

## Mt. Shasta Active Transportation Committee Regular Meeting Agenda

City Hall Conference Area  
305 North Mt. Shasta Blvd.  
Friday March 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
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 February 17, 2017 Regular Meeting
7. <b>2017 -2018 ATC Priorities</b> Background: ATC hosted a Special Meeting to create draft priorities for the period of 2017-2018. The purpose of setting priorities is to improve the success of the ATC projects and further active transportation in the City of Mt. Shasta. The draft priorities focus on five different areas and will be transmitted to the Planning Commission once they are finalized by the committee.  Presented By: Juliana Lucchesi, City Planner  Action: Recommend 2017-2018 ATC priorities to the Planning Commission of the City of Mt. Shasta.

**8. 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.

Action: Report out on various actions

**9. Active Transportation Community Events**

Background: The ATC has been working diligently to increase outreach in the community. The topic of ATC sponsored community bike events was discussed as a means to better reach the public.

Presented By: Open Discussion

Action: Discussion on types of events, timelines for each event, and if funding and staffing will be needed for the events.

**10. Downtown Biking and Pedestrian Facilities**

Background: Part of the ATC's purpose is to support biking and pedestrian facilities like bike racks and benches to promote active transportation. Comments from residents and various committee members have indicate there may not be enough supporting facilities downtown.

Presented by: Juliana Lucchesi, City Planner

Action: Discussion on data needed and possible walkabout assessment with the Downtown Enhancement Committee

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

- a. UC Berkley Recommendations – 4/21/2017
- b. Public Works Projects: Quarterly Update – 4/21/2017
- c. Midtown Trail Project Plan – 5/19/2017

**12. Adjourn Next Meeting April 21, 2017 at 8:30am**

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.

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## Mt. Shasta Active Transportation Committee DRAFT Meeting Minutes

City Hall Conference Area  
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Item
1. Call to Order – Chair Haugen called the meeting to order at 8:42am
2. Roll Call: Present: Chair Sojka, Member Quinn, Member Riddle, and Member Kane Absent: None
3. Special Presentations & Announcements: None
4. Public Comment Ken Ryan: Discussion on Rails to Trails program grant and Caltrans Active Transportation Regional Plan.
5. Staff & Member Comments City Planner, Juliana Lucchesi: Discussion on City activity on Caltrans Active Transportation Regional Plan comments. City will comment on behalf of the committee.  Vice-Chair Sojka: Welcome to Jenna Kane to the Active Transportation Committee
6. Consent Agenda: Approval of the November 16, 2017 Meeting Minutes <b>Approval of the minutes as presented: 1<sup>st</sup> Member Quin, 2<sup>nd</sup> Member Riddle</b> <b>AYE:</b> Vice-Chair Sojka, Members Quinn, and Riddle <b>NO:</b> <b>ABSTAIN:</b> Member Kane
7. <b>Committee Chair Appointments</b> City Planner: The Chair of the Committee has stepped down, thus, the appointment process is require to appoint a new chair.  <b>Nominations Opened for Chair:</b> Member Quinn nominates Vice-Chair Sojka and Member Riddle seconds. <b>AYES:</b> Members, Riddle, Quinn, and Kane <b>NO:</b> <b>ABSTAIN:</b>

**Nominations Opened for Vice-Chair:**

Member Riddle nominates Member Quinn and Chair Sojka seconds.

**AYES:** Chair Sojka, Members Riddle, and Kane

**NO:**

**ABSTAIN:**

**8. Role and Responsibilities of the Active Transportation Committee**

City Manager: Discussion on the ATC role and responsibilities and how do they see themselves operating.

Ken Ryan: Question on most recent changes to the committee items like Midtown Trail

Chair Sojka: Discussion on City projects and activities

Ken Ryan: Discussion on City Limits focus

City Manager: Coordination with other entities is City Staff's role with the ATC

Member Kane: Discussion on City's resources and major bike corridor

Member Quinn: Discussion on coordination with other groups

Chair Sojka: Discussion on Sphere of Influence and county resident involvement

City Planner: Discussion on policy changes with physical projects

Chair Sojka: Discussion on previous conversations about bike parking

Member Riddle: Discussion and questions about discussion making process

Member Quinn: Discussion on support for policy development

City Manager: Discussion on ATC priorities

Chair Sojka: Recommendation on Special Meeting on objectives

City Councilor Wagner: Establish a vision for ATC

Full group: Discussion on Brown Act and the committee

City Manager: Discussion on committee focus and support for proactive actions

**9. Subcommittee Reports**

Member Quinn: Report update on newspaper article

Chair Sojka: Update on Facebook page and themes for posting

City Planner: Request for themes for upcoming months with March focusing on Safety

Member Quinn: Discussion on outside organization support for April

**10. Circulation Element and Master Plan Report**

Postponed to another meeting

**11. Grant Opportunities: Safe Routes to Schools**

City Planner: Request for committee assistance for writing grants

Ken Ryan: Discussion on his involvement based on his experience

Member Kane: Volunteers to serve

Member Riddle: Volunteers to serve

Chair Sojka: Discussion on grant writing system

**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 – Meeting was adjourned at 9:54am**

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## Active Transportation Committee 2017 - 2018

Priority Level	Priority Area	Cost Factor	Goal	Measure	Deliverable
	Outreach	\$	Host events to increase public engagement	Host at least three educational and recreational events per calendar year	
		\$	Increase information points of contact (i.e. updated maps at public locations, online information offerings)	Identify public areas and disseminate Active Transportation materials to those areas.	List of public areas
		\$	Increase materials to promote routes and points of interest	Identify, update, and create materials to promote active transportation within the City	New, updated maps and educational materials related to Active Transportation
	Data Collection	\$\$	Create baseline data for routes and active transportation programs	Creation of a database and access policy on traffic counts, route geographic data, and other pertinent data identified by the City.	Open access database with active transportation data for City and public use
	Midtown Trail	\$	Clarify and coordinate the Midtown Trail execution and find funding for the Midtown Trail	Creation of a task-based, detailed plan for the completion of the route	Task-based, detailed working plan
		\$\$ - \$\$\$	Construct the Midtown Trail	Construction and execute Midtown Trail section	
	Sidewalks	\$	Creation of priority plan for sidewalk construction and maintenance	A priority plan is created for current and future sidewalk improvements throughout the City Limits.	A plan for the use of Public Works to prioritize sidewalk projects
		\$ - \$\$	Map sidewalks for levels of completion and conditions	Data on the complete, damage, and incomplete status of City sidewalks	Database on sidewalk conditions for the use of Public Works to identify areas of need
	Facilities	\$\$ - \$\$\$	Increase the number and distribution of pedestrian, cycling, and mass transit supporting facilities	Identify and construct, at minimum, 5 pedestrian, 5 cycling, and 2 mass transit supporting facilities	
		\$	Identify and communicate where current and future facilities are located	Creation of a map of supporting facilities	