

# Council Business Meeting

July 18, 2017

**Title:** Approval of a Street Painting Permit  
**From:** Scott A. Fleury Engineering Services Manager  
Scott.fleury@ashland.or.us

## **Summary:**

Before the Council is a street painting permit and associated structure for approval. The street painting permit was requested by citizens at a Transportation Commission meeting in order to paint a pavement based mural. The permit is similar to a City of Portland program currently in place called “intersection repair”. The permit would allow neighborhood groups to work together in order to paint the intersection of residential roads.

## **Actions, Options, or Potential Motions:**

Move to approve the Street Painting Permit program as outlined by Public Works and recommended by the Transportation Commission.

## **Staff Recommendation:**

Staff recommends approving the Street Painting Permit as recommended by the Transportation Commission and approved by the Legal Department.

## **Resource Requirements:**

There is no direct financial impact to the City for implementing the program other than any staff time needed as part of the permit approval process. Staff time required would include verifying the petition and presenting before the Transportation Commission at a regular scheduled meeting. The recommended fee for the permit program is \$16.00 and is equal to the amount currently associated with the City’s block party permit. In order to perform work associated with street painting the permittee would be required to install the appropriate traffic control signage while painting takes place.

## **Policies, Plans and Goals Supported:**

N/A

## **Background and Additional Information:**

A group of citizens who live on Faith Ave. attended the September 22, 2016 Transportation Commission meeting and spoke during public forum to request the City move forward with development of a street painting permit program similar to the City of Portland’s intersection repair project. The program allows neighborhood groups via a petition to obtain a permit and paint a mural at or near the intersection of residential roadways.

The Commission agreed to place the item on a future agenda for discussion and recommendation. The Commission held a formal discussion on the subject at the November 17,

2016 meeting. The Commission discussed the proposed street painting permit program and recommended via motion for staff to develop the criteria for a street painting enhancement program.

Subsequently staff has proceeded with development of a street painting permit and worked with the Legal Department for approval of permit language. Staff has also worked with the Public Arts staff liaison and Chair to determine what role, if any, Public Arts would serve with respect to a street painting program. Public Arts does not consider a street painting program to fall under their purview, as this painting would not transfer to City ownership when completed. The Public Arts Commission has offered any assistance to the Transportation Commission with respect to vetting and approving street paintings for placement in the right-of-way. Staff also contacted the City of Portland to determine the specific type of paint used in the process and if any friction elements were added as part of the painting process. The City of Portland specifies two paint types and the addition of crushed walnut shells as a friction addition.

**Approved paint types:**

- 1) Traffic zone marking paint. Requires mixing paint colors
- 2) Cabot's latex solid deck stain. Full array of colors.

In addition, staff worked with the Planning Department to determine if any sign code requirements apply to a program of this nature. Planning has determined a street painting program would be exempt from the current sign code regulations as it would be something approved by Public Works for placement within the public right-of-way.

In order to obtain a street painting permit, Public Works staff would develop a required petition signature boundary and the permittee would be required to obtain all necessary petition signatures. This petition would then be forward to the attention of the Public Works Director who will validate the signatures. The Director will then place the item on a Transportation Commission agenda for discussion and recommendation. The Director can then approve or deny the permit application. If the permit is approved permittee will pay the fee and arrange for appropriate traffic control and notifications during the closure period.

The citizens from Faith Ave. who first brought this item to the Transportation Commission are highly motivated to have Faith Ave. be the first location to obtain a permit for painting. This group also uses the City's block party permit annually to hold a neighborhood celebration. They are interested in continuing to support their neighborhood atmosphere by coming together through a street painting project. They have also applied for a grant to fund the project with the hopes the program will be approved by the City Council.

**Attachments:**

Street Painting Permit

Kat Smith Email

September 22, 2016 Transportation Commission Minutes

November 17, 2016 Transportation Commission Minutes

South Tabor Neighborhood Intersection Artwork



Application For:

# Street Painting Permit

Administration approval required \_\_\_\_\_  
 Permit Fee: \$16  
 Permit # \_\_\_\_\_

Ashland Municipal Code (AMC) Chapter 13.02.040 states that no person may occupy or encroach upon a public right-of-way without permission of the City in the form of a franchise, license or permit. The City Administrator has authorized the Public Works Administration Department to issue Street Painting Permits on the City's behalf.

## Applicant Information

Name \_\_\_\_\_ Phone (day) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone (evening) \_\_\_\_\_  
 Date of Closure \_\_\_\_\_ Times of Closure \_\_\_\_\_

Will amplified music/sound be played? \_\_\_\_\_ (if yes, complete a Noise Permit application)

## Application Checklist

I certify by initialing the following is true and/or provided:

- \_\_\_\_\_ All information on this application form is true.
- \_\_\_\_\_ Site Plan showing cross streets and areas of closure (Attachment B).
- \_\_\_\_\_ All affected neighbors have been notified and required petition signatures have been obtain and approved by Public Works Director (Attachment A).
- \_\_\_\_\_ Only MUTCD approved barricades and road closure signs will be used.
- \_\_\_\_\_ All trash will be picked up by the end of the closure time.
- \_\_\_\_\_ A 20-foot emergency access lane will be maintained at all times during the painting process.
- \_\_\_\_\_ Enclosed a non-refundable fee of \$16.

I shall hold the City of Ashland, its officers, agents, and employees free and harmless from any claims for damages to persons or property including legal fees and costs of defending any actions or suits thereon, including appeals therefrom, which may result from granting this permit.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Staff Use Only

Approved  Not Approved  Fire Dept Review Signed \_\_\_\_\_ Date \_\_\_\_\_

Special Conditions of Approval \_\_\_\_\_

Copies to Public Works, Fire, Police, Administration



**Attachment A**  
**Revocable Permit to Use Dedicated Street Areas**  
**STREET PAINTING**

---

The undersigned applies for a revocable permit in accordance with the provisions of City Charter and Ashland Municipal Code (AMC), section 13. Public Improvements per this permit and AMC regulations are for the use of the street area defined as attachment B, location defined.

