

**CITY OF
ASHLAND**
TRANSPORTATION COMMISSION
Thursday, September 17, 2009
Community Development Building, 51 Winburn Way
Agenda

- I. CALL TO ORDER: 6:00 PM
- II. APPROVAL OF MINUTES: August 20, 2009
- III. PUBLIC FORUM
- IV. ADJUSTMENTS TO THE AGENDA
- V. ACTION ITEMS
 - Oak Street Share the Road Request (30 minutes)
 - Will Dodge Way Update (5 minutes)
 - Adoption of the Transportation System Plan (TSP) Update Chapters 4, 6 and 9 (20 minutes)
 - Upcoming Amendment Chapter 2.04 Commissions, Committees and Boards (30 minutes)
 - Discussion of Transportation Commission Meeting Length (10 minutes)
 - Volunteer Request for SOU New Student Events (5 minutes)
- VI. INFORMATIONAL ITEMS
 - RVTB Briefing (Broom)
 - Planning Commission / Transportation Commission Study Session Minutes 8-25-09
 - Draft Request for Proposal for Comprehensive TSP (copy to be provided at meeting)
 - “What Would Get Americans Biking to Work?” Article
 - “Boris Johnson Should Visit Copenhagen for Tips on Promoting City Cycling” Article
- VII. NEXT MEETING/SUGGESTED AGENDA TOPICS
- VIII. COMMISSIONER COMMENTS
- IX. ADJOURN: 8:00 PM

Next meeting: October 15, 2009 @ 6:00 pm

Note for Commissioners: Please call Nancy Slocum at 552-2420 if you can not attend the meeting.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Office at 488-5587 (TTY phone number 1 800 735 2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

CITY OF ASHLAND

Transportation Commission

Contact List as of August 19, 2009

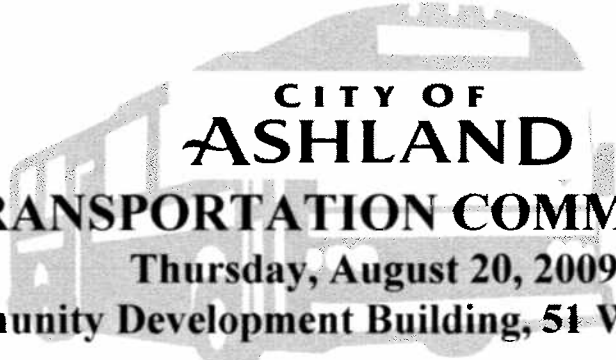
Name	Title	Telephone	Mailing Address	E-mail Address	Expiration of Term
Tom Burnham	Commissioner	482-4467	1344 Apple Way	ntburnham@gmail.com	4/30/2010
John Gaffey	Commissioner	482-2935	637 Oak Street	gaffey@charter.net	4/30/2010
Brent Thompson	Commissioner	488-0407	582 Allison	brenttho@mind.net	4/30/2011
Julia Sommer	Commissioner	552-1942	1158 Village Square Drive	juliasommer@yahoo.com	4/30/2011
Colin Swales	Commissioner	488-0939	143 8 th Street	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	2360 Ranch Road	eric.heesacker@gmail.com	4/30/2012
David Young	Commissioner	488-4188	747 Oak Street	dyoung@jeffnet.org	4/30/2012

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	
Brandon Goldman	Planning	488-5305	20 E. Main Street	goldmanb@ashland.or.us	
Steve MacLennan	Police	552-2809	20 E. Main Street	macienns@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	Dan.w.dorrell@odot.state.or.us	
Nathan Broom	RVTD	608-2411	3200 Crater Lake Av – 04 20 E. Main Street	n.broom@rvtd.org	
Jenna Stanke	Ashland Parks Jackson County Roads		200 Antelope Rd WC 97503 920 W 11 th Street #3 Medford OR 97501	stankeJS@jacksoncounty.org	
Eve Woods	Student Liaison	773-8515		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	



**CITY OF
ASHLAND**
TRANSPORTATION COMMISSION
Thursday, August 20, 2009
Community Development Building, 51 Winburn Way

Minutes

Attendees: Tom Burnham, John Gaffey, Eric Heesacker, Julia Sommer (Acting Chair),
Matt Warshawsky, David Young

Absent: Brent Thompson, Colin Swales

Ex Officio Members: Derek Severson, Nathan Broom, Eve Woods, Steve MacLennan,
Scott Hollingsworth, David Chapman

Staff Present: Mike Faught, Nancy Slocum

I. CALL TO ORDER: 6:02 PM

II. APPROVAL OF MINUTES:

Sommer made spelling corrections to the minutes of July 21, 2009. She noted that Danielle Mancuso presented Mountain Meadows' Transit Needs. Burnham moved to approve the minutes as amended, Young seconded the motion and it passed unanimously.

III. PUBLIC FORUM

Egon Dubois thanked the Public Works Department for the installation of the bike parking stations.

Warshawsky thanked Faught and staff for the construction of the Siskiyou / Garfield pedestrian safety improvements.

IV. ADJUSTMENTS TO THE AGENDA:

The order of the agenda was changed as follows to accommodate guests.

V. BUSINESS

A. Establish agreement on public forum protocol

In order to get through future agendas, Sommers recommended the Public Forum section be limited to 5 minutes per person or 15 minutes total. This time limit would not include discussion by the Commission; however, the Commission would have the opportunity to put an item on a future agenda.

Young moved to use 5 minutes per person and/or 15 minutes total for the Public Forum portion of the agenda. The Commission would then have the option to place a presented item on the present agenda or reconsider it as a future agenda item. Heesacker seconded the motion and it passed unanimously.

Eric Dubois recommended a sign up sheet as is done at City Council meetings.

B. Will Dodge Way neighborhood meeting, August 26, 2009

Staff distributed copied of Resolution No. 90-51 whereby the City Council designated Will Dodge Way in a Southbound Direction from Pioneer Street to First Street. Faught noted that Will Dodge Way's traffic count averaged 66 trips per day. Long term goals for bicyclists, pedestrians, etc. would be addressed in the Transportation System Plan (TSP) update. He would direct the Street Department to reinstall one-way signage. Scott Hollingsworth from the Fire Department also supported the one-way designation. The Commission supported the resolution through consensus.

I. Car Free Day

Steve Ryan reminded the Commission that Car Free Day would be held on September 22, 2009 from 4:00 pm to 7:00 pm on Oak Street. The event is in conjunction with Commuter Challenge and RVTD's Transit Week. Ryan invited the Commission to participate by hosting a table.

J. PC/TC workshop August 25, 2009

Staff will email the agenda. The goal is for both commissions to become acquainted with each other.

V. INFORMATIONAL ITEMS & COMMISSIONER COMMENTS:

Burnham(?) asked that the centerline on Grandview not be repainted.

Faught reported that the Siskiyou / Garfield pedestrian safety improvements were nearly complete, but there was some electrical work to be done. Faught guaranteed that the work would be complete by the beginning of SOU's fall term.

Faught announced he would be on vacation during the next meeting. Jim Olson will staff the meeting.

Nathan Broom noted an 8% increase in ridership for the fiscal year. The new Ashland route and increase rates will begin September 8, 2009. A recent City of Medford employee survey showed many employees were willing to use alternative transportation. He suggested the City of Ashland, as a top employer in Ashland, conduct its own survey.

Eve Woods, SOU Student Liaison, asked for volunteers to help her table SOU's annual scavenger hunt; 2500 students are expected. Volunteers are also needed for Tuesday, September 29th Club Fair.

VI. ADJOURN: 8:15 PM

Respectfully submitted,
Nancy Slocum, Accounting Clerk I

Memo

CITY OF
ASHLAND

Date: September 9, 2009
From: James Olson 
To: Transportation Commission
Re: DESIGNATION OF OAK STREET AS A SHARED FACILITY

QUESTION:

Will the Transportation Commission designate Oak Street, from the CORP Railroad to Nevada Street, as a shared roadway and recommend installation of signs designating it as such?

STAFF RECOMMENDATION

Staff recommends that Oak Street, from the CORP Railroad to Nevada Street, be designated as a shared roadway and that approximately ten signs be erected advising motorists and bicyclists to share the road. Signs shall be a standard MUTCD Sign Number W11-1 (diamond bike sign) with a W16-1 "Share the Road" placard mounted directly below each sign.

BACKGROUND

See attached memo of February 21, 2008 regarding the establishment of bike lanes on Oak Street. This issue was discussed at the February, 2008 meeting of the former Traffic Safety Commission. The TSC determined that the establishment of bike lanes was not practical and that alternate methods of bike safety should be researched.

At last month's meeting Tom Burnham presented an option to designate Oak Street as a shared roadway and to erect signage to so indicate.

Shared Roadway

A shared roadway is an approved MUTCD designation which is applicable to streets that are bike routes, but are also open to motor vehicle travel and upon which no bicycle lane is designated.

There are no specific standards for most shared roads; they are simply the roads as constructed. According to research they function best when the travel lanes can be wider than the minimum standards and when vehicle speeds are 25 mph or lower. Shared roadways can function well on local streets, minor collectors and on low volume rural roads and highways. Mile per mile, shared roadways are the most common bikeway type.

In 1999 a major traffic calming construction effort took place on Oak Street. Under this program the following pedestrian amenities and traffic calming features were installed:

ENGINEERING DIVISION Tel: 541/488-5347
20 E. Main Street Fax: 541/488-6006
Ashland OR 97520 TTY: 800/735-2900
www.ashland.or.us



1. Speed humps (4)
2. Raised intersection (at Oak and Nevada)
3. Raised crosswalks
4. Curb bumpouts
5. Sidewalks and crosswalks
6. Improved signage

The traffic calming efforts have proven to be effective and the average speeds are close to the posted speed of 25 mph.

Proposed Cost

There are two levels to which the shared facility can be designated: signage only (the standard) or signage plus pavement marking.

The signs are MUTCD approved and are readily available. The pavement markings have not yet been standardized nor accepted by MUTCD or by ODOT. The markings that have been used by some City's including Long Beach and San Francisco include a 4 inch white stripe along the parking lane and a thermoplastic appliqué of a bike with two chevrons called a "sharrow." Due to the location of the sharrow within the traffic lane, it is important that thermoplastic be used as paint would only last a few months. Since the sharrow is not yet a standard accepted form, it would be created as a custom shape thus more costly.

The estimated costs for the designation of a shared roadway are as follows:

- | | |
|-------------------------------------|---------------------------------|
| 1. Signs: | 10 each @ \$200 each = \$2,000 |
| 2. Lane Striping (not recommended): | 2600 SF @ \$0.75 / SF = \$1,450 |
| 3. Sharrows (not recommended): | 12 each @ \$800 each = \$9,600 |

DECISION POINTS

Oak Street, as a City Street, extends from East Main Street to the north city limits - approximately 200 feet north of Nevada Street.

The section from the railroad to the city limits was built to commercial / industrial standards and is 40 feet wide. The section between East Main and Lithia Way is 42 feet wide and the remaining section, Lithia way to the railroad, is 36 feet wide.

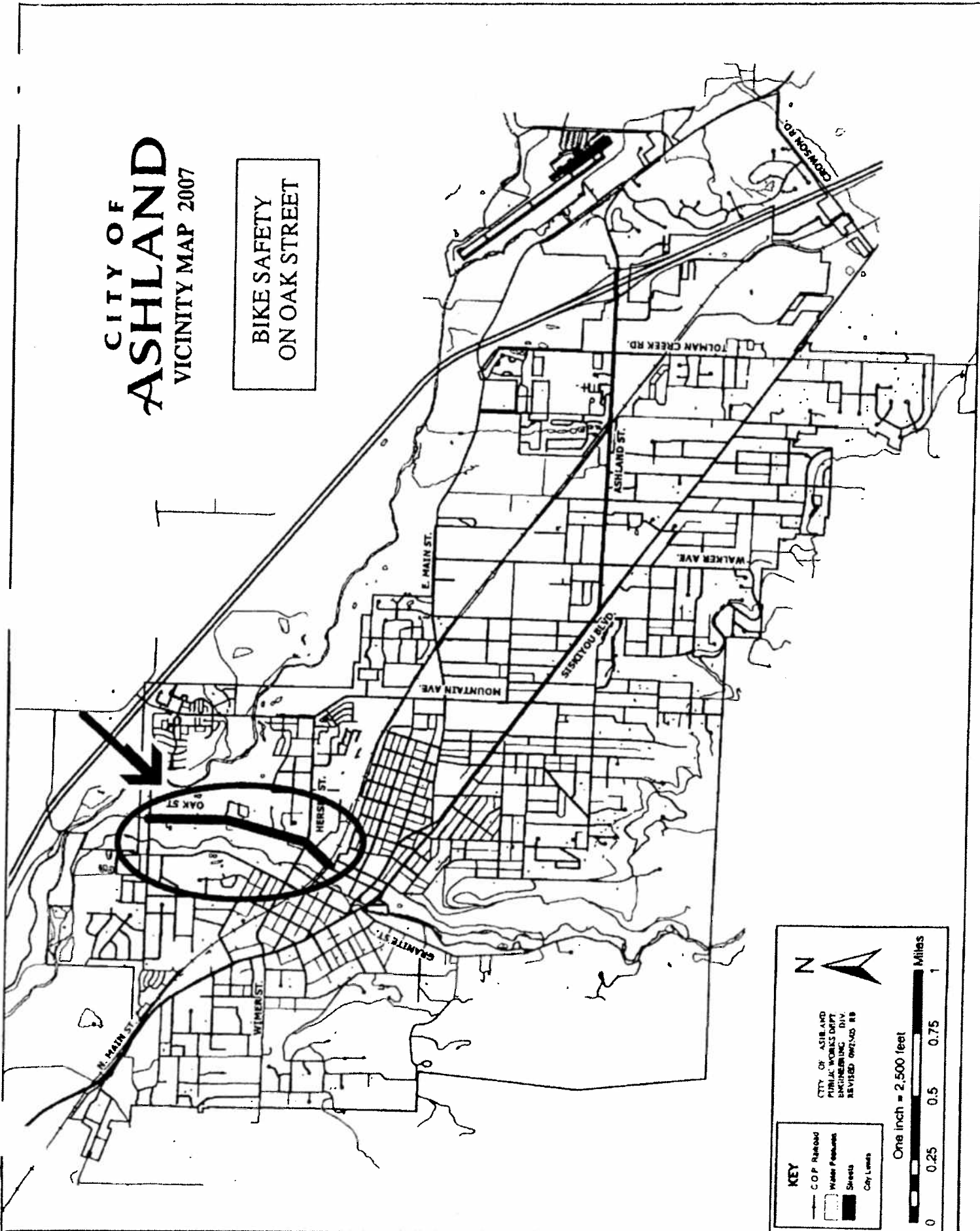
The wider section of Oak Street provides wider shared travel lanes (13 to 14 feet) although the rate of bike travel may be similar on all sections.

