

Mt. Shasta Active Transportation Committee Special Meeting Agenda

Mt. Shasta City Hall, 305 North Mt. Shasta Blvd

Friday, August 26, 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
2.	Special Presentations & Announcements:
3.	Public Comment: This is an opportunity for members of the public to address the Committee. The Committee reserves the right to reasonably limit the length of individual comments and/or the total amount of time allotted to public comments. For items which are on this agenda, speakers may request that their comments be heard instead at the time the item is to be acted upon by the Committee. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period except to direct staff to prepare a report or place the item on a future agenda.
COMMITTEE BUSINESS	
4.	Review and Approval of Minutes: a) ATC Draft Minutes for June 24, 2016 Meeting <u>Recommended Action:</u> Modify if necessary, and Approve Minutes.
5.	Report from Public Works Director Regarding Current City Projects <u>Background:</u> Monthly update on relevant public works projects. Note vegetation clearing along sidewalks in August. <u>Report by:</u> Rod Bryan, Public Works Director <u>Recommended Action:</u> Information Only, Receive Report
6.	Nomination of ATC to the Caltrans 2017 Transportation Planning Excellence Awards Program <u>Background:</u> ATC was nominated by Michael Williams for this award. See attached information sheet. <u>Report by:</u> Melanie <u>Recommended Action:</u> Information only
7.	Bicycle, Pedestrian and Trails Master Plan Update <u>Background:</u> Review options on how to update our Master Plan, whether to incorporate into the Circulation Element of the General Plan, and funding sources including ACROSS <u>Report by:</u> Melanie and Juliana <u>Recommended Action:</u> Consider options and take action as needed
8.	Bicycle and Pedestrian Assessments <u>Background:</u> Hear report from Planner Lucchesi regarding potential bicycle and pedestrian assessments. <u>Report by:</u> Juliana <u>Recommended Action:</u> Information, take action as needed

9.	<p>Discussion of Funding Sources</p> <p>Report by Ken Ryan</p>
10.	<p>Lake Street and Morgan Way Intersection Markings</p> <p><u>Background:</u> Mike Quin expressed concern about the way this intersection is marked. Discuss options.</p> <p><u>Recommended Action:</u> Discuss and Take Action if needed</p>
11.	<p>Update on ROW Acquisition</p> <p><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.</p> <p><u>Report by:</u> Rod Bryan, Public Works Director</p> <p><u>Recommended Action:</u> Information Only, Receive Report</p>
12.	<p>Lewis Center Student Capstone Projects Submission</p> <p><u>Background:</u> Michael Williams submitted a proposal to the Lewis Center to evaluate routes connecting MS to Dunsmuir for the WMD trail. We could consider submitting applications to them in the future.</p> <p><u>Report by:</u> Melanie Findling</p> <p><u>Recommended Action:</u> Information Only, Receive Report</p>
13.	<p>Recruitment of new ATC members</p> <p>Background: Update on recruitment efforts</p> <p>Report by: Melanie Findling</p> <p>Recommended Committee Action: Discuss and Take Action if needed</p>
14.	<p>ATC Response to CalTrans Hwy 89/So. Mt. Shasta Blvd. interchange improvement project.</p> <p><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.</p> <p><u>Report by:</u> Mike Sojka and Rod Bryan</p> <p><u>Recommended Committee Action:</u> Receive update.</p>
15.	<p>Creating a GIS layer showing ATC's projects</p> <p><u>Background:</u> Mike Sojka contacted a GIS specialist to help ATC develop a GIS layer depicting ATC projects. Update.</p> <p><u>Report by:</u> Mike Sojka</p> <p><u>Recommended Committee Action:</u> Receive Update</p>
16.	<p>Pedestrian Safety Crossing Mt. Shasta Blvd. at Berryvale and Old McCloud.</p> <p><u>Background:</u> ATC members have observed safety issues for pedestrians crossing MS Blvd. in at least these two locations.</p> <p><u>Report by:</u> Mike Sojka and Melanie Findling</p> <p><u>Recommended Action:</u> Discuss and take action if needed</p>
17.	<p>UC Berkeley Recommendations</p> <p><u>Background:</u> UC Berkeley made traffic safety recommendations to the city of Mt. Shasta. ATC wishes to follow up on those recommendations.</p> <p><u>Report by:</u> Mike Sojka</p> <p><u>Recommended Action:</u> Discuss and take action if needed</p>

