

Note: Anyone wishing to speak at any Transportation Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

**ASHLAND TRANSPORTATION COMMISSION**  
**July 16, 2020**  
**AGENDA**

- I. **CALL TO ORDER:** 6:00 PM, Civic Center Council Chambers, 1175 E. Main Street
- II. **ANNOUNCEMENTS**
- III. **CONSENT AGENDA**
  - A. Approval of Minutes: February 20, 2020
- IV. **PUBLIC FORUM** (6:05-6:20)
  - A. Public Forum Comments to be submitted in writing by 10am July 15<sup>th</sup> to [Shannon.burrus@ashland.or.us](mailto:Shannon.burrus@ashland.or.us)
  - B. Comments on agenda items to be submitted in writing by 10am July 15<sup>th</sup> to [Shannon.burrus@ashland.or.us](mailto:Shannon.burrus@ashland.or.us)
  - C. If you are interested in watching the meeting via Zoom please contact [Shannon.burrus@ashland.or.us](mailto:Shannon.burrus@ashland.or.us) by 10am July 15<sup>th</sup>. Interested parties will be sent the Zoom link and admitted into the meeting on mute with no video.
- V. **ACCIDENT REPORT** (6:20-6:30)
- VI. **NEW BUSINESS**
  - A. Virtual Meeting Information (6:30-6:45, no action, discussion on virtual meeting structure per protocols)
  - B. Election of Chair and Vice Chair (6:30-6:45, action required, elect new Chair and Vice Chair).
- VII. **OLD BUSINESS**
  - A. City Updates (6:45-7:30, no action required, Staff to update Commission on Transportation Business).
    - a. Revitalize Downtown Ashland TGM Grant-project cancelled
    - b. Ashland Transportation System Plan Update-project postponed
    - c. Downtown Summer Series and Closures
    - d. Grand Terrace Annexation
    - e. Rogue Bike Share Program
    - f. General City Information
- VIII. **TASK LIST** (If time allows)
  - A. Discuss current action item list
- VII. **FOLLOW UP ITEMS**
  - A. None
- VIII. **INFORMATIONAL ITEMS** (If time allows)
  - A. None
- IX. **COMMISSION OPEN DISCUSSION** (If time allows)
- X. **FUTURE AGENDA TOPICS**
  - A. Clay Street Jurisdictional Transfer
  - B. Bus Pass Program
  - C. Crosswalk Policy
- XI. **ADJOURNMENT:** 8:00 PM

**Next Meeting Date: August 20, 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 March 2020

Name	Title	Telephone	Mailing Address	Email Address	Expiration of Term
Mark Brouillard	Commissioner	206-661-7085	159 Helman St	<a href="mailto:mtbrouillard@msn.com">mtbrouillard@msn.com</a>	4/30/2020
Joe Graf	Commissioner	541-488-8429	1160 Fern St.	<a href="mailto:jlgrans15@gmail.com">jlgrans15@gmail.com</a>	4/30/2021
Corinne Viéville	Commissioner	541-488-9300 or 541-944-9600	805 Glendale Ave.	<a href="mailto:corinne@mind.net">corinne@mind.net</a>	4/30/2022
Derrick Claypool-Barnes	Commissioner	503-482-9271	1361 Quincy St #6F	<a href="mailto:dorkforest@gmail.com">dorkforest@gmail.com</a>	4/30/2021
Linda Peterson Adams	Commissioner	541-554-1544	642 Oak St	<a href="mailto:gardengriotashland@gmail.com">gardengriotashland@gmail.com</a>	4/30/2022
Katharine Danner	Commissioner	541-482-2302	PO Box 628	<a href="mailto:ksd@mtashland.net">ksd@mtashland.net</a>	4/30/2022
Bruce Borgerson	Commissioner	541-488-5542	209 Sleepy Hollow Dr	<a href="mailto:wave@mind.net">wave@mind.net</a>	4/30/2020

**Non-Voting Ex Officio Membership**

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

**Staff Support**

Scott Fleury	Interim Public Works Director	541-488-5347	20 E. Main Street	<a href="mailto:Scott.fleury@ashland.or.us">Scott.fleury@ashland.or.us</a>	
Karl Johnson	Associate Engineer	541-552-2415	20 E. Main Street	<a href="mailto:johnsonk@ashland.or.us">johnsonk@ashland.or.us</a>	
Shannon Burrus	Permit Technician	541-552-2428	20 E. Main Street	<a href="mailto:Shannon.burrus@ashland.or.us">Shannon.burrus@ashland.or.us</a>	

**ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
February 20, 2020**

These minutes are pending approval by this Commission

**CALL TO ORDER:**

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

**Commissioners Present:** Bruce Borgerson, Linda Peterson Adams, Katharine Danner, Joe Graf, Mark Brouillard

**Commissioners Absent:** Derrick Claypool-Barnes, Corinne Vièville

**Council Liaison Absent:** Julie Akins

**Staff Present:** Paula Brown, Taina Glick

**ANNOUNCEMENTS**

Brown informed the group that she will be running the meeting in Scott Fleury's absence. Further, she announced that she is retiring, effective May 1.

**CONSENT AGENDA**

**Approval of Minutes:** January 23, 2019

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

**All ayes. Minutes approved.**

**ACCIDENT REPORT**

Officer MacLennan provided a breakdown of collisions on the accident report. He specifically mentioned the following:

- several non-injury accidents during the snowstorm
- a DUI collision at Mountain Ave and E Main St
- unseen cyclist clipped by motorist exiting alley
- Lithia Way at Third St: pedestrian was not hit, but car that stopped for pedestrian was rear-ended
- Ashland St at Washington St and the I5 overpass
- RVTB bus was hit but there were no injuries

Brouillard inquired if accidents at Ashland St and Tolman Creek Rd had reduced. MacLennan indicated accidents were reduced, likely due to motorists becoming familiarized with signal changes.

Graf inquired about accident where a parked car obscured vision and wondered if there are vision clearance issues the Commission should resolve. Officer MacLennan described the area as residential with limited parking. He indicated that Iowa St, near the high school could be an intersection to evaluate but that parking should be considered.

Graf thanked Public Works staff for installation of No Parking signs at Ashland St and Elkader St.

**PUBLIC FORUM** *meeting audio begins at 07:12*

**Paul Rostykus Ashland, OR**

Spoke in frustration of encroachments onto public property occurring on Grandview Dr. Rostykus believed the encroachments pose hazards for pedestrians. He does not feel he has not gotten satisfactory answers from Public Works staff about his concerns.



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**Heulz Gutcheon Ashland, OR**

Gutcheon opined that Ashland has reached a tipping point. He stated that the sharrows don't work because they give cyclists a sense of safety but requested that additional sharrows be placed in the middle lane through the downtown corridor.

**Brent Thompson Ashland, OR**

Advised commission that diagonal parking on B St is being considered by the Revitalize Downtown Ashland CAC and a recommendation may be presented to the TC. He suggested evaluating the width of B St and potential impacts of both front-in and back-in parking.

**NEW BUSINESS**

**A St Parking Prohibitions** *meeting audio starts at 19:15*

Brown provided clarification that the proposed area is both sides of 2 ½ blocks on A St and 1<sup>st</sup> St between A St and B St.

Staff and Commissioners discussed cost of signage and enforcement and how those expenses would be budgeted.

Graf wondered if data existed showing parking utilization in the proposed area, not just anecdotal evidence. Brown will consult the parking study.

**Phil Emard Ashland, OR**

He spoke as the owner of Ashland Hardware. He stated that people utilize the parking bay in front of his A St entrance for all day parking, including converted school buses which take significant space. His staff are required to park off A St. He has an agreement with Ashland Christian Fellowship allowing staff to utilize their parking lot. He discussed retailing challenges and an advantage he has is quick in and out shopping. His business has an off-street parking lot that is frequently utilized by customers of surrounding businesses. Parking is the top complaint he receives from customers.

