

Mt. Shasta Active Transportation Committee Regular Meeting Agenda

City Hall Conference Area
305 North Mt. Shasta Blvd.
Friday February 17, 2017; 8:30 AM

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Item
1. Call to Order
2. Roll Call
3. Special Presentations & Announcements: None
4. Public Comment Welcome to our meeting. The committee invites the public to address the committee on matters on the Consent Agenda and matters not listed on the agenda that are within the committee’s subject matter jurisdiction. If the Public wishes to comment on matters that are on the agenda, the committee will request comment when the matter is heard. The committee reserves the right to limit public comment on matters that are outside its subject matter jurisdiction. The committee may regulate the total amount of time on particular issues and for speakers (typically 3 minutes). The committee may place additional time limits on comments, to ensure members of the public have an opportunity to speak and the committee is able to complete its business. A group may be asked to choose a spokesperson to address the committee on a subject matter, or the committee may limit the number of persons addressing the committee whenever a group of persons wishes to address the committee on the same subject matter. Speakers may not cede their time to another. If there is an item of great community significance/interest and is within the committee’s subject matter jurisdiction, the committee may request the item be agendaized for further consideration at a subsequent committee meeting.
5. Staff & Member Comments
6. Consent Agenda: a. Approval of the Minutes November 16, 2017
7. Committee Chair Appointment Background: With the previous chair stepping down from the committee, there is a need to appoint a new Chair of the Committee. The Appointment is a one-year span. Presented By: Juliana Lucchesi, City Planner

Action: Appoint member of ATC to Chair meetings

8. Role and Responsibilities of the ATC Committee

Background: The ATC Committee has assumed a number of roles in the past. With more City action on the horizon, this will be a discussion of the types of roles and actions the committee wishes to take.

Presented By: Bruce Pope, City Manager

Action: Determine roles of ATC moving forward. Set goals for the year.

9. Subcommittee Reports

Background: ATC has created two subcommittees which review the monthly news updates and the Facebook Working Group. Both will give updates on tasks.

Presented By: Mike Q. and Mike S.

Action: Report out

10. Circulation Element and Master Plan Report

Background: The City of Mt. Shasta has an outdated Circulation Element of the 2007 General Plan and a Master Plan which may need updating. This discussion will determine the goal of both documents and the future needs of the Committee.

Presented By: Juliana Lucchesi, City Planner

Action: Discuss goals and future steps to implementation.

11. Grant Opportunities: Safe Routes to Schools

Background: There are upcoming grants that require man-power and staff knowledge. In an effort to create more competitive grants, a grant subcommittee should be created to assist staff with grant applications and identification of projects.

Presented By: Juliana Lucchesi, City Planner

Action: Assign two members to work on a subcommittee with Public Works Director and City Planner.

12. Future Agenda Items – These are tentative items to review in the upcoming meetings

- a. UC Berkley Recommendations – 3/17/2017
- b. Pedestrian and Bicycle Parking and Infrastructure –3/17/2017
- c. Active Transportation Community Events – 3/17/2017
- d. Public Works Projects: Quarterly Update – 4/21/2017

13. Adjourn

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

Mt. Shasta Active Transportation Committee Draft Meeting Minutes

Mt. Shasta City Hall, 305 North Mt. Shasta Blvd
 Friday, November 18, 2016; 8:30 a.m.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

ITEM	STANDING AGENDA ITEMS
1.	Call to Order & Roll Call Meeting was called to order at 8:30 AM Attendees: Ken Ryan, Melanie Findling, Mike Quinn, Mike Sojka, Nick Riddle, Julianna Lucessi, Rod Bryan, Bruce Poke, Mike Burns
2.	Special Presentations & Announcements: Ken Ryan presented the results and findings of the ATC request for ATP funding
3.	Public Comment: None
COMMITTEE BUSINESS	
4.	Review and Approval of Minutes: <ul style="list-style-type: none"> a) ATC Draft Minutes for September 16, 2016 Meeting Action Taken: Unanimously Approved pending modification to REAM avenue item b) ATC Draft Minutes for October 21, 2016 Meeting Action Taken: Unanimously approved
5.	Report from Public Works Director Regarding Current City Projects <u>Background:</u> Monthly update on relevant public works projects. <u>Report by:</u> Rod Bryan, Public Works Director <u>Action Taken:</u> Report Received <ul style="list-style-type: none"> • Guard railing on North MS Blvd Completed with Bike and Pedestrian provisions • Two Bump outs at Alma and Lake Streets have been completed • \$124,000 grant received from STIP that will be used for sidewalk repair. Areas to be repaired is under review by PW
6.	ATP Application Update <u>Background:</u> The City submitted a grant application for Caltrans’ Active Transportation Program (ATP) with the help of Ken Ryan. Awards were announced this month and the city did not receive an award. Ken Ryan will explain our score and strategies to proceed. <u>Report by:</u> Melanie Findling and Ken Ryan <u>Action Taken:</u> Receive report and decide whether to apply again. ATP funding was denied. A motion to continue this effort for future funding opportunities was approved unanimously. Mike Sojka will work with Ken Ryan on this effort.