The Commission may wish to designate the entire length of Oak Street as a shared roadway rather than only the railroad to Nevada Street section.



CITY OF
ASHLAND
VICINITY MAP 2007

BIKE SAFETY
ON OAK STREET



KEY

- C.O.P. Railroad
- Water Features
- Streets
- City Limits

CITY OF ASHLAND
PUBLIC WORKS DEPT
ENGINEERING DIV
REVISED 02/2007 RB

One inch = 2,500 feet

0 0.25 0.5 0.75 1 Miles

Memo

CITY OF
ASHLAND

Date: February 21, 2008
From: James Olson
To: Traffic Safety Commission
Re: PROPOSAL TO INSTALL BIKE LANES ON OAK STREET

STATEMENT

The Bike and Ped Commission has been looking into ways in which bike traffic on Oak Street can be better accommodated and protected. They would like to examine the possibility of installing bike lanes on Oak Street. Steve Ryan from the Bike and Ped Commission will address this issue on February 28, 2008.

BACKGROUND

Oak Street is listed as an avenue (major collector) under the City's Transportation System Plan. The section from the railroad tracks to Nevada Street is 40 feet wide and carries over 4000 vehicles per day. There are sidewalks on at least one side of the street and unrestricted parking on both sides of the street. The current typical section is from west to east:

8 foot parking lane, 12 foot travel lane,
12 foot travel lane, 8 foot parking lane.

Because of the street classification and the amount of traffic, the lane widths are one to two feet wider than normally found on residential streets. Bikelanes would require a full 10 feet of width. If the parking and travel lane widths were each reduced by one or more feet there would not be adequate room to mark bikelanes with the current configuration of parking on both sides. A minimum width for bike lanes with parking lanes would be:

7 foot park lane, 5 foot bike lane, 10 foot travel lane,
10 foot travel lane, 5 foot bike lane, 7 foot park lane, for a total of 44 feet.

To mark bike lanes would require that one lane of parking be completely eliminated, a condition that might not be acceptable to the neighborhood. Another problem would be that there are several curb bumpouts along the street. Currently these have no impact on traffic alignment as the bumpouts are confined to the parking lanes. To eliminate one parking lane would create a section such as:

8 foot parking lane, 5 foot bike lane, 10.5 foot travel lane,
10.5 foot travel lane, 6 foot bike lane.

With this type of configuration the curb bumpout would completely block the bike lane on one side of the street and require the bicyclist to merge into the traffic lane around each of the bumpouts. This is a situation that should be avoided in bike lanes.

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20 E. Main Street Fax: 541/488-6006
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CONCLUSION

The Bike and Ped Commission is requesting that this commission look at ways to improve bike safety on Oak Street, however, the removal of parking and implementation of bike lanes on the street presents several problems as previously touched on. The commission may wish to examine other suggestions or options.

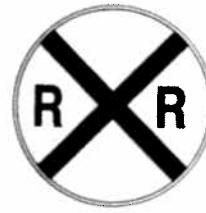




W8-1



W8-2



W10-1



W12-2

OR



W8-10



W8-10p



W11-1



W11-1



W16-7



W11-1



W16-1



Shared Lane Pavement Marking a.k.a Sharrows

Shared lane pavement markings (or “sharrows”) are bicycle symbols that are placed in the roadway lane indicating that motorists should expect to see and share the lane with bicycles. Unlike bicycle lanes, they do not designate a particular part of the roadway for the use of bicyclists.

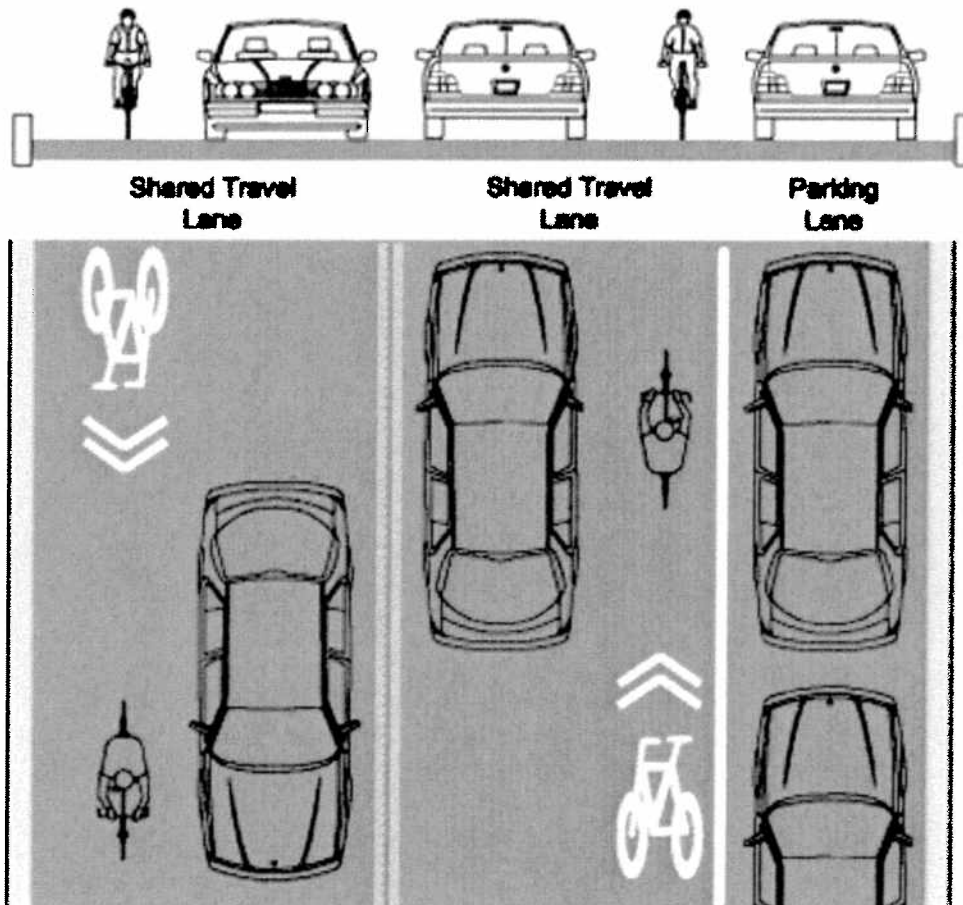
What do sharrows mean for motorists and bicyclists?

Motorists:

- Expect to see bicyclists on the street
- Remember to give bicyclists three feet of space when passing
- Follow the rules of the road as if there were no sharrows

Bicyclists

- Use the sharrow to guide where you ride within the lane
- Remember not to ride too close to parked cars
- Follow the rules of the road as if there were no sharrows

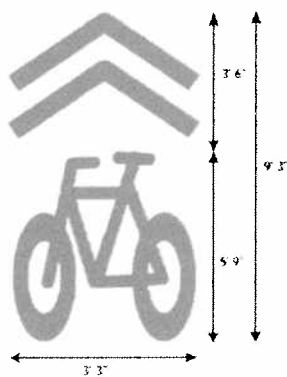


Because those surveys may be insufficient for obtaining baseline data and changes, and are not targeted at the specific STR message, substantial grant funding (estimated at \$5000-\$10,000) may be needed for separate pre-, mid-, and post-program surveys.

Any survey used should also seek data on the perceived level of safety for bicyclists, as well as actual bicyclist mode share.

L. Shared Lane Pavement Markings

A project team is recommending that the City of San Francisco use the following marking on shared-use lanes on appropriate streets in the City:



This marking, also known informally as a "sharrow," has been approved by the California Traffic Control Device Committee (CTCDC) for adoption as an option statewide. If so adopted, or if Sacramento can test them also, such sharrows should be used on roadways in conjunction with the new STR signs placed nearby, or in lieu of signs at locations that did not get funded for signs. These should be used on heavily used bike routes, whether or not the route is formally identified as a Class III route.

The full marking proposal is reproduced in Attachment C.



While the W79 and W79a sign above is the preferred sign generally for the Sacramento area, there may be instances (e.g. where lanes are clearly too narrow for both a motorist and bicyclist to share the lane next to parked cars) where this sign would be appropriate. More information on this sign type is available at

www.bicycle.sfgov.org/site/uploadedfiles/dpt/bike/Article_BAUFL_Sign.pdf.

2. Soliciting Potential Locations

Bicyclists, especially regular bicyclists, are best positioned to identify locations that would benefit most from the sign. SABA will solicit locations from its members in at least one of its newsletters using the form in Attachment B. Other groups to be approached using the same or similar form include the Sacramento City and County Bicycle Advisory Committee, and the recreational ride groups Sacramento Wheelman and the Sacramento Bike Hikers. The form should also be distributed at transportation and community events, and to neighborhood, school, and other potentially interested groups.

3. Sign Location Criteria

The Committee reviewed sign placement criteria proposed for Napa County, and, based on that and other considerations, determined that the following criteria should be applied to evaluate and prioritize suggested sign locations:

- High bicyclist/motorist collision rate or number
- High bicycle and automobile traffic
- High bicyclist/motorist speed differential
- Bicyclists' perceived need
- Lanes with narrow or no shoulder
- Conflict points, including intersections and interchanges
- Known bicycle routes (whether or not signed)
- City/County borders, or other transition areas

There will be a general priority placed on designated bike routes in a bikeway master plan.

September 8, 2009



RE: OAK STREET "SHARE THE ROAD" PAVEMENT MARKING REQUEST

Dear Oak Street Neighbors:

As you are no doubt aware, Oak Street supports high volumes of both vehicle and bicycle traffic. The City has received several requests to help make Oak Street safer, especially for bicyclists. The City is currently considering designating Oak Street as a shared facility by adding signs and pavement marking as indicated below. The designation of a shared facility will not affect parking, access or any other current use; the signage merely reminds motorists they will be sharing the traffic lanes since there are no designated bike lanes.

The request will be discussed on Thursday, September 17, 2009 at 6:00 pm. You are welcome to attend if you wish to express any comments or concerns. The commission will meet in the Siskiyou Room of the Community Development / Engineering Services Building located at 51 Winburn Way at 7:00 PM.

If you would like more information regarding this issue, please feel free to call at 488-5347.

Sincerely,

A handwritten signature in cursive script that reads "James H. Olson".

James H. Olson
Transportation Commission Staff Liaison

cc: Transportation Commission



Engineering
20 E. Main Street
Ashland, Oregon 97520
www.ashland.or.us

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Memo

CITY OF
ASHLAND

Date: September 9, 2009
From: James Olson
To: Transportation Commission
Re: WILL DODGE WAY TRAFFIC ISSUES UPDATE

On August 26, 2009 the owners and residents of Will Dodge Way met with City Staff to discuss various issues including the traffic issues that were discussed by this Commission last month.

After much discussion staff was able to gain consensus on the following items:

1. Retain the existing one-way traffic pattern
2. Prohibit stopping for a distance of approximately 100 feet from each end of the alley
3. Limit stopping to 10 minutes
4. Erect signs to indicate traffic direction and limits of no stopping areas.

In further study of the area, staff is recommending that the above consensus items be approved with one minor modification.

The easterly no stopping area (from First Street) be broken into two segments to accommodate existing loading and access points. From First Street the first 50 feet to be signed as no stopping followed by 50 feet of permitted loading zone followed by another 60 feet of no stopping area in front of the garages. (See attached map.)

If the Commission can support these changes, staff will again meet with the owners and recommend the changes to Council.





1 inch = 60 feet
PIONEER ST

N PIONEER ST

100 ft.
NO
STOPPING

WILL DODGE WY

10 MINUTE
LOADING
ZONE

60 FT
NO
STOPPING

50 FT
LOADING
ZONE

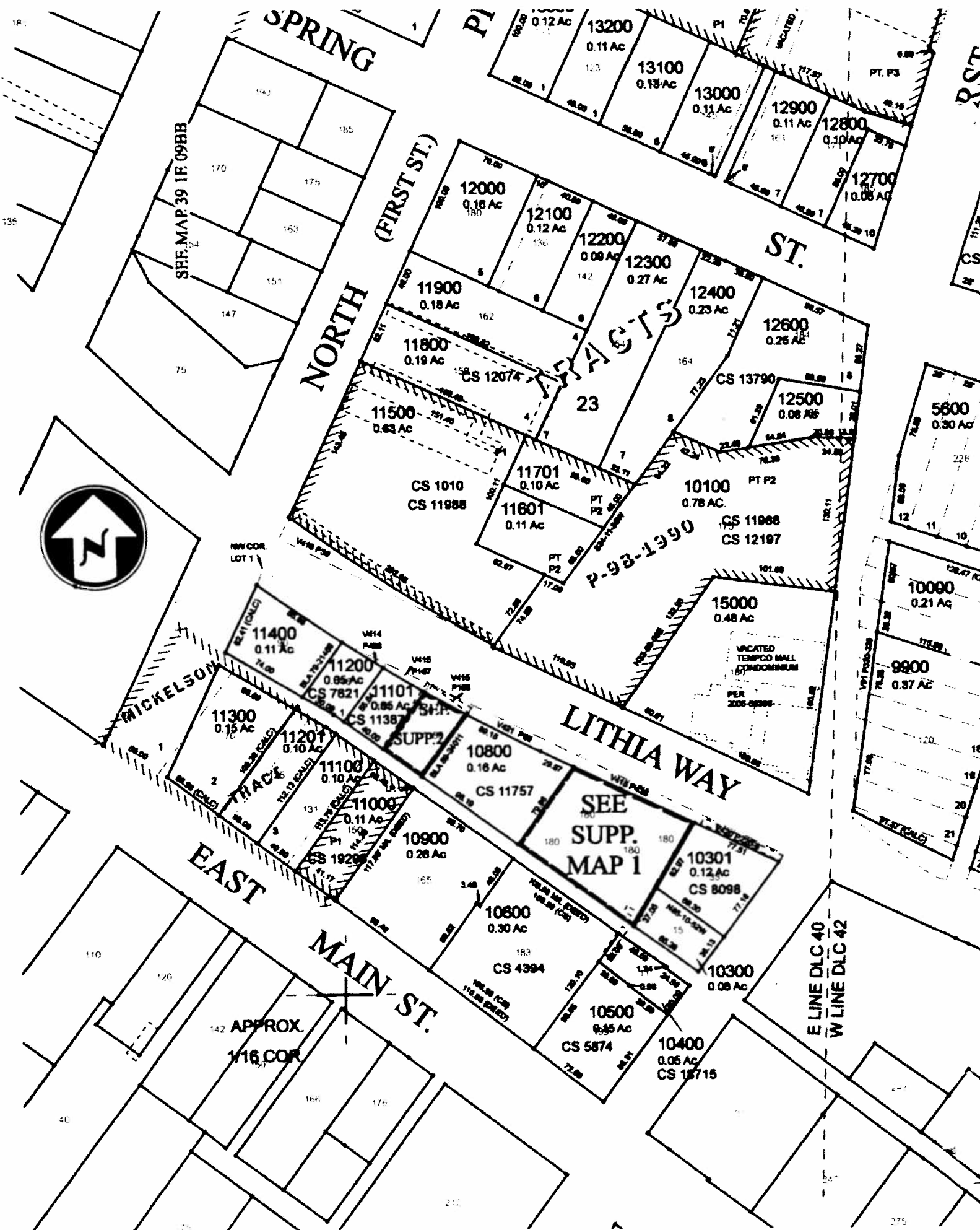
50 FT
NO
STOPPING

E MAIN ST

LITHIA WY

N FIRST ST

S FIRST ST



SEE MAP 39 1E 09BB



APPROX.
116 COR

SEE
SUPP.
MAP 1

E LINE DLC 40
W LINE DLC 42

VACATED
TEMPCO MALL
CONDORNIUM
PER 200-8888

P-93-1990

NW COR.
LOT 1

MICKELSON
TRACE

LITHIA WAY

EAST
MAIN ST.