Commissioners questioned him on:

- How many customers come to his business daily
- Steps to enforce parking time limits in his off-street parking lot
- Locations his staff utilizes for parking

**Brent Thompson Ashland, OR**

Spoke in agreement with Phil Emard and supported 1-hour parking between 1<sup>st</sup> St and 2<sup>nd</sup> St. He believed that Oak to Pioneer St should have 2-hour parking and Pioneer to 2<sup>nd</sup> St as well as 1<sup>st</sup> St should have 1-hour parking. He believed this would allow the CoOp to move through a greater than anticipated number of shoppers. Further, he stated that the timed parking is needed to help the CoOp and hardware store flourish.

**Jim Thayer Ashland, OR**

Spoke of difficulty contractors face when parking vehicles towing trailers. He indicated that those customers typically need roughly 30 minutes of parking. There are only a couple of spots in their private parking lot that can accommodate vehicles with trailers. The parking bay provides an easy in and out access for those vehicles.

Graf believed the current proposal does not include a large enough area and that the surrounding areas will experience greater traffic.

**ASHLAND TRANSPORTATION COMMISSION  
MINUTES  
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Brouillard inquired about what area was notified and if anyone had contacted the City in opposition to this proposal.

Graf asked for clarification about residential locations within the proposed area. Borgerson responded that only 1 residence that fronts on 1<sup>st</sup> St and it has off street parking.

Brouillard moved to recommend proposal as provided by the City to do 2-hour parking on A St in the corridor specified. Peterson Adams seconded. Graf expressed concern about diverting parking issue to surrounding area. Borgerson agreed but noted that, except one residence, this whole area fronts business areas and those spots are high turnover. He cited precedent that exists in larger cities. Claypool Barnes wanted to know what businesses have done for enforcement on private parking. Borgerson pointed out that signage and poles are a minimal expense and reversing this plan would be simple if no improvement is seen. Danner expressed concern about spillover to surrounding residential areas. Graf wondered about how to monitor the effect of this proposal on surrounding areas.

Graf amended the motion to include a 2-year evaluation of the success of the plan. Brouillard seconded. Claypool-Barnes opined that the Co-Op is the source of the area parking problem and would like them to present data regarding what they have done with their private parking. Brouillard supports the amendment.

Vote on amendment: Ayes: Brouillard, Peterson Adams, Graf, Borgerson, Claypool-Barnes, Danner.

Vote on amended motion: Ayes: Brouillard, Peterson Adams, Graf, Borgerson, Danner. Nay: Claypool-Barnes

Motion passes.

### **OLD BUSINESS**

#### **Transportation System Plan Update *meeting audio starts at 1:18:23***

Borgerson asked the group for further suggested revisions. Graf asked for clarification of approval process. Brown reminded commissioners of specific steps at the State level that must be followed. Brown asked for Chair recommendations for the TSP update TAC and CAC groups. Peterson Adams, CAC volunteer; Claypool Barnes, TAC volunteer.

Brouillard asked if the term "emerging technologies" could be expanded on to provide better definition of exactly what falls under that category.

Danner moved to send this proposal forward to the City Council. Graf seconded. No discussion. Ayes: Peterson Adams, Graf, Borgerson, Claypool Barnes, Danner. Nay: Brouillard

#### **Council Presentation Review *meeting audio starts at 1:36***

Borgerson described his presentation to City Council as having gone well. City Council asked about age friendly inclusion and offered thanks to the TC. No general objections were expressed.

### **TASK LIST**

#### **Discuss current action item list *meeting audio starts at 1:37:30***

Peterson Adams noted that Fleury updated the list. No questions from Commissioners.

### **FOLLOW UP ITEMS**

#### **Bike Map Subcommittee *meeting audio starts at 1:38:22***

Commissioners discussed continued interest in bicycle map development. Brouillard discussed interest in maps among the cyclist community and got differing reports from each group. Claypool-Barnes disagreed with the input Brouillard



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collected. Peterson Adams asked if the Velo Club was involved in the subcommittee. A poll will be sent out to the subcommittee members to assess interest/availability for the next meeting.

**INFORMATIONAL ITEMS**

**Transportation Growth and Management “Revitalize Downtown Ashland” Update** *meeting audio starts at 1:47:00*

Claypool Barnes informed commissioners of TAC discussion to restructure lanes in the downtown corridor, including potential reduction of lanes, addition of a bike lane, removal of a side of parking, and efforts to increase of parking.

Brown elaborated on the need for traffic to move safely through, to create a vibrant and lively feel, and to make changes that encourage visitors. The CAC was bogged down by the issue of parking, so the group met to only discuss parking. Diagonal parking on E Main St and B St was discussed by the CAC.

Claypool-Barnes informed the group that the TAC has evaluated a data model that showed minimal traffic disruption even with addition of bike lane and restructure of parking. The TAC is also discussing permanent closure of a portion of Pioneer St. Brown indicated that the CAC is not as supportive of Pioneer St closure as the TAC group was.

Graf inquired how the model dealt with loading zones. Peterson Adams asked if paid parking had been considered. Brown indicated that the CAC discussed and supported the concept of paid parking.

Brouillard asked about residential parking permits. Brown indicated that topic is included in the parking plan but would be considered in the future depending on complaints.

Claypool-Barnes asked Brown about the status of jurisdictional exchange of Main St through downtown. Brown answered that it is still being discussed.

Update will come in April.

**FUTURE AGENDA TOPICS**

**Grand Terrace Annexation  
Bus Pass Program  
Crosswalk Policy**

**ADJOURNMENT: 8:02 pm**

*Respectfully submitted,  
Taina Glick  
Public Works Administrative Assistant*

# Traffic Accidents March 2020

## March 2020 Accidents

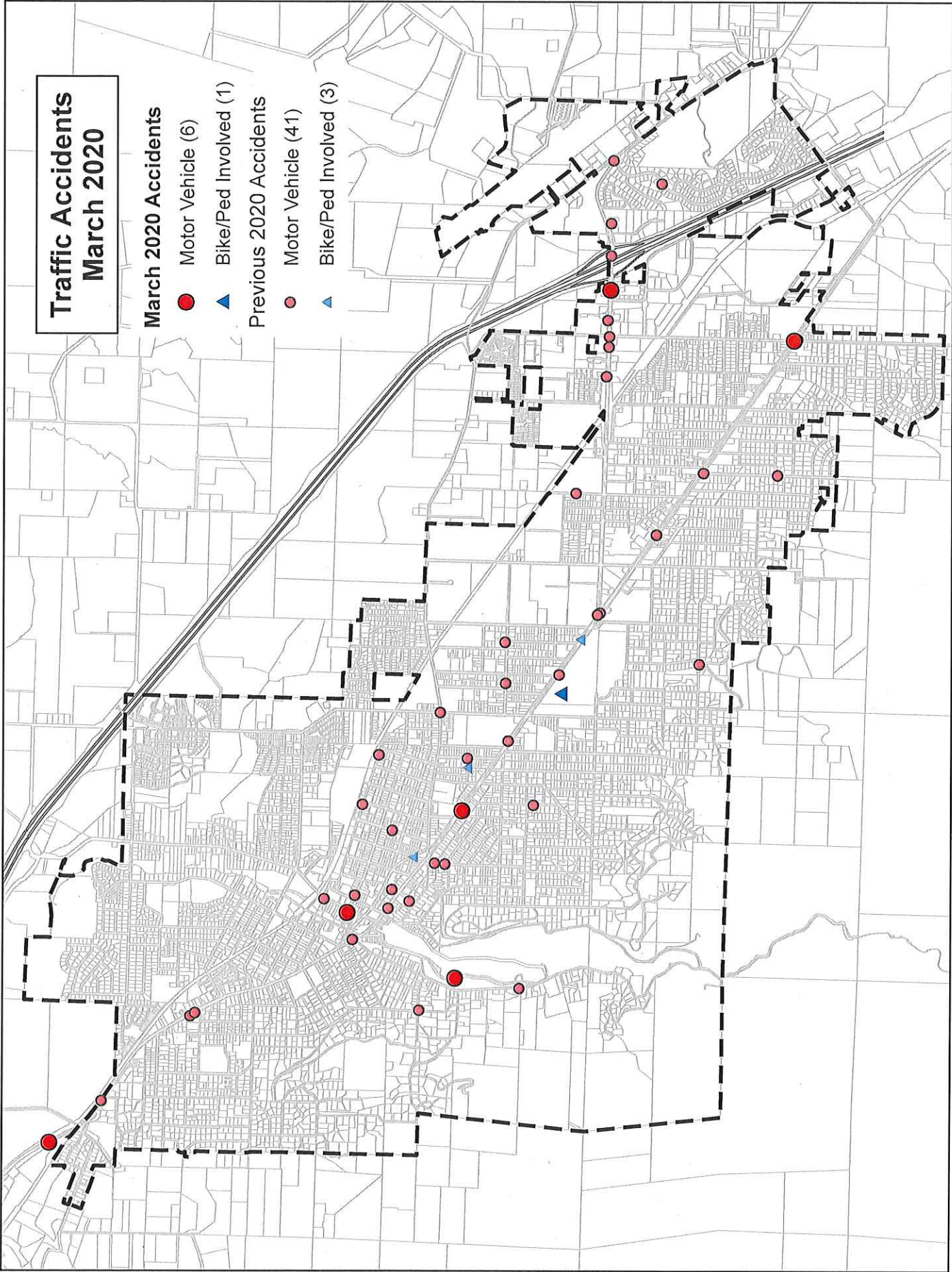
● Motor Vehicle (6)

