the decision has been made to control an intersection, the decision regarding the appropriate roadway to control should be based on engineering judgment. In most cases, the roadway carrying the lowest volume of traffic should be controlled.*

08 *A YIELD or STOP sign should not be installed on the higher volume roadway unless justified by an engineering study.*

Support:

09 The following are considerations that might influence the decision regarding the appropriate roadway upon which to install a YIELD or STOP sign where two roadways with relatively equal volumes and/or characteristics intersect:

- A. *Controlling the direction that conflicts the most with established pedestrian crossing activity or school walking routes;*
- B. *Controlling the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds; and*

- C. Controlling the direction that has the best sight distance from a controlled position to observe conflicting traffic.

Section 2B.06 STOP Sign Applications

Guidance:

01 At intersections where a full stop is not necessary at all times, consideration should first be given to using less restrictive measures such as YIELD signs (see Sections 2B.08 and 2B.09).

02 The use of STOP signs on the minor-street approaches should be considered if engineering judgment indicates that a stop is always required because of one or more of the following conditions:

- A. The vehicular traffic volumes on the through street or highway exceed 6,000 vehicles per day;
- B. A restricted view exists that requires road users to stop in order to adequately observe conflicting traffic on the through street or highway; and/or
- C. Crash records indicate that three or more crashes that are susceptible to correction by the installation of a STOP sign have been reported within a 12-month period, or that five or more such crashes have been reported within a 2-year period. Such crashes include right-angle collisions involving road users on the minor-street approach failing to yield the right-of-way to traffic on the through street or highway.

Support:

03 The use of STOP signs at grade crossings is described in Sections 8B.04 and 8B.05.

Section 2B.07 Multi-Way Stop Applications

Support:

01 Multi-way stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multi-way stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multi-way stop control is used where the volume of traffic on the intersecting roads is approximately equal.

02 The restrictions on the use of STOP signs described in Section 2B.04 also apply to multi-way stop applications.

Guidance:

03 The decision to install multi-way stop control should be based on an engineering study.

04 The following criteria should be considered in the engineering study for a multi-way STOP sign installation:

- A. Where traffic control signals are justified, the multi-way stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. Such crashes include right-turn and left-turn collisions as well as right-angle collisions.

C. Minimum volumes:

1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day; and
 2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour; but
 3. If the 85th-percentile approach speed of the major-street traffic exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the values provided in Items 1 and 2.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

Option:

05 Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multi-way stop control would improve traffic operational characteristics of the intersection.

Section 2B.09 YIELD Sign Applications

Option:

01 YIELD signs may be installed:

- A. On the approaches to a through street or highway where conditions are such that a full stop is not always required.
- B. At the second crossroad of a divided highway, where the median width at the intersection is 30 feet or greater. In this case, a STOP or YIELD sign may be installed at the entrance to the first roadway of a divided highway, and a YIELD sign may be installed at the entrance to the second roadway.
- C. For a channelized turn lane that is separated from the adjacent travel lanes by an island, even if the adjacent lanes at the intersection are controlled by a highway traffic control signal or by a STOP sign.
- D. At an intersection where a special problem exists and where engineering judgment indicates the problem to be susceptible to correction by the use of the YIELD sign.
- E. Facing the entering roadway for a merge-type movement if engineering judgment indicates that control is needed because acceleration geometry and/or sight distance is not adequate for merging traffic operation.

CONCLUSION:

This is information for the Commission and no action is required, questions are encouraged.

Memo

CITY OF
ASHLAND

Date: December 10, 2019
From: Scott A. Fleury
To: Transportation Commission
RE: Munson Drive

BACKGROUND:

At the November Transportation Commission meeting a resident requested the Commission look into safety concerns on Munson Drive near the cul-de-sac. This road section was previously unconnected to Village Park Drive and now is connected leaving a curve along with a cul-de-sac section. Residents are concerned about site lines and accident potential due to this wide roadway section.

