

**CITY OF
ASHLAND**
TRANSPORTATION COMMISSION
Thursday, March 26, 2009
Community Development, 51 Winburn Way

Agenda

- I. CALL TO ORDER AND INTRODUCTIONS: 7:00 PM
 - A. Election of Officers
 - B. Appointment of Traffic Subcommittee
- II. PUBLIC FORUM
- III. ADJUSTMENTS TO THE AGENDA
- IV. BUSINESS
 - A. Questions regarding the Commission's Role
 - B. Set Commission Schedule and Venue
 - C. Commissioner Packets
 - 1. Background and Supporting Documents
 - 2. Process for dissemination
 - D. Topics for Future Discussion
 - 1. TSP Update: History & Immediate Goals
 - 2. 2009-2034 Regional Transportation Plan Update Draft
 - 3. Other Items
- V. INFORMATIONAL ITEMS & COMMISSIONER COMMENTS
- IX. ADJOURN: 9:00 PM

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 March 20, 2009

Name	Title	Telephone	Mailing Address	E-mail Address	Expiration of Term
Tom Burnham	Commissioner	482-4467	1344 Apple Way	ntburnham@gmail.com	4/30/2010
John Gaffey	Commissioner	482-2935	637 Oak Street	gaffey@charter.net	4/30/2010
Brent Thompson	Commissioner	488-0407	582 Allison	brenttho@mind.net	4/30/2011
Julie Sommer	Commissioner	552-1942	1158 Village Square Drive	juliasommer@yahoo.com	4/30/2011
Colin Swales	Commissioner	488-0939	461 Allison	colinswales@gmail.com	4/30/2011
Matt Warshawsky	Commissioner	488-0917	821 Indiana Street	ashland@azcotech.com	4/30/2012
Eric Heesacker	Commissioner	482-6034	670 Berry lane	eric.heesacker@gmail.com	4/30/2012
David Young	Commissioner	488-4188	747 Oak Street	dyoung@jeffnet.org	4/30/2012
Vacant					

Non Voting Ex Officio Membership

Mike Faught	Director of Public Works Commission Secretary	488-5587	20 E. Main Street	faughtm@ashland.or.us	
David Chapman	council liaison	488-0152	390 Orchard Street	david@council.ashland.or.us	
Derek Severson	Community Development	488-5305	20 E. Main Street	seversod@ashland.or.us	
Steve MacLennan	Police	552-2809	20 E. Main Street	macleanns@ashland.or.us	
Scott Hollingsworth	Fire	552-2932	20 E. Main Street	Hollings@ashland.or.us	
Larry Blake	Southern Oregon University Ashland Schools	482-2564	1250 Siskiyou Bv	blakel@sou.edu	
Dan Dorrell PE	ODOT	774-6354	100 Antelope Rd WC 97503	Arthur.h.anderson@odot.state.or.us	
Nathan Broom	RVTD	608-2411	3200 Crater Lake Av - 04	n.broom@rvtd.org	
Jenna Stanke	Ashland Parks Jackson County Roads		20 E. Main Street 200 Antelope Rd WC 97503	stankeJS@jacksoncounty.org	
Eve Woods	Student Liaison	773-8515	920 W 11 th Street #3 Medford OR 97501	Eve_woods@hotmail.com	
Staff Support					
Nancy Slocum	Public Works Clerk	552-2420	20 E Main Street	slocumn@ashland.or.us	
Jim Olson	Engineering Services Manager	488-5347	20 E. Main Street	olsonji@ashland.or.us	
Karl Johnson	Assistant Engineer	552-2415	20 E Main Street	johnsonk@ashland.or.us	

ORDINANCE NO. 2975

**AN ORDINANCE AMENDING CHAPTER 2, ADMINISTRATION,
ADDING SECTION 2.13 TRANSPORTATION COMMISSION;
REPEALING SECTION 2.22 BICYCLE AND PEDESTRIAN COMMISSION AND
REPEALING SECTION 2.26 TRAFFIC SAFETY COMMISSION**

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

WHEREAS, the City of Ashland wishes to modify its Code with regard to Administration by adding a Transportation Commission ordinance to more closely coordinate transportation related issues specifically as they relate to safety, planning, funding and advocacy for all modes of transportation; and

WHEREAS, the City of Ashland wishes to reduce duplication by repealing in total Section 2.22 Bicycle and Pedestrian Commission and Section 2.26 Traffic Safety Commission;

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Repeal. Ashland Municipal Code 2.22 [Bicycle and Pedestrian Commission] is hereby repealed in its entirety.

