



**Multi-Modal Transportation Commission
Meeting Minutes
January 22, 2014
3:00-4:30 PM
1st Floor North Conference Room
City Hall**

Attending:

Commission Members: Bruce Emory, Jim Grode, Terri March, Bob Roepnack, Don Kostelec, Till Dohse, Kristy Carter, Mary Weber, Julie Mayfield, Marcia Bromberg and Lael Gray.

Council Liaison: Gwen Wisler.

Staff Members: Martha McGlohon, Mariate Echeverry, Jeff Moore, Barb Mee and Janet GeorgeMurr.

Community Members: David Allen Wilson.

- Jim Grode opened the meeting and welcomed everyone to MMTC Meeting.
- January 22, 2014 Agenda: Add under New Business: Julie-19 point agenda from Peoples Transit Reform.
- December 4, 2013 Minutes: Delete Julie Mayfield's name from attendance list; Kristy Carter's corrections were made to the final copy of the minutes. Bruce moved to approve the minutes, Till seconded and carried unanimously.

- **Public Comment-** David Wilson suggested that public and private transportation could be coordinated with airline flights.

New Business:

- **Liaison to the Riverfront Commission:** Mariate stated at the last meeting a discussion on how MMTC and the Riverfront Commission could work together to ensure that everyone involved is on the "same page" when moving forward to Council.

-The best way would be to have a MMTC member as a liaison to the Riverfront Commission.

-Meets on the 2nd Thursday at the Chamber of Commerce – Board Room at 4-5:30pm.

-Councilwoman Gwen Wisler is alternate when the Mayor cannot attend.

Options were:

-Kristy suggested that a better match would be with the Design Review Board;

-Julie suggested having Stephanie Monson report to MMTC;

-Don volunteered to be the Liaison to the Riverfront Commission.

-Martha stated that it may be more beneficial for MMTC to have a liaison since the Riverfront Commission may or may not perceive what is important to MMTC. To have a MMTC representative to observe would be in MMTC best interest.

-Julie stated that there is still the question about whether it's the whole commission or the design review board.

-Jim – This agenda item will be tabled until further information from Kristy.

- **Vulnerable Road Users Support:** Barb stated that there is federal legislature pending both in the Senate and House to amend the US code regarding the establishment and performance measurements for the highway safety improvement program by inserting the phrase "for both motorized and non-motorized transportation." This information was obtained through one of the activist citizens and has been through the Bike/Ped Task Force to encourage City Council to adopt a resolution encouraging our legislative delegation to support this.

Barb is asking MMTC to support this statement to Council. After a group discussion, Don moved to have MMTC support Council adopting a resolution for the Vulnerable Road Users Support. Julie moves to adopt a resolution encouraging representatives McHenry, Matthews and Meadows on Senate Bill 1708 and House Resolution 3494. Bruce seconded and carried unanimously.

- **East of the Riverway Connection Plan Endorsement:** Barb updated MMTC of the progress. In summary:
 - Barb is the Project Manager and is working with a consultant for the East of the Riverway Connection Plan which is the Transportation Network Plan.
 - Two public meetings and the final meeting is scheduled on 2/24/14 of all three plans at the Dr. Wesley Grant Senior Southside Center.
 - Mariate stated that at the first public meeting, the consultant presented some capital projects that will be part of the plan and be reiterated at the final public meeting.
 - Reviewing several important issues of the area for non-motorized transportation.
 - Economic revitalization and which is very broadly based.
 - A draft plan to MMTC next month and seeking MMTC endorsement.
 - The plan includes 20 capital projects as short term; 5 to 10 recommendations that will be helpful to staff as it will be specific that will give direction and costs information.
 - Part of the Tiger II federal grant is about livability/sustainable communities.
 - A breakdown of the grant is as follows:
 1. Construction drawings on the Town Branch Greenway;
 2. Clingman Forest Greenway.
 3. Transportation Network Plan.
 4. Redevelopment Plan of approximately 10 acres of City owned property on Riverside Drive.
 5. Design work for a potential round-about at the Five Points center section at Lyman, Clingman and Depot.
 - Jim stated that Greenway Committee had a preliminary presentation of this plan from the consultant.

