

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.

## TRANSPORTATION ADVISORY COMMITTEE

January 26, 2023

### AGENDA

- I. **CALL TO ORDER:** 6:00 PM, Meeting held virtually via Zoom (Link: <https://zoom.us/j/96161760895?pwd=SmVMRFJBNkx6UkhpeDN0N2w2MXgzdz09>)
- II. **ANNOUNCEMENTS**
- III. **CONSENT AGENDA**
  - A. None
- IV. **PUBLIC FORUM** (6:05-6:20)
  - A. Public Forum-if you wish to speak during public forum please register with [Scott.fleury@ashland.or.us](mailto:Scott.fleury@ashland.or.us) by 10am January 25<sup>th</sup>.
  - B. If you wish to discuss an agenda item please contact [Scott.fleury@ashland.or.us](mailto:Scott.fleury@ashland.or.us) by January 25<sup>th</sup> by 10am to register to participate. Written comments can also be submitted in the same time frame.
  - C. If you are interested in watching the meeting via Zoom please utilize the following link: <https://zoom.us/j/96161760895?pwd=SmVMRFJBNkx6UkhpeDN0N2w2MXgzdz09>
- V. **NEW BUSINESS**
  - A. Election of Chair and Vice Chair (6:20-6:30, action required, Elect New Officers).
  - B. Review of Transportation Standing Advisory Committee Resolution (6:30-6:50, action required, review standing committee resolution and discuss work plan moving forward).
- VI. **UNFINISHED BUSINESS**
  - A. Update on Projects (6:50-7:30, no action required, staff to update committee on current projects and traffic calming program).
- VII. **ADJOURNMENT:** 7:30 PM

**Next Meeting Date: February 16, 2023**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email [scott.fleury@ashland.or.us](mailto:scott.fleury@ashland.or.us). Notification 72 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 1).

CITY OF  
**ASHLAND**



# Memo

CITY OF  
**ASHLAND**

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Date: November 14, 2022  
From: Scott A. Fleury  
To: Transportation Advisory Committee  
RE: Transportation Advisory Committee – Election of Officers

## **BACKGROUND:**

### **Ashland Municipal Code 2.10.050 – Election of Officers, Secretary and Subcommittees**

At its first meeting following the appointment or reappointment of members each year, the advisory commission or board shall elect a chair and a vice-chair who shall hold office at the pleasure of the advisory body. Neither the chair nor vice-chair shall serve as an officer for more than three consecutive annual terms. Without the need for an appointment, the head of the City Department staffing the commission, committee or board shall be the Secretary and shall be responsible for keeping an accurate record of all proceedings. The Department head may delegate such tasks to a staff liaison. Subcommittees may be formed for the purpose of gathering information and forming a recommendation to be brought forward to the full advisory body. Only the full body can make recommendations to the City Council. Subcommittees must comply fully with the requirements of Oregon Public Meetings law.

## **CONCLUSION:**

The Committee should discuss and elect a chair and vice chair to preside over meetings.

# Council Business Meeting

November 15, 2022

<b>Agenda Item</b>	Mayor Appointments of the Transportation Standing Committee	
<b>From</b>	Melissa Huhtala	City Recorder
<b>Contact</b>	<a href="mailto:Melissa.huhtala@ashland.or.us">Melissa.huhtala@ashland.or.us</a> 541-488-5307	

## **SUMMARY**

Approval of the Mayor's recommendations for the Transportation Standing Committee.

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

### **AMC 2.04.090 (C) Regular Commission and Board Membership Appointments**

Except for the Municipal Audit Commission (AMC 2.11) all regular advisory committees and boards not required by state law to be appointed by the City Council shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments.

## **PREVIOUS COUNCIL ACTION**

N/A

## **BACKGROUND AND ADDITIONAL INFORMATION**

Appointments are three years with terms ending on April 30, 2025 with exception of the Planning Commission which are four years with terms ending on April 30, 2026 and the Band Board which are one year terms.