NORTH
(FIRST ST.)

SPRING PI

ST.

RST

CS

128.47 AC

172.21 AC

172.21 AC

291

Memo

CITY OF
ASHLAND

To: Transportation Commission
From: James Olson
Sub: TRAFFIC CONCERNS ON WILL DODGE WAY
AT ISSUE

At last months meeting, the recent traffic problems plaguing Will Dodge Way were introduced and briefly discussed. The commission instructed staff to provide additional research into some of the problems including:

1. Designation of one-way traffic.
2. Possible restrictions to material deliveries in the alley.
3. Other restrictions to relieve vehicle congestion.

The following information is provided as requested.

BACKGROUND

Will Dodge Way is a 12 foot wide public alley which extends from Pioneer Street to Second Street between East Main Street and Lithia Way. The section which is most problematic and which is the subject of this discussion is the block from Pioneer Street to First Street which is approximately 480 feet long. The original 12 foot wide right of way was deeded to the City in 1910. The right of way is unusual in that it is one of the narrowest rights of way of all of Ashland's alleys. Concrete curb and gutter has been constructed along the entire north side of the right of way with the curb back being located a few inches inside the right of way. The purpose of the curb is to control drainage but it also reduces the available usable travel surface to approximately 11 feet.

The 11 foot wide width does not provide enough room for 2 vehicles to pass. This narrow width was one of the conditions that prompted the Traffic Safety Commission to recommend that the first block of Will Dodge Way be designated one-way in a southerly direction in 1990. The recommendation was approved by the Council on Nov 20, 1990 under Resolution no. 90-51. The change to a one-way designation was the result of action by a number of property and business owners along the alley. A copy of a letter from Feb 6, 1990 and signed by 6 business owners is attached as is the March 29, 1990 communication from Steve Hall, former Public Works Director. Some of the conditions that existed in 1990 still exist today, however there are some new elements to be considered including:

1. The vehicle connection between Lithia Way and Will Dodge Way that existed through the City owned parking lot has been eliminated with the sole of the lot.
2. Four new buildings have been constructed since 1990 including the Jasmine Office Condominium which has five private garage openings onto the alley. These garages are oriented in a manner that makes them extremely difficult to access from the present one-way traffic pattern.
3. The alley has several after hours establishments that bring in higher concentrations of late night traffic, both pedestrian and vehicular.
4. The increased number of business that have frontage on the alley also correlates to an increase in the number of vehicle and pedestrian entry ways and access points that open



onto the alley. Those are now nearly 40 access ways, from garbage enclosures, to business entrances to driveways along the length of the alley.

PHYSICAL CHARACTERISTICS

The following physical attributes were measured and/or noted by staff:

1. Right of way width - 12 feet
2. Right of way length - 475 feet
3. Curb to curb length - 485 feet
4. Surface width - 11* feet
5. Public Parking - none
6. Off street parking (private) – 26** spaces
7. Surface - asphalt
8. Surface condition - none
9. Traffic control signs - 2 painted arrow
1 arrow sign
1 do not enter sign
10. Traffic speed, average 11. 6 mph
11. Traffic speed, 85% 13.5 mph
12. Max recorded speed 16.6 mph
13. Traffic Volume (16 hour) 66 vehicles
West bound (illegal) 24 vehicles
East bound 42 vehicles

*Areas where the alley width appears wider include private property.

**Includes 5 enclosed garage with access onto the alley and 12 spaces within the former City parking lot. These spaces will eventually be lost entirely.

ONE-WAY DETERMINATION

It has been suggested that the one-way determination should be rescinded and that two-way traffic should be reinstated similar to the remaining block of Will Dodge Way.

Following are arguments for and against making that change:

PRO

1. With the elimination of the City owned parking lot there is no longer an outlet for cars when access is blocked by delivery trucks.
2. There is a high percentage (36%) disobedience of the one way traffic pattern.
3. Owners accessing the five garages on the North side of the alley find it difficult to enter these garages from a southeast bound direction.
4. The alley is straight and short enough that so that traffic entering at either end can see to the opposite end.
5. One way traffic often promotes higher speeds on alleys as the need to anticipate approaching traffic is eliminated.
6. A two way traffic pattern may reduce out-of-direction travel.

CON

1. If two vehicles enter the alley at the same time, one may be forced to back out onto either Pioneer Street or First Street.
2. The one-way designation may reduce cut-through or by pass traffic.
3. The one-way traffic pattern reduces possible vehicle conflict points.



DELIVERY RESTRICTIONS

Pam Hammond, in her May 21, 2009 letter (attached) stated that the City Police had placed a restriction on delivery trucks stopping and unloading in Will Dodge Way. This, as Colin points out in his e-mail, (attached) is contrary to Ashland Municipal Code. Prior to the meeting, APD will be contacted to learn more regarding this issue.

CONCLUSION

All property owners along the alley have been invited to attend this meeting and voice their opinion regarding these issues. Often, those closest to the problem have the best definition of the problem.



RESOLUTION NO. 90-51

A RESOLUTION DESIGNATING WILL DODGE WAY IN A SOUTHBOUND DIRECTION FROM PIONEER STREET TO FIRST STREET.

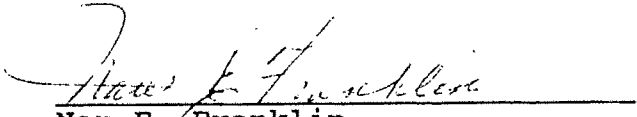
WHEREAS, the Traffic Safety Commission has recommended that Will Dodge Way be designated for one-way traffic.

NOW THEREFOR BE IT RESOLVED by the Mayor and City Council as follows:

SECTION 1. Will Dodge Way between Pioneer Street and First Street is hereby designated as one-way in a Southbound direction.

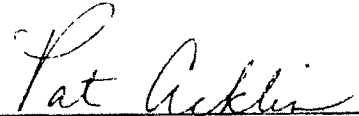
SECTION 2. The Director of Public Works is hereby directed to place appropriate signage implementing this designation, including "No stopping" signs for the first 125 feet Southerly from Pioneer Street.

The foregoing Resolution was READ and DULY ADOPTED at a regular meeting of the City Council of the City of Ashland on the 26th day of November, 1990.



Nan E. Franklin
City Recorder

SIGNED and APPROVED this 26th day of November, 1990.



Patricia Acklin
Acting Mayor

Memo

CITY OF
ASHLAND

Date: September 8, 2009
From: James Olson 
To: Transportation Commission
Re: ADOPTION OF THE TRANSPORTATION SYSTEM PLAN UPDATE (TSP)

A partial update of the City's 1998 TSP was completed in 2008 by HDR Engineers. The update was only for Chapter 4 (Existing Conditions and Constraints), Chapter 6 (Identification of System Problems) and Chapter 9 (Needed Transportation Improvements) and an update to the transportation system development charges (SDC). This update, while complete, has never been formally adopted by the City. The Public Works Department is currently soliciting proposals from a transportation engineering firm to facilitate the adoption of this update. The adoption process requires presentations to this Commission as well as to the Planning Commission and finally to the City Council. A copy of the request for proposal (RFP) document is enclosed which further outlines the actions to be taken to adopt this update. Drafts of Chapters 6 and 9 are in your commission binders and Chapter 4 will be brought to the meeting. Alternatively, the Chapters can be found on the City website.

A full and complete TSP has also been commissioned and a Transportation Growth Management (TGM) grant has been received to partially fund this effort. The TGM grant requires that ODOT administer the contract for this work although the City will work closely with ODOT to ensure that this document truly reflects Ashland's needs. The first step in this process, which is ongoing, is to select a consultant again using the RFP process. Once a consultant is selected, the final scope of service and costs will be negotiated and agreed upon and the real work will commence. This Commission will be very closely involved in the entire process which could take two years or more.

A copy of this RFP will be emailed to all commissioners as soon as it is completed.



**CITY OF
ASHLAND**

**PUBLIC WORKS/ENGINEERING DIVISION
REQUEST FOR PROPOSALS
TO
FACILITATE THE ADOPTION OF A PARTIAL
TRANSPORTATION SYSTEM PLAN UPDATE**

PROJECT NO: 2007-12

TYPE OF PROPOSAL: Facilitate the Adoption of Chapters 4, 6 and 9 of the
Transportation System Plan

DISTRIBUTION DATE: September 10, 2009

BID OPENING DATE: **2:00 PM, October 15, 2009**

CITY OF ASHLAND
20 E. MAIN STREET
ASHLAND OR 97520
541/488-5347



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**CITY OF ASHLAND
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL
TO
FACILITATE THE ADOPTION OF A PARTIAL UPDATE TO ASHLAND'S
TRANSPORTATION SYSTEM PLAN**

The City of Ashland is seeking proposals for a professional engineer or firm to facilitate the adoption of a partial update of the City's Transportation System Plan (TSP). The TSP update, including chapters 4, 6 and 9 was recently completed, but has not yet been officially adopted by the City. The City is now seeking professional assistance with the adoption process. The services to be provided under this RFP include:

1. Review completed TSP update including:
 - Existing conditions and constraints (chapter 4)
 - Identification of system problems (chapter 6)
 - Needed transportation improvements (chapter 9)
 - System development fee schedule
2. Make recommendations for needed changes.
3. Review Ashland land use codes regarding adoption of the TSP.
4. Facilitate adoption of the TSP including presentation of the TSP to the Transportation Commission, Planning Commission, and City Council.

Proposals must be received by 2:00 PM, October 15, 2009, in the City of Ashland Engineering Office located at 51 Winburn Way, Ashland OR 97520; **Mailing Address: 20 E. Main Street Ashland OR 97520**. For further information, contact Karl Johnson, Assistant Engineer at (541)488-5347 or johnsonk@ashland.or.us. Consultant selection is anticipated to result in City Council approval for the issuance of a contract for engineering services in the form provided in this RFP, for a maximum duration of one year.

Proposal documents are available at the above address, as well as the City of Ashland website at www.ashland.or.us. Proposers who acquire the RFP by downloading it from the City's website and who intend to submit a proposal under this RFP, must register as a prospective proposer. The proposer will be required to complete, sign, and return a "FAX BACK" form that includes all current contact information. The FAX FORM should be completed and returned to the City of Ashland, Engineering Office (Fax #: 541-488-6006). Registration will ensure that potential proposers will be included on the RFP holders list, and will therefore receive any addendums that might be issued. The "FAX BACK" form is on the following page. The City will not be responsible for providing addendums to prospective proposers that download the RFP from the City website and fail to register as a prospective proposer.

Proposals are limited to 6 pages. The proposer must be registered as a Professional Traffic Engineer with the State of Oregon. Consultant selection will be based upon weighted criteria as cited in the Request for Proposal document. Standard selection criteria includes, but is not limited to: experience, availability, schedule, response time and cost. The City of Ashland reserves the right to reject any and all proposals, to waive formalities or to accept any proposal which appears to serve the best interest of the City of Ashland.

Michael R. Faught, Public Works Director

Signature

PROPOSAL REGISTRATION FORM

Document download form for the City of Ashland, Oregon

All consultants intending to submit proposals must immediately complete this form and fax it to the City of Ashland, Public Works Engineering Office.

Consultants failing to comply with this requirement will not receive addendums that might be issued, thereby resulting in a points deduction as stated in section 1.2 of the RFP.

FAX TO: (541) 488-6006

Project Number	
Type of Proposal	
Firm Name	
Address	
City and State	
Phone	
Fax	
Email	
Contact Person Name and Title	
Date	

**CITY OF ASHLAND
DEPARTMENT OF PUBLIC WORKS
REQUEST FOR PROPOSAL
FLEXIBLE TRAFFIC ENGINEERING SERVICES**

SECTION 1 SOLICITATION INFORMATION AND REQUIREMENTS

1.1 DEFINITIONS AND SUMMARY OVERVIEW

1.1.1 DEFINITIONS

For the purposes of this RFP:

- a) “calendar days” means any day appearing on the calendar, whether a weekday, weekend day, national holiday, state holiday or other day;
- b) “days” means calendar days; and
- c) “business days” means calendar days, excluding Saturdays, Sundays and all City recognized holidays.

“Agency” or “City” means City of Ashland.

“Council” means City of Ashland City Council

“NTE” means Not to Exceed

“Proposers” – All firms submitting Proposals are referred to as Proposers in this document; after negotiations, an awarded Proposer will be designated as “Consultant”.

“Qualification Based Selection” or “QBS” (for the purposes of this RFP) means evaluations and scoring of proposals based on qualifications, experience and project approach, without considering cost.

“RFP” means Request for Proposal.

“Scope of Work” means the general character and range of services and supplies needed, the work’s purpose and objectives, and an overview of the performance outcomes expected by Agency.

“SDC” means system development charge.

“Services” means the services to be performed under the Contract.

“Statement of Work” means the specific provision in the final Contract which sets forth and defines in detail (within the identified Scope of Work) the agreed-upon objectives, expectations, performance standards, services, deliverables, schedule for delivery and other obligations.