(CONDITIONS)

- (1) The permittee shall hold the City of Ashland, its officers, agents, and employees free and harmless from any claims for damages to persons or property, including legal fees and costs of defending any actions or suits, including any appeals, which may result from permitted activity.
- (2) The intent of a proposed project and the likely outcome of such project shall be consistent with the goals of the Ashland City Council.
- (3) For street modifications within intersections, the two streets must be classified as a Residential Neighborhood Collector or lesser order per the City of Ashland Street Design Standards.
- (4) For street modifications between intersections, but that do not include the intersection area, the main street must be classified as a Residential Neighborhood Collector or lesser order per the City of Ashland Street Design Standards. The modification should not include the area that is within 25 feet of adjacent intersections.
- (5) Modifications between intersections can be adjacent to modifications within intersections if each meet the requirements for modification outlined in this permit.
- (6) The applicant for a permit must provide to the Public Works Director a petition of support for the proposed intersection modifications. The support petition must have signatures from each of the adjacent residents and at least 80 percent of the residents on the project street frontage(s) within two standard city blocks of the proposed project. The City of Ashland Engineering Division will generate the petition and petition boundary for use by permittee in obtaining necessary signatures. The Public Works Director shall have the authority to modify the petition boundaries when considered appropriate. The City Public Works Director shall certify the accuracy of the petition.
- (7) The applicant for a permit must provide to the Public Works Director a petition of support for the proposed mid-block modifications. The support petition must have signatures from each of the adjacent residents and at least 80 percent of the residents on the project street frontage within two standard city blocks of the proposed project. For blocks that are more than 400 feet long, the petition area will include the entire block. The City of Ashland Engineering Division will generate the petition and petition boundary for use by permittee in obtaining necessary signatures. The Public Works Director shall have the authority to modify the petition boundaries when considered appropriate. The Public Works Director shall certify the accuracy of the petition.
- (8) The applicant for a permit must provide the Public Works Director with a written description of the proposed changes, including diagrams depicting how the intersection will look when completed. The



applicant must demonstrate how the project will improve, or at least maintain, traffic safety and the safety of individuals at or in the vicinity of the intersection.

- (9) The Public Works Director may approve a revocable permit authorizing construction and maintenance of the project as described and shown in the submitted diagrams, subject to any changes that may be required by the Public Works Director.
- (10) The permit shall be for use of the public right-of-way only, and does not exempt the permittee from obtaining any license or permit required by the City Code or Ordinances for any act to be performed under this permit. Nor shall the permit waive the provisions of any City Code, Ordinance, or the City Charter, except as stated herein.
- (11) The permit shall not exempt any party from complying with all applicable traffic laws, including laws regarding pedestrians.
- (12) The permittee is not authorized to do any excavation, except as specifically identified in the project plans. The permittee shall be responsible for protecting all public and private facilities placed in the public right-of-way, including underground utilities.
- (13) The permittee shall notify all households and businesses within two standard city blocks of the proposed project at least 30 days before the project installation date.
- (14) The permittee shall obtain a Street Painting Permit to close all legs of an intersection, for up to one block distance, in order to install the intersection modifications. Permittee shall use Type III barricades and STREET CLOSED signs as provided in the *Manual of Uniform Traffic Control Devices*. No street shall be blocked for more than 12 hours in any 24-hour period unless specifically allowed by the City Public Works Director.

Permittee shall notice the following 24 hours prior to any work taking place:

City of Ashland Fire Department 541-482-2770

City of Ashland Police Department 541-482-5211

911 Dispatch 541-488-2211

Ashland School District 541-482-3174

- (15) Repair, maintenance, or installation of existing or future utility facilities in the right-of-way may require the permittee to reconstruct, move, or remove the project, or portions of the project, with all costs borne by the permittee.
- (16) The permittee shall work with all affected neighbors to resolve any concerns that may arise regarding the project. The inability to resolve such concerns may be grounds for revocation of this permit by the Public Works Director.
- (17) The permittee shall maintain, at no cost to the City, all aspects of the project during the term of the permit. If any nuisance condition is allowed to exist in the area of the project, the City may summarily abate such nuisance. The existence of a nuisance in the area of the project may be grounds for revocation of the permit.
- (18) All permits shall be revocable by the Public Works Director. The City Public Works Director may revoke a permit for any cause. The Public Works Director shall immediately revoke a permitted project no longer meeting the intent of City Council goals.
- (19) The permittee shall, at no cost to the City, remove all aspects and/or features of a project when either the permit expires or is revoked.
- (20) By this Agreement, City grants to Artist a revocable license for installation and display of Art identified in this Agreement and for no other purpose. At any time during the display period, and without any

---

**DEPARTMENT OF PUBLIC WORKS**

20 East Main St.  
Ashland, OR 97520  
[www.ashland.or.us](http://www.ashland.or.us)

Fax: 541-488-6006  
TTY: 800-735-2900

G:\pub-wrks\eng\0\A Blank Forms\Current Permit Forms\July 2017



compensation to Artist, the City may revoke the license and remove or replace the Art from the display location and such decision shall be made at the sole discretion of the City.

- (21) Design submitted by Artist is original, solely owned by Artist and reproduction will not violate the rights of any third party. Artist shall not make any additional, exact duplicate reproductions of the final design and dimensions, nor shall the artist grant a third party, the right to replicate the artistic designs and dimensions of the Design, without the written permission of the City of Ashland.
- (22) Once artwork is completed, City shall retain all ownership rights, including trademarks, patents, copyrights and any other forms of intellectual property, in the design and artwork, and shall be the exclusive property of the City of Ashland.
- (23) Artist grants to the City of Ashland, and irrevocable License to make reproductions of the artwork and the final design to be used in brochures, media, publicity and catalogs or other similar publications.
- (24) Artist shall, at its own expense, hold harmless, indemnify, and defend the City, its directors, officers, employees, agents and affiliates from and against any and all claims, demands, damages. Liabilities, losses and expenses, (including reasonable attorney fees, whether or not at trial/or on appeal), arising out of or in connection with any actual or alleged violation or infringement by the design or artwork of any proprietary right of any person whosoever, including any copyright, patent, trade name, trademark, or misappropriation of the trade secrets of any third party.

Insurance Required:

Permit Fee:

\_\_\_\_\_  
Applicant  
Address

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Traffic Engineer  
(If applicable)

---

**DEPARTMENT OF PUBLIC WORKS**

20 East Main St.  
Ashland, OR 97520  
[www.ashland.or.us](http://www.ashland.or.us)

Fax: 541-488-6006  
TTY: 800-735-2900

G:\pub-wrks\eng\0A Blank Forms\Current Permit Forms\July 2017



# Attachment B

---

**DEPARTMENT OF PUBLIC WORKS**

20 East Main St.  
Ashland, OR 97520  
[www.ashland.or.us](http://www.ashland.or.us)

Fax: 541-488-6006  
TTY: 800-735-2900  
G:\pub-wrks\eng\0A Blank Forms\Current Permit Forms\July 2017



Hello Commissioners and City Staffers -

Thank you again for your willingness to install sharrows (share the road arrows) on Faith Ave in the past few years. I believe it has helped create a safer place on our street for bicyclists to ride.

I'm writing you today to request your support in creating a street mural at the corner of Faith and Wine.