## **FISCAL IMPACTS**

N/A

## **STAFF RECOMMENDATION**

N/A

## **ACTIONS, OPTIONS & POTENTIAL MOTIONS**

I move to approve the Mayor's recommendations to appoint Corinne Vieville, Linda Peterson-Adams, Mark Brouillard, Holly Christiansen, Derrick Calypool-Barns and Joe Graf to the Transportation Committee.

## **REFERENCES & ATTACHMENTS**

None

# Memo

CITY OF  
ASHLAND

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Date: November 15, 2022  
From: Scott A. Fleury  
To: Transportation Advisory Committee  
RE: Transportation Advisory Committee – Resolution & Operating Discussion

## **BACKGROUND:**

At the November 1<sup>st</sup>, 2022 Business Meeting the Council passed a resolution creating the Transportation Advisory Committee. The resolution is attached for reference and generally mimics the existing municipal code that established the Transportation Commission.

There are existing appointed “voting” members and numerous ex-officio members aligned in the resolution that align with the existing ordinance. The membership for voting members has been established at nine (9), which is the same as the other standing advisory committees. This means the Transportation Advisory Committee will need additional members to be appointed in the future to ensure quorum requirements are met.

At the November 15<sup>th</sup>, 2022 Business Meeting the Council approved the Mayors recommended appointments to the Transportation Advisory Committee.

## **Members:**

Linda Peterson-Adams  
Mark Brouillard  
Joseph Graf  
Holly Christiansen  
Corinne Vieville  
Derrick Claypool-Barnes

## **CONCLUSION:**

This is a discussion about next steps including:

1. Establishment of meeting date/times
2. Review of resolution for any outstanding issues that can be resolved when the Municipal Code gets updated, or need for resolution update
3. Additional Committee members needed
4. Virtual vs. In-person meetings
5. Other

# Council Business Meeting

November 1, 2022

<b>Agenda Item</b>	Draft Resolution Creating a Transportation Advisory Committee and a Tree and Urban Forest Advisory Committee	
<b>From</b>	Joseph Lessard	City Manager
<b>Contact</b>	<a href="mailto:joe.lessard@ashland.or.us">joe.lessard@ashland.or.us</a> ; 541-522-2103	

## SUMMARY

The City council voted by informal ballot at the May 23, 2022, Special Called Business Meeting to restructure (reduce and rename) advisory bodies reporting to the City Council from an approximate seventeen commissions to the following:

- Commissions (continuing) – with specific areas of program discretion or policy implementation responsibility
  - Park and Recreation Commissions
  - Planning Commission
- Standing Advisory Committees – with continuing areas of Council advisory responsibility
  - Climate and Environment Policy Advisory Committee (CEPAC; combining Climate Policy and Conservation & Climate Outreach Commissions)
  - Historic Preservation Advisory Committee (HPAC; to support historic dist. certifications)
  - Housing & Human Services Advisory Committee (HHSAC)
  - Public Arts Advisory Committee (PAAC)
  - Social Equity and Racial Justice Advisory Committee (SERJAC)
- Management Advisory Committees
  - A number of ad hoc management advisory committees can be established by City management to providing support technical assistance in the review and development of recommendations for the City Council and continuing commissions, including:
    - Airport
    - City Band
    - System Development Charge (SDC)
    - Transportation
    - Trees and Urban Forest
    - Wildfire Safety

During consideration of this topic at the August 2, 2022, City Council Business Meeting, staff was directed to schedule a Study Session for further discussion of Resolution 2022-24 that would consolidate commissions into the above listed standing advisory bodies. The Study Session was conducted with the City Council on September 19, 2022.

On September 20, 2022, the City Council adopted Resolution 2022-24 establishing the five (5) new Standing Advisory Committees to assist the City. During Council’s consideration of this item, staff was requested to draft a description of potential responsibilities for two potential other Advisory Committees for the areas of transportation, and trees and urban forest. The drafted responsibilities for the two potential Advisory

Committees were developed from commission provisions for the corresponding topics in the AMC and are included in the attached draft resolution.