▲ Bike/Ped Involved (1)

## Previous 2020 Accidents

● Motor Vehicle (41)

▲ Bike/Ped Involved (3)





# MOTOR VEHICLE CRASH SUMMARY

MONTH: MARCH, 2020

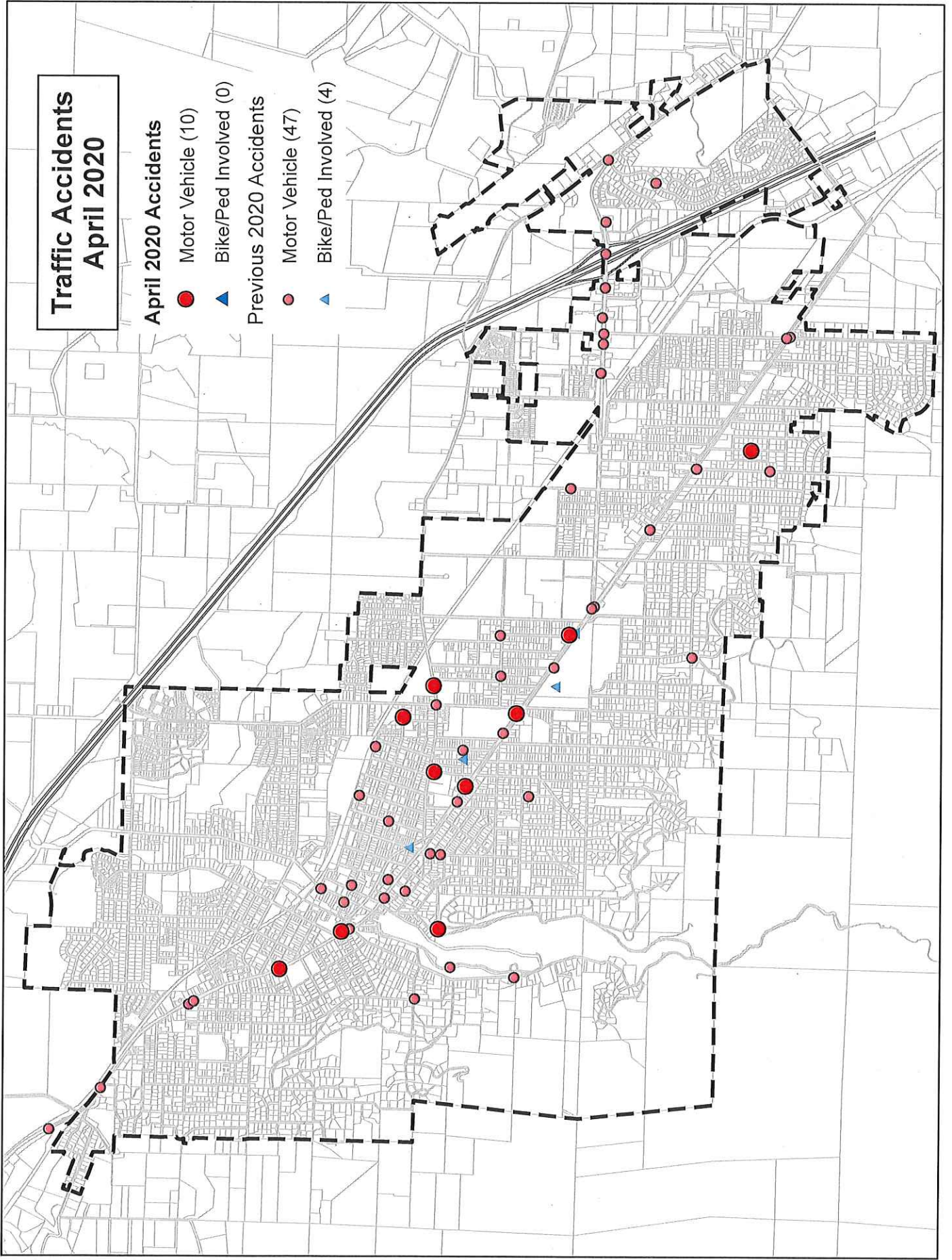
NO. OF ACCIDENTS: 7

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
Rep	3	15:57	Tue	University Way south of Siskiyou Blvd	1	N	Y	N	N	N	Y	Y	N	N	Driver reversing from a parking stall collided with a bicyclist that was traveling in the middle of the lane downhill at a fast speed. Cyclist had some minor injuries.
Rep	5	9:45	Thur	Highway 99N north of the city limits	2	N	N	N	N	Y	Y	Y	Y	N	Dv2 sideswiped v1 at the merge point coming into town. Dv2 cited for hit and run, reckless driving and driving uninsured.
Rep	7	2:48	Sat	Winburn Way	1	N	N	N	Y	Y	Y	Y	N	N	Dv ran off the road and struck a light pole after traveling about 200 ft through the lawn. Driver was arrested for DUII and Reckless Driving.
Rep	8	16:30	Sun	Ashland Street	2	N	N	P	N	Y	Y	Y	N	N	Dv1 was entering the travel lane and did not see v2, striking it in the rear driver side. Dv1 was cited for failure to yield.
Rep	12	9:15	Thur	Tolman Creek at Siskiyou Blvd	2	N	N	N	N	Y	Y	Y	N	N	Dv1 was traveling south through the intersection when Dv2 entered the intersection and crashed into the side of v1. Dv2 cited for failure to obey traffic control device.
NR	18	10:30	Wed	B St near Oak St	2	N	N	N	N	N	Y	N	N	N	Dv2 sidecrased parked v1. Minor damage. Information exchanged.
Rep	30	13:04	Mon	Siskiyou Blvd near Sherman	2			N	N	Y	Y	Y	N	N	Dv2 struck v1, an RVTD bus, while attempting to pass. Dv2 cited for improper passing.