SECTION 2. Repeal. Ashland Municipal Code 2.26 [Traffic Safety Commission] is hereby repealed in its entirety.

SECTION 3. New Section. Section 2.13 [Transportation Commission] is hereby added to the Ashland Municipal Code to read as follows:

2.13 Transportation Commission

2.13.010 Established - Generally.

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

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

"Ashland has a vision – to retain our small-town character even while we grow. To achieve this vision, we must proactively plan for a transportation system that is integrated into the community and enhances Ashland's

livability, character and natural environment. ...The focus must be on people being able to move easily through the city in all modes of travel. Modal equity then is more than just a phase. It is a planning concept that does not necessarily imply equal financial commitment or equal percentage use of each mode, but rather ensures that we will have the opportunity to conveniently and safely use the transportation mode of our choice, and allow us to move toward a less auto-dependent community."

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

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

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

2.13.020 Established – Membership.

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

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

2.13.030 Term and Vacancies.

A. Term. The term for each voting member shall be three years, expiring on April 30th.

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

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

2.13.040 Quorum, Rules and Regulations.

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

2.13.050 Traffic Sub-Committee.

A. Purpose. The purpose of the Traffic Sub-Committee is to enable the Transportation Commission to focus on broad transportation concerns by reducing the number of routine and general non-routine traffic items that come before the full Commission and to insure the Transportation Commission will have sufficient time to devote their full attention to the overall transportation matters at issue.

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

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

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

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

2.13.060 Reports.

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

2.13.070 Compensation.

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

SECTION 4. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

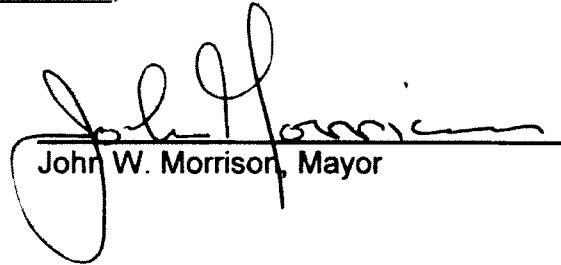
SECTION 5. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 4-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the 4 day of November, 2008, and duly PASSED and ADOPTED this 18 day of November, 2008.



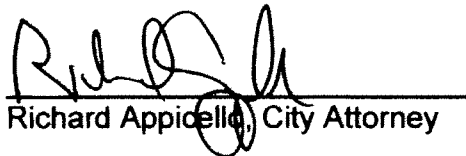
Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 21 day of November, 2008



John W. Morrison, Mayor

Reviewed as to form:



Richard Appicella, City Attorney

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Ⓞ (4:00 PM - 5:00 PM) VIPS Meetings Ⓞ (7:00 PM - 10:30 PM) Budget (grant meetings)	2 Ⓞ (7:00 PM - 10:30 PM) Budget (grant meetings)	3	4
5	6 Ⓞ (6:00 PM - 9:00 PM) Council Study Session	7 Ⓞ (7:30 AM - 2:00 PM) Municipal Court Ⓞ (7:00 PM - 10:30 PM) Council Regular Meeting	8	9 Ⓞ (8:00 AM - 5:00 PM) Reserve for Fire Chief Interviews Ⓞ (6:00 PM - 10:30 PM) Budget Committee Meeting	10 Ⓞ (8:00 AM - 5:00 PM) Reserve for Fire Chief Interviews	11
12	13	14 Ⓞ (7:30 AM - 2:00 PM) Municipal Court Ⓞ (1:30 PM - 3:00 PM) Hearings Board Mtg Ⓞ (7:00 PM - 10:30 PM) Planning Commission	15 Ⓞ (5:00 PM - 9:00 PM) Night Court	16 Ⓞ (6:00 PM - 10:30 PM) Budget Committee	17 Ⓞ (8:00 AM - 12:00 PM) First Aid/CPR training Ⓞ (6:00 PM - 10:30 PM) Budget Committee	18
19	20 Ⓞ (6:00 PM - 9:00 PM) Council Study Session	21 Ⓞ (7:30 AM - 2:00 PM) Municipal Court Ⓞ (7:00 PM - 10:30 PM) Council Regular Meeting	22 Ⓞ (8:30 AM - 2:00 PM) JURY TRIAL	23 Ⓞ (8:30 AM - 11:00 AM) Jackson Co. Case review Ⓞ (6:00 PM - 10:30 PM) Budget Committee	24 Ⓞ (8:00 AM - 12:00 PM) First Aid/CPR training Ⓞ (6:00 PM - 10:30 PM) Budget Committee	25
26	27 Ⓞ (6:00 PM - 10:30 PM) Budget Meeting	28 Ⓞ (7:30 AM - 4:00 PM) Municipal Court Ⓞ (7:00 PM - 10:30 PM) Planning Commission Study Session	29	30 Ⓞ (6:00 PM - 10:30 PM) Budget Committee		