Here are some links to help familiarize you with street murals in Portland:

<http://www.cityrepair.org/street-painting-examples/>

I believe our neighborhood is a great place to pilot a project like this in Ashland. Two local artists, Barbara Massey and Rachel Gibbs, live on this corner and Rachel has experience designing a street mural in Portland already! Also, we celebrated the 3rd annual Faith and Wine block party this year and it was a smashing success. We are a neighborhood of people who value the importance of creativity, connection and community-building and we already know how to organize, collaborate and have fun! Attached is an image of the mural that Rachel designed in the South Tabor Neighborhood.

We look to Portland to see how it's done.

The Portland Department of Transportation works closely with The City Repair Project to create these beautiful works of art and community-building opportunities:

<https://www.portlandoregon.gov/transportation/67083>

**Greg Raisman, with PBOT is willing to answer any questions you may have regarding the City of Portland's process with street murals:**

Greg Raisman

Active Transportation and Safety

Portland Bureau of Transportation

[\(503\) 823-1052](tel:5038231052)

[greg.raisman@portlandoregon.gov](mailto:greg.raisman@portlandoregon.gov)

Attached is PBOT's Revocable Encroachment Permit.

Thank you for taking this project into consideration and helping guide us regarding the next best steps.

Please let me know if you have any thoughts, questions or concerns.

Best,

Kat Smith  
770 Faith Ave

Sarah Kreisman  
791 Faith Ave

Barbara Massey  
787 Faith Ave

Rachel Gibbs  
795 Faith Ave

**ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
September 22, 2016**

These minutes are pending approval by this Commission

**CALL TO ORDER**

Graf called the meeting to order at 6:04 pm

**Commissioners Present:** Joe Graf, Corinne Viéville, Alan Bender, Danielle Amarotico, and Dominic Barth

**Commissioners Absent:** David Young and Sue Newberry

**Council Liaison Absent:** Stef Seffinger

**SOU Liaison Absent:** Janelle Wilson

**Staff Present:** Scott Fleury, Kyndra Irigoyen, and Steve Mac Lennan

**Staff Absent:** Mike Faught

**ANNOUNCEMENTS**

Graf cannot attend mayor's brown bag lunch this month. Barth said he will attend.

**APPROVAL OF MINUTES**

Approval of July 28, 2016 minutes

**The minutes were approved as amended.**

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC FORUM**

Rachel Gibbs 795 Faith Ave and Kat Smith 770 Faith Ave

Smith introduced herself as the face behind the Intersection Repair project. She said they are committed to this project whether the commission takes this on as an action item or another commission. There are four women on this project, Sarah Kreisman and Barbara Massey could not attend tonight. She said some key points to consider about this project are when they came together to discuss this, some other ideas came up about the electrical boxes around town. They are blank, empty canvases and see it as a way to build community and beautify the neighborhood. She said there was opposition to artwork under the bridge in downtown Ashland, but everyone changed their tune after they saw the artwork. She sent an email with links with other projects from Portland. Chris Raisman with the Portland Bureau of Transportation has offered his assistance in answering questions pertaining to this project. Gibbs introduced herself and said she did an intersection art project in a Portland neighborhood. Graf asked if they have spoken to the Art Commission yet. Smith said they had not yet, they wanted to start with the Transportation Commission. Bender asked how the project would be funded. Smith said in Portland, Intersection Repair helps to fund the project, but for Ashland they are looking at grant funding opportunities. Gibbs said there are different organizations who help donate supplies. Viéville asked who would do the painting. Gibbs said they would receive 80% agreement from the neighbors in the area of the proposed artwork. She said the day of the project in Portland, it was just neighbors walking by, they had a volunteer signup sheet, they had a block party permit to close the street, the neighborhood came together to paint. Viéville asked if the paint stays or if it has to be redone. Smith said it does periodically have to be redone and it varies on how busy the intersection is but Chris Raisman could answer the question better. Bender asked if this contributes to traffic calming or if it causes too much distraction. Smith said there is a blip in traffic calming for about two weeks and then it returns to normal. She said they celebrated their third annual Faith Block Party where they get together as a neighborhood to BBQ, do face painting, and chalk art. As a community neighborhood, they already know how to work together and bring people together.

Susan Hall 210 E Nevada

Read from her attached letter.

Marty Breon 295 E Nevada

She requests that future information gathering be done in an open and transparent way. She is concerned about

private meetings because they lack protocol and minutes. If the meetings continue as private meetings she urges one of the commissioners to attend the meeting and also to have neighborhood opposers also attend the neighborhood meeting.

Spike Breon 295 E Nevada

He said the commission has been bombarded with emails the last few days and he hopes that the commissioners have deduced from that rationale for an automobile bridge over Bear Creek at E Nevada has dissipated to the point of disappearing. He wants to urge the Transportation Commission to recommend to the City Council that the automobile bridge over Bear Creek at E Nevada be eliminated from the upcoming transportation system plan update.

Bill Hernon 235 E Nevada

He said his neighborhood is requesting the following:

- Change the City Council's current official designation for the downtown bypass from E Nevada to Hersey
- No vehicular bridge over Bear Creek off of E Nevada in the TSP or comprehensive plan
- Reclassify E Nevada's current status as an Avenue or collector street to a neighborhood street
- Ensure residents of impacted neighborhoods receive adequate notice to attend meetings for public input in updating the TSP and comprehensive plan
- A bike/pedestrian bridge may be acceptable if the neighbors support it

Richard Kinsinger 591 Nandina St

He said he lives in Mountain Meadows and submitted a petition which concerns the intersection of Fair Oaks and N Mountain Ave. Residents of Mountain Meadows have to cross N Mountain. The problem with this intersection is that there is a significant incline with trees in the center median on both sides, the incline and trees obscure the intersection from approaching cars until they are fairly close to the intersection. Pedestrians who step off the curb at the intersection are not visible to cars. The other issue is the speed of the cars. Cars exiting the City are anticipating on being on a country road, cars coming in from the country road are not yet slowed down to 25 MPH. He is asking that the intersection be converted from a 2-way stop to a 4-way stop. Graf said the commission looked at this issue 3-4 years ago. Kinsinger said there were pedestrian crossing signs put on the Ashland approach to this intersection, one of those is visible and one is obscured behind trees but they do not seem to have a lot of affect.

Gabriel Lipper 923-1 Bellview Ave

He said he has lived here since 2000. The problem on Bellview Ave is that all of the neighborhood traffic flows down through Bellview and does not go through to Tolman Cr Road like it has been designed to. Bellview has become the thorough fair. There is a construction project on the lowest corner on Bellview off of Siskiyou that has gone through three to four owners during the development of the project. Initially there was discussion about redoing the sidewalks along the corner of Bellview from Siskiyou to Bellview which some believed would slow traffic. The problem is that Siskiyou is 35 MPH but people tend to go 40-45 MPH and when they turn onto Bellview they accelerate. In over 16 years, he has lost four different cats due to traffic. He said they have had police do traffic calming tests, but traffic slows when police cars are present. He is looking to get results for traffic calming. He thinks a berm corner would be good. He said right now Ravenwood Construction is finishing their job there and initially it was agreed that this sidewalk would be dealt with. Graf asked if he is talking about traffic going up Bellview and turning right. Lipper said yes and going down.