18.	<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>Recommended Committee Action:</u> Discuss and Take Action</p>
19.	<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>Recommended Committee Action:</u> Discuss and Take Action</p>
FUTURE AGENDA ITEMS	
20.	<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"> • Stellar Way Non-Motorized Access • Previously Dedicated Castle Alley to Non-Motorized Use Only • Bus Stops • Traffic Collision Data
21.	<p>Adjourn</p> <p>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.</p> <p>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.</p>

Mt. Shasta Active Transportation Committee Draft Meeting Minutes

Mt. Shasta City Hall, 305 North Mt. Shasta Blvd
Friday, June 24, 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: Melanie Findling called the meeting to order at 8:35 A.M. Committee Member Attendees: Melanie Findling, Mike Sojka, Mike Quinn Staff Attendees: Juliana Lucchesi - City Planner Guest: Ken Ryan
2.	Special Presentations & Announcements: Ken Ryan Presented the current status of the ATP funding request. It has been completed and approved by city council to move forward with funding request.
3.	Public Comment: This is an opportunity for members of the public to address the Committee. The Committee reserves the right to reasonably limit the length of individual comments and/or the total amount of time allotted to public comments. For items which are on this agenda, speakers may request that their comments be heard instead at the time the item is to be acted upon by the Committee. The Committee may ask questions but may take no formal action on items addressed during the Public Comment period except to direct staff to prepare a report or place the item on a future agenda.
COMMITTEE BUSINESS	
4.	Review and Approval of Minutes: a) ATC Draft Minutes for May 20, 2016 Meeting <u>Recommended Action:</u> Minutes were approved unanimously by all members present without changes.
5.	Report from Public Works Director Regarding Current City Projects <u>Background:</u> Monthly update on relevant public works projects. <u>Report by:</u> Juliana Lucchesi <u>Recommended Action:</u> The Landing Plans are modified to include bike and pedestrian trails. The city is reviewing current bike parking policies in support of the ATC Master Plan.
6.	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>Recommended Action:</u> Carry forward to next meeting

7.	<p>Recruitment of new ATC members</p> <p><u>Background:</u> Down to only three members, we need to recruit new members. Several options were to discussed to include a published newspaper interview with Melanie to explain the responsibilities of the ATC, its accomplishments, and needs for additional community support. Additionally, suggestions were made to include vendor booths at various city events, as well as, continued use of personal contacts to recruit new members.</p> <p><u>Report by:</u> Melanie Findling</p> <p><u>Recommended Committee Action:</u> Melanie to contact newspaper for interview.</p>
8.	<p>ATC Response to CalTrans Hwy 89/So. Mt. Shasta Blvd. interchange improvement project.</p> <p><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.</p> <p><u>Report by:</u> Mike Sojka and Rod Bryan</p> <p><u>Recommended Committee Action:</u> Postponed until next meeting</p>
9.	<p>Creating a GIS layer showing ATC's projects</p> <p><u>Background:</u> Mike Sojka contacted a GIS specialist to help ATC develop a GIS layer depicting ATC projects. Update.</p> <p><u>Report by:</u> Mike Sojka</p> <p>Juliana accepted responsibility for this effort, and will report back with her progress after exploring current resources and capabilities.</p> <p><u>Recommended Committee Action:</u> Review at a later date</p>
10.	<p>Pedestrian Safety Crossing Mt. Shasta Blvd. at Berryvale and Old McCloud.</p> <p><u>Background:</u> ATC members have observed safety issues for pedestrians crossing MS Blvd. in at least these two locations.</p> <p><u>Report by:</u> Mike Sojka and Melanie Findling</p> <p>Juliana states she was already reviewing acquisition of portable signage that can be placed at areas of concern to better alert motorists of upcoming potentially dangerous pedestrian and bike traffic.</p> <p><u>Recommended Action:</u> Follow up at later meeting</p>
11.	<p>UC Berkeley Recommendations</p> <p><u>Background:</u> UC Berkeley made traffic safety recommendations to the city of Mt. Shasta. ATC wishes to follow up on those recommendations.</p> <p><u>Report by:</u> Mike Sojka</p> <p><u>Recommended Action:</u> Carry forward to next meeting</p>
12.	<p>Dunsmuir to Weed Trail</p> <p><u>Background:</u> Update on the planning process for the Dunsmuir to Weed Trail</p> <p><u>Report by:</u> Mike Sojka</p> <p><u>Recommended Action:</u> Carry forward to next meeting</p>