# Traffic Accidents April 2020

- April 2020 Accidents
  - Motor Vehicle (10)
  - ▲ Bike/Ped Involved (0)
- Previous 2020 Accidents
  - Motor Vehicle (47)
  - ▲ Bike/Ped Involved (4)



# MOTOR VEHICLE CRASH SUMMARY

MONTH: APRIL, 2020

NO. OF ACCIDENTS: 10

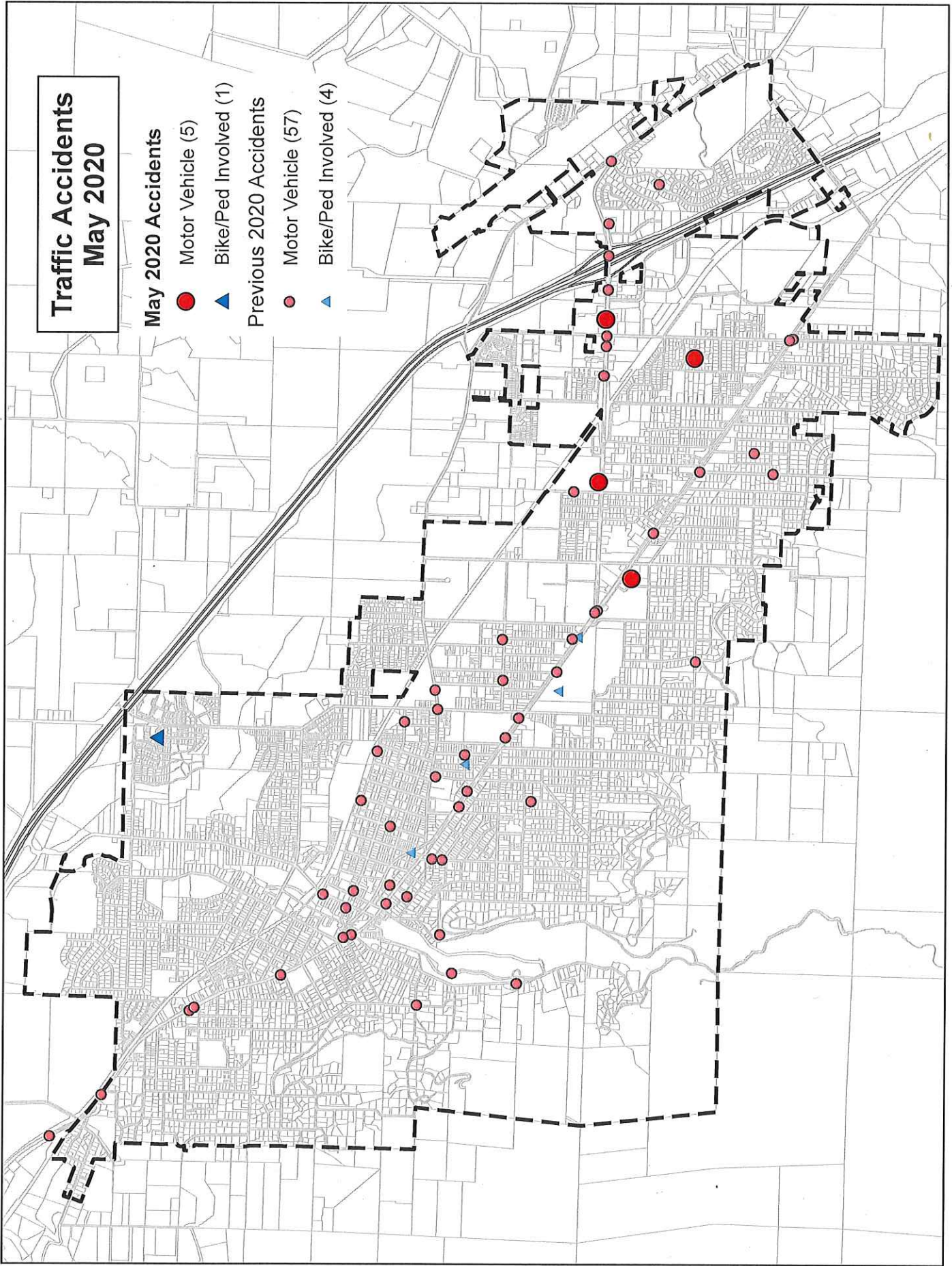
Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	8	15:43	Wed	North Main near Skidmore	2	N	N	P	N	N	Y	Y	N	N	Dv1 was southbound and entered the nb lane. Dv2 was nb and tried to avoid v1, resulting in a head on crash and a side swipe. No citation.
R	10	14:00	Fri	Siskiyou Bl near Morton St	2	N	N	N	N	Y	Y	Y	Y	N	Dv2 attempted to pass v1 on the right using a parking bay and crashed into the side of v1, and then left the area. Dv2 was found and cited for hit and run and for no driver license.
R	11	12:00	Sat	B St near N Mountain Av	2	N	N	N	N	Y	Y	Y	N	N	Dv1 sideswiped parked v2. Dv1 cited for driving uninsured.
NR	11	22:06	Sat	Morton St near E Main St	2	N	N	N	N	N	Y	N	N	N	Dv1 swerved to avoid a deer and struck parked v2.
R	11	23:06	Sat	Siskiyou Bl near S Mountain Av	1	N	N	N	N	F	Y	Y	N	N	Driver experienced cardiac arrest and struck a tree.
NR	12	16:00	Sun	Terra Av near Verda	2	N	N	N	N	N	Y	N	N	N	Dv1 backed out of driveway and rearcrashed into parked vehicle on the other side of the street. Minor damage.
NR	14	11:01	Tue	E Main St near Lincoln St	2	N	N	N	N	N	Y	N	N	N	Dv1 stopped in traffic that was paused for a vehicle waiting to make a left turn. Dv2 failed to stop and rearended v1. No citation, minor damages.
R	19	13:05	Sun	Lithia Way near Church St	2	N	N	N	N	Y	Y	Y	Y	N	Dv2 was stopped at the stop sign and was rearended by v1. Dv1 left the area. Dv1 was located and cited for hit and run and for following too close. Minor damage, no injury.
R	23	3:45	Thur	Glenview Drive near Terrace St	1	N	N	U	Y	Y	N	Y	N	N	Driver was eluding police, traveling at a high speed when he lost control of vehicle and rolled down a hill. Driver arrested for multiple infractions.



Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUJI	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
R	29	15:05	Wed	Bridge St at Siskiyou Blvd	2	N	N	N	N	Y	Y	Y	Y	N	Dv2 struck parked v1 when backing out of a parking spot and then left the area. Dv2 found and cited for a hit and run.

# Traffic Accidents May 2020

- May 2020 Accidents**
- Motor Vehicle (5)
  - ▲ Bike/Ped Involved (1)
- Previous 2020 Accidents**
- Motor Vehicle (57)
  - ▲ Bike/Ped Involved (4)