## **NEW BUSINESS**

None.

## **OLD BUSINESS**

### **Vegetation Maintenance Program**

Fleury said the staff reports include links that Newberry tracked down. The conversations have been about doing public outreach, how to notify citizens of the rules, become more interactive etc. John Peterson has handled this primarily based on complaints, which could take upwards to 30 days to get resolved. He said we need a system that is easy for citizens to use but also easy for staff to use while collecting data from the complaints and be responsive to them. He spoke to the GIS department about a web app that can be used for citizens to upload a complaint from their smartphone or computer that is GPS based. Photos can be attached to these complaints. On the backend, the

message will be routed to the right person. These complaints can extend further than complaints just about vegetation issues. It depends on what the Commission's end goal is. Fleury said he will work with Rickey Fite from GIS to develop a demo to bring to the Commission to view. Graf said this sounds like a good idea. Barth said it sounds incredible. He asked how it would work for the unsighted. Fleury said he will find out. He said they would like to start small and then add more features to make it work. First, they are focused on the vegetation and vision clearance.

Graf said he would like to state for the record that Newberry is doing this as a private citizen volunteer and not as a representative of the Transportation Commission.

Bender said he finds it an issue for people who park vans near street corners. He asked what the laws are for this, in terms of parking a van in the first space. Fleury said there are vision clearance triangle designations for different intersection types and they range from 25 to 20 to 15 ft. back from the intersection itself, to be striped 'no parking'. Within the vehicle code there is another designation that there shall be no parking within 20 ft. from a crosswalk. He said they have made a real effort to stripe and mark no parking zones over the past couple of seasons.

Viéville said she would be happy to work with whoever is designing the website so it is readable with a screen reader. Fleury said he would like to get Rickey Fite or Lea Richards here from GIS to show the Commission a draft and also have the commissioners test the website. Viéville said the Citizens Alert website has too many choices and drop downs which is too difficult for a screen reader.

### **Grandview Shared Road**

Fleury said functionally we are trying to get the improvement done by the end of November which includes the conversion of the 4-way stop at Grandview and Skycrest. Barth asked for clarification on the word 'interim' that keeps being used. Fleury said essentially this is an interim, but an interim final. What has occurred that is different now, is that Susan Wright with Kittleson, a Traffic Engineer, worked on the TSP who was part of the shared road presentation and induction into the TSP, had a conversation with Faught and Kim Parducci on the shared road. A true shared road is not meant to be the whole length of the road, it is to only exist in certain spots based on the sight conditions of the roadway. We will still work with the 18 ft. boundary, but provide refuge along the roadway in certain cases. Wright said with the guardrail there, we should provide 3 ft. of refuge for the length of the guardrail for the safety of all modes. In that section, that is what we are looking for. The 3 ft., 18 ft., and then 3ft., on the inside. The lower section of Grandview, from Ditch Rd to Scenic, will be designed to that same kind of thing; if a guardrail is required because of the slope then the same cross section will be used. If a guardrail is not used, independent spots will be analyzed for refuge and step-offs out of the roadway. Looking to install the automated speed limit signs that warn you with actual speed and there will be a small retaining wall, 3 ft. high, adjacent to where the driveway is now because it is the narrowest point. Amaratoc asked if staff is hoping to have the portion from Ditch Rd to around the curve completed by the end of November. Fleury said yes. He said the next thing is to finish the final design for the lower portion and have a public meeting for that. There are storm drainage issues we are currently working on. The storm drain system will require repair at the intersection of Scenic because tree roots have displaced it.

### **FOLLOW UP ITEMS**

#### **Downtown Parking and Multi Modal Circulation Study Update-Improvement Projects**

Graf said the important thing is that the Downtown Committee endorsed the super-sharrows through the downtown. This is the last thing that this committee will do. The City Council had their study session and decided that Downtown Committee should carry through the parking part of the study, which lays out in a timeline of what they should do and declare victory. The Downtown Committee will spawn into two committees. One committee will be the parking advisory committee, which will work with the parking manager, if the plan is accepted. The other committee will be the downtown visioning committee, which will look at all aspects of the downtown not including the parking. Graf said his take on this is that this committee will spend time looking at prettier sidewalks and flower baskets and when they get back to the multi-modal part, they will run into the same issues they have now. All of these projects that were presented to us, such as the round-about at Hargadine and Fork St, the beaver slide, the light at Helman, fixing the left turn at Bush St, lights on Lithia Way; now all of these things are passed on to the new downtown visioning committee. He is not clear what will come to the Transportation Commission. A public meeting regarding the proposed parking plan will be held December 1 at the Ashland Hills Hotel & Suites at 5:30 pm. Faught has been

working with the Chamber on setting this up.

Fleury said the next steps are to solicit engineers to work on the super-sharrows concept. ODOT has to approve whatever we decide to install. We have to figure out where the trucks will park. How do the lack of traffic signals at alternate intersections affect the thoroughfare here with bike, trucks, cars, and pedestrians? The complete system will have to be studied. In addition, there isn't any money to fund this project so we need to get someone on board quickly to develop the project so we can get an idea of how much this will cost so we can put this in the next budget cycle. Barth asked if these engineering costs would be high. Fleury said we can find money in the budget to start the process right now, but we will not be able to find any money to complete the project right now.

#### **Siskiyou Blvd. and Tolman Creek Intersection 4-way Stop**

Fleury said at the meeting before last the Transportation Commission approved the 4-way stop and then Council approved the recommendation. ODOT has done the conversion. Fleury said it works fine. Some of the advanced warning signs will be removed eventually. The rubber flapper on the road will also be removed. We are in the process of evaluating curb bump outs to make the crossing distance shorter. Fleury told ODOT they would be looking at changing the intersection configuration to make a shorter crossing distance, change the island to have better truck turning movements, and potentially in front of the school where it is yellow where the right hand turn lane is, restripe it and open it up for more parking. There is a lot of potential for improvement.

Barth said that Dan Dorrell from ODOT did not seem to have an issue with the bump outs on the west side of Siskiyou. Fleury said the only problem is actually designing it and meeting ADA grade. On the south side of the intersection where the school crossing is, where the apartment complex is, if that is bumped out you cannot make the right hand turn onto Siskiyou because of the lane width there. We are looking at the other side to bring that out because the right hand lane is potentially not required because it is a four way stop now. He said these are just concepts we are considering.