- **Peoples Transit Reform Agenda:** Julie stated that in summary:
 - People's Transit Reform leadership is a sub-group of Just Economics who have a leadership development group called "Voices for Economic Justice Transit Reform group participated in the leadership program and identified that transportation was an important issue and that it was not getting enough attention.
 - The group has been working for a year in developing a 19 point agenda for transit reform and brought it to the Transit Committee at the January meeting.
 - Julie, Mariate and Yuri will be meeting with the group on 1/23/14.
 - A number of transit reform agenda items are part of Transit Master Plan and everyone is in aligned with the leadership group.
 - There are other agenda items regarding governance issues and operational issues.
 - The governance agenda items will affect how MMTC commission appoints members of the Transit Committee.
 - Transit Committee should reflect the racial make of the ridership; 70% riders are transit dependent and that the Transit Reform group is requesting the same percentage of members on the Transit Committee be transit dependent.
 - Also, to 2 of 3 members of MMTC to be transit dependent.
 - Council Liaison Wisler and Councilman Gordon Smith met with the group.
 - a. The City has worked on some issues that require funding.
 - b. They recognize that work has been done on varies issues; but want more people to get involved particularly lower economically disadvantaged people.
 - The Reform group's recommendations have a tight time frame, for example "Full Sunday service by end of the 2014."
 - One of the recommendations was to have a ridership subcommittee of the Transit Committee.

- There is a push not to increase the number of committees/commissions due to staff time and to have staffing at the committee meetings.
- The Transit Committee has had a standing working groups around the Transit Committee goals and there are places to bring Reform group into most of the 19 agenda items of the transit reform.
- As part of the project, Just Economics developed a survey last spring which was at the same time that ART was also having a new route survey. The two surveys were combined into one. Just Economics collected approximately 200 surveys and ART collected 600 surveys.
- Just Economics analyzed their surveys in the spring and the 19 agenda items are based on the survey.
- Transit Committee is in the process of meeting with City Council about the recommendations to improve transit. The response that Transit Committee has received is very good and there is a general consensus to implement limited Sunday service in the next year's fiscal budget which is around \$300,000.
- Mariate stated that the ridership from the MLK holiday was about 2,000 riders, with half of the service in one day and the average ridership on a typical day is about 5,000.

OLD BUSINESS:

- **Update on RFP of MMT Plan:** Mariate stated that the evaluation process is ongoing.
- **MMTC monthly scheduling conflict:** After a group discussion it was decided to maintain the same time of the MMTC from 3:00-4:30pm, until further notice.
- **MMTC Annual Report:** Recommendation from the MMTC:
 - To list the members of each of the committees/commission on the annual report.
 - Correct Haywood Street to Haywood Rd. (last bullet on first page)
 - Don suggested receiving the other committee reports for Planning and Zoning; SACEE; and Neighborhood Advisory Committee
 - Marcia Bromberg moved to approve the annual report with the above-mentioned changes, Don seconded and carried unanimously.
- **Update of MMTC Rules of Procedure:** Revision on page 4 Appointments of the Committee, Article VIII. Till moved to adopt the Rules of Procedure, Bruce seconded and carried unanimously.

STAFF UPDATES:

- **Project updates:** Mariate stated that some of the items that are on the List of Projects have been discussed in today's meeting.
 - The RADTIP – the contract was approved by Council 1/28/14.
 - East of the Riverway – Barb gave the status update.
 - JARC Signal Design contract have issues with one of the contractors due to not complying with the Davis-Bacon Act; and will remain on hold until they comply.
 - Sharrows network – is on hold due to funding reserved in the CIP for some projects that have not been released pending on projects that Council will act on.
 - Bicycle Wayfinding report is complete and was forwarded to the Planning and Economic Development Committee.
 - The Multimodal Transportation Plan is ongoing
 - On target to do the Transit Stations repairs.
 - Environmental Management Systems based on ISO14000 specifications. The goal is to have a consultant engaged by end of this FY in order to work on the certification for the coming FY15. This process helps to keep the policies in place and procedures and will reflect the type of operation that ART provides and also ties in with the City's Strategic Plan and Sustainability goals. Replacing the fleet has completed one of EMS targets.
 - The greenways projects have moved to the Transportation Department.