Council Chambers

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Siskiyou Room			1 Ⓞ (8:30 AM - 9:30 AM) Engineering Staff Meeting Ⓞ (9:30 AM - 12:00 PM) Department Head Meeting	2 Ⓞ (3:30 PM - 5:30 PM) Public Art Selection Process	3	4
5	6 Ⓞ (5:30 PM - 7:00 PM) Council Study Session	7 Ⓞ (9:30 AM - 11:00 AM) Airport Commission	8 Ⓞ (8:30 AM - 9:30 AM) Supervisor's Meeting Ⓞ (9:30 AM - 12:00 PM) Department Head Meeting Ⓞ (3:00 PM - 4:00 PM)	9 Ⓞ (6:00 PM - 8:00 PM) Tree Commission Meeting	10	11
12	13 Ⓞ (1:00 PM - 5:00 PM) ICMA Appointments	14 Ⓞ (5:30 PM - 7:30 PM) Forest Commission Meeting	15 Ⓞ (8:30 AM - 9:30 AM) Engineering Staff Meeting Ⓞ (9:30 AM - 12:00 PM) Department Head Meeting	16	17 Ⓞ (8:15 AM - 10:00 AM) Public Art Commission	18
19	20 Ⓞ (5:30 PM - 7:00 PM) Council Study Session	21	22 Ⓞ (8:30 AM - 9:30 AM) Supervisor's Meeting Ⓞ (9:30 AM - 12:00 PM) Department Head Meeting	23 Ⓞ (1:00 PM - 2:00 PM) Safety Committee Meetings Ⓞ (2:00 PM - 4:00 PM) Area Command Meeting Ⓞ (4:30 PM - 6:30 PM)	24 Ⓞ (12:00 PM - 1:00 PM) Monthly Brown Bag Meeting w/ the Mayor	25
26	27 Ⓞ (8:00 AM - 5:00 PM) RESERVE FOR FIRE CHIEF RECRUITMENT PROCESS	28 Ⓞ (8:00 AM - 11:30 AM) RESERVE FOR FIRE CHIEF Selection Process	29 Ⓞ (8:30 AM - 9:30 AM) Engineering Staff Meeting Ⓞ (9:30 AM - 12:00 PM) Department Head Meeting	30		

Memo

CITY OF
ASHLAND

Date: March, 19, 2008
From: Karl J. Johnson
To: Transportation Commission
Re: **TRANSPORTATION SYSTEM PLAN (TSP) UPDATE HISTORY**

This City of Ashland is currently preparing for a full update of the City's Transportation System Plan (TSP). The purpose of the City's TSP is to define the existing system, and outline and prioritize specific improvements that will help the City move towards a more rounded multimodal system.

During 1997 and 1998, The City of Ashland Planning Department worked with a consultant (W&H Pacific) to complete the City's last comprehensive Transportation System Plan update. That update was approved by the City Council in May of 1998.

Over the past year and a half, the City of Ashland Public Works Department, has been working with the consultant group HDR Inc., to complete work on updating two sections of the City's 1998 Transportation System Plan as well as the Transportations Systems Development Charges (SDCs). The current updates include revisions to the Existing Conditions and Constraints of the current Transportation system (Chapter 6), development of recommendations and basis for Needed Transportation System improvements and development of a prioritized 20-year Capital Improvements Project list (Chapter 9). HDR Inc. also provided rationale and revised methodology for updating the City's Transportation SDCs. This work is currently being wrapped up and will be presented to Council in the near future.

Running concurrently with the completion of the partial update, the City will begin a comprehensive update of the entire TSP. This update will revise all of the current chapters of the TSP and will provide up-to-date maps and future improvements. Additional information will also be reviewed and included, such as "Safe Routes to School" to contribute to the development of the City's multimodal system.





Rogue Valley Transportation District

Support Services Department: Planning, TDM

3200 Crater Lake Avenue • Medford, Oregon 97504-9075

Phone (541) 608-2429 • Fax (541) 773-2877

Visit our website at: www.rvtd.org



TO: City of Ashland Transportation Commission
CC: Martha Bennett, City Administrator
DATE: December 30, 2008
RE: Request to continue TDM under the new Transportation Commission

RVTD houses the region's Transportation Options (TO) office, also called The Way To Go! Program. Our staff works with employers, schools and the general public to encourage the use of bicycling, walking, transit and ridesharing while providing outreach on the benefits of reducing auto use. The City of Ashland has been a strong partner in advocating for reducing reliance on the automobile through the Bicycle and Pedestrian Commission with activities such as the BTA safety courses, Safe Routes to School, Car Free Day and the Bike Swap. RVTD would like to request that the new Transportation Commission continue this important work in your community.