#### **North Main Crosswalk Analysis/Post Road Diet Analysis**

Fleury said Kim Parducci did an analysis for this and it meets five of the eight warrants for installation of a signal. It does not meet pedestrian crossings and accident criteria. It looks positive overall for the installation of the signal. In order for her to make a full recommendation she will need to look at what a signal will do for the road diet and N Main as far as queuing through the corridor to Maple St. She wants to run modeling simulations with the signal in place to see what it does to the corridor. She will run the model and give us feedback. We will then have a discussion with ODOT about the parameters of signal installation and what will make the corridor work. Graf said one of the reasons to do the signal is so that you do not have the randomness of a crosswalk and you can time everything so that everyone is crossing at the light, we hope, and not sending pedestrians to stop traffic at a crossing. Fleury said this will be at the final analysis that we will talk about. Amarotico said for the five of eight warrants, what is the golden number. Fleury said he does not know if there is a golden number. Amarotico asked if there was pushback, would five be enough? Fleury said he thinks there are valid reasons outside of the warrant analysis to look at having a signalized intersection. He said Parducci said that right turns do not count as volume movements because you can make a right turn at a stop sign. She thinks that people are not making a left turn there and taking an alternate route or they are going right and doing some sort of U-turn. Having a crosswalk here within the gap distance that we have makes sense. Barth said hopefully this will satisfy the people trying to get to the hospital. Fleury said we are planning to install sidewalk on the north side of Hersey St and the gap areas between Oak and Main St. This will create a fully functional pedestrian corridor on Hersey all the way to the intersection which would be beneficial to have an improvement there instead of walking up or down to cross. Viéville asked when this might be complete. Fleury said bids will be put out in spring of 2017 and constructed in summer of 2017.

#### **INFORMATIONAL ITEMS**

##### **Action Summary-Development of a Task List**

Fleury said they did the speed study at Hillview. Officer MacLennan has been there and issued speeding tickets. Now the speed trailer will be stationed there by the street department and continue to rotate around the city on a regular basis.

Graf asked about things that come up during the meeting and if they will go on the task list or will Fleury have to do

some work before it gets on the task list. Fleury said he is comfortable either way. He said he can add it as a task. When the Commission wants something as an agenda item that is when it will be added to the task list. Barth asked about the dusty streets, Laurel and Almond, and what happened to those things. Graf said he has talked to this with Scott, because sometimes staff follows up with things without bringing it to the Commission and sometimes they do not follow up. Citizens get mad because they came to the Commission and made a request but no one followed up. Fleury said that if a citizen comes directly to the Commission to make a request, the Commission should tell staff to follow up with the issue. He said he receives requests from citizens all the time and he follows up independently without bringing it to the Commission.

Viéville asked about the Nevada Street Bridge Project. Fleury said Faught has been having meetings with residents in the area and may have one scheduled at Mountain Meadows. He believes the expectation is for it to come back for one big meeting after he has the smaller meetings. Graf said his intent was to give people all the information and the reasons why it is in the TSP. Barth said he has not heard that either. Graf said many of us were not part of the TSP process and have not heard all the rationale, which is why he went to the neighborhood meeting. The people who least want the bridge and least benefit from the bridge on the Oak St side were at the meeting. He has received a lot of email traffic from these residents and Faught was not able to answer all the questions or say what he intended to say about the project at this meeting because of the format. He said one of the things that may be acceptable to the residents is a pedestrian/emergency vehicle bridge. The design that was presented had a 12 ft. ambulance lane down the middle which would have posts that only the ambulance could go through and have two bike lanes on either side. When Faught showed the group, they did not approve. They want a design that is a greenway bridge that an ambulance could drive over.

### **Climate Energy Action Plan Information**

Fleury said the packet has some general information. Hanks and Rosenthal will come to the next meeting to do a presentation to answer questions regarding the plan.

### **Intersection Repair**

Fleury said if this is something the Commission wants to be an action item, he will add it to the action list. Amarotico asked if there was an actual repair that needed to be done or if it is just a painting. Fleury said just painting. Amarotico asked if this should go to the Arts Commission instead. Fleury said it is in the public right of way on a traveling facility. The Arts Commission deals with the electric boxes, which is not a traveling facility. Part of the thing is safety, is this something that will distract people, which each jurisdiction should look at and evaluate.

### **TGM Grant-TSP Update**

Fleury said we applied for the TGM grant for the TSP update and for the Siskiyou Blvd safety study. We also put in some of the 2005 transit system analysis for the circulator and improvements in town. We did not receive the grant, which leaves our base money for the TSP update itself. Based on schedule and projects, the update will probably begin in the next budget cycle, which is July 2017 – June 2019. There are many things going on right now that do not warrant doing a TSP update. We have the money budgeted, but it is SDC supported, so we will probably re-budget for the money in the next budget biennium and start the process then. Graf said the earliest would be July 2017. Fleury said yes, but that is not his call, but it is his recommendation. Graf said he does not think the residents of East Nevada will want to wait until July 2017 for the update. Fleury said the bridge action would be independent of the update. Graf asked if in this case, since we are not amending the TSP, we are basically saying we do not think that it has a high enough priority to pursue it and we will revisit it during the TSP update if we decide to not pursue it. At the first neighborhood meeting, which was at Marty Breon's house, no one had anything good to say about the bridge. The fire chief and Paige Townsend from RVTD were also present at the meeting. The idea is to have a lot of citizens to talk about it and then come back to the Commission with a report from staff. We have to decide what we want to do by having another meeting with public testimony but he thinks Faught is doing the neighborhood meetings to decide what staff's recommendations will be. Bender asked if everyone who was directly effected were invited, because in his neighborhood, Faught made sure all effected parties were invited. Graf said to the best of his knowledge he is working with people in the neighborhood to set up the meetings. Some were missed from the invite and were upset. There are different areas with different interests.

## **Bicycle Friendly Community Application**

Has been submitted and waiting to hear back.

### **Accident Report**

Mac Lennan said on Tuesday a bicyclist was struck by an RVTB bus at Ashland and Tolman. He has the full video from the bus, which shows a clear violation from the bicyclist. Showing him approaching and passing the bus that is legally making a right hand turn, he was unsafe passing on the right. He said he thinks that at some of these bigger intersections where the speeds are up, like other cities we could start terminating the bike lane prior to the intersection and moving the bikes out into the travel lane so this does not happen. He thinks what may have happened here is that the bike was electric and the driver may have not been familiar with it or if he is and he panicked. It is clear on the video that he was trying to stop the bike, he is dragging his foot, and the front wheel is trying to lock up, but he was still going full speed into the side of the bus.

Two other crashes at Ashland and Tolman. One was at the intersection and one was turning into the Bi-Mart parking lot. He said they seem to be getting quite a few crashes now from people turning left. He has had other crashes where vehicles are backing up in one lane and somebody will flag them through, so cars are backed up in the left lane, while flagging the car in the center left turn lane into the Bi-Mart parking lot, while there is a car passing all the other cars in the right lane and they end up t-boning them.