“TC” means Transportation Commission.

“TSP” means transportation system plan.

1.1.2 SUMMARY OVERVIEW

The City of Ashland is seeking proposals for a professional engineer or firm to facilitate the adoption of a partial update of the City's Transportation System Plan (TSP). The TSP update, including chapters 4, 6 and 9 was recently completed, but has not yet been officially adopted by the City. The City is now seeking professional assistance with the adoption process. The services to be provided under this RFP include:

2. Review completed TSP update including:
 - Existing conditions and constraints (chapter 4)
 - Identification of system problems (chapter 6)
 - Needed transportation improvements (chapter 9)
 - System development fee schedule
2. Make recommendations for needed changes.
3. Review Ashland land use codes regarding adoption of the TSP.
4. Facilitate adoption of the TSP including presentation of the TSP to the Transportation Commission, Planning Commission, and City Council.

Proposers responding to this RFP do so solely at their expense, and City is not responsible for any Proposer expenses associated with the RFP.

General Background Information

The City of Ashland, with a population of nearly 21,000 has a surface transportation system comprised of 102 miles or 194 lane miles of public streets and alleys. The street system is maintained by the City Public Works Department and administered by the Public Works Director.

The City's current Transportation System Plan (TSP) was adopted (in part) in 1998. In August of 2007, proposals were solicited to prepare an update to the TSP. The selected firm was to review, analyze and complete an update of several sections of the 1998 TSP and the System Development Charges (SDC) and complete other elements of the transportation plan.

Proposals were received on August 26, 2007 and following a thorough review of the proposals, HDR Inc. was selected to prepare the TSP update. HDR's scope of services was defined as follows:

- Review the City's 1998 Transportation System Plan (W&H Pacific, May 1998)
- Update TSP Chapter 4 – Existing Conditions and Constraints
- Evaluate the City's Preventive Maintenance System (PMS) Project list
- Review street maintenance schedules and recommend appropriate improvements
- Update TSP Chapter 9 – Needed Transportation System improvements; this section will require public meetings and coordinated staff meetings
- Prioritize and update the transportation Capital Improvements Project (CIP) List and update all construction cost estimates based on the Chapter 9 updates and the City's PMS Project List
- Provide monthly status reports and attend periodic progress meetings
- Update and Complete Transportation SDC's
- Provide final report and presentation materials

HDR completed all tasks as outlined above in April of 2009 and the contract has now expired. The TSP adoptive process was not included within HDR's scope of services as the City had intended to

complete that task with its current staff. Unfortunately, staff work loads have increased due to personnel losses and an influx of Federal Stimulus projects, and staff is no longer able to complete the adoption process without outside assistance. City procurement and purchasing guidelines require that this work be solicited through the RFP process.

Duties Generally

Under broad supervision and direction from the Public Works Director, consultant shall review the existing TSP update completed in April 2009 and shall facilitate the adoption of the TSP update in accordance with City and State land use codes and requirements.

The consultant team must include an experienced traffic engineer, licensed as such by the Oregon State Board of Examiners for Engineering and Land Surveying. The consultant must be conversant with statewide land use regulations such as measure 56 and must have experience in land use public hearings presentations.

1.1.3 CONTRACT FORM

The consultant selected by City will be expected to enter into a written contract in the form attached to this RFP in the Appendix. The proposal should indicate acceptance of City's contract provision. Suggested reasonable alternatives that do not substantially impair City's rights under the contract may be submitted as outlined under Section 1.4.2. Unconditional refusal to accept the contract provisions will result in proposal rejection.

Contract Duration

The contract is anticipated to be effective by November 2009 with an anticipated duration of 12 months.

Contract Payment

Contingent upon City's need, consultant's performance and the availability of approved funding, City reserves the right to amend the contract (within the scope of the project described in this RFP) for additional tasks, project phases and compensation as necessary to complete a particular project. Proposers are advised that the award and potential dollar amount of the contract under this RFP may be contingent upon approval by the Ashland City Council acting as the Contract Review Board.

Payment will be made for completion of, or acceptable monthly progress on, tasks and deliverables in conformance with contract requirements and all applicable standards. The method of compensation will be determined by the City and may be based upon any one or combination of the following methods:

- Cost plus fixed-fee, up to a maximum NTE amount
- Fixed price for all services, Fixed price per deliverable, Fixed price per milestone
- Time and materials, up to a maximum NTE amount (preferred normal method)
- Price per unit

Disadvantaged Business Enterprise (DBE) Participation

The utilization of federal funds is not anticipated in this contract and no DBE participation goals will be assigned.

Ashland Living Wage Requirements

Consultant's employees must be paid at least the living wage as established by the City of Ashland on June 30, 2009 (\$12.96 per hour):

- For all hours worked under a service contract between their employer and the City if the contract exceeds \$18,088 or more.
- For all hours worked in a month if the employee spends 50% or more of the employee's time in that month working on a project or portion of business of their employer, if the employer has ten or more employees and has received financial assistance for the project or business from the City in excess of \$18,088.

In calculating the living wage for full time employees, employers may add the value of health care, retirement, 401K and IRS eligible cafeteria plans, and other benefits to the employee's wages. The City of Ashland Living Wage Statement is appended to the sample contract included in the appendix.

1.1.4. BUSINESS LICENSE REQUIRED

The selected consultant must have or acquire a current City of Ashland business license prior to conducting any work under this contract.

1.1.5 INSURANCE REQUIREMENTS

Contractor shall at its own expense provide the following insurance:

- a. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.
- b. Professional Liability insurance with a combined single limit, or the equivalent, of not less than Enter one: \$200,000, \$500,000, **\$1,000,000**, \$2,000,000 or Not Applicable for each claim, incident or occurrence. This is to cover damages caused by error, omission or negligent acts related to the professional services to be provided under this contract.
- c. General Liability insurance with a combined single limit, or the equivalent, of not less than Enter one: \$200,000, \$500,000, **\$1,000,000**, \$2,000,000 or Not Applicable for each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract.
- d. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than Enter one: \$200,000, \$500,000, **\$1,000,000**, or Not Applicable for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.
- e. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the City.

Additional Insured/Certificates of Insurance. Consultant shall name The City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on its general liability and automobile insurance policies required herein with respect to Consultant's services to be provided under this Contract. As evidence of the insurance coverages required by this Contract, the Consultant shall furnish acceptable insurance certificates prior to commencing work under this contract. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

1.2 QUESTIONS AND CLARIFICATIONS

1.2.1. Proposer Questions

All inquires, whether relating to the RFP process, administration, deadline or award, or to the intent or technical aspects of the services must be submitted in writing to Karl Johnson, Assistant Engineer, at 51 Winburn Way (mailing address is 20 East Main Street), Ashland Oregon 97520. All questions must be received not later than ten (10) calendar days prior to the proposal submission deadline.

Answers to questions received by City, which are deemed by City to be substantive, will be issued as official addenda to this RFP to ensure that all proposers base their proposals on the same information. When appropriate, as determined by City in its sole discretion, revisions, substitutions or clarification of the RFP or attached terms and conditions, an official addendum to this RFP will be issued. Proposer shall indicate receipt of all issued addenda by attaching a copy of the addendum to the proposal. The addendum will not be included in the total maximum page limit. Failure to attach addendum(s) to the proposal will result in a three (3) point scoring deduction.

1.3 PROTESTS

1.3.1 Award Protest Requirements

Every proposer who submits a proposal shall be notified of its selection status. Any proposer who claims to have been adversely affected or aggrieved by the selection or any proposer who contends that the provisions of the RFP or any aspect of the procurement process has promoted favoritism in the award of the contract or has substantially diminished competition, must file a written protest to the RFP within seven (7) calendar days after the date of the selection notice. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

1.3.2 Costs and Damages

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. City shall not be liable for the proposer's damages or costs for filing the protest or to any participant in the protest, on any basis, express or implied.

1.4 "PASS / FAIL" PROPOSAL SUBMISSION REQUIREMENTS

Each proposal must comply with the following Pass / Fail criteria. Proposals not meeting ALL Pass / Fail criteria shall be rejected.

1.4.1 Proposal Submission Deadline (Pass / Fail)

Proposals must be received by the submission deadline as indicated in this RFP and at the address specified. City will not accept proposals submitted by facsimile or electronic mail, nor will it accept proposals submitted after the proposal submission deadline. City is not responsible for and will not accept late or misdelivered proposals.

1.4.2 Terms and Conditions (Pass / Fail)

Unless an official addendum has modified or reserved the right to negotiate any terms contained in the contract or exhibits thereto, City will not negotiate any term or condition after the protest deadline, except the statement of work, pricing and calendar with the selected proposer. By proposal submission, the selected proposer agrees to be bound by the terms and conditions as set forth in this RFP and as they may have been modified or reserved by City for negotiation. Any proposal that is received conditioned upon City's acceptance of any other terms and conditions or rights to negotiate will be rejected.

1.5 "REQUIRED" PROPOSAL SUBMISSION ITEMS AND SCORING DEDUCTIONS

Any items in this Section 1.5 marked as REQUIRED that are incomplete or are not submitted with the proposal will receive a three (3) point scoring deduction for each item and must be submitted within two (2) business days of request by City. Failure to deliver properly completed "REQUIRED" items within two (2) business days of request by City shall result in proposal rejection.

1.5.1 Cover Sheet (Required)

The proposal must include a completed cover sheet signed by a duly authorized representative empowered to bind the proposer (at least one original signature). The cover sheet shall state the project title, the legal name of the proposer, legal status, federal tax ID number, mailing address, primary contact person for this proposal with email address, telephone number, fax number and the name of the person authorized to sign a contract. Include an original signature, printed name and title and date.

1.5.2 Page Length Limitation (Required)

The proposal must not exceed six (6) pages, excluding cover sheet, any tabs or indexes and references, and any issued addendum. If a proposer submits a proposal exceeding this limit, City will consider the pages up to that allowable number and discard all subsequent pages.

One page is defined as: one side of a single 8 ½" x 11" page. Any page over this size will be counted as two (2) pages. Any page or partial page with substantive text, tables, graphics, charts, etc. will be counted as one page.

There is no scoring deduction for exceeding the proposal page limitation; however, extra pages will be discarded and will not be considered in the evaluation.

1.5.3 Quantity of Proposals (Required)

Proposers must submit six (6) complete copies of the proposal along with six (6) sealed cost proposals.

1.5.4 Acknowledgement of Addendum

Proposers must indicate receipt of any and all issued addendums by attaching the addendum to the proposal (see section 1.2.1). Failure to do so will result in a 3 point scoring deduction.

SECTION 2.0 EVALUATION PROCESS AND CONSULTANT SELECTION

2.1 EVALUATION PROCESS

2.1.1 Proposal Evaluation

City will review proposals for conformance with the “Pass / Fail” and “REQUIRED” criteria identified in Sections 1.4 and 1.5. Proposals meeting all Pass / Fail criteria will be forwarded to an evaluation committee that will independently review, score and rank proposals according to the scoring criteria set forth in Section 2.2.

The outcome of the evaluation process may, at the City’s sole discretion result in:

- a. Notice to proposers of selection or rejection for contract negotiations and possible award;
- b. Further steps to gather additional information for evaluation (e.g. checking references, notice of placement on an interview list, requesting clarification); or
- c. Cancellation of the RFP and either reissuance of the RFP in the same or a revised form or no further action by the City with respect to the RFP.

City may reject any or all proposals and may cancel this RFP at anytime if doing either would be in the public interest as determined by the City. City is not liable for any costs a proposer incurs while preparing or presenting the proposal or during further evaluation stages. All proposals will become part of the public record file without obligation to the City of Ashland.

2.1.2. Interviews / Follow-up Questions

Interviews / follow-up questions may be conducted and scored at the discretion of City. If interviews / follow-up questions are conducted the following will apply:

- A minimum of three (3) evaluators shall score the interviews / follow-up questions;
- The interviews / follow-up questions will have a maximum score of ten (10) points;
- The number of Proposers selected for interviews / follow-up questions is at the sole discretion of the City;
- Follow-up questions will typically be sent via email to proposer(s) as an alternative to face-to-face interviews. However, City may conduct face-to-face interviews if determined necessary after conducting written follow-up questions;
- Interviews normally require physical attendance at City’s offices; however, the City may elect to conduct interviews via teleconference or video conference. Further details will be included with notification of time and date of interviews, if conducted.

2.1.3 References

City does not intend to score references, but may contact references (by phone, email or fax) to verify information provided in proposals.

2.1.4 Clarifications

City may require any clarification it needs to understand the proposer’s proposal. Any necessary clarifications or modifications which are in the best interest of City may be made before the proposer is awarded a contract and some or all of the clarifications or modifications may become part of the final contract. Clarifications may not be used to rehabilitate a non-responsive proposal.

2.2 SCORING CRITERIA

Scoring will be based upon the following described categories. The proposer must describe how each of the requirements specified in this RFP are met. Responses should be clear and concise.

2.2.1 Understanding of Requested Service

Maximum Score 10 points

Demonstrate a clear and concise understanding of the scope of services being requested in this RFP.

2.2.2 Proposer's Capabilities

Maximum Score 20 points

Demonstrate capability to complete the requested services. Response must include:

- (10 points) An explanation describing how the proposer can accommodate the varying workload contemplated under the contract, including a description of anticipated response times.
- (10 points) An explanation describing proposer's proximity to the project and how the proposer can cost effectively accommodate working on this project. Describe proposer's branch or satellite offices that will provide the requested services, indicate their location(s) and which services they are able to perform.

2.2.3 Project Team and Qualification

Maximum Score 25 points

- (5 points) Describe the extent of principal involvement
- (10 points) Include descriptions of similar projects, project outcomes and customer feedback received (if any).
- (10 points) Describe the experience and qualifications of proposed project manager(s), (whether they are from the prime or a subconsultant) with similar interdisciplinary teams. Include descriptions of similar projects, project outcomes and customer feedback received (if any). Also provide information regarding key staff members (including subconsultant staff) who are anticipated to perform services.

2.2.4 Resources

Maximum Score 15 points

Demonstrate proposer's resources available to be allocated for the proposed scope of services. Describe any specialties or unique strengths that relate to the services requested in this RFP. Include a brief description of new or innovative equipment or techniques to be used.

2.2.5 Response Time

Maximum Score 20 points

This criteria relates to how quickly the consultant can begin and complete the project. The consultant must demonstrate how time will be managed.