Aerial view



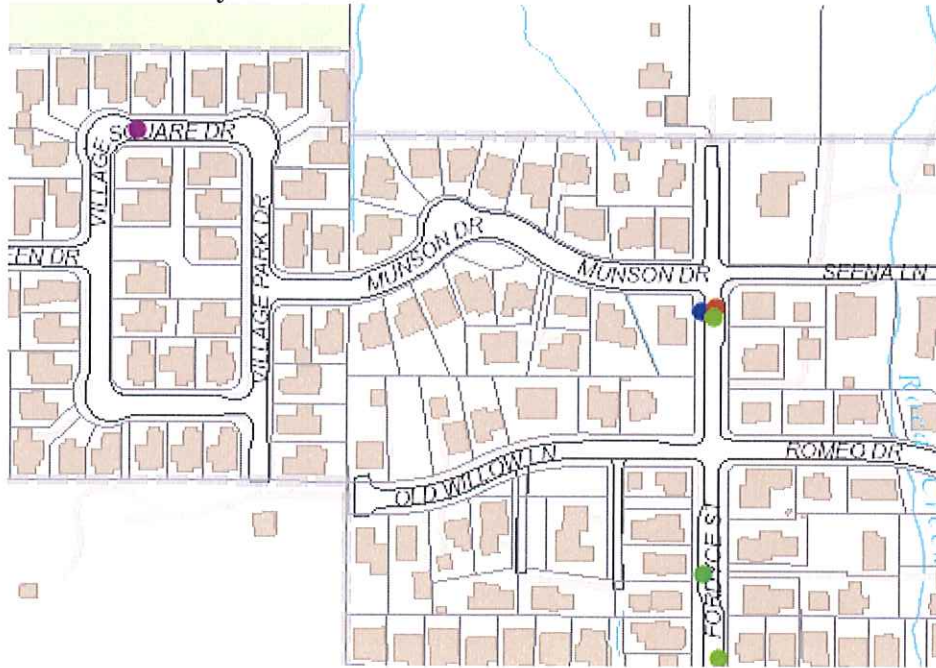
View looking west



View looking east



Accident history



Average daily traffic estimate: **400 ADT**

Village Square has an ADT of 481 and the north end of Fordyce has an ADT of 406. There is no speed data available for this location.

CONCLUSION:

Commission should discuss residents request for elimination of parking and potential next steps if any.

CITY OF ASHLAND

Transportation Commission **Action Item List**

December 19, 2019

Action Items:

1. TSP Update (2019/20)
 - *Solicitation documents have been submitted and scored by project team*
 - *Scope, schedule and fee documents under review (TC December 2019)*
 - *Professional services contract requires Council approval at a date TBD*
2. Main St. Crosswalk truck parking (**no change**)
 - Analysis is included in the revitalize downtown Ashland plan and was recently discussed during the kickoff meeting.
 - *The Revitalize Downtown Ashland Transportation Growth and Management grant project has begun that will assess safety and parking in the downtown core.*
3. Citizen request for speed and volume analysis on Bellview along with traffic calming for right hand turn movements onto Bellview from Siskiyou Blvd. (**no change**)
4. Iowa St. safety concerns
 - 4-way stop and crossing striping installed at the Garfield and Iowa St. intersection. Additional curb striping to occur at intersections of Avery and Bridge to increase crossing site distance. Staff still looking at installing a marked crosswalk at these locations with appropriate lighting and signage.
 - Staff has applied for a safe routes to school grant for sidewalk sections that merge into Iowa St. Iowa St. is not listed in TSP as a priority project and should be amended to include Iowa St. as a priority safe routes to school sidewalk infill project.
 - *Staff was recently informed the grant application for safe routes to school sidewalk projects was not successful.*
5. Traffic Calming Policy Development

- The Commission has identified a 2019 goal of working with staff to develop the formal policy.
 - Draft policy outline discussed at the April/May/June/July/August/September/October/November meetings
 - *Pilot program draft recommended by the Commission at the November meeting*
 - *Staff to formalize and place on the City's website*
 - *Commission to update the Council on the project at the February update to Council*
6. Siskiyou Blvd. and Tolman Creek Intersection Improvements
- The Oregon Department of Transportation removed median island and restriped Tolman Creek portion of intersection to allow for better right hand turning truck movements.
 - *The Oregon Department of Transportation is also looking at curb ramp design changes to the intersection.*
7. Crosswalk Policy Development **(no change)**