Something that he would like to look at is the truck parking over the creek, prior to entering the plaza on N. Main. He said we really need to get those trucks out of there. He has had several close calls, with vehicles and pedestrians. Pedestrians are blocked and cannot see out, while drivers cannot see the pedestrians. The easiest solution right now is to move the big trucks on the other side of the far east crosswalk. He said he spoke to Faught about it and he told him to bring it up with the Commission. Faught was not sure about the trees. Mac Lennan said we should chop them up another foot because we are talking about vision clearance here. We can enforce the parking over the creek, before entering the plaza crosswalk or on the north crosswalk on N. Main before someone gets hurt. Barth said he uses that crosswalk a lot and he agrees with Mac Lennan. Amarotico asked how they get the information out to the companies to stop parking there. Mac Lennan said start talking with them. Fleury said previously Faught has met with the trucking industry to talk about loading zones. If that is what the Commission wants then we can have Faught meet with them again. He said there is some initial design that shows a loading zone in that area per the plan. Fleury said he will talk to Faught about this.

### **Making an Impact Newsletter (August/September)**

None.

### **COMMISSION OPEN DISCUSSION FUTURE AGENDA TOPICS**

Fleury said there will be a citizen presentation on Glenview at the next meeting. Graf said they would like the entire length of Glenview to be a shared road.

Graf asked if the TSP update starts in July 2017 if that means it wouldn't be updated until July 2018. Fleury said yes, probably a 12-month update process.

### **ADJOURNMENT**

Meeting was adjourned at 8:08 p.m.

*Respectfully submitted,  
Kyndra Irigoyen  
Public Works Administrative Assistant*

**ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
November 17, 2016**

**CALL TO ORDER**

Graf called the meeting to order at 6:04 pm

**Commissioners Present:** Joe Graf, Corinne Viéville, Danielle Amarotico, Dominic Barth, David Young (6:10pm), and Sue Newberry

**Commissioners Absent:** Alan Bender

**Council Liaison Present:** Stef Seffinger

**SOU Liaison Present:** Janelle Wilson

**Staff Present:** Scott Fleury and Kyndra Irigoyen

**Staff Absent:** Mike Faught and Steve Mac Lennan

**ANNOUNCEMENTS**

None.

**APPROVAL OF MINUTES**

Approval of October 27, 2016 minutes

**The minutes were approved as amended.**

**ADJUSTMENTS TO THE AGENDA**

None.

**PUBLIC FORUM**

Louise Shawkat 870 Cambridge St

Read from her attached letter.

**NEW BUSINESS**

**Intersection Repair**

Fleury said we had citizens come in and give public testimony previously and it seemed there was support to move forward with the project. He asked what components of the program, that are similar to what Portland has, with the permit and process itself, should move forward. He thinks the permit that Portland has in place works relatively well, but needs to be catered to Ashland. We should define what the eligibility requirements are and develop a fee. We currently have a block party permit and a road closure permit. We also need to talk about coordination between the Transportation Commission, the Public Arts Commission, and potentially the Historic Commission if an intersection repair is in a historic district. In the Historic Commission code and the Public Arts Commission code, it has an overlap, that they should have a say or give contribution for this type of public right of way process via art. Fleury said he wants to cater the permit to Ashland and then bring back to the Commission for review. After approval, he will then take it the Public Arts Commission and the Historic Commission to obtain their input. If needed, bring back to the Commission, and finally to Council for approval.

Barth asked if the intersection repair was just paint. Fleury said yes. Barth asked if the paint would cause skidding across the road. Fleury said we would have to look into that. Barth asked about a theme, if this was in the historic district. Fleury said that is why he would like to take this to the Historic Commission as well. Fleury said we have citizens coming forward with their own ideas of what it should be. He does not want a commission to control the process, but to offer input on the process itself. Amarotico asked if Fleury saw this as something that would always be brought forward by citizens or if the City would pick an intersection; who is leading this? Fleury said it would be coming from the citizens. In Portland, they must obtain signatures by the people in the neighborhood before the painting can occur, which is part of the permit process. Newberry asked why it is called a repair program. Kat Smith said it is the name of the non-profit organization in Portland. Smith said in Portland, they usually go to a high traffic intersection where they want to slow traffic. Not only is there a mural on the ground, but they have benches, a free

library; so they call it intersection repair because they are doing more than just the mural. Newberry said it just sounds confusing and could be confusing to homeowners and suggested changing the name. Smith said she would like to call it something different. Fleury said he does not have an issue with changing the name. Newberry asked how this works with marked crosswalks. Fleury said if there were marked crosswalks, the art would have to be within the boundaries of the markings. Smith said in Portland they have worked within the confined area of the four crosswalks in an intersection.

Graf asked if Fleury was going to give the Commission a draft policy and decide on the fees. Fleury said he will draft a permit, figure out some different names for the project, run it through the legal department, bring it to the Commission to talk about fees and the process of going to the Public Arts and Historic Commissions. Graf asked if we were only thinking of this at intersections or will there need to be policy for an intersection and one for other parts of the street. He asked who is going to pay for it. This group of citizens is paying for it, but once we have a policy in place, will it be in the policy that the citizen group needs to pay for it or will they ask the City to paint it. Fleury said it would be his expectation that whoever brings it forward would pay for the materials needed to facilitate the project. Viéville asked if there will be standards or requirements for the materials used. Fleury said yes, there should be standards for materials used. He believes the permit is on a one year cycle, the group can go back and refresh the mural if needed. Viéville said it should be a requirement that they maintain the art. Seffinger said the Public Arts Commission is currently in the process of changing its public arts mural standards and if you have input before they finalize the plan, it might make some sense. Young said in response to Viéville, he would hate to encumber anyone who wants to do this by attaching requirements for maintenance, it might fade away and that is ok. He said he agrees we need some standards, but we should not push this too far out into the future. He supports this project. Newberry suggested that we have a test case that would give us guidelines for the future. Smith said ideally, they would like to paint it in the summer, they are applying for a grant. Newberry asked if we could have a formalized process before that. Fleury said he thinks we can and if not then we could use this as a pilot process. Newberry said she would like to do this as a pilot. Rachel Gibbs said she has worked on intersection repair projects in Portland. Barbara Massey said she would love to see this project happen in her neighborhood.

Amarotico asked Newberry if she was saying to move forward as a pilot project or create standards first and if we cannot create standards fast enough, then move ahead as a pilot project. Newberry said yes, create standards first but if they cannot be created fast enough, then move forward with a pilot project and then create standards. Fleury said he will bring that forward to the other Commissions, that we have a group who is ready to go as a pilot project. Barth asked about the difference between the two Public Works permits that Fleury referred to earlier. Fleury said the right of way closure permit is \$202 and the block party permit is \$16.