-Hendersonville Sidewalks – the Project manager is working on the ROW acquisition. To consider everything as a whole, for example, to install the sidewalk, concrete pad for the shelters and the shelter to prevent retrofitting in the future. Per Jeff Moore, Interim Transportation Director, there is a component to work on the crosswalks at the intersections to have pedestrian amenities, traffic signals and crosswalks from I40 to Long Shoals Road. It will be a complete project when it is finalized but a long process; and the funding is in place of approximately 4 million dollars through flexible funding through the MPO.

-Blake updating MMTC of projects ongoing: Multi-family projects some that were revived from the recession; planning efforts in the coming two years depending on the next Council retreat.

-Jeff Moore is looking forward to working with MMTC. Plans are to work with NCDOT on Hendersonville Rd. for 9 pedestrian signals at intersections. The goal is to move people safely to, through and back home from Asheville and throughout with all modes transportation to continue to expand.

● **Public Comment** – None

● **Additional Comments from MMTC:**

-Marcia suggested having a standing MMTC agenda item for committee reports to include ex-officio members.

-Due to Greenway Committee not receiving new Greenway Committee applications for membership, Julie suggested that the Transit Committee applications that were not appointed to send emails to the applicants and encourage them to apply to Greenway Committee.

-Julie announced that on 2/11/14, NCDOT is holding a hearing on the statewide projects that will be on prioritization and funds projects. Mariate announced that this is also on the NCDOT website.

-Julie is part of the I-26 working group and they continue to meet; the schedule for the project has not been made but expect NCDOT to come in April to provide maps.

-Don announced that 9:00am on Saturday 1/26/14, in Shiloh of a walkability assessment by YMCA and WNC Alliance.

-Don suggested to have outreach programs for the students on the riding the bus. Mariate stated, upon request, there are outreach programs for the schools on riding the bus. Mariate stated that the outreach programs would be for a marketing person focusing on education, materials, etc.

-Mariate stated that student fares are discounted by 50%.

● **Agenda Items for the next meeting:**

New members for Transit Committee

4:16pm meeting adjourned.

**Asheville Multimodal Transportation Commission
2013 Annual Report
January 2014**

The City of Asheville's Multimodal Transportation Commission is newly formed, having been established by an ordinance adopted May 14, 2013. The Commission's first meeting was August 28, 2013. Accordingly, much of the Commission's capacity in 2013 was devoted to organizational management. To that end, the Commission:

- Introduced members to each other, including a description of each member's background, interest in serving, and what he or she brings to the Commission; from this, we learned that the Commission is a highly diverse group, including planners, landscape architects, lawyers, transit riders, cyclists and pedestrians, business interests, public health professionals, and others.
- Elected Jim Grode as Chair and Bruce Emory as Vice-Chair.
- Set a regular meeting schedule for the fourth Wednesday of each month from 3:00 to 4:30 pm.
- Reconstituted the former Transit and Greenway Commissions as Committees of the Multimodal Transportation Commission and formally reappointed all current members to those Committees.
- Articulated the Commission's perception of its purpose and role:

To assist the City in furthering, advancing and promoting a broad comprehensive and integrative transportation system that incorporates multimodal concepts, including but not limited to transit, bicycle and pedestrian facilities, greenways, complete streets, and highways.
- Adopted Bylaws and made substantial progress on Rules of Procedure (which we anticipate adopting at our January or February meeting **[update after meeting]**).

In addition to these procedural and management activities, the Commission had several substantive achievements during its short existence:

- Voted to approve updates to the City's Greenway Master Plan to include additional potential greenway segments identified after the adoption of the 2009 Master Plan, better articulate the system's network functions, and clarify greenway opportunities in the I-26 corridor in anticipation of the Connector project and other highway upgrades.
- Commission members participated in the Haywood Street Form-Based Code Charrette process and provided input on transportation aspects of the code.