2.2.6 Cost of Services

Maximum Score 10 points

In an attached sealed envelope, provide a summary of costs including:

- Professional, technical, draftsperson, other professional / sub-professional rate(s);
- Direct non-labor costs that might be applicable;

	Criteria	Maximum Score
2.2.1	Understanding of Requested Services	10
2.2.2	Proposer's Capabilities	20
2.2.3	Project Team and Qualifications	25
2.2.4	Resources	15
2.2.5	Response Time	20
2.2.6	Cost of Services	10
		TOTAL 100 Points

SECTION 3.0 PROJECT DESCRIPTION

3.1 SCOPE OF SERVICES

The selected consultant will facilitate the adoption, by the Ashland City Council, of an existing partial Transportation System Plan Update.

The Scope of services for this project shall include the following.

1. Review updated chapter 4 – “Existing conditions and constraints” and identify any errors or omissions.
2. Review updated chapter 6 – “Identification of system problems” and identify any errors or omissions.
3. Review updated chapter 9 – “Needed Transportation Improvements” and identify any errors or omissions.
4. Review the updated SDC charge calculations and identify any errors or omissions.
5. Review updated Appendix B “Inventory of Ashland Urban Area Transportation System” and identify any errors.
6. Review Ashland Municipal Code, section 18.108 regarding Type III procedures.
7. Meet with City staff to discuss the condition and requirements for adoption of the updated TSP elements.
8. Present updated TSP elements to the Ashland Transportation Commission.
9. Present updated TSP elements to the Ashland Planning Commission at public hearing.
10. Present updated TSP elements to the Ashland City Council at public hearing.
11. Make any needed revisions to the TSP elements as directed by the Planning Commission, City Council and City staff.
12. Preparation of the ordinance for the adoption of the TSP.

3.2 CONSULTANT'S RESPONSIBILITIES

The Consultant team must include an Oregon Professional Traffic Engineer as required by the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) in accordance with Oregon Revised Statutes and shall assume full responsibilities for the following:

- 3.2.1 Personnel, Materials & Equipment: The Consultant shall provide qualified and competent personnel and shall furnish all supplies, equipment, tools and incidentals required to accomplish the work. All materials and supplies shall be of good quality and suitable for the assigned work.
- 3.2.2 Safety Equipment: The Consultant shall provide and use all safety equipment including, but not limited to hard hats, safety vests and clothing required by State and Federal regulations and Department policies and procedures.
- 3.2.3 Professional Responsibilities: The Consultant shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards.

APPENDIX

Memo

CITY OF
ASHLAND

Date: September 9, 2009
From: James Olson 
To: Transportation Commission
Re: UPCOMING AMENDMENT TO AMC CHAPTER 2.04

REQUEST

The City Council has accepted the challenge of revising AMC Chapters 2.04.090, 2.04.100 and 2.04.110 which deals with Council rules relating to commissions and liaisons. They will also review and revise AMC Chapters 2.12, 2.13, 2.17, 2.18, 2.21, 2.22, 2.23, 2.24 and 2.25 and add new Chapters 2.10, 2.11, 2.15, 2.19 and 2.29.

Council has asked that all commissions review the proposed changes and provide feedback as quickly as possible.

BACKGROUND

These ordinances are prompted by two things. First, the City Council has not completed the work begun in 2006 related to standardizing several things related to citizen advisory groups. A committee of the Council worked in 2006 and 2007 to standardize things like the method of appointment for these groups, the role of the City Council liaisons, and whether these groups are created by ordinance, resolution, or some other method. The subcommittee working on the Council Rules in 2006 and 2007 also worked on these issues, and the Council agreed to come back to these issues after adopting rules related specifically to the Council itself. Second, several City advisory groups have requested amendments to their charges. Some of those requests have been handled (Planning Commission and Conservation Commission), but there are several requests that are unfinished (Airport Commission and Housing Commission). When the Conservation Commission changes were made, Councilor Chapman suggested the City complete the work done in 2006 before we approve any more amendments.

The first ordinance amends the Council Rules. This ordinance deals with the appointment of members of both the Standing Committees of the City and ad-hoc groups. It also deals with the roles and responsibilities of Council liaisons, and the process for removal of a Council liaison. It also cleans up the City's practice of having the Mayor serve as a voting member of the Budget Committee.

The second ordinance amends the various ordinances related to boards and commissions. It also codifies the boards and commissions that were created by resolution (Audit Committee, Forest Lands, and Housing). It creates operating policies for all groups, defines a quorum, and specifies how the ethics ordinance applies. Last but not least, it removes the public art selection process and places it in its own chapter.

ENGINEERING DIVISION Tel: 541/488-5347
20 E. Main Street Fax: 541/488-6006
Ashland OR 97520 TTY: 800/735-2900
www.ashland.or.us



These revisions are still undergoing staff changes and edits and a new revision will be provided electronically as it becomes available.

ACTION

Comments may be directed either from the Commission as a whole or individually to Diana Shiplet in the City Administration Office at shipletd@ashland.or.us.



Council Communication

Ordinance Amending AMC Chapter 2: Pt 1. Commissions Committees and Boards

Meeting Date:	September 8, 2009	Primary Staff Contact:	Richard Appicello
Department:	Legal	E-Mail:	appicelr@ashland.or.us
Secondary Dept.:	City Recorder	Secondary Contact:	Barbara Christensen
Approval:	Martha Bennett	Estimated Time:	20 minutes

Question:

Should the Council approve First Reading of an ordinance amending Council Rules Chapter 2.04.090, 2.04.100 and 2.04.110 to add Council Rules relating to commissions and liaisons, and move the ordinance on to Second Reading?

Staff Recommendation:

Staff recommends Council approve the First Reading of this ordinance.

Background:

In 2006 and 2007 the Council Rules Committee worked on Council rules concerning how the Council and Mayor act in relationship to appointed commissions, committees and boards. These rules concern matters such as the appointment and removal of members of regular boards as well as ad hoc entities, like task forces. The Council Rules Committee also worked on rules concerning the role and duties of the Council liaison. The attached ordinance [Part 1] is an expansion of the 5/29/07 draft created by the Council Rules Committee only as it concerns the relationship of the Mayor and Council to the Commissions, e.g. appointment, removal, and roles of the liaison. [See attached 5/29/07 draft specifically numbered paragraphs 9 Commissions and 11 Liaisons which corresponds with the outline presently in AMC 2.04.090 and AMC 2.04.110.]

Another ordinance [Part2] concerns establishment of uniform policies and operating procedures for all commissions, committees and boards. [See attached 5/29/07 draft specifically numbered paragraph 10 regarding Uniform Rules which corresponds with the outline presently in AMC 2.04.100.]

Related City Policies:

Ashland City Charter Article X, Ordinance Adoption Procedures

Council Options:

- (1) Move to approve First Reading of the ordinance and set second reading for October 20, 2009.
- (2) Postpone First Reading to October 6, 2009.

Potential Motions:

Staff: Conduct First Reading:

AN ORDINANCE AMENDING ASHLAND MUNICIPAL CODE CHAPTER 2.04.090,
2.04.100 AND 2.04.110 RELATING TO COUNCIL RULES



CITY OF
ASHLAND

Council: *Move to approve First Reading of the ordinance and set second reading for October 20, 2009.*

Attachments:
Proposed ordinance
5/29/07 draft



ORDINANCE NO. _____

**AN ORDINANCE AMENDING ASHLAND MUNICIPAL CODE CHAPTER
2.04.090, 2.04.100 AND 2.04.110 RELATING TO COUNCIL RULES**

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

WHEREAS, in 2006-2007 the City Council undertook the task of reviewing the Council Rules codified in AMC Chapter 2, under which the City Council operates; and

WHEREAS, as part of the Council Rules review, the Council Rules Committee began a review and discussion of the rules under which its advisory boards and commissions operate and the relationship of the Council and Mayor to such bodies; and

WHEREAS, the City Council desires to complete the work of the Council Rules Committee as it relates to Additional Council Rules [this ordinance] as well as Uniform Policies and Operating Procedures for Advisory Bodies [separate ordinance]; and

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

SECTION 1. AMC 2.04.090 [Commissions, Committees, and Boards] is hereby amended to read as follows:

2.04.090 Commissions, Committees, and Boards

A. Establishing Commissions, Committees or Boards.

Commissions, committees and boards originate from different sources, including Oregon State Statute, City Charter and Municipal Code; others are established by direction of the Mayor or the City Council. Advisory Commissions and Boards which are permanent [Regular] shall be codified in AMC Chapter 2, including but not limited to Forest Lands Commission, Planning Commission, Transportation Commission, Planning Hearings Board, Public Recreation Commission, Public Arts Commission, Conservation Commission, Ashland Airport Commission, Historic Commission, Tree Commission, and the Municipal Audit Committee. AMC 2.10 contains code common to all Appointed Commissions and Boards.

B. **Council-Ad-hoc Committees and Task Forces.**

The Mayor shall have the authority, independent of the Council, to form ad-hoc committees or task forces to deal with specific tasks within specific time frames. Such committees or task forces shall make recommendations by way of a formal report to the City Council. The Mayor or City Administrator may refer matters to the appropriate ad hoc committee or task force. The Mayor with the consent of the Council shall appoint the membership of such committees or task forces. Members of Regular Boards and Commissions may be appointed to ad hoc committees and task forces. The City Administrator shall by order establish the ad hoc body's scope of the work. The Council has the authority to follow the recommendations, change the recommendations, take no action, remand the matter back to the ad hoc body or take any other action it sees fit. The Council by majority vote may remove a member of an ad hoc committee or task force at any time, with or without cause. The City Council by majority vote may amend or dissolve an ad hoc committee or task force.

C. Regular Commission and Board Membership Appointments.

Except for the Municipal Audit Committee (AMC 2.11), all committees and Boards not required by state law to be appointed by the City Council shall be appointed by the Mayor with the consent of the Council. The Mayor may request assistance or recommendations from Councilors in making appointments. In the Mayor's absence, any necessary appointment may be made by the presiding officer with the consent of the Council. When necessary, the Mayor shall stagger the initial expiration of terms of appointees, such as in the case of a new commission, board or committee. The Mayor shall not appoint, nor shall the Council consent to the appointment of a person to more than two (2) Regular Board, Committee or Commission at a time. This rule shall not apply to the Planning Hearing Board. Because broad citizen participation is encouraged, the Mayor shall not appoint nor shall the Council confirm a person to more than five (5) full terms on any single Regular Board or Commission.

D. Mayor Membership on Ashland Budget Committee.

For the purpose of local budget law, the Mayor is a member of the governing body of the City of Ashland. and shall be a voting member of the budget committee.

E. Student Membership on Regular Commission and Committees.

The Mayor with the consent of the City Council may add to the membership of any city Commission, Committee, or Board up to two positions for student liaisons. The student liaisons shall be non-voting ex officio members of their respective commissions or committees. Once the liaison positions have been added, the liaison from the high school shall be a high school student chosen by the Ashland High School Leadership class and the liaison from the university shall be a university student chosen by the Associated Students of Southern Oregon University Student Senate.

F. Regular Membership Removal Process.

The City Council, with or without cause, may by majority vote of the City Council at a regular meeting, remove any Regular Commission, Committee or Board member prior to the expiration of the term of the appointment. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with paragraph C. above. Notwithstanding the above procedure, removal of a Planning Commissioner shall be governed by the procedures in ORS 227.030. Hearings under ORS 227.030 are hereby delegated by the governing body to the City Administrator or Hearings Officer in accordance with the AMC. 2.30, the Uniform Administrative Appeals Ordinance.

G. Changing or Dissolving a Regular Commission, Committee or Board.

After the commission, committee or board has been formed and codified, any change or dissolution requires an ordinance amending the Municipal Code.

SECTION 2. AMC 2.04.100 [Operating Policies and Procedures Commissions, Committees and Boards] is hereby amended to read as follows:

~~2.04.100 Operating Policies and Procedures Commissions, Committees and Boards~~

- ~~A. Public Meeting Law.~~
- ~~B. Robert's Rules of Order.~~
- ~~C. Deliberation.~~
- ~~D. Agendas and Minutes.~~
- ~~E. Absences.~~
- ~~F. Quorum.~~
- ~~G. Code of Ethics.~~
- ~~H. Lobbying.~~
- ~~I. Goals.~~

- ~~J. Role of Staff.~~
- ~~K. Final Decision-Making.~~
- ~~L. Number of Meetings.~~
- ~~M. Notice.~~
- ~~N. Representing the Commission, Committee or Board.~~
- ~~O. Budget.~~
- ~~P. Expenses.~~
- ~~Q. Committees.~~
- ~~R. Suspension of Operating Procedures~~

SECTION 3. AMC 2.04.110 [Council Liaisons] is hereby amended and renumbered to read as follows:

2.04.100 110 Council Liaisons

A. Role and Responsibilities of Council Liaisons.

- a. The primary role of a Council liaison is to facilitate communication between the relevant organization and the Council. As relates to non-regional or city advisory commissions, committees and boards, a Council Liaison is not a member of the advisory body, is not a voting member and may not serve as Chair. Notwithstanding the above, if a City Councilor, Mayor or other elected official is a member (voting or non-voting) of an advisory commission, committee or board, the Code will specifically designate them as such.**
- b. City Councilors serve as liaisons to commissions, committees, boards, community organizations and other agencies and are expected to represent the full City Council in interacting with the group. This expectation extends to representation of the City in formal meetings, informal meetings and lobbying. In all other instances council members may attend meetings as individuals and will identify their comments as personal views or opinions not a representation of city council policy.**

B. Attendance.

Liaisons shall attend all regular meetings of the Commissions, Committees, Boards, or Task Forces to which they have assigned. In the event a liaison has difficulty attending, the liaison should find an alternate to attend or review the video or other record of the proceeding. In the event of a continuing scheduling conflict, the Liaison should ask the Mayor to be reassigned. Liaisons shall not

attend quasi-judicial proceedings when the final appeal or final decision is or could come before the City Council.

C. Deliberations.

- a. The City Council values diversity of opinion. A significant role of an advisory body is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Accordingly, under no circumstances is a liaison to a City advisory body to attempt to direct debate, lobby, or otherwise influence the direction or decisions of any advisory body to which he or she has been assigned. Any attempt to do so may result in removal from the liaison position. Accordingly, Council liaisons may wish to limit their participation during debate and deliberations to answering questions.
- b. This restriction on deliberation, lobbying and directing debate does not apply to a liaison who is representing the City Council's position on a regional body that includes elected officials from other jurisdictions.