# MOTOR VEHICLE CRASH SUMMARY

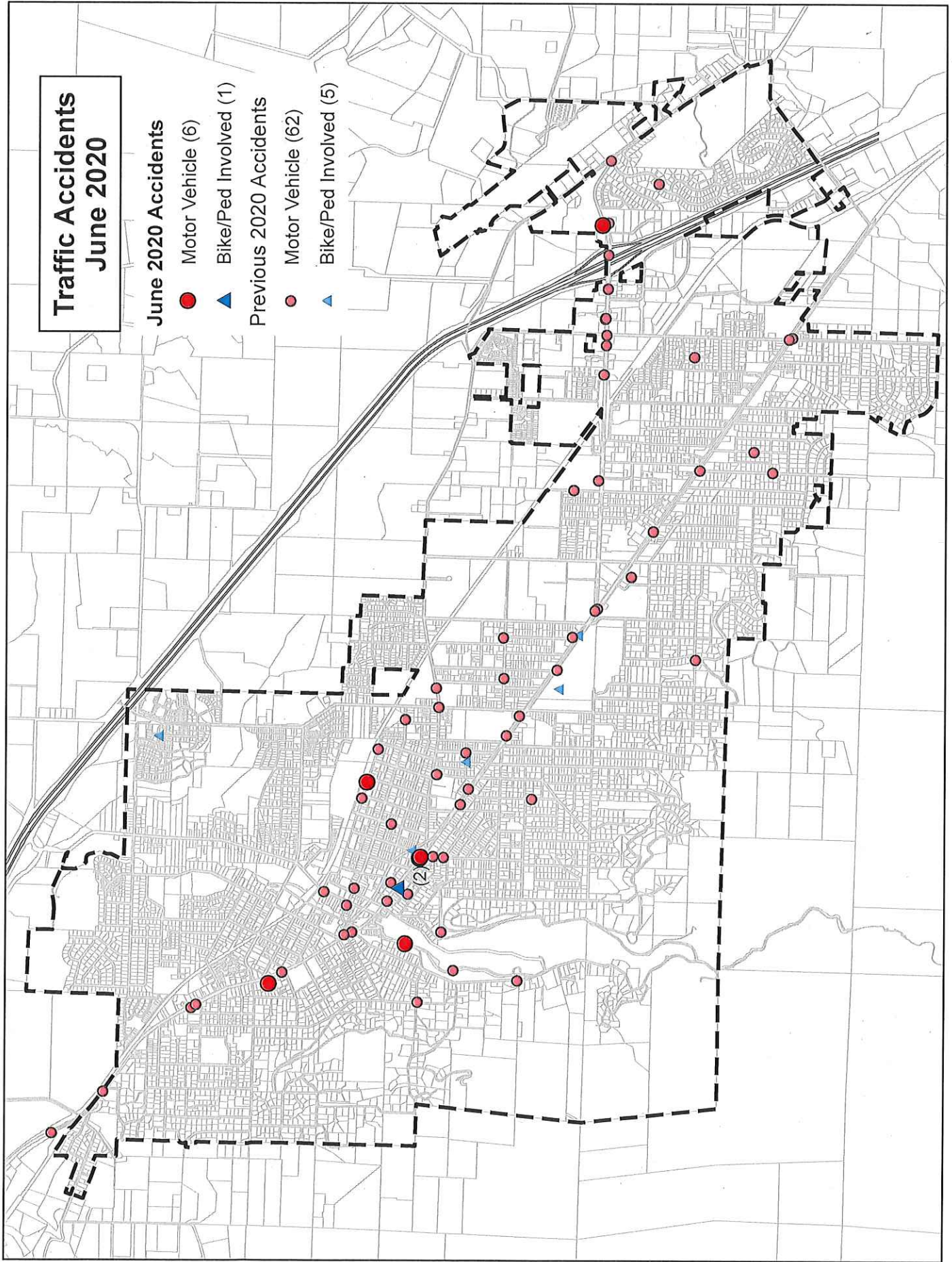
MONTH: MAY, 2020

NO. OF ACCIDENTS: 6

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
Rep	1	18:24	Fri	Ashland St near Tolman Creek Rd	2	N	N	N	N	Y	Y	N	N	V2 was traveling west in the travel lane. Dv1 struck v2 while pulling out from a driveway across traffic to make a left turn. Significant damage, information exchanged.
Rep	3	21:41	Sun	Capella Circle	1	N	N	N	Y	Y	Y	N	N	Driver ran into a no parking sign. Driver cited for reckless driving, criminal mischief and driving uninsured.
Rep	15	13:07	Fri	Ashland St near Tolman Creek Rd	2	N	N	P	Y	Y	Y	N	N	V1 was traveling west in the travel lane. Dv2 struck v1 while pulling out from a driveway across traffic to make a left turn. Dv2 cited for failure to yield.
Rep	17	16:40	Sun	Parking Lot off of Siskiyou Blvd near Frances Lane	1	N	N	N	N	Y	Y	N	N	Driver was attempting to park and hit the gas pedal instead of the brake. Vehicle jumped the curb, went down an embankment, struck a tree and a junction box and came to a rest after flipping onto its roof.
Rep	21	2:38	Thur	Ashland St near Normal Av	1	N	N	Y	N	Y	Y	N	N	Driver was traveling on the wrong side of the road and crashed headon into a tree and a headstone. Impairment unknown. Driver was taken to RRMCC. No further info available.
Rep	29	10:00	Fri	Plum Ridge Ct at Fair Oaks Av	2	N	Y	M	N	Y	U	N	N	Dv1 turning left onto Fair Oaks, and bicyclist was turning left onto Plum Ridge. The 2 collided in the intersection. Bicyclist sustained minor injury.

# Traffic Accidents June 2020

- June 2020 Accidents
  - Motor Vehicle (6)
  - ▲ Bike/Ped Involved (1)
- Previous 2020 Accidents
  - Motor Vehicle (62)
  - ▲ Bike/Ped Involved (5)





# MOTOR VEHICLE CRASH SUMMARY

MONTH: JUNE, 2020

NO. OF ACCIDENTS: 7

Rep	DATE	TIME	DAY	LOCATION	NO. VEH	PED INV.	BIKE INV.	INJ.	DUII	Cited	Police On Site	PROP DAM.	HIT/ RUN	CITY VEH.	CAUSE - DRIVER ERROR
NR	1	16:00	Mon	N Main St near Manzanita	2	N	N	N	N	N	Y	U	N	N	Dv1 backed into parked v2. Information exchanged.
R	4	13:30	Thur	E Main St near Third St	2	N	N	N	N	Y	Y	N	N	N	Dv1 stopped in traffic at a red light when dv2 rearended v1. Dv2 cited for following too closely, driving while suspended and uninsured.
R	6	19:02	Sat	Ashland St near Clover Lane	1	N	N	N	N	Y	Y	Y	N	N	Truck (unoccupied) that was being towed broke away from towing mechanism, rolled downhill across travel lanes and crashed into a bus shelter. Driver was cited for driving uninsured.
R	10	16:48	Wed	A St near Sixth St	2	N	N	N	N	N	Y	Y	N	N	Dv1 struck parked v2. No citation, more than \$2500 damage to each vehicle.
R	19	14:30	Fri	Winburn Way near Nutley St	2	N	N	N	N	N	Y	Y	N	N	Dv1 struck parked v2 while pulling into parking stall. No citation, more than \$2500 damage.
R	26	15:39	Fri	E Main ST near First St	2	Y	N	N	N	N	Y	Y	N	N	Dv2 stopped for a pedestrian crossing in the crosswalk and was rearended by dv1. No injury.
NR	30	20:08	Tue	E Main St near Gresham	2	N	N	N	N	N	Y	N	N	N	Dv1 (motorcycle) stopped at a red light was rear ended by dv2. Minor damage, no citation.

# Memo

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TO: Commission Staff Liaisons  
FROM: Adam Hanks, Interim City Administrator  
DATE: June 29, 2020  
RE: Electronic Meeting Protocols During Pendency of the COVID-19 Pandemic

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As we begin holding Commission meetings online, below are instructions to be shared with Commissioners to help keep meetings on track without interruptions.

## Using Zoom:

- When the agenda is released, a Zoom link for the meeting will be emailed to Commission members.
- Before the meeting time starts, you will login with the link or meeting ID and password. Once logged in you will wait in the waiting room until accepted in by the host. Please make sure you are logged in before the meeting to help prevent any late starts, as quorum requirements still apply.
- A staff person will be designated as the host and the Chair will be the moderator.

## Participation:

- The moderator will run the meeting and call on individuals to speak.
- The host's job will be to help the moderator keep track of those interested in speaking. The host will also unmute participants when it is their turn to speak. When a participant is finished speaking, the participant will be placed back on mute to avoid any interruptions and background noise. Interruptions cause video and audio delays that can negatively affect participants and viewers.
- Video participation is encouraged to help with the flow of the meeting. If a Commissioner is unable to use video because of technology reasons, an exception can be made by the Chair, who – with consent of the majority of voting commission members present—may amend the following rules on speaking and voting for the duration of the then-current meeting.
- A member who would like to speak should physically raise their hand so it can be seen on video by the other participants.
- If there is a presentation, members should hold their questions and comments until the end to avoid interruptions of the presentation.
- All conversation must happen through the video and audio format. Members may not use the chat function for communication – in order to maintain compliance with Public Meetings Law. However, the host may use the chat function to share a document link that is already a part of the public record.
- Roll call voting or physical hand raising will be used to count those in favor of and those opposed to a proposed action. The Chair will need to call for anyone abstaining for voting first followed by those in favor and those opposed. Those who choose to abstain from voting will be called upon to state their reasons.