13.	<p>Review of Master Plan Appendices E and G</p> <p><u>Background:</u> In an effort to keep the Bicycle Pedestrian Trails Master Plan current, ATC is reviewing sections that may need revisions. The first sections are Appendices E and G. ATC members were to review and will report suggested revisions.</p> <p><u>Report by:</u> Melanie Findling</p> <p>Juliana will review the Master plan and present a proposal for better managing these items, and keeping it current.</p> <p><u>Recommended Committee Action:</u> Follow-up at future meeting</p>
14.	<p>Discuss 2016 ATC Goals</p> <p><u>Background:</u> Review ongoing projects and earlier goals, assign priorities and responsibilities.</p> <p><u>Report By:</u> Chair and Committee Members</p> <p><u>Recommended Committee Action:</u> Carry forward to future meeting</p>
15.	<p>Possible Action on Change in the Day/Time/Location and/or Frequency of Meetings</p> <p><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.</p> <p><u>Report by:</u> Chair</p> <p><u>Recommended Committee Action:</u> Carry forward to future meeting</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"> • Stellar Way Non-Motorized Access • Previously Dedicated Castle Alley to Non-Motorized Use Only <input type="checkbox"/> Bus Stops • Traffic Collision Data
17.	<p>Adjourn</p> <p>Meeting was adjourned by Melanie at 10:00 A.M.</p>

2017 Transportation Planning Excellence Awards

Sponsored by the Federal Highway Administration and Federal Transit Administration

The Transportation Planning Excellence Awards Program is a biennial awards program developed by the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) and co-sponsored by the American Planning Association. The program provides a unique opportunity to recognize and celebrate the outstanding transportation planning practices performed by planners and decision makers in communities across the country. Award winners will be recognized by receiving a commemorative plaque and participating in an awards ceremony.

Plans, projects, or planning processes can be included in one or more of the following categories: Asset Management; Education and Training; Emergency Management and Transportation Security Planning; Environmental and Transportation Planning Linkages; Freight Planning; Land-Use and Transportation Linkages; Livability/Sustainability; Modeling and Technology Applications; Operations and Planning Linkages; Planning Leadership; Public Involvement and Outreach; Rural and Small Communities Planning; Safety Planning, and Tribal Transportation Planning.

Who is Eligible?

- Anyone may nominate an individual or organization that used Federal FHWA/FTA funding to develop a plan, project, or planning process that demonstrates excellence in planning.
- You may nominate yourself or another individual or organization.
- The plan, project, or planning process must have been completed within the past three years, as evidenced by actions such as formal adoption by a government agency, completion of a built project, incorporation into a TIP, STIP, or City Plan, or other similar action.
- Plans, projects or planning processes can be in one or more of these [categories](#).

How are submissions judged for the TPEA Program Awards?

The TPEA team of judges from a diverse set of planning backgrounds will judge the nominations on the following criteria:

1. **Community, Public Involvement, and Partnerships:** How did this project successfully engage the community in the planning process? Was this program created as a collaborative effort? Are public and private partners still at the table?
2. **Context Sensitive Solutions:** How does the effort demonstrate a comprehensive understanding of contexts (local, regional, etc.)? How does the project or process create effective transportation solutions, while preserving and enhancing community and natural environments?
3. **Innovation and Effectiveness:** What innovative approaches were used? What has been the result of these efforts? How are results being measured?