D. Respect for Presiding Officer.

Except where the Code expressly provides otherwise, City Councilors attending advisory body meetings as liaisons are not "members" of the advisory body and as such cannot participate in the proceedings of the advisory body as a matter of right. When the Council liaison is representing the City Council on a regional body, the Liaison has all rights and powers of a member as set forth in the statutes, rules or ordinances creating such body. Accordingly, Councilors attending advisory body or regional body meetings as liaisons or as individuals shall accord the same respect toward the Chair and other members as they do towards the Mayor, Presiding officer or each other.

E. Council Information.

Liaisons will inform the advisory bodies to which they have been appointed liaison of Council agenda items and Council decisions that may be of interest to the advisory body. Liaisons shall also encourage advisory board members to attend Council meetings to keep abreast of Council action, policy matters and the activities of the city. To facilitate the above, and notwithstanding any other provision of the Code, the Chair of an advisory body shall

periodically place on the Agenda for the advisory body, an item labeled "Report of Council Liaison".

F. Role of Liaison as Regards Vacancies.

The Council liaison for each advisory body, together with the advisory body chair and assigned staff liaison will make recommendations to the Mayor for appointment of citizens to fill vacancies on their respective advisory bodies.

G. Reporting to the Council.

Council liaisons shall periodically report to the entire Council on significant and important activities of each advisory body or regional body to which they have been assigned. In addition, each advisory body and regional body should be invited to give a short annual presentation to the Council. Liaisons may seek assistance from the relevant staff liaison to accomplish this reporting responsibility.

I. Liaison Appointment Process and Term.

The Mayor will appoint a Councilor to act as a Council liaison to each and every advisory commission, committee, or board, as well as any other community organization, entity or agency for which participation of an elected official from the City of Ashland is determined to be necessary or beneficial to the City. Councilors who are appointed to Commissions, Committees or Boards as members (voting or non-voting) may also serve as Liaisons. Councilors interested in a particular subject area should inform the Mayor of their interest and the Mayor should take the expression of interest and/or a Councilor's preference into account when making appointment decisions. Liaison appointments shall be for a term of one year unless otherwise expressly stated. Appointments are generally made on an annual basis in January and the Mayor shall make every effort to rotate liaison assignments.

J. Removal from a Liaison Assignment

The Mayor or a Councilor may be removed for any reason from a specific liaison position or assignment upon two-thirds vote of the entire Council.

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 _____ day of _____, 2009, and duly PASSED and ADOPTED this _____ day of _____, 2009.

Barbara Christensen, City Recorder

SIGNED and APPROVED this _____ day of _____, 2009.

John Stromberg, Mayor

Reviewed as to form:

Richard Appicello, City Attorney

Council Rules - Sections 9-11
Review by Subcommittee on Commissions
Submitted by David Chapman – **May 28, 2007**

From Draft Council Rules to be reviewed by Committee on Commissions
(Note: Section 9 and Section 11 reflect changes identified by Rules Committee
November 28, 2006. Rules Committee requests Committee on Commissions to review
Section 10)

Original document sent by Ann Seltzer on 5/1/2007:
5 1 07 Council Rules to be Reviewed

Notes:

1. References include Ann's draft, earlier drafts, and Council Rules and Procedures from the cities of Ashland, Springfield, Eugene, Corvallis, Gresham and Newburg.
2. We must make the cases of Mayor, Council, chair, presiding officer and City consistent throughout the document.
3. I have not overcome the assistance of MS Word and this needs to be formatted consistent with Ann's Draft
4. Check references to ORS and AMC.

9. COMMISSIONS, COMMITTEES and BOARDS

The City has established several commissions, committees and boards as a means of providing detailed study, action and recommendations. Citizens who serve with these organizations become more involved in local government, more informed and serve as advisors to the City. They are a valuable resource to Ashland's leadership and should be treated with appreciation and respect.

9.1 Establishing commissions, committees or boards

Commissions, committees and boards originate from different sources. Some are established by State statute, Charter provision, or ordinance. Others are established by direction of the Mayor or the Council. It is Council discretion as to whether or not any advisory body should be set forth in the Code by ordinance. AMC ??? contains code common to all commissions. A Commission Template will be used to generate an ordinance with information specific to the new commission to be adopted.

9.2 Council Ad-hoc Committees

The Mayor shall have the authority to form ad-hoc committees to deal with specific tasks within specific time frames and make recommendations to the Council. The Mayor or City Administrator may refer matters to the appropriate committee. The Mayor with the consent of the Council shall establish the tasks and the membership criteria for the committees. . The reports of the ad-hoc committee shall only have the authority of recommendations to the Council. The Council has the authority to follow

the recommendations, change the recommendations, refer the matter back to the committee or take any action it sees fit.

9.3 Membership Appointments

All committees not required by State law to be appointed by the Council shall be appointed by the Mayor with the consent of the Council, except for the Audit Committee (Resolution 2003-07). The Mayor may request assistance or recommendations from Councilors in making appointments. In the Mayor's absence, any necessary appointment may be made by the presiding officer with the consent of the Council. Broad citizen participation will be encouraged by limiting the number of terms that a member may serve. A citizen may not serve on more than two commissions simultaneously and may not be Chair of both. The terms of all members shall be three years and end on April 30.

9.4 Membership on Ashland Budget Committee

For the purpose of local budget law, the Mayor is a member of the governing body of the City of Ashland. (AMC 2.04.140) and is a voting member of the budget committee.

9.5 Student Membership on Commission and Committees

The Mayor with the consent of the Council may add to the membership of any city commission, up to two positions for student liaisons, whether such commission or committee was established by ordinance or resolution. The student liaisons shall be non-voting ex officio members of their respective commissions or committees. Once the liaison positions have been added, the liaison from the high school shall be a high school student chosen by the Ashland High School Leadership class and the liaison from the university shall be a university student chosen by the Associated Students of Southern Oregon University Student Senate. The requirement of sections 2.04.080 and 2.04.081 shall not apply to the students chosen under this section.

9.6 Membership Removal Process

Upon consensus of the Council, a citizen may be removed prior to the expiration of the term of the appointment. Notice of removal to the affected member shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term as described in 9.3

9.7 Changing or Dissolving a Commission, Committee or Board

After the commission, committee or board has been formally announced they cannot be changed except at a regular meeting of the Council and by a majority vote of the members present. (AMC 2.04.080, 2.04.081)

10 OPERATING POLICIES and PROCEDURES COMMISSIONS, COMMITTEES and BOARDS

As commissions, committees and boards have been formed and reformed throughout the years, adoption of uniform rules of procedure has become necessary to assure maximum productivity. The following policies govern the City's commissions,

committees and boards. Some of these advisory groups may have more specific guidelines set forth by ordinance, resolution, by-laws or at times state law.

10.1 Public Meeting Law

All meetings of commissions, committees and boards are subject to public meeting laws of the State of Oregon.

10.2 Robert's Rules of Order

Roberts Rules of Order shall be authority for the government of the commissions committees and boards during its sessions, when not in conflict with the city charter and these code rules. Failure to strictly follow Roberts Rules of Order shall not be cause to void or otherwise disturb a decision or action. The body will strive to be clear in its proceedings.

10.3 Deliberation

It is the duty of the chair or presiding officer to ensure that each member has the opportunity to speak. Members speak only for themselves and shall be open, direct and candid. They work to keep discussion moving, and call upon the chair to keep the discussion moving if the discussion becomes bogged down. No member shall speak more than once until every member choosing to speak shall have spoken or waived their right to do so. No member shall speak more than twice on the same motion without leave of the presiding officer.

10.4 Agendas and Minutes

The chair or staff liaison will be responsible for the agenda of all meetings of commissions, committees and boards. A member or staff liaison will be responsible for taking minutes. Agendas and minutes will be posted on the city's web site. Members are encouraged to access those documents from the web site. Unless requested by members, staff will not mail the documents.

10.5 Absences

If a member will be absent from a meeting the member will notify the chair or the staff liaison at least two hours prior to the meeting. Each ordinance and resolution specific to the commission details the number of permitted absences before removal is considered. If there is a scheduling problem, a member should request to be replaced out of respect for the other members. With the exception of the Audit Committee, appointees can be removed by the Mayor, with consent of the council for any reason. Planning commissioners may be removed for cause after hearing by city council for misconduct or non-performance of duty. (ORS227.030 and AMC 2.12.035)

10.6 Quorum

A quorum for conducting business is a majority of the total membership. A majority of the quorum is necessary to adopt any motion. Membership need not be physically present at a meeting if another meeting format including conference calls, virtual meetings via the Internet etc. has been previously agreed to by the group.

10.7 Code of Ethics

The City of Ashland is committed to the highest ethical standards for its public officials. To ensure public confidence, all members of commissions, committees and boards must be independent, impartial, responsible and not use their position for personal gain. Members should be aware of the codes of ethical conduct set forth by the state and the city in ORS244.040 and in AMC 3.08.020.

10.8 Lobbying

Unless specifically directed by the city council to state the city's official position on federal, state or county legislative matters, no lobbying before other elected bodies or committees will be undertaken by members of boards, commissions or committees. An individual is free to voice a position on an issue as long as it is made clear that the speaker is not speaking as a representative of the city or as a member of a board, commission or committee.

10.9 Goals

Commissions, committees and boards are encouraged to establish annual goals and action items that reflect the group's charge as stated in the specific commission ordinance or resolution. They are expected to suggest, support and advance Council goals and are encouraged to look for ways within their own unique responsibilities to do so.

10.10 Role of Staff

At least one staff person is assigned to work with each Commission, Committee or Board. The staff liaison provides professional guidance, continuity, and insight into City policy and attends all commission meetings. The staff liaison supports the group as a whole and cannot do work at the request of individual members. Each staff liaison has a limited amount of time to devote to the group. If additional staff time is needed the request should be made to the City Administrator or appropriate Department Head.

10.11 Final Decision Making

With the exception of the quasi-judicial body commissions, committees and boards are advisory to the council. The city council is the final decision-maker on all city policies and the use of city resources.

10.12 Number of Meetings

Unless otherwise provided by law, the number of meetings related to business needs of the commission, committee or boards may be set by the individual body.

10.13 Notice

Advance notice of at least 36 hours shall be provided for all meetings. Notice shall be sent to a newspaper with general local circulation and posted on the city's website. In the case of emergency or when a state of emergency has been declared, notice

appropriate to the circumstances shall be provided and reasons justifying the lack of 36-hour notice shall be included in the minutes of such meeting.

10.14 Representing the Commission, Committee or Board

Members should only represent the opinion or position of the group if authorized by the full membership.

10.15 Budget

Money is set aside in department budgets for commission expenses. Should a commission require additional funds, requests should be submitted to the department head through the staff liaison.

10.16 Expenses

Members must receive permission and instructions from the staff liaison in order to be reimbursed for training or conferences and associated travel expenses related to committee business.

10.17 Committees

Committees may be formed for the purpose of gathering information and forming a recommendation and brought forward to the full committee. However, only the full membership can vote on and accept the recommendation. Committees must meet the requirements of the Oregon Public Meetings law.

11 COUNCIL LIAISONS

Councilors serve as liaisons to commissions, committees, boards, community organizations and other agencies and are expected to represent the full Council in providing guidance to the group. In all other instances council members may attend meetings as individuals and will identify their comments as personal views or opinions not a representation of city council policy.

11.1 Role and Responsibilities of Council Liaisons

The primary role of a Council committee liaison is to facilitate communication between the relevant organization and the Council.

11.2 Attendance

Liaisons shall attend meetings of the committees for which they have assigned. If this becomes a problem, they should find an alternate or ask the Mayor to be reassigned.

11.3 Deliberations

Complete debate is essential to committee effectiveness. Thus, Council liaisons may wish to limit his or her participation in a committee's deliberations and debate. Under no circumstances is a liaison to attempt to direct debate, lobby, or otherwise influence the direction or decisions of any committee to which he or she has been assigned. Any attempt to do so may result in removal from the liaison position. Note that the prohibition on lobbying and directing debate may not apply when the liaison is

representing the city on a regional committee that includes elected officials from other jurisdictions.

11.4 Respect

Be respectful of diverse opinion. A primary role of committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives.

Be respectful of the Chair and the agenda. Councilors attending meetings as liaisons or individuals should accord the same respect toward the Chair and other members as they do towards the Mayor, presiding officer or each other.

11.5 Council Information

Liaisons will inform the committees to which they have been appointed liaison of all meeting agenda items and of Council decisions that may be of interest to the committee. Liaisons shall also encourage committee members to attend Council meetings to keep abreast of Council action, policy matters and the activities of the city organization.

11.6 Vacancies

The Council liaison for each commission, together with the commission chair and assigned staff liaison will interview citizens to fill vacancies on their committees and will make recommendations to the Mayor for appointment.

11.7 Reporting to the Council

Council liaisons shall periodically report to the entire Council on significant and important activities of each committee to which they have been assigned. In addition, each commission should be scheduled to give a short annual presentation to the Council. Liaisons may seek assistance from the relevant staff liaison to accomplish this reporting responsibility.

11.8 Liaison Appointment Process

The Mayor will appoint a Councilor to act as a Council liaison to all commissions, committees, boards, community organizations and other agencies for which participation of an elected official from the City of Ashland is determined to be necessary or beneficial to the City. Councilors interested in a particular subject area should inform the Mayor of their interest and the Mayor should take the expression of interest and/or a Councilor's preference into account when making appointment decisions. Liaison appointments are generally made on an annual basis in January and the Mayor shall make every effort to rotate liaison assignments.

11.9 Removal from a Liaison Assignment

The Mayor or a Councilor may be removed for any reason from a specific liaison position or assignment upon consensus of the entire Council.

Council Communication

Ordinance Amending AMC Chapter 2: Pt 2. Commissions Committees and Boards

Meeting Date:	September 8, 2009	Primary Staff Contact:	Richard Appicello
Department:	Legal	E-Mail:	appicelr@ashland.or.us
Secondary Dept.:	City Recorder	Secondary Contact:	Barbara Christensen
Approval:	Martha Bennett	Estimated Time:	20 minutes

Question:

Should the Council approve First Reading of an ordinance providing for uniform policies and operating procedures for advisory commissions, committees and boards, adding new AMC Chapters 2.10, 2.11, 2.15, 2.19 and 2.29 and amending AMC Chapters 2.12, 2.13, 2.17, 2.18, 2.21, 2.23, 2.24, 2.25 and repealing four resolutions, and move the ordinance on to Second Reading?

Staff Recommendation:

Staff recommends Council approve the First Reading of this ordinance.