## General Meeting Reminders:

- Meeting agendas will be sent out by staff a week before a scheduled meeting.
- Any public forum testimony is to be submitted in writing by members of the public by 10 AM the day before the scheduled meeting. This will be listed on the agenda and sent to members via email the day before the meeting.







- Because of the new public forum format, adhering to the noticed meeting agenda is important to ensure all participants (Commissioners, staff, and the general public) are up-to-date on what will occur at the meeting.
- There is often a learning curve when conducting and participating in online meetings, but starting and ending the meetings on time is still expected. Even if you are familiar with online meetings, please give yourself and others time to account for adjustment in the meeting format and delays in technology that might occur.

Please follow these instructions to ensure that the electronic meetings run as smoothly as possible.



# Memo

CITY OF  
ASHLAND

Date: July 7, 2020  
From: Scott A. Fleury  
To: Transportation Commission  
RE: Election of Officers

## **BACKGROUND:**

Ashland Municipal Code (AMC) 2.10.050 Details the requirements for election of officers.

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

Commission re-appointments through Council generally occur in April each year thus requiring each commission to appoint new chairs and vice chairs at the May meeting. The COVID19 Pandemic has postponed meetings since March and now as the City moves towards virtual meetings for the near term it is time to elect and new chair and vice chair.

## **CONCLUSION:**

Commission should discuss and motion to elect a new chair and vice chair to precede over the meetings until time to elect a new chair and vice chair in spring of 2021.



# Memo

CITY OF  
ASHLAND

Date: July 9, 2020  
From: Scott A. Fleury  
To: Transportation Commission  
RE: Transportation Updates

## **BACKGROUND:**

### 1. City Operations:

- City offices are still closed for general customer service, but appointments for specific business issues can be made. I believe we will still be closed to the general public for the near future as we seem to be handling business operations and customer service well via phone and electronic communication methods. The Community Development Building has a drop box for Public Works and Planning/Buildings permits, plans, etc. that is being utilized by customers.
- Commission meetings will begin virtually via zoom and continue until such time as Administration deems it safe and appropriate to meet in person again.

### 2. Rogue Bike Share

- The Rogue Bike Share program operated by Zagster and funded by the City, ODOT, RVTB, SOU and Asante stopped operations in March due to the pandemic. Now Zagster has ceased business operations. This business closure has caused an issue with numerous bike share programs in the State. The City as well as many other jurisdictions are researching options on how to sustain/manage a bike share program moving forward. Options include paying a turnkey provider to come in and take over operational management of the system or using a combination of City resources and contractual assistance to manage the program. ODOT is advertising and Request for Information in July for service providers in a way to assist the State and local municipalities in vetting potential service providers. The cost for the City's share of the program previously came from the Street Fund. Due to a downturn in Food and Beverage funding and gas tax revenues the Street Fund is under severe financial distress and does not have the capability of providing funding for a bike share program in the final year of the current biennium. There is potential grant funding through the Cares Act to support and bike share program and the City is investigating this option. In addition, Stu Green the City's Climate Analyst is interested in utilizing clean fuels tax revenue to support a bike share program within the City and is working with Public Works to identify the appropriate next steps. Staff will update the Transportation Commission as more information is obtained.

### 3. Grand Terrace Annexation:

- The Planning Commission met and considered the Grand Terrace annexation on June 23rd. Generally, their discussion focused on how to address the requirement that the property be contiguous with the city when it is separated by the railroad property and on issues of adequate transportation for bicycles and pedestrians when ODOT has determined that

marked crossings are not appropriate given speeds, vehicle and pedestrian volumes, sight distances, etc. The Planning Commission will revisit the application on July 28th and is likely to make a formal recommendation to the City Council at that time.

4. Downtown Closures:

- I am sure all of you have come across various levels of information regarding potential road/parking space closures downtown. This item was specifically discussed at the Council meeting in June and here is a link to the staff report:

[https://www.ashland.or.us/SIB/files/061620\\_DowntownStreetClosure\\_CCFinal.pdf](https://www.ashland.or.us/SIB/files/061620_DowntownStreetClosure_CCFinal.pdf). (report attached as well).

Council approved staff moving forward and permitting the closure of parking spaces along East Main Street from Helman to Gresham in order to allow retail expansion onto the sidewalk area. The closure of parking will allow additional pedestrian paths around any retail expansion. The Chamber has gone door to door to discuss the closure options with businesses and determine their interest in utilizing additional sidewalk space for retail and dining. The City will only close down parking adjacent to those businesses who are interested in participating. The hope is to have block length segments and not just a few little “parklet” areas. At the time of this staff report the Plaza was closed completely down to thru traffic for the Fourth of July weekend and numerous business establishments utilized the roadway for expansion. The full closure of the Plaza will continue through the summer series events and the closure of East Main Street will begin the weekend of the 10<sup>th</sup>. The City has purchased a “reader board” that displays a running message for when the Plaza is closed “Plaza Closed use Granite Detour” in order to provide advance warning for those interested in heading towards Lithia Park/Winburn area. A Plaza closure map is attached for reference.

5. Revitalize Downtown Ashland Planning:

- As you are aware, we cancelled the planning event that was currently underway due to the COVID19 pandemic. We expect to pick this effort back up when things start to normalize again, but at the earliest it would be 1-2 years from now. We also postponed any discussions on the jurisdictional transfer until such time as we can formalize the planning documents and gain acceptance on taking over the jurisdiction of East Main Street and Lithia Way. (reference attached memo from Public Works to City Administrator.

6. Transportation System Plan:

- We have postponed the proposed update to the Transportation System Plan until such time as we comfortable starting a long-term planning process requiring a high level of public outreach and participation. We initially looked at holding off for 6 months, but it might be best to wait until the next biennium to begin again.

7. Traffic Calming Program:

- We have had one application submitted for the traffic calming program to date. It came for the neighborhood on Terrace Street between Loop Road and Holly Street. Staff has followed through with the structure of the phase 1 portion defined in the program. One round of speed/volume data was collected along with a second round at the request of the property owners because of the initial timing of the data collection with respect to the “reopening” phases for Jackson County. Officer MacLennan has placed the radar trailer onsite for one week facing northbound and will turn the trailer around and have it on site for another week



facing southbound. Staff has also provided five keep kids alive 25mph yard signs to the neighborhood.

**CONCLUSION:**

Informational update to Commission, no action required.

# Council Business Meeting

June 16, 2020

<b>Agenda Item</b>	Update on Downtown Street Closures	
<b>From</b>	Adam Hanks Scott Fleury	Interim City Administrator Interim Public Works Director
<b>Contact</b>	<a href="mailto:adam@ashland.or.us">adam@ashland.or.us</a> ; (541) 552-2046 <a href="mailto:scott.fleury@ashland.or.us">scott.fleury@ashland.or.us</a> , (541) 552-2412	

## SUMMARY

As requested by Council, staff is providing an update on the status and logistics of the proposed closure of East Main Street between Church and Gresham Streets for up to eight weekends in July and August as an economic stimulus activity for downtown businesses. The proposed closure requires permit approval from the Oregon Department of Transportation (ODOT) and as of the completion of this staff report, no final approval (or denial) of the request has been formally received. Preliminary communication with ODOT staff indicate they are unable to approve any requests for closures that facilitate commerce within a State Highway right-of-way as commerce is a prohibited activity within ODOT right-of-ways.

## POLICIES, PLANS & GOALS SUPPORTED

Economic Development – COVID economic recovery

## PREVIOUS COUNCIL ACTION

No previous formal Council action has been taken on this item beyond direction to staff to pursue the ODOT street closure permit application. This occurred as part of the City Administrator’s Report at the May 19, 2020 Council business meeting.