**Young motioned staff develop the criteria for the intersection repair program.**

Viéville asked if he could change it to mural instead of repair. Young said what about using the word *enhancement*.

**Young m/s Viéville staff develop the criteria for the intersection enhancement program.**

Young suggested that the permit be renewable.

**All in favor.**

Graf asked if there will be some kind of neighborhood input at the commission. Fleury said yes.

### **Vegetation Maintenance Program**

Fleury said Newberry came to meet with Public Works staff and had a meeting to develop a good program. We need to develop a name and how we will market this education program. The things we talked about in our meeting were setting goals and specific strategies to meet these goals. Many of these things revolved around public education, outreach, awareness, and how the public can reach out to the city to report issues. We talked a lot about how to do outreach in the community. We talked about developing brochures, including seasonal information for leaves, snow, and ice. He said that Newberry noticed that in the Community Development building there were not any brochures on the wall about this. We talked about using the leverage of safe routes to school day to develop new stories, public

service announcement on JPR, and more updates on the City website. He said that John Peterson, from the streets department was at the meeting, who said it would be good to have one staff person who could go zone by zone to maintain this issue. He does not have staff support to do this right now, only temps during the summer. Fleury said we will be spending some staff time working on our goals and strategies for this program. Newberry said they want to approach this in a systematic way.

Barth asked about Fleury's memo referencing the web application. Fleury said it is incomplete at this time. It is going to be an app for your phone where a citizen can report an issue using their location. They can take a picture, upload, and tag their location based on GPS location. The issue will be routed to the appropriate person at the City, who will update the status of the issue.

Young said he is concerned about enforcement and informing the homeowners of their responsibilities. Fleury said there is a nuisance ordinance for this. Newberry said this is part of the outreach and education that needs to happen. Young said we should educate people to report on an issue they see. Shawkat asked if this app is a duplication of MyAshland app where you can report issues. Fleury said this app has the same form as we have on the website to report issues. All of the issues are routed to Anne Seltzer who then routes them to the appropriate person.

Fleury said he will develop some of these materials and bring it back to the Commission. Seffinger suggested working with the chamber or with rental agencies to include in the rental agreement about some of these issues, so that the renters would know there is this ordinance and they have responsibility.

## **OLD BUSINESS**

None.

## **FOLLOW UP ITEMS**

### **CMAQ Grant Application**

Fleury said he is in the process of getting the updated estimate for the chip seal grant and then will submit it. After submittal, it goes through a long review process. Fleury and Faught will make presentations to various committees who will review the grant application. We will probably have an idea of where we stand next summer.

### **Grandview Shared Road Improvements**

Fleury said we are in the process of converting the upper part of the road on Grandview into a shared road. We are in the process of ordering the intelligent speed limit signs, general share the road signs, and 15 MPH speed signs. Expecting to be done by the end of December for the upper section. Young asked about the new guardrail. Fleury said they added 20 ft. of new guardrail to protect the transformer there. Amarotico asked where the 15 MPH signs will be posted. Fleury said the only portion that will be a shared road will be from Ditch Rd to the stop sign around the corner. There will be speed signs and share the road signs as you enter that zone.

### **Washington St. Extension**

Fleury said we have been working for a long time with the Brombachers to secure the connection between Tolman Cr and Washington St. We have developed a site plan for future development. It has been approved by planning. We then went into the right of way acquisition phase. We have agreed to a purchase price that was taken to Council and approved to finalize the acquisition. We will finalize the engineering and permitting for the roadway and bridge. We are hoping to start construction this next summer. The next phase is to obtain funding for the construction of the connection. We have funds to purchase it now. This project is vastly similar to the Jefferson St extension project that occurred about eight years ago.

### **Downtown Supersharrows**

Fleury said they have contracted with Kittleson to analyze the truck parking issue. He said it is moving forward; he needs to touch base with Kittleson. He said the feasibility analysis should turn around quickly. He said they will have an analysis by the end of the year.

## **INFORMATIONAL ITEMS**

### **Task List**

Graf asked if there is a timeframe for the next phase of study for the Wimer, Hersey, Main St. traffic light. Fleury said yes he needs to touch base with Parducci. He thinks she is close to finalizing a few things. Young asked if we could prioritize some of the items; some have been ongoing for years and items get pushed aside. Fleury said Parducci is also in the process of doing a road diet update report. Newberry said she presumes she will be modeling to see how would it impact it if the existing signals are retained and one is added because that will cue the traffic and add some gaps for the side streets to make right turns. Fleury said yes the scenarios will include those traffic lights working in unison throughout the system if the Hersey and Wimer light was added and the different delays at those signals to facilitate the movements of the through. She will also do a gap study at the critical intersections. Newberry said she hears a lot of complaints that there are not enough gaps in the traffic. She said for the task list, some of these things have different statuses; it might make it easier if Fleury could organize by what is happening or what is due.

Young asked when we will move along on this. Fleury said with Parducci's work on the road diet, this is included. He thinks she will be able to wrap this up by January. Newberry said every intersection is a legal crosswalk if it is marked or not, she cannot find anywhere in the City policy when we mark and do not mark crosswalks. As a pedestrian, vehicles will more likely yield when there is a marked crosswalk. She asked if we have a policy of marking crosswalks. Fleury said in general, if we get a request, the MUTCD requires a study to see if a crosswalk should be marked. Newberry said we should have some kind of policy on this. Young said it is dangerous out there. He has walked to the hospital many times and it is a fatality waiting to happen. He thinks it is the biggest glaring hole in the City's transportation infrastructure. He said we have been bringing this up for two or three years. Viéville said a doctor offered to pick her up and drive her across the street because of the danger. Graf said it is clear that this Commission has said we want to have crosswalks. If the decision is not have a light at Hersey and Wimer, there are going to be one or two marked crosswalks that this Commission will insist on putting in. There has to be marked crosswalks that are safe for people to cross. Seffinger said one of the concerns people have addressed to the Council is how to get to the hospital in terms of the road diet slowing people's ability to get to the hospital when it is congested and the ability to turn left at the light.

### **COMMISSION OPEN DISCUSSION**

Graf reminded everyone of the public meeting to consider the parking strategy at 5:30 pm at the Ashland Hills Hotel. Young said this meeting has not been publicized well to the community. The Chamber and Faught have complete responsibility for this meeting, along with the consultant Rick Williams. There has been no input by the committee. Barth said this seems typical of what happens here and then we get an apology by Faught, but it does not change the fact that something we have been involved in suddenly vanishes or fizzles, is it time to take a conservative look at what we can do and should do. He said we have never been told about this upcoming meeting, the ad-hoc committee was not consulted about it, and if it is strictly a chamber thing, what does that have to do with the people of Ashland and the public. Graf said what he knows for sure is that neither Young nor he had input. He has told this body once or twice about this meeting. Barth asked if there is a way to clarify what their mandate truly is and where there is accountability. We have spent time talking about electric shuttles and the Nevada St Bridge, the first meeting was grossly underprepared and there were apologies. Newberry said she spent her Saturday at a workshop for engaging public process. She was disappointed that there was no one from the City there. She said part of her career included public involvement; we do not have a sophisticated way to engage the public in Ashland in the public process. Barth said his concern is that people have expectations that when they present something here, that we have effect on it.