Background:

Earlier this year the Conservation Commission requested changes to the Resolution forming the Commission. The City Recorder and City Attorney recommended codification of the Conservation Commission Resolution and the City Council passed an ordinance to that effect. During discussion, Councilor Chapman suggested staff review the work of the 2007 City Council Rules Committee which included establishment of uniform policies and operating procedures for all commissions, committees and boards. [See attached 5/29/07 draft specifically numbered paragraph 10 regarding Uniform Rules which corresponds with the outline presently in AMC 2.04.100.] The attached ordinance [Part 2] is an expansion of the 5/29/07 draft created by the Council Rules Committee only as it related to paragraph 10.

Another ordinance [Part 1] concerns the relationship of the Mayor and Council to the Commissions, e.g. appointment, removal, and roles of the liaison. [See attached 5/29/07 draft specifically numbered paragraphs 9 Commissions and 1 Liaisons which corresponds with the outline presently in AMC 2.04.090 and AMC 2.04.110.]

This Ordinance does the following:

1. Creation of a New Chapter 2.10 Uniform Policies and Operating Procedures for Advisory Commissions, Committees and Boards. This new Chapter builds on the outline presently in the Ashland Municipal Code [AMC 2.04.100] and the City Council Rules Committee draft from 2007. Matters common to all commissions, such as appointment terms, attendance, quorum and lack thereof, election of officers, gifts, and reports are made uniform and the provisions now made duplicative in subsequent chapters for individual commissions are removed.



CITY OF ASHLAND

2. Two Commissions and one Committee are added to the Code and corresponding resolutions repealed. The Municipal Audit Committee, Forest Lands Commission, and Housing Commission, are now codified in Chapters 2.11, 2.15 and 2.19 respectively.
3. Existing Code for each of the regular Commissions is amended to delete matters covered by the Uniform Rules Chapter 2.10. Essentially, with few exceptions, individual Commission chapters are reduced to formation and powers and duties.
4. The substantive Public Art process which was inappropriately included in the Public Art Commission Chapter 2.17 is removed and placed in a new Public Art Chapter 2.29

Related City Policies:

Ashland City Charter Article X, Ordinance Adoption Procedures

Council Options:

- (1) Move to approve First Reading of the ordinance and set second reading for October 20, 2009.
- (2) Postpone First Reading to October 6, 2009.

Potential Motions:

Staff: *Conduct First Reading:*

AN ORDINANCE AMENDING THE ASHLAND MUNICIPAL CODE ADDING A NEW CHAPTER 2.10, PROVIDING FOR UNIFORM POLICIES AND OPERATING PROCEDURES FOR ADVISORY COMMISSIONS, COMMITTEES AND BOARDS; ADDING A NEW CHAPTER 2.11 MUNICIPAL AUDIT COMMITTEE; A NEW CHAPTER 2.19 HOUSING COMMISSION, A NEW CHAPTER 2.15 FOREST LANDS COMMISSION, AND AMENDING AMC 2.12 PLANNING COMMISSION, AMC 2.13 TRANSPORTATION COMMISSION, AMC 2.17, PUBLIC ARTS COMMISSION, AMC 2.18 CONSERVATION COMMISSION, AMC 2.21 CABLE ACCESS COMMISSION, AMC 2.23 ASHLAND AIRPORT COMMISSION, AMC 2.24 HISTORIC COMMISSION, AMC 2.25 TREE COMMISSION , REPEALING RESOLUTIONS 1995-25, 1996-18, 2003-07 and 2007-15, AND CREATING A NEW CHAPTER 2.29 CONCERNING PUBLIC ART

Council: *Move to approve First Reading of the ordinance and set second reading for October 20, 2009.*

Attachments:

Proposed ordinance
5/29/07 draft



boards, and committees to ensure coordination of various elements of the Comprehensive Plan.

2. Render quasi-judicial decisions on land use applications and appeals of administrative land use decisions as prescribed by the Ashland Code and Oregon state law.

3. Conduct public hearings and make recommendations to the City Council on planning issues and legislative changes to land use regulations and ordinances.

4. When needed to implement City goals and policies, meet with other planning bodies in the region on issues that affect City land use planning. Make recommendations to the City Council on regional land use issues in general.

5. Foster public awareness and involvement in all aspects of land use planning in the community.

C. Except as otherwise set forth by the City Council, the Planning Commission may exercise any or all of the powers and duties enumerated in ORS 227.090 et. seq., as well as such additional powers and duties as are set forth herein.

2.12.070 (Repealed)

2.12.080 Funding – Gifts and Bequests

~~The City Council may annually budget such sums, and authorize the employment of consulting advice and/or necessary staff to carry out the powers and duties delegated to the City Planning Commission and its subcommittees set forth in this chapter. The Commission may receive gifts, bequests or devises of property to carry out any of the purposes of this chapter, which shall be placed in a special fund for the use of said Commission.~~

SECTION 6. Chapter 2.13, [Transportation Commission], is hereby amended to read as follows:

2.13 Transportation Commission

2.13.010 Purpose and Mission. ~~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 is established and 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. 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.

2.13.030 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 **is established and** 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.~~

**CITY OF
ASHLAND**
ASHLAND PLANNING COMMISSION
STUDY SESSION
MINUTES
AUGUST 25, 2009

CALL TO ORDER

Chair Pam Marsh called the meeting to order at 7:00 p.m. in the Civic Center Council Chambers, 1175 East Main Street.

Planning Commissioners Present:

Larry Blake
Michael Dawkins
David Dotterrer
Pam Marsh
Debbie Miller
Mike Morris
John Rinaldi, Jr.

Staff Present:

Bill Molnar, Community Development Director
Maria Harris, Planning Manager
Brandon Goldman, Senior Planner
April Lucas, Administrative Assistant

Absent Members:

Tom Dimitre
Melanie Mindlin

Council Liaison:

Eric Navickas

JOINT DISCUSSION WITH ASHLAND TRANSPORTATION COMMISSION

A. Commissioner Roles related to the Transportation System Plan.

Transportation Commissioners Present:

Thomas Burnham
Julia Sommer
Colin Swales
Matt Warshawsky

Public Works Staff Present:

Mike Faught, Public Works Director

Absent Members:

John Gaffey
Eric Heesacker
Brent Thompson
David Young

Council Liaison:

David Chapman

Following brief introductions by the Planning and Transportation commissioners, Marsh explained the two commissions would be working together on the upcoming Transportation System Plan (TSP) update and the purpose of this joint meeting is to receive input on where they are at in the process and to talk about how the two commissions will work together.

Public Works Director Mike Faught provided an update on the TSP process. He explained the City has been awarded a \$150,000 grant (which is less than the \$350,000 applied for) to update the City's Transportation System Plan. He stated the next step is for the City to finalize the Request for Proposals (RFP) with the State, and then the State will issue the RFP and provide the City with a list of consultants to choose from. He stated this is a TGM or Transportation Growth Management grant and the project will span the next two years. Mr. Faught stated the Transportation Commission will be the primary commission to process the TSP update; however, staff has proposed 8 joint meetings with the Transportation Commission, the Planning Commission and the project consultant. Mr. Faught clarified that while the City only received a portion of the grant amount requested, this project is a priority for the City and was funded 100% in the current year's budget. He stated the remaining \$200,000 needed to complete the project will be paid for through the City's Transportation SDCs.

Mr. Faught reviewed the following elements of the draft RFP and received input from the commissioners:

- **Pedestrian Node Alternatives Analysis**

Mr. Faught noted this element was originally prepared as a separate TGM grant proposal by the Planning Staff and was later incorporated into the current grant request. Planning Manager Maria Harris stated the three nodes identified for analysis are: 1) Bridge St. and Siskiyou Blvd, 2) Walker Ave. and Ashland St., and 3) East Main and North Mountain Ave. She explained that in Ashland, the historic sections of the streets tend to be more multi-modal and pedestrian oriented, and these three intersections represent where these "complete streets" meet the more auto-oriented streets. She stated the idea is to look at these locations and determine how to make them more pedestrian oriented as a way to set the tone for the rest of the development in the area. She added all three of these intersections were identified because of the large amount of redevelopment potential in the surrounding areas.

Marsh requested the Tolman Creek/Ashland Ave. intersection also be addressed in terms of pedestrian access and movement.

- **Access Management and Spacing**

Mr. Faught explained the focus on access management will apply primarily to the arterials and arterial collectors, but they will also evaluate the entire City. When asked whether this item would just address the access management of vehicles, Mr. Faught commented that driveways on collector streets create issues for all modes of transportation. He cited the issues on North Main St. and stated the numerous driveways create hazards for vehicles, pedestrians, and bicyclists; and stated he would like to minimize the number of these access points.

Sommer noted the intersection of N. Main/Hersey/Wimer is one of the City's worst intersections for accidents.

Councilor Chapman arrived at 7:30 p.m.

- **Parking Plan**

Mr. Faught stated this element will focus primarily on the downtown area and the results will be incorporated into the larger parking plan, which is a separate project.

Sommer suggested this element be done towards the end of the update process so that it can incorporate any transportation ideas that come up (mass transit, street cars, etc). She added if the other elements move forward, parking may become less of an issue.

Dotterrer noted the issues the Planning Commission has had with parking in the Railroad District and asked that this area be included in the analysis.

Swales questioned why the Park and Ride is not mentioned in the draft RFP. He also noted previous studies that addressed downtown parking that were never adopted by the City. Mr. Faught clarified these documents are referenced in the RFP and the consultants will be required to pull that information together.

- **Passenger Rail System**

Mr. Faught stated the City has a rail line that is not currently in use and the idea is to evaluate whether a passenger rail system is a possibility.

Burnham asked the consultant to determine whether this is a viable option for a community of our size. He added he does not support the consultant spending time on this item if it is not viable. Sommer stated this element, as well as the freight element, are regional issues and it would be a waste of the consultant's time to look into this if the scope is limited to Ashland. Mr. Faught clarified the City's TSP will have to fit in with the regional plan, and if the City truly wants to be multi-modal, they need to evaluate all modes of transportation. Swales commented that researching these items provides the possibility for them in the future, and urged the commissioners to not foreclose on these options now. Dotterrer agreed and stated even if the consultant determines these are not viable, the study will tell them what needs to happen for them

to become viable. He added this is good information to have. Community Development Director Bill Molnar commented that as land use planners, they have the opportunity to create placeholders for these types of systems, even if they don't occur until well into the future.

- **Bike Routes/Boulevards**

Mr. Faught stated they want the consultant to look system wide and would like to see a comprehensive bike system for Ashland.

Burnham noted the need to provide bicycle access to important places within the City.

Sommer questioned if this plan would include ODOT territory (North Main Street and Siskiyou). Mr. Faught clarified that it would, and stated the City will need to partner with ODOT and share the input that is gathered.

Dawkins questioned whether skateboards are allowed on bikepaths. Warshawsky stated skateboarders are allowed on the bikepaths if they are wearing helmets, but they do not have to wear helmets if they are on the sidewalk. Councilor Chapman stated the bigger problem is downtown because skateboarders are not allowed anywhere. Warshawsky added they are also not allowed on streets with speed limits over 25 mph. Dawkins stated it is counterproductive for the City to have laws that discourage skateboarders from using the bikepaths. Mr. Faught stated the City will ask the consultant to read through the Municipal Code and look for these types of conflicts.

- **Multi-Use Trails**

Mr. Faught clarified this item will evaluate multi-use trails for the entire City, not just Parks property. He added he believes this plan should include the Parks Trail Master Plan. Mr. Molnar voiced his support for incorporating the Parks Trail Master Plan. Councilor Chapman noted they may need to address equestrian if they incorporate the Parks Trail plan because it allows for this.

Marsh noted the importance of having connections through developments to the existing paths for pedestrians and bicyclists.

- **Green Street Standard Specifications**

Mr. Faught stated this is an important component of the TSP and explained this is a storm water design that treats the water through the use of bioswales. Mr. Molnar noted the housing project on Clay Street that incorporates a bioswale and voiced his support for the City to have a standard that can be applied to developments.

- **Freight**

Burnham questioned how involved they want to get into freight rail if there is no benefit to the City. Warshawsky commented that Ashland has an obligation to their neighbors to not block this off. Council Chapman added the freight study will not just evaluate trains.

- **Safe Routes to Schools**

Burnham suggested the consultant meet with RVTD on this element, since they are already working on this. Sommer commented that if they accomplish some of the other elements already mentioned, this will create safer routes to schools.

- **Capital Improvement Project List**

Mr. Faught clarified the final product will include a capital improvement project list with all the costs identified and separated out.

- **Shared Roads**

Swales shared his experience with shared roads in the UK. He stated this concept has been proven to reduce the amount of conflicts and accidents and stated there are parts of Ashland where he thinks this could be very useful, including the downtown core and some of the more rural streets. He encouraged any of the commissioners to contact him if they are interested in obtaining more information. Dawkins voiced his support for this concept.

Tom Burnham left the meeting at 8:10 p.m.

- **Road Diet**

Mr. Faught clarified this concept involves reducing the number of lanes. Marsh questioned if this concept is broad enough to include general arterial design. Sommer questioned if street landscaping comes into play in this element. Mr. Faught clarified ultimately the street design will include a landscaping element.

- **Off-Set Intersection Realignment Plan**

Mr. Faught stated there are several of these intersections in town and the goal is to come up with a plan so when development proposals come forward these areas can be fixed. He cited Hersey/Laurel, Hersey/Wimer, and Orange/Laurel as examples of off-set intersection. He stated the final plan will identify the realignment issues and protect the right of ways.

Mr. Faught concluded his presentation and asked if the commissioners had any other questions or comments.

Dotterrer stated he did not see land use coordination listed in the RFP and urged them to select a consultant team that has this experience.

Marsh commented on how the two commissions will work together throughout this process and suggested each commission select a formal liaison in order to keep each group aware of what the other is doing. She suggested the liaisons receive the other Commission's agendas and minutes, and attend meetings as needed.

Councilor Navickas voiced concern that the draft RFP does not have enough integration with planning, and stated he would like to see one of the main points listed in the document focused on land use planning.

Mr. Faught thanked the group for their comments and stated if they have further input to email it to him within the next few days so it can be incorporated into the RFP narrative.

OTHER BUSINESS

Marsh stated she would like to add the following items to the meeting agenda: 1) Selection of Transportation Commission liaison, and 2) Update on the Mayor's Brown Bag Meetings with Commission Chairs.

A. Selection of Transportation Commission Liaison

It was noted that Commissioner Blake has been attending the Transportation Commission meetings as an ex officio member for Southern Oregon University. The Planning Commission voiced approval for Blake to serve as the Planning Commission Liaison to the Transportation Commission.