## BACKGROUND AND ADDITIONAL INFORMATION

With Council direction given at the June 3, 2020 business meeting, Public Works Staff began discussions with ODOT for permitting requirements associated with the closure of East Main Street in the downtown area to facilitate, encourage, and promote economic activity for downtown businesses significantly affected by COVID-19 related economic shutdown and stay at home orders and subsequent full season closure of the Oregon Shakespeare Festival. The full closure was intended to provide space for dining and retail expansion into the right-of-way while also allowing appropriate space for physical distancing. As no commerce is allowed in ODOT right-of-way, expansion of dining and retail space could only be considered within the sidewalk boundary. If dining and retail expansion occurs into the sidewalk area, then the closure of the adjacent parking areas on East Main Street would facilitate and area for pedestrian passage and appropriate physical distancing.

The general closure concepts were raised by a variety of interested community members, business owners, building owners, and the Chamber of Commerce. The Chamber with their extensive background in large community event planning that includes similar closures for parade events quickly became the logical lead partner with the City as they had already begun planning efforts to develop a broad “Summer Series” of weekend events to re-engage the local community and visitors and bring people to the downtown core. The Chamber’s engagement with a variety of business community stakeholders has provided input and guidance for many different facets of re-engaging efforts, including the road closure concept.

Concurrently with the pursuit of the ODOT closure approval, City, Chamber, and other key participants have been developing options to augment the road closure or to implement instead of a full road closure, should that not be approved. These options include:



- Parking “lane” only closures along East Main to extend the area for safe pedestrian physical distancing where parking normally occurs, which would free up sidewalk space for outdoor dining and retail sales.
- Several different plaza closure options to facilitate desired expansion of outdoor space for plaza business
- Potential alternative closures and uses for side streets and/or parking areas or other public spaces that would be usable for expanded community and/or business activity.

The Interim Public Works Director developed a memo (Attachment 1) that provides a description of the logistics of a full street closure, as well as additional information on some of the local street options that are being developed.

### **FISCAL IMPACTS**

As described in the attached Interim Public Works Director’s memo, full East Main street closure has considerable staffing requirements and would require a third-party vendor contract to install and manage the closure in order to meet ODOT permit conditions. With this approval unlikely, staff has yet to solicit formal bids, but preliminary communications with traffic control contractors estimate the cost between \$10,000 to \$15,000 for each weekend during the closure period, if they are able themselves to execute due to resources and manpower issues.

Staff is confident that closure of existing parking lanes, the Plaza and side street can be handled with existing staff. Incidental costs would include the purchase or rental of temporary ADA ramps, cone/barricades and minor signage. This is estimated to cost less than \$10,000 to \$20,000 in total and, if purchased, would become part of the City’s inventory and likely be utilized for future events beyond this season. Closures of the Plaza and side streets fall within the City’s jurisdictional control and would be permitted by Public Works.

### **STAFF RECOMMENDATION**

Consistent with AMC 13.03.030 – Exempt Activities: City Seasonal Event Usage, the use of sidewalks by adjacent business owners for commercial use is expressly permitted for two three-day periods – the week before Memorial Day and the week after Labor Day. An expansion of this approval requires Council approval by resolution.

Staff recommends Council support for the following:

- Development of a resolution for Council consideration at the July 7 Council meeting to expand the timeline for approved commercial use of downtown public sidewalks to include each Friday, Saturday and Sunday of July, August and September.
- Continued pursuit of the parking lane closure permit from ODOT for a timeframe matching that of the resolution above.
- Continued development and coordination of plaza and side street closures connected with adjacent business agreement and support of those closures.
- Regular reports back to Council on effectiveness of these efforts.

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

- 1) I move to direct staff to develop a resolution to allow expanded timelines for the business use of downtown sidewalks each Friday, Saturday and Sunday for the months of July, August and September.  
AND
- 2) I move to direct staff continue pursuit of parking lane closures with ODOT and closure options for the plaza and select side streets to further encourage and support economic activity in the downtown.  
OR
- 3) I move to direct staff continue pursuit of closure options for the Plaza and select side streets to further encourage and support economic activity in the downtown area.

### **REFERENCES & ATTACHMENTS**

Attachment 1: Road Closure Technical Memo, Scott Fleury, Public Works Director, June 10, 2020

# Memo

CITY OF  
ASHLAND

Date: June 11, 2020  
From: Scott Fleury PE, Interim Public Works Director  
To: Adam Hanks, Interim City Administrator  
RE: Main Street 72 Hour Closure Logistics

## **Temporary Closure of Main Street, parking, travel lanes, & side streets background:**

### **General:**

The closure of Main Street between Church Street and Sherman, even during the currently run special events, propose special logistical hurdles and extensive management and cooperation between the Street Division and Police Department. These events represent short term closures that are permitted by the Oregon Department of Transportation (ODOT). The Chamber of Commerce has been the group that typically applies for the permitting through ODOT and the City has facilitated the closures.

There are specific rules with respect to traffic control and signage that must be accounted for when proceeding forward with a roadway closure and associated detour routing. These rules, depending on the length of the closure are detailed in the ODOT Temporary Traffic Control Handbook (less than 72 hours) and the Manual of Uniform Traffic Control Devices (MUTCD). In addition, the City employs other safety countermeasures for the temporary closure to ensure that vehicular access is prevented into the closed area. These additional measures include parking dump trucks and trailers at critical access locations as recommended by APD. Closures and changes to pedestrian facilities also require Americans with Disabilities (ADA) accommodations to allow safe access and are accounted for with a formally developed traffic control plan.

The special event closures are manned during the entire event and rovers are utilized to drive around and fix any portion of the closure infrastructure that gets disturbed. Staff and volunteers are utilized to ensure that pedestrians, cyclists and drivers understand where to go and ensure that safe traffic operations continue during the special event.

An extended duration (72 hour) closure of Main Street between Church Street and Sherman Street that includes routing two-way traffic onto Lithia Way presents a logistical hurdle and serious issues for traffic operations and safety in that area that extend well into local neighborhoods and associated roadways. Overnight and extended closures require a significant increase in the amount of signage, detours and barricades, as compared to those currently utilized for the few short duration special events permitted annually. There are also issues associated with current residential uses in the downtown and in the adjacent neighborhoods. These people could potentially be significantly impacted with respect to ingress and egress to their residence for a prolonged closure. The closures and associate signage and appurtenances would need to be manned 24 hours a day to ensure that everything is operating correctly and fix things that get disturbed.



Currently ODOT *does not allow commerce within their controlled right of way*. Since commerce is not allowed in ODOT right of way, the expansion of retail and dining opportunities would need to stay within the sidewalk boundaries. The sidewalks fall to local control and responsibility and the City could allow the expansion of commerce into this portion of the right of way. Closure of adjacent parking spaces and potentially a travel lane on Main Street could allow for pedestrian expansion into these areas and provide for adequate physical distancing.

There is also the ability of City staff to install and take down the closures. The Street Department already under financial duress due to the loss of Food and Beverage revenues and a diminishment in Gas Tax revenue are running on a skeleton crew with no seasonal employees. Without serious efforts that include a change to schedules and a reduction in continued daily maintenance activities, the Street Department does not have the manpower resources to manage the full closure of Main Street down each weekend over eight weekends this summer. The Police Department also does not have adequate staffing or the additional volunteer help it receives for the designed special event closures.

Inability to perform the work internally will require contracting with a third-party vendor to provide traffic control services of this magnitude. Staff is in process of obtaining an estimated price from a third-party vendor for installing and removing the closure on a weekend basis. Staff hopes to provide estimated costs to Council at the June 16<sup>th</sup> Business Meeting.

#### **Main Street Single Lane and/or Parking Closure:**

The closure of parking and/or a single travel lane for the 72-hour period is something that can be accomplished with existing staff as the logistics are much simpler. A lane/parking closure would require a few typical work zone signs, cones and barricades placed in the correct location along Main Street. The permitting for this type of activity would follow the ODOT process as well.

#### **Side Street and Plaza Loop Closures:**

The closure of side streets and the Plaza loop is another item that can be handled directly by the City and are out of ODOT right of way, which would require only a Public Works Right of Way closure permit. These types of closures could also be facilitated by current staff as they require minimal staffing and materials the City generally has in stock.