**POLICIES, PLANS & GOALS SUPPORTED**

N/A

**PREVIOUS COUNCIL ACTION**

N/A

**BACKGROUND AND ADDITIONAL INFORMATION**

N/A

**FISCAL IMPACTS**

The restructuring of City commissions to standing advisory committees is intended to reduce the need for staff support of formal commissions and adjust the number and character of City Council advisory bodies.

The establishment of Standing Advisory Committees for the topics of transportation, and tree and urban forest will have impact on the staffing workload requirements of the affected City departments. These Advisory Committees, however, would have only nominal impact on the advice provided to, or development of recommendations for the Planning Commission and City Council. Also, they would not materially impact the level of support provided City staff in comparison to that from an MAC.

**STAFF RECOMMENDATION**

City staff recommends the topics of transportation, and trees and urban forest continue for at least a trial period as MACs for six months, with a continuing review of their functioning by the MAC's members and staff. Staff does not recommend adoption of a resolution (see attached) establishing Standing Advisory Committees for these topic areas at this time.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

Public Works has transitioned the Transportation Commission to a Management Advisory Committee (MAC) and the City's Community Development Department is in the process of establishing a MAC for the trees and urban forest topic areas per Resolution 2022-24. The use of MACs for these topic areas is proposed as they have less formal administrative support requirements, including elimination of the secretariat requirements to prepare agendas, and record and maintain meeting records. Community Development currently is also assigned administrative support for the Planning Commission, Historic Preservation Advisory Committee (HPAC), Housing & Human Services Advisory Committee (HHSAC), and the Public Arts Advisory Committee (PAAC). It is anticipated that assignment of MACs will be able to provide more timely support to the Planning Commission and to staff in developing recommendations for the City Council. The Tree and Urban Forest MAC will also allow expediting of the development review process required in AMC Chapter 18-Land Use by simplifying tree removal review and permitting. Finally, the current Tree Commission has had difficulty in maintaining its seven (7) appointed voting membership requirement and is currently reduced to four (4) voting members. Its transition to a MAC will allow simpler, more flexible and timely development reviews.

City Council may either adopt a resolution establishing Standing Advisory Committees for the areas of transportation and, trees and urban forest, or allow staff to continue with the transition of these topic areas to MACs.

**REFERENCES & ATTACHMENTS**

- Draft Resolution to establish the following Standing Advisor Committees of the City Council:
  - Transportation Advisory Committee (TAC)
  - Tree and Urban Forest Advisory Committee (TUFAC)

**RESOLUTION NO. 2022-XX**

**A RESOLUTION ESTABLISHING CITY COUNCIL STANDING ADVISORY COMMITTEES FOR TRANSPORTATION AND FOR TREES AND URBAN FOREST**

**RECITALS:**

- A. Whereas on September 20, 2022, the City Council established the following Standing Advisory Committees to assist the City and adopted Procedures and Guidance for their functioning:
- Climate and Environment Advisory Committee (CEAC)
  - Historic Preservation Advisory Committee (HPAC)
  - Housing and Human Services Advisory Committee (HHSAC)
  - Public Arts Advisory Committee (PAAC)
  - Social Equity and Racial Justice Advisory Committee (SERJAC)
- B. Whereas the City Council also wishes to establish Standing Advisory Committees with assistance responsibilities for the areas of transportation, and trees and the urban forest.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON, RESOLVES AS FOLLOWS:**

**SECTION 1. Procedures and Guidance** for all Standing Advisory Committees are contained in Resolution 2022-24 adopted by the City Council on September 20, 2022.

**SECTION 2. Standing Advisory Committees** to the City Council are established and responsible for the purposes indicated in the following:

- A. Transportation Advisory Committee (TAC)  
A Transportation Advisory Committee (TAC) is established by the City Council. The TAC shall provide advice and guidance to the City Council, other Standing Advisory Committees, and City departments on transportation matters.