4. **Equity:** What initiatives have been undertaken to ensure that efforts of this project are implemented in an equitable manner and impacts to individual and underserved (minority and low income) communities are minimized?
5. **Implementation and Implementation Strategy:** Has any part of the planned transportation-related project, plan, idea, model, design, or policy been executed to its final stages?
6. **Multimodalism:** To what extent do these efforts efficiently address safe multimodal transportation options, including bicycle, pedestrian, transit, and automobile?
7. **Potential for Long-Term Benefits:** What provisions have been used to ensure the long-term viability of this effort?

"Best of the Best" Criteria

One TPEA recipient will receive recognition at the 2017 National APA Conference during the program awards ceremony. This recipient selected for this one unique category will demonstrate the "best of the best" qualities which set it apart from the other TPEA Program award recipients.

To determine the selected award recipient, judges will consider the following criteria in their recommendation:

- *Represents a Holistic Approach to Planning*
 - *The recipient exhibits a thorough, holistic approach to a transportation planning activity or activities, as well as provides well-defined and comprehensive examples that incorporate a variety of transportation planning elements and considerations. The project embodies the TPEA Program's mission of recognizing excellence in planning.*
- *Demonstrates an Innovative or Novel Approach to a Critical Issue*
 - *The recipient demonstrates the successful application of new ideas or methods to address or resolve a significant transportation planning issue and serves as a strong best practice example for other agencies facing the same or similar issue. Project leads may have extensive experience in providing information about the project's innovative approach to stakeholders interested in the project's best practices through a range of information-sharing forums, including presentations at stakeholder meetings, workshops, webinars, and/or conferences.*
- *Provides Significant Benefits to Transportation Users*
 - *The recipient positively impacts transportation users and enhances various aspects of the transportation system in both the short and long-term.*
- *Exemplifies a Commitment to Collaboration*
 - *The recipient showcases a continued commitment to collaboration throughout the project lifecycle. The project represents input and feedback from a variety of relevant partners and stakeholders.*

<http://www.fhwa.dot.gov/planning/tpea/>

UCLA Masters of Urban Planning & Public Policy Student Capstone Project Solicitation

The MURP Applied Planning and Research Project is a year-long consulting agreements that pair a student with external client partners to tackle a planning question. Graduate students define a problem, design and conduct data collection, analyze and contextualize the information, and prepare a written and oral report for their client organization. Students gain experience working as consultants, and clients receive professional-level analysis and recommendations to drive action.

Applied Planning Research Projects are conducted by students working on an individual basis under the advice of a faculty member and a client adviser. Clients represent a wide range of sectors and industries, including engineering and consulting firms; local, regional and state government agencies; startups and entrepreneurial small businesses; educational institutions; and nonprofit service organizations.

The client project goes beyond a mere technical, narrowly conceived report. Each topic must be placed within a broad planning context, including the history of the project, an analysis of the issues and a literature review. Examples include an analysis of park and recreation facilities in a locality, a projection of shelter beds for a locality's housing element, or an impact analysis of a development plan.

Learn more about Applied Planning Research Projects at <http://luskin.ucla.edu/urban-planning/for-employers/>

The Applied Policy Project is the capstone project for the Masters of Public Policy degree. Projects are completed in teams of 4 to 5 students. Learn more about the Applied Policy Project at <http://ucla.in/28Qv3sk>

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| Submit by Friday, July 15th, 2016 |
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Timeline:

August & September: Students contact potential clients and discuss projects. Client MOUs are due at the end of September. Projects begin October 1st

October & November: As part of our annual Graduate Research Grants program, The Lewis Center, the Luskin Center, or Institute of Transportation Studies may provide funding for selected projects that meet our annual research objectives. See past funded projects at <https://goo.gl/PR4qqM>

December: Student will complete a review of related literature by this date

March - April: Student will submit a draft to the client

May: Student will submit a completed final project to the client.