The success of RVTD's activities will depend in part on Ashland's new Transportation Commissioners to utilize our projects and create their own so they meet the specific needs of Ashland's citizens. To begin, the Transportation Commission should consider creating a "4-E Committee" which would focus on TO Education, Encouragement, Enforcement and Evaluation. This committee could reinforce the TO culture through events, assist employers and schools to reduce auto trips, provide education opportunities, solicit funding for more robust activities and advocate for multi-modal planning.

As more Rogue Valley cities express interest in TO strategies and ultimately more of RVTD's resources, it is paramount that the Transportation Commission take a strong role in providing outreach and advocacy efforts in your community. We are available to assist you in whatever way we can and look forward to being part of this new Commission.

In Cooperation,

Paige Townsend



City of Ashland
Attn: Derek Severson
Transportation Commission
20 East Main St
Ashland, OR 97520

December 19, 2008.

Bicycle and Pedestrian Commission, Traffic Safety and Transportation Commission

Thank you all very much for your past and continuing support of the Bicycle Transportation Alliance's (BTA) Bicycle Safety Education program in Ashland. For the last decade we have been committed to increasing safety and participation in cycling by area elementary and middle school children. The support from the City of Ashland's Bicycle and Pedestrian Commission has contributed directly this success.

I want to assure you that contributions made by the Commission and your outreach and fund raising programs go directly to teaching children bicycle and pedestrian safety in Ashland. Over the past year, Egon Dubois, Kat Smith and the most recent addition to the team, Shay Larson, taught 618 children our comprehensive 10-hour program in 5 schools.

We are very excited about growing our reach among children in the area and teach **all** children these essential skills. Our fantastic BTA instructors have been effective in working towards this goal in Ashland!

We look forward to our continued partnership and urge your continued support of these efforts. Please feel free to contact me, or our local program team, about possible future bicycle safety education courses.

Yours truly,

Scott Bricker
Executive Director

From: "Jenna Stanke" <StankeJS@jacksoncounty.org>
To: "Tim S. Garr" <Tim.Garr@cityofmedford.org>, <jeffb@cp-pd.com>, "mike smi...
CC: "Derek Severson" <dereks@ashland.or.us>, "Chris C. Olivier" <Chris.Olivi...
Date: 3/19/2009 6:01 PM
Subject: Rogue Valley Bike Summit
Attachments: Summit Agenda.pdf

Hello all-

For those of you who don't know me, I am staff to the County Bicycle Committee (and, more often wear the greenway hat). I recently scheduled a summit meeting between the various jurisdictional bicycle/pedestrian committees and commissions in the Rogue Valley. We thought it would be a good idea to have a show and tell with the groups in the region- to see what everyone is up to and discuss areas where we can collaborate. Representatives from each bike/ped. committee are committed to attending and giving a short presentation about their group's activities and goals.

We have come to the realization that it would be a huge benefit for everyone to hear what some of the other stakeholders are doing as well, and would like to invite you to present a short (5 min.) update about what you're doing in the areas of bicycle advocacy and safety promotion at the meeting. I would also welcome any suggestions for other entities/speakers we might have missed (see attached draft agenda).

The meeting will be held on Tuesday, March 31st at 5:30p in the Carpenter Room of the Medford Library. My apologies for the short notice, I really hope you are able to attend and share your projects with the group.

Please let me know ASAP if you will be able to attend and if you have any thoughts or suggestions.