- In October, Commission members attended the Festival of Neighborhoods; this accomplished two functions: providing information about multimodal transportation opportunities to the public, and learning from neighborhood representatives about their multimodal transportation needs and desires.
- Remaining mindful of the need to avoid potential conflicts of interest, Commission members sat on the evaluation committee for proposals for the new Multimodal Transportation Plan.
- Reviewed and commented on a presentation concerning the East of the Riverway Transportation Network.
- Reviewed and approved a list of funding priorities for implementation of the Transit Master Plan.
- Commission members participated in the I-26 Connector Bicycle-Pedestrian Workshop convened by NCDOT in September.
- Voted on the permanent closure of one right of way.

During the first half of the year, the Transit and Greenway Commissions existed as independent Commissions. In the second half of the year, they continued to exist as Committees of the Multimodal Transportation Commission, and the city's Bicycle-Pedestrian Task Force was brought under the umbrella of the Commission. The Committees and Task Force have prepared reports of their 2013 activities, which are attached to this report.

The members of the Multimodal Transportation Commission understand that City Council faces many competing demands for resources. We appreciate Council's recognition that a comprehensive and functional multimodal transportation network provides economic, health, quality of life, and environmental benefits to the City and thank Council for its commitment to developing such a network. We are grateful for the opportunity to serve on the Commission.

Asheville Bicycle and Pedestrian Task Force 2013 Annual Report

Vision

For Asheville to be a community of connected pathways that is healthy, safe and accessible for people of all ages.

Mission

To educate the public about bicycle and pedestrian transportation. To advocate for the development and maintenance of safe, convenient and inter-connected facilities. To promote the benefits of walking and biking for individuals and community health.

Ongoing Activities, Collaborations and Projects.

In each of the listed items the Bike-Ped Task Force (or members from this group) played a role in facilitating the activity by providing leadership, feedback and/or volunteers.

- **“Walk Friendly Community” Project**
 - Applied for the “Walk Friendly Community” designation. Asheville was awarded the Silver-Designation making Asheville the first silver level community in NC.
- **“Bike Friendly Community” Project update (Awarded the Bronze-Level in 2012.)**
 - Reviewed feedback and suggested improvement. (See next item for specifics.)
- **“Bike There 2016” Campaign (Preparation for the National Cyclo-cross Competition)**
 - Hosted two workshops to gain community input on Asheville’s primary bicycle corridors.
 - Developed GIS maps of the primary corridors for Asheville.
- **Asheville Police Department Collaborations**
 - Arranged for merchants to donate bike lights to the APD to give to cyclists in need of lights.
 - Provided feedback to APD’s crash reduction initiative.
 - Provided volunteers for 3 Bike Rodeos held at diverse Asheville locations serving 125 kids.
- **Community Outreach**
 - Provided volunteers and feedback for Strive-not-to-drive Week, May 12 -18.
 - Collaborated with Asheville on Bikes to have successful Bicycle Corrals. Approximately 2,400 bikes were parked in the corrals in 2013.
- **Complete Street Initiatives**
 - Provided volunteers and feedback to install way finding signs for bicycles.
 - Helped organize Complete Street Work shop. Approximately 20 attended including several task force members.
 - Participated in “Best Practices Workshop” at Minneapolis, MN on June 15th. (Several members including a city council member and city staff attended.)
 - Participated in the NC Bike Summit in Carrboro, NC on Oct 18-19. (6 members attended.)

- Provided input and feedback into the implementation of safe bike routes.
- Provided input to the French Broad Metropolitan Planning Organization. Members sit on the MPO's Complete Street Sub-Committee.
- **Assessment**
 - Conducted Annual bike survey during first week of September with help from UNCA volunteers.

Respectfully submitted by Lothar Dohse January 15, 2014

Asheville Greenway Committee 2013 Annual Report

2013 was a watershed year for the Asheville Greenway Commission (now Greenway Committee). In the previous year the Commission changed its primary staff contact from the Parks and Recreation Department to the Transportation Department, recognizing the broader role of greenways as part of a multi-modal transportation system. At a 2012 planning workshop the Commission identified a multi-modal transportation plan as its highest priority. Taking into account the Greenway Commission's suggestions along with those from other quarters the City Council created the Multi-Modal Transportation Commission, charged with taking a leadership role in creating and implementing the multi-modal transportation master plan. A third of the voting members of the new Commission come from the Greenway Committee.