7.	<p>Subcommittee Updates <u>Background:</u> ATC created two new subcommittees in October. Each will report: <u>Report by:</u> Bicycle and Pedestrian Assessments – Nick and Mike Q. Monthly Press Releases – Mike Q and Mike S <u>Action Taken:</u> Receive Reports, action as needed Mike Quinn reported the first ATC article was published on 11/16. Suggestions for future articles were made, and will be reviewed for inclusion in next months article Mike Quinn reported on the results of the WFC and Master Plan comparison. The group discussed possible ways that would enhance the execution of the Master plan to include: Performance evaluation, community outreach, and project tracking.</p>
8.	<p>Bicycle, Pedestrian and Trails Master Plan Appendix G Update <u>Background:</u> Report on staff’s Appendix G update. ATC may decide to recommend adoption of the revised appendix, make revisions, and/or propose to adopt a revision when the Master Plan is revised. <u>Report by:</u> Juliana Lucchesi <u>Action Taken:</u> Receive report, discuss, consider revising and adoption Juliana discussed efforts underway to make implementation of the Master Plan more effective, and consistent with the direction of ATC. Use of Appendix G was discussed as a possible way to enhance tracking. The group discussed moving the Mater Plan under the Circulation element in order to provider better control of the projects. A report will be presented in Decembers meeting.</p>
9.	<p>Update on ROW Acquisition <u>Background:</u> Council funded ROW acquisition for Midtown trail easements (trail and utility) in April of 2015. Rod is working with the city engineer. <u>Report by:</u> Rod Bryan, Public Works Director <u>Action Taken:</u> Information Only, Receive Report Deferred</p>
10.	<p>ATC Response to CalTrans Hwy 89/So. Mt. Shasta Blvd. interchange improvement project and progress on countywide ATP request. <u>Background:</u> ATC met in a special meeting in November to discuss ATC’s response to Caltrans’ project. Mike Sojka drafted a resolution for Council. Update. <u>Report by:</u> Mike Sojka and Rod Bryan <u>Action Taken:</u> Receive update. Deferred</p>
11.	<p>Creating a GIS layer showing ATC’s projects <u>Background:</u> Mike Sojka contacted a GIS specialist to help ATC develop a GIS layer depicting ATC projects and Melanie contacted Alta about having them send Master Plan shapefiles. Update. <u>Report by:</u> Mike Sojka <u>Action Taken:</u> Receive Update Deferred</p>
12.	<p>Discussion of Funding Sources Keep Report by Ken Ryan</p>

13.	<p>UC Berkeley Recommendations <u>Background:</u> UC Berkeley made traffic safety recommendations to the city of Mt. Shasta. ATC wishes to follow up on those recommendations. <u>Report by:</u> Mike Sojka <u>Action Taken:</u> Discuss and take action if needed</p> <p>Deferred</p>
14.	<p>Discuss 2016 ATC Goals <u>Background:</u> Review ongoing projects and earlier goals, assign priorities and responsibilities. <u>Report By:</u> Chair and Committee Members <u>Action Taken:</u> Discuss and Take Action</p> <p>Deferred</p>
15.	<p>Possible Action on Change in the Day/Time/Location and/or Frequency of Meetings <u>Background:</u> The committee is currently meeting on the 3rd Friday of each month at 8:30 a.m., in the City Hall conference room. <u>Report by:</u> Chair <u>Action Taken:</u> Discuss and Take Action</p>
FUTURE AGENDA ITEMS	
16.	<p>At this time, members of the Committee may ask questions of staff, request that reports be made at a later date, or ask to place an item on the agenda, on any subject within the Committee's jurisdiction:</p> <ul style="list-style-type: none"> • Update on effectiveness of temporary pedestrian islands installed on MS Blvd. • Stellar Way Non-Motorized Access • Previously Dedicated Castle Alley to Non-Motorized Use Only • Bus Stops • Traffic Collision Data
17.	Adjourn - Meeting Adjourned at 10:55AM