#### **ODOT**

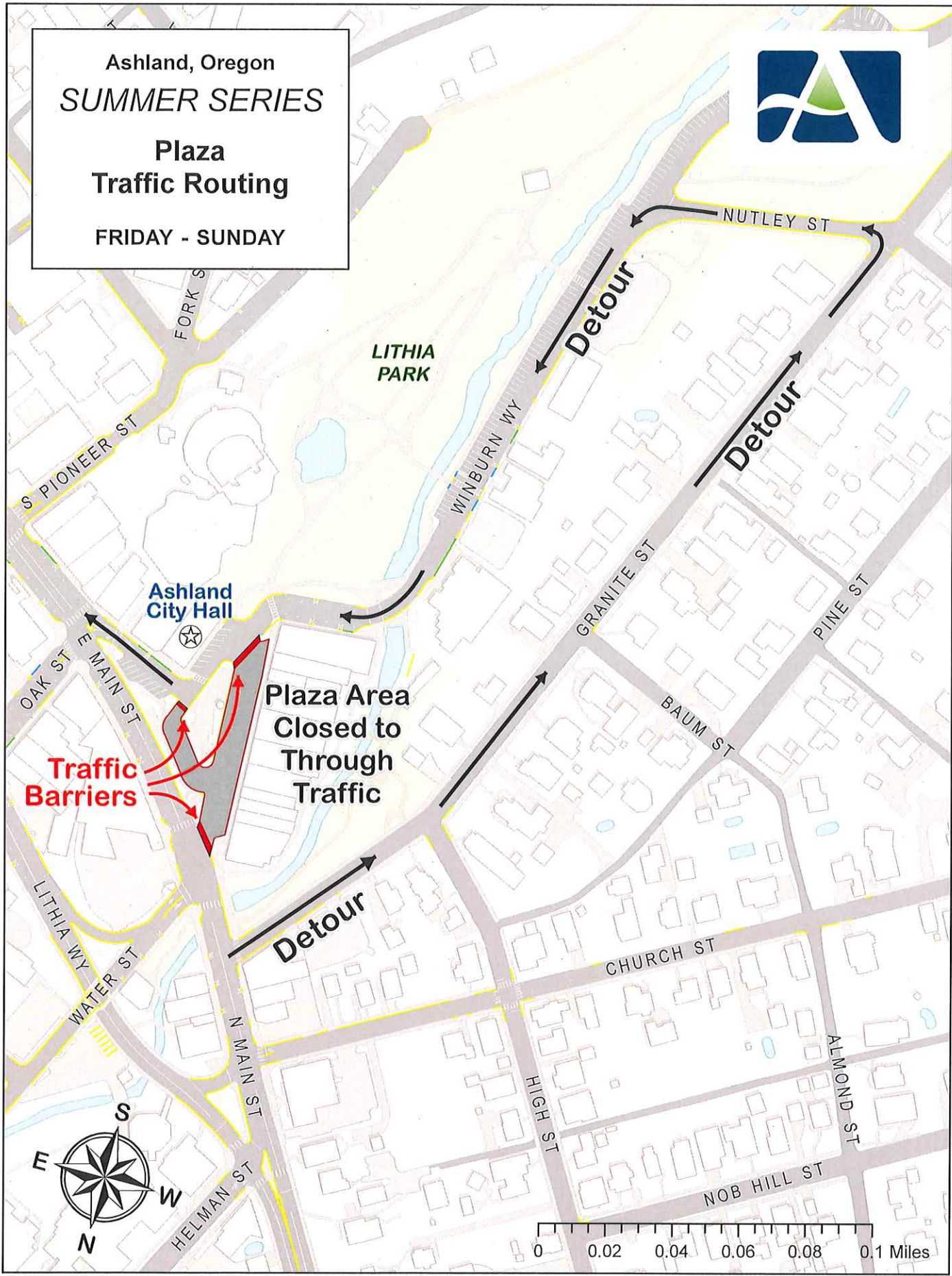
In preliminary discussions with ODOT they are supportive of any direction the City is looking at taking whether it be the full closure, partial closure, or parking space closures of Main Street. The permitting process for the City would be the same for the various options. First is the requirement to develop a Traffic Control Plan (TCP) that includes any Temporary Pedestrian Access Routes (TPAR) required to accommodate ADA accessibility. The TCP must follow the guidance of the MUTCD and submit to ODOT for review/comments. If ODOT requires comments to be addressed, then a revision of the TCP would be developed and re-submitted for approval. Once approved by ODOT the implementation of the TCP and any and all TPAR routes requirements could be put in place. They can provide a quick review and turnaround of proposed TCP's and we should be able to hit the target timing of approval associated with the July starting date.



Ashland, Oregon  
**SUMMER SERIES**

**Plaza  
Traffic Routing**

**FRIDAY - SUNDAY**





# Memo

CITY OF  
ASHLAND

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Date: May 11, 2020  
From: Scott Fleury PE, Interim Public Works Director  
To: Adam Hanks, Interim City Administrator  
RE: Revitalize Downtown Ashland Project

**Background:**

The City of Ashland was awarded an Oregon Department of Transportation (ODOT) TGM grant to fund the Revitalize Downtown Ashland project. The City of Ashland's Downtown Revitalization Plan is meant to identify a series of fundable improvements to improve the sense of community and place while creating an affordable, safe, and functional multi-use transportation network in the downtown core. The Project builds upon past planning efforts and performs new analysis to identify a clear vision for the downtown that can be implemented with anticipated funding streams. The Project will result in an amendment to City's Transportation System Plan ("TSP"). The project was being guided by a Project Management Team (PMT), a Council appointed Citizen Advisory Committee (CAC) and a Technical Advisory Committee (TAC).

**Current Actions:**

ODOT and the Division of Land Conservation and Development (DLCD) have project oversight for TGM grants and both are part of the PMT for the Revitalize Downtown Ashland Plan. City staff regularly communicate with members of the project management team to assist in project development. Considering the current situation surrounding COVID19, the impact to the economy and revenue streams, the PMT has discussed how and if the project should continue at this time. In the end, the PMT feels it best to pause the project for 1-2 years and take it back up again when conditions are more favorable for final development of a downtown plan. The future impacts of the COVID19 pandemic are truly unknown at this point and the PMT felt that continuing with planning effort would result in an underutilized or unsupported plan in the end.

The ODOT manager in charge of the TGM program is supportive of stopping the planning effort and taking it back up in a year or two. All work done to date would be saved and utilized when the project is re-started. There are elements of the plan that staff will still pursue moving forward as they have general support from the CAC. These include looking into enhancing wayfinding/signage for the downtown along with promoting parking strategies developed in the 2017 Parking Plan.

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# CITY OF ASHLAND

## Transportation Commission **Action Item List**

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March 19, 2020

**Action Items:**

1. TSP Update (2020-21)
  - Solicitation documents have been submitted and scored by project team
  - Scope, schedule and fee documents under review (TC December 2019/January 2020/February 2020)
  - Professional services contract requires Council approval
  - Schedule Council approval (April 7, 2020)
  - *TSP Postponed until timing to start project is more appropriate*
2. Main St. Crosswalk truck parking (**no change**)
  - Analysis is included in the revitalize downtown Ashland plan and was recently discussed during the kickoff meeting.
  - The Revitalize Downtown Ashland Transportation Growth and Management grant project has begun that will assess safety and parking in the downtown core. (February 2020) No change-March 2020
  - *The Revitalize Downtown Ashland Project has been cancelled with the expectation to re-start the project at a more appropriate time in the future (1-2 years).*
3. Siskiyou Blvd. and Tolman Creek Intersection Improvements
  - The Oregon Department of Transportation removed median island and restriped Tolman Creek portion of intersection to allow for better right hand turning truck movements.
  - *The Oregon Department of Transportation is also looking at curb ramp design changes to the intersection. (February 2020) No change-March 2020*
  - Crosswalk Policy Development (**no change-agenda item for future meeting-2020**)