DISCUSSION ITEMS

A. Croman Mill Site Redevelopment Plan

Marsh noted this item was presented at the last meeting, but the group did not have time for discussion. She noted the September 29th Study Session would be devoted to discussing the Croman Mill Site Redevelopment Plan and asked the commissioners to share what items they want discussed at that meeting.

Mr. Molnar provided a brief overview of the draft AMC 18.53 language that was included in the meeting packet. He commented on how the Croman Master Plan would be added to the City's Site Design and Use Standards, and explained the AMC language would be more succinct, while the Site Design and Use Standards would be a more user-friendly guide with graphics, maps, etc.

Planning Manager Maria Harris commented on the draft Land Uses matrix and explained this was developed from the draft Plan prepared by Crandall and Arambula. She stated there were some uses identified in the consultant's draft that staff did not include in the matrix, including: theaters, nightclubs and bars, and hotels and motels. Mr. Harris stated staff did not believe these uses were appropriate for this end of town, and noted the concerns raised previously by Dawkins about uses that compete with the downtown core. Ms. Harris continued that crematoriums, public utility yards, churches, and broadcasting and

radio stations were also left off the permitted uses list. Dotterer questioned the reasoning behind leaving radio stations off and stated a production studio could be compatible in an area like this. Ms. Harris added the manufacture of food products in the office zone was not included, since this is allowed in the industrial zone. She stated building material sale yards were also not included, and recycling centers/sorting yards were also omitted. Senior Planner Brandon Goldman explained that he had conducted some research into sorting yards and contacted six other recycling centers throughout the state to determine approximate job densities. He stated there was a mix of both indoor and outdoor facilities and explained the average number of employees per acre was 4, and the majority of the facilities had outdoor storage of materials which is avoided in the current plan. Ms. Harris added because of the low employment densities, this use is not included in the Plan at this point. She noted the target in the Plan is 25 jobs per acre for the industrial area. Marsh requested staff provide a brief review of available industrial lands within the City at the September meeting.

Marsh asked the commissioners to share the issues they would like discussed at the September Study Session.

Rinaldi stated the Plan will need to be flexible, adaptable, and seem friendly to developers and potential buyers in terms of conveying some certainty. He asked that the issue of how the amendment procedure is laid out be added to their list of discussion items.

Miller voiced her concerns with the road layout where the new road meets Tolman Creek Rd. She stated this is not a smooth flow and in order to continue on Tolman Creek you will have to turn in and then turn back out. She added the current layout seems to isolate the subdivisions and asked that this be added to their discussion list.

Marsh requested the issue of street orientation for solar, and the balance of uses be discussed. Miller questioned if the existing trailer park could be maintained as rural and not annexed. Rinaldi commented on possibly included uses that would utilize this area in the evenings, but not detract from the downtown. Marsh asked the commissioners to email staff if any other issues come up that they would like discussed at the Study Session.

OTHER BUSINESS (Cont.)

B. Update on Mayor's Brown Bag Meetings with Commission Chairs

Marsh explained Mayor Stromberg has been holding monthly brown bag meetings with the various commission chairs. She stated this is an opportunity for the chairs to get together and hear what the other commissions are working on. Marsh noted some of the information shared at the last meeting, including the Airport Commission's concerns with the Croman Master Plan and the FAA approvals of development on that site, and that the Conservation Commission is looking at green buildings. Marsh noted they may want to talk during their retreat about possibly having formal liaisons to some of these commissions since there is a lot of overlap on what the groups are working on. She stated if the Commission has any issues they want shared during these meeting to let her know, and added if she is not able to attend one of these meetings she may call on a member to serve in her absence.

In response to a concern expressed by Councilor Navickas, Mr. Molnar commented briefly on the purpose of the Croman Advisory Committee. He stated the idea is to keep the other advisory commissions apprised of what is happening, to be open to their input, and provide a mechanism for those who were interested in the beginning to stay involved. Overall, he hopes this will lead to a better plan. Ms. Harris noted the first meeting of the Croman Advisory Committee was more of a briefing. She stated the group is scheduled to meet again before the Planning Commission's September Study Session, so the Commission will be able to hear their input when they discuss this issue next.

ADJOURNMENT

Meeting adjourned at 9:10 p.m.

*Respectfully submitted,
April Lucas, Administrative Assistant*

Slate

TRANSPORT

What Would Get Americans Biking to Work?

Decent parking.

By Tom Vanderbilt

Posted Monday, Aug. 17, 2009, at 5:34 PM ET

When we talk about transportation, we tend to talk about things in motion. What is often left unremarked upon, in conversations about crowded highways, is something without which those crowds would not exist: parking. That humble 9-by-18-foot space (the standard size of a spot) is where traffic begins and ends. It is the fuel to traffic's fire.

Why is it overlooked? One possibility is that parking is more typically treated as real estate, the subject of arcane building codes and zoning regulations, rather than as a part of transportation networks; given that cars spend 95 percent of their time parked, this makes some sense. Another reason may simply be that, in most of America, parking is taken as a given. Donald Shoup, author of *The High Cost of Free Parking*, has estimated that 99 percent of car trips in the United States terminate in a free parking space, which means the nation's drivers don't have much incentive to think about parking—or not driving. In many American places, there are more parking spaces than people.

If car parking is often overshadowed in traffic talk, bicycle parking is even more obscure. For many people in the United States it might be hard to imagine what there is to talk about. *Why don't you just stick it in the garage? Or: Isn't that what street signs and trees are for?* But as the share of trips made by bicycle has grown in recent years—in Portland, Ore., for example, bicycle use has grown nearly 150 percent since 1990, and an estimated 5 percent of people bike to work—new attention is being paid to what happens to those bicycles when they are not in motion.

The most high-profile instance of this is the so-called "Bicycle Access Bill," recently signed into law after a New York City Council vote of 46-1. The measure will require the owners of commercial buildings with a freight elevator to allow people to enter the building with a bicycle—though what happens from there depends on the building. (See this useful summary of the bill.)

While the right to enter a building with a bicycle may seem minor, the bill potentially represents a huge *de facto* increase in the city's supply of bicycle parking, which is currently estimated at 6,100 racks, many of these outdoors. What's more, New York's City Council also passed a bill mandating that commercial parking garages provide spaces for bicycles—one bike space for every 10 cars, up to 200 cars.

Why do these measures matter? Because parking helps make commuters—a lesson long ago learned with cars. Studies in New York found that a surprisingly large percentage of vehicles coming into lower Manhattan were government employees or others who *had an assured parking spot*. Other studies have shown the presence of a guaranteed parking spot at home—required in new residential developments—is what turns a New Yorker into a car commuter.

On the flip side, people would be much less likely to drive into Manhattan if they knew their expensive car was likely to be stolen, vandalized, or taken away by police. And yet this is what was being asked of bicycle commuters, save those lucky few who work in a handful of buildings that provide indoor bicycle parking. Surveys have shown that the leading deterrent to potential bicycle commuters is lack of a safe, secure parking spot on the

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other end. (In England, for example, it's been estimated that a bicycle is stolen every 71 seconds.)

A number of American cities are now waking up to the fact that providing bicycle parking makes sense. Philadelphia, for example, recently amended its zoning requirements to mandate that certain new developments provide bicycle parking; Pittsburgh's planning department is weighing requiring one bicycle parking space for every 20,000 square feet of development* (admittedly modest compared with the not-uncommon car equation of one parking space per 250 square feet); even the car-centric enclave of Orange County, Calif., is getting in on the act, with Santa Ana's City Council unanimously passing a bill requiring proportional bicycle parking when car parking is provided. In Chicago, Los Angeles, and other cities, pilot projects are investigating turning car-parking meters—once semireliable bike-parking spots, now rendered obsolete by "smart meter" payment systems—into bike parking infrastructure.

Few cities are doing more than Portland—which has been experiencing a particular boom in bicycle commuting—to increase bicycle parking. In September, for example, the City Council will vote on code changes that would require residential buildings to have the same bicycle parking requirements as commercial buildings. Granted, Portland, Ore., is an unusual place for the United States: a place where business owners actually petition the city to build "bike corrals," or collections of racks that tend to swap one or two car parking spaces for a dozen bike spaces, in front of their establishments, and where residents casually drop lingo like *staple*, meaning the type of bicycle parking structure that looks like a staple stuck into the concrete. And in a move that is sure to give John McCain fits, the city is spending \$1 million of federal stimulus funds on bicycle parking at transit hubs.

Of course, even Portland's efforts would look rather quaint in a country like the Netherlands, where an estimated 27 percent of daily trips are made on bicycle. Outside of, or underneath, Dutch railway stations in the major cities sit vast bicycle parking structures. In fact, parking is so readily available that many riders keep a bike at their origin and destination stations. The three-story parking-garage-style facility outside Amsterdam's Central Station holds some 9,000 bikes, while Groningen has a massive, covered and guarded facility that holds 4,500 bikes. And yet even these structures do not seem to meet demand.

The spatial and aesthetic challenges of having too many parked bikes attached to every last lamppost and historic building has prompted some wonderfully innovative design and market responses. The underground "Bicycle Parking Tower"—actually a series of 36 towers—at the Kasai Station in Edogawa, Tokyo, holds more than 9,000 bicycles, any of which can be retrieved within 23 seconds via an automated mechanism. In Zaragoza and a few other Spanish cities, meanwhile, the Biceberg, a small kiosk beneath which sits a storage bay, creates spots for 92 bicycles in the same space that four cars would occupy. Another approach is to combine guarded bicycle parking in a one-stop facility with mechanics, bike stores, education, and other services, as with Brazil's ASCOBIKE. Muenster's "Radstation" comes complete with a bicycle wash—for \$4. In the United States, the for-profit Bikestation sells secure parking ("valet and controlled access") and provides air for tires as well as showers and Wi-Fi in its "bike-transit centers," in cities ranging from Santa Barbara, Calif., to Seattle. At Washington, D.C.'s Union Station, a similar concept — with everything from rentals to repairs — is scheduled to open in August, a swooping shell of glass and tubes, designed by KPG and at least partially inspired by the arc of a bicycle wheel.

Of course, even in a bicycling paradise like Copenhagen, bicycle parking is hardly ideal. "Parking is the last great challenge in a bike culture," as Mikael Colville-Andersen, who writes the Copenhagenize blog, told me. In its 2004 "Traffic and Environment Plan," the city of Copenhagen, noting that bike parking wasn't even assessed until 2001 (when it was found there were 2,900 spaces in the historic center), declared: "Only one third of cyclists are satisfied with their options for parking their bicycles and other road users, particularly walkers, are increasingly annoyed by parked cycles."

This last point brings up another problem: So-called "bicycle pollution," or the clutter of masses of bikes chained to every last railing. In a city where bikes outnumber people, this is perhaps inevitable, but it's also a function of the inherent appeal of bikes—literal door-to-door transportation. As Colville-Andersen put it, "people prefer to park on the street, leaning the bikes up against the building. It's all about ease-of-use. If you can't walk out your

door and get on your bike in under 30 seconds, it's irritating." Still, space has its limits, and in a design competition to upgrade Vartov Square, next to Copenhagen's City Hall—which the mayor's office notes "mainly looks like a cluttered and worn parking area"—there is a call for underground bicycle parking.

Meanwhile, back in Portland, Ore., as bicycle parking gets more respect, another bastion of the automobile landscape is getting a makeover: access, and perhaps even special lanes, for bicycles at the drive-throughs of fast-food joints.

Correction, Aug. 19, 2009: This article originally stated that Pittsburgh might require one bike parking space for every 20,000 feet of development. The unit in this figure should have been square feet. (Return to the corrected sentence.)

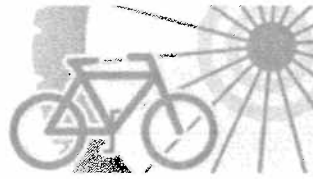
Tom Vanderbilt is author of Traffic: Why We Drive the Way We Do. He is contributing editor to Artforum, Print, and I.D.; contributing writer to Design Observer; and has written for many publications, including Wired, the Wilson Quarterly, the New York Times Magazine, and the London Review of Books. He blogs at howwedrive.com and lives in Brooklyn, N.Y.

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Bike blog



Boris Johnson should visit Copenhagen for tips on promoting city cycling

If we want to make cycling in big cities in the UK safe, free and enjoyable, we should do as the Danes do



Cycling over the Queen Louise bridge, Copenhagen, Denmark. Photograph: Cubofimages srl/Alamy

Cycling in Copenhagen, the self-proclaimed best biking city in the world, is pure heaven, as Peter Walker recently wrote on this bike blog. If we want to promote cycling in big cities in the UK, we should do as the Danes do.

On a recent afternoon pedalling in the Danish capital, I discovered cyclists easily outnumbered cars in the street – which is no surprise when you consider 36% of commuters used bikes in 2006. All the major roads I rode on had built-up bicycle lanes – in other words, the roads had two pavements on each side, one for cyclists and one for pedestrians. This felt safer than a painted lane and it avoided confusion over where cyclists can ride.

The cycle paths were so wide that they divided into two. On the right rode the cyclists who wanted to take it easy, like me. On the left went the people in a hurry. If a slow cyclist wandered in the left lane, the faster folk would ring their bells until the uninformed soul moved to the right. One bell-less cyclist even made his point by politely saying "ding, ding, ding". Weird, but fun.

Few felt the need to wear helmets, as cycling is not the contact sport it can be in large British cities. Rare also were those dressed up in Lycra. Nearly everyone wore everyday clothes, and most were very, very stylish.

Cycling in Copenhagen was also a lesson in etiquette. Some cyclists raised an arm to tell those behind that he/she was stopping. In the busy pedestrian areas, packed to the brim

with people enjoying the sunshine, riders would dismount and push their bikes rather than zigzag between startled pedestrians. Cyclists everywhere could do this more often, including me.

I saw no one jumping red lights. Instead people waited patiently by the small traffic lights specially built for cycle lanes. At several intersections I saw signs painted on the roads reminding cyclists to mind motorists' blind spots.

Even better, my ride was a public bicycle I picked up at one of the numerous stands dotted around the city for free. All I needed was a 20 kroner (£2.30) coin to release it, which I got back when I returned it, and I could use it for as long as I wanted. The citymap fixed on the handlebars was handy too.

The bottom line is that the Danish authorities have made cycling as easy as it can possibly be, so that it does not feel like a battle for survival, but just a safe, free and enjoyable means of getting from A to B.

Boris Johnson's plan for a [public bike scheme in London](#) is a welcome start in the UK, but just as important is building new cycle lanes so that people feel safe riding bikes. According to the London Cycle Campaign, he is [slashing cycle lane budgets](#) rather than increasing them. He should visit Copenhagen.

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