The TAC will consist of up to nine (9) voting members and ten (10) ex-officio members who will participate as needed. Voting members will all be members of the community at large and will represent a balance of interest in all modes of transportation. The ex-officio, non-voting member positions are reserved for four (4) representatives from the City’s Community Development, Police, Fire and Rescue Departments, and Parks and Recreation Departments; one (1) representative from Southern Oregon University (SOU) administration/faculty; one (1) representative from the Ashland School District administration/facility; one (1) representative from the Oregon Transportation Department; one (1) representative from the Rogue Valley Transportation District; one



(1) representative from the Jackson County Roads Department; and, the City's Director of Public Works (1), or their designee, to provide support to the committee.

The TAC shall assist the City in by reviewing and advising on issues or topics as they relate to all modes of transportation, including the following:

- i. Transportation safety policies and programs
- ii. Long range transportation plans and ancillary transportation plans (sidewalk and safe routes to school, transit, traffic, parking, etc.);
- iii. Type III Planning Actions during the pre-application process;
- iv. The transportation section of the City's Capital Improvements Program (CIP);
- v. Multi-modal transportation issues; and
- vi. Traffic implementation designs.

The Committee may also advocate to promote all modes of transportation to ensure that modal equity is a reality in Ashland.

The TAC may assign subcommittees to focus on specific transportation topics of concern and report their information to the full TAC for final review and recommendations. Subcommittees will be established for a specified purpose and duration and will consist of at least three voting members appointed by the TAC. The TAC Chair and Director of Public Works shall determine what matters warrant subcommittee involvement, and meetings shall be convened on an as-needed basis.

**B. Trees and Urban Forest Advisory Committee (TUFAC)**

A Trees and Urban Forest Advisory Committee (TUFAC) is established by the City Council. TUFAC shall provide advice and guidance to the Council the City Council, other Standing Advisory Committees, and City departments on all tree-related matters and to citizens on protecting Ashland's urban forest.

The TUFAC will consist of up to nine (9) voting members and three (3) ex-officio members who will participate as needed. The ex-officio, non-voting member positions are reserved for representatives from the City's Fire and Rescue, and Parks and Recreation Departments; and, the City's Director of Community Development (1), or their designee, to provide support to the committee.

The TUFAC shall be responsible for assisting the City in the following:

- i. Advising the Planning Commission, City Council and Community Development Department staff on the administration of the land-use planning process with respect to tree science and requirements, landscape design and principles, and locally suitable botanic species and protection of natural resources;

- ii. Recommending ordinances and policies for the planting, care, and protection of trees throughout the City and to make amendments as required to AMC;
- iii. Advising the City Manager and all City departments regarding tree protection, maintenance, removal or any related issues in the City and on all City properties;
- iv. Recommending to the Planning Commission and the City Council a city-wide tree monitoring and maintenance plan for long-term tree care, including irrigation, pruning and other annual activities (a copy of which shall be kept on file by the Office of the City Recorder and the Community Development Department for public review);
- v. Recommending a master list of street trees suitable for planting along city streets, (a copy of which shall be kept on file by the Office of the City Recorder and the Community Development Department as well as made available on the internet);
- vi. Advising on City efforts to educate the citizenry and to promote public knowledge and understanding of the benefits of appropriate tree planting and care.
- vii. Assisting in the inventorying of the City’s existing trees, including historical or significant trees; identifying publicly owned properties in need of sustainable tree-planting or landscaping; and, recommending tree enhancements for public lands and rights-of-way.

**SECTION 3.** This resolution is effective upon adoption.

ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_

Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_

Julie Akins, Mayor

Reviewed as to form:

\_\_\_\_\_

Doug McGearry, Interim City Attorney

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ATTEST:

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Melissa Huhtala, City Recorder

SIGNED and APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Julie Akins, Mayor

Reviewed as to form:

\_\_\_\_\_  
Doug McGearry, Interim City Attorney