Thanks,
Jenna

Jenna Stanke
Special Projects Manager

Jackson County Roads & Parks
200 Antelope Road
White City OR 97503

541.774.6231
c- 541.941.6224
f- 541.774.6295

Rogue Valley Bicycle/Pedestrian Commission/Committee Summit

March 31st, 2009

5:30-7:30p, Medford Library Carpenter Room

DRAFT Agenda

- Welcome & introductions- 10 min.
- Presentations from Bike/Ped. Committees- 5-10 min. each- 40 min. max.
 - Ashland Transportation Safety Commission
 - Medford Bicycle Pedestrian Advisory Committee
 - Jackson County Bicycle Committee
 - Grants Pass/Josephine County Bikeways
- Presentations from other stakeholders- 5 min. max. each- 40 min.
 - Rogue Valley Transportation District- Nathan/Kat
 - Bicycle Transportation Alliance- Egon Dubois
 - League of American Bicyclists- Bill Heimann/John Colwell
 - Central Point PD- Jeff Britton
 - Medford PD- Tim Garr
 - Jackson County Sheriff's Office- Scott Downing/Gerry Conley
 - Grants Pass PD- ???
 - Siskiyou Velo- Mike Smith
- Wrap up & next steps- 30 min.
 - Areas to collaborate
 - Bicycle Friendly Community
 - Events/outreach
 - Bike Month/Week/Day events
 - Publications
 - Rogue Valley Commuter Challenge
 - Rogue Valley Bicycle Summit
 - Next meeting- September? Next year?

FREE Class



Bicycle Maintenance and Commuter Skills Class



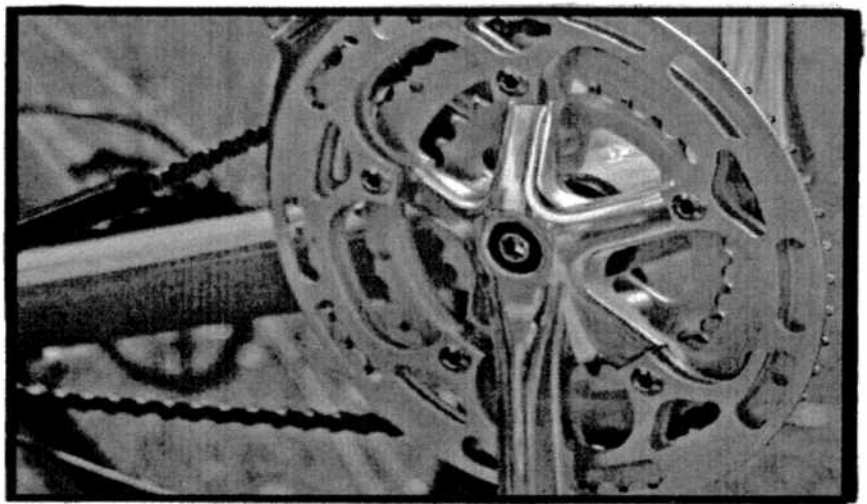
Saturday April 4, 2009
9:30 AM - 12:30 pm

FREE

Santo Community Center
701 N. Columbus
Medford, OR 97501

To register
call 541.774.2400
or visit
www.playmedford.org

It's time to get your bike out of the garage, dust it off, and learn how to tune it up so you can ride for recreation and/or transportation!

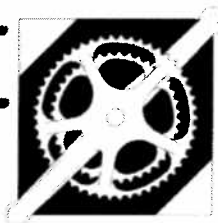


Steve Maluk, Medford Cycle Sport bicycle mechanic, will provide instruction on: repairing a flat, making minor adjustments to brake cables, brake pads, gear cables and derailleurs, lubing a chain, and adjusting the saddle properly. Kat Smith, RVTD Transportation Options Coordinator, will provide basic safety and commuting information, Oregon Bicycle Laws, and more.

First 10 participants to register will receive Pedal Power: A Legal Guide for Oregon Cyclists by Ray Thomas (\$10 value)



**CYCLE
SPORT**
Ashland • Medford



CYCLE SPORT WILL
PROVIDE
COMPLIMENTARY
GLUE-LESS PATCH
KITS.



Bicycle Maintenance and Commuter Skills Class

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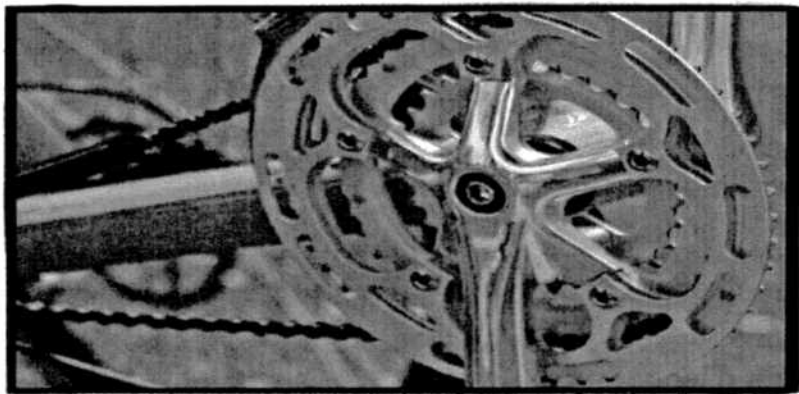
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CC: Martha Bennett, City Administrator
DATE: December 30, 2008
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