Viéville asked about the alleys by the co-op. Fleury said he looked at the site and we could add a 'no right turn' sign at the driveway outlet to keep people from turning there, but some of it will be enforcement.

Young said he is a low point in his 20 years on the commission. He feels that we have no input on the agenda. This Commission voted to make the internal circulator a priority. Then all of a sudden we have to revisit the whole thing and now it is dead. He has people contacting him about it and he has nothing to tell them. We are the Transportation Commission and we advise the Council on the transportation issues. He said he fully believes we are being stonewalled from moving ahead and it is frustrating. This never gets on the agenda. He said he says something with a lot less passion than this and is shot down by Faught every time. He said he is tired of it. We have a community of people that have been actively trying to get us to do something. Barth said he thinks he is bringing up a broader, longer-term example of something all too familiar. It can be everything from sidewalks, to the stop sign at N Main, or when Grandview first came up and Faught first said something about it, it is just endemic. He said even on these

simple things we do not get that far. He asked how we find out what our role is, is there accountability, and are we spending the time in here to get things done, or is this just a gestor so the City can say we have a committee to listen to people. Graf said our ordinance says that we make recommendations to the Public Works director for some things and it is unclear what those certain things are and we do not have staff to do some of things we want to do.

Seffinger asked what their most important issue is right now so she can mention it at the Council meeting. Young said as a body we can vote to recommend to Council and that is we have historically done and now all of a sudden everything goes through the Public Works director first. Seffinger asked if the most important issue was to look at the shuttle. Barth said that was supposed to go to Council to consider the shuttle. Young said it did not go to Council and that was almost six months ago. Graf says he remembers that we first wanted Council to consider an ad-hoc committee for the shuttle and then we decided to look into the TSP to piggyback on the TSP because it was faster than forming a new committee. Young said we have not looked at it since. Viéville said if staff is too overwhelmed to do the research, what prevents citizens from doing the research and presenting it. Young said there is a sense that all the work they do will not result in any action; where is the body that will work with the citizens? Newberry said citizens developing a program, without engaging someone from the City, are in a difficult position. One of the things recommended at the workshop she attended was to start with a steering committee, by bringing people from the City into the citizen process early on. Young said the trolley is in the TSP. It spent months in the Downtown Committee and was not well represented, everyone thought it was too expensive. Consultants from Eugene did a cost analysis of the shuttle program for \$1.1 million. Graf said there are questions about what routes are the best and he does not think it can be done for \$1.1 million. We have to consider the number of vehicles, how to compete with free parking, and how it will be ran. None of these questions have been answered. The citizens have talked about buying a \$300,000 bus and doing a pilot project. Young said it is that kind of thinking that makes it sound like it is not worth pursuing. We need to work out something that is viable with all points of view. He said this has been identified as a priority since 2012. There is record of himself making a request in the Downtown Committee to start the process for this. Viéville asked if we could put this on the agenda for an entire meeting to figure out a plan. Young suggested sponsoring a public forum. Newberry said we are not ready for a public forum; we need to get it on our agenda and talk it through. She asked to put this on the agenda. Graf said we can put it on the agenda but we need specifics to talk about. Barth said we heard from the e-shuttle project on August 28, 2015, he wants to check the minutes for September and October for something specific that sent this to Council. Graf said he does not think it went to Council, he believes we recommended to Council to an ad-hoc committee and we backed off it because of the issue of making an official committee. We talked about doing it though the TSP process because it is already in there with some study money and decided to do the internal circulator piece and then it sort of died. Barth thinks a feasibility study would be great. Graf said we need to figure out who will do the feasibility study. Young said an ad-hoc committee could do this. Newberry said the shuttle is on the list, are we developing an RFP for engineering services? Fleury said when the Commission first discussed moving this forward, he believes that staff came back to the Commission and said that we were in the process of the TGM grant cycle and would like to apply to support the TSP update. We would use the monies we have in SDC funds, to match funding to support the addition of the study for the shuttle as essentially the primary focus of the TSP update. He thinks that in addition to that was the program number five, the transit service program, to expand transit along with refining it with a feasibility of it. He said we did not get the grant so there are no additional funds for that purpose. We would have to reallocate funds for that feasibility study. He said if the Commission wants to have the discussion for the feasibility study, he could bring in the scoping documents to develop the feasibility study RFP. Newberry said the feasibility study would replace the phrase on the list 'engineering services'. Fleury said that is what we would solicit for but it would be an RFP and the sub caveat of that feasibility study for a shuttle and develop the appropriate scope that someone could respond to. Newberry asked if we have a budget to do a feasibility study. Fleury said he would have to reallocate funds. Young said the general sense in this community is that Public Works never met a consultant that they did not like. So much of the focus is paying consultants to chase money, which is why we had to take an issue onto the ballot to repair our streets. The priorities are skewed. Newberry asked if the RFP was developed. Fleury said no. Newberry said it would be interesting to put together what would be an RFP because it defines the steps that have to be done in order to do a feasibility study and if we could see those things defined, we would be able to decide if that is something we could bring a group of people together to do it. Young asked for this to not be on the December agenda because he will not be here. Graf said January is ok.

Fleury said he is hoping to have the report for N Main in the next packet along with the crosswalk analysis. He said

he is also working on the crosswalk at Mix and the loading zone issue. He said ODOT gave us money a while ago to redo the ADA ramps within the downtown area, we are working on that currently. Viéville asked if it was possible to put bumps on each side of the intersecting streets for ADA compliance by the path along Siskiyou. Newberry said the path itself is not ADA compliant and it is an ODOT thing. Fleury said he would have to look into it.

Young asked when the Nevada St Bridge will come back on the agenda and where it is at. Graf said they are trying to figure out what to do next. He said his understanding is that we will have to approve whatever comes to us. Fleury said the Commission will make a recommendation on an 'option' or 'no option' to Council and Public Works will support that or have their own recommendation.

#### **FUTURE AGENDA TOPICS**

TSP update process  
North Main Crosswalk Analysis/Post Road Diet Analysis  
Downtown Parking and Multi Modal Circulation Study  
CIP Budgeting

#### **ADJOURNMENT**

Meeting was adjourned at 8:36 p.m.

*Respectfully submitted,  
Kyndra Irigoyen  
Public Works Administrative Assistant*