During the year the Committee engaged in the following activities:

- Held a planning session which included:
 - Discussion of the Greenway Commission's role in the proposed Multi-Model Transportation Commission;
 - Prioritization of future greenway projects for feasibility studies (Swannanoa River from Tunnel Rd. to BRP, Beaverdam Road, Reed Creek to 251 north, Canie Creek and Smith Mill Creek);
 - Recommended that the Greenway Committee have representation on the Parks and Recreation Commission to reinforce the health and recreation role of greenways; and
 - Nominated Jim Grode, Mary Weber and Marcia Bromberg as the Greenway representatives to the new Commission.
- Continued community outreach by participating in various community forums and addressing interested community groups.
- Submitted a position to DOT on the planned improvements to the Brevard Road/I-26 interchange that would allow greenway connection to Bent Creek, the Pisgah National Forest and the Blue Ridge Parkway.
- Received and monitored updates on Beaucatcher Greenway Construction and the Clingman Forest/Town Branch Greenways planning.
- Reviewed several road closure proposals. (In the future these will be reviewed by the Multi-Modal Transportation Commission).
- Reviewed and commented on transportation projects presented by Transportation Department staff.
- Commented on the updated Asheville Greenway Master Plan.
- Received information about the Burton Street Community Plan and Hominy Creek Greenway plans; scheduled a visit to the Burton Street neighborhood and Hominy Creek Greenway in February.

Asheville Transit Committee 2013 Annual Report

In 2013 the Transit Committee continued its support of the implementation of the Transit Master Plan (TMP).

TMP Implementation

1. Completed Projects from the Transit Master Plan

Projects that were completed in 2013 include:

- E1 Additional service
- Time and small route adjustments to improve performance
- Added limited holiday service on key routes for New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, July 4th and Labor Day.
- Purchased several additional new 30-foot Buses and 2 35-foot used buses. Fleet total is now 23.
- Installed 10 Shelters
- Repairs made to the Maintenance Facility roof
- Improved bus-stop signage
- Two surveys: a boarding & alighting count as part of MPO's modeling study; and a TMP implementation follow up survey done in partnership with Just Economics
- Let the contract for the Automated Vehicle Location system which will let riders track buses in real time on their cellphones.

Transit Commission Goals

For 2013, the TC had the following goals:

1. Continued Transit Master Plan Implementation (also see above)

- We continue to look to expand service through growing public-private partnerships i.e. Health Express (MAHEC and Mission), Biltmore Park-Sierra Nevada-WCU, and AB Tech. None of these has resulted in a new partnership, but discussions are ongoing with MAHEC and AB Tech.
- The N1 runs later Thursday through Saturday (while school is in session) thanks to UNCA.
- Green Opportunities became part of the Passport Program, joining existing members Buncombe County, the City of Asheville, the Grove Park Inn, and UNCA.

2. Strengthen Communication with Drivers

- Regular meetings between the drivers, City staff, and TC members continue and provide a good opportunity for all parties to collaborate on resolving issues and differences.

3. Improve the Rider Experience

- We continued ongoing rider education and information, hosting information tables at the Vanderbilt Apartments, Battery Park Apartments, Catholic Social Services, and other locations.
- We have researched options for effective messages on rider etiquette but have not moved toward implementation yet.
- The TC voted to keep the ART station open until 10:00pm with a dispatcher and police officer there to provide greater security and safety for riders.
- Strive Not To Drive was utilized as an outreach opportunity to help people get better acquainted with how to navigate our transit system. An information table staffed by TC members was available to provide information.

4. Improve Coordination with Buncombe County

- We lost our Buncombe County representative and so have not moved forward on this goal.

Other 2013 Highlights

- Public Stuff became the new way to lodge and track complaints
- TC joined the Multimodal Transportation Commission
- We met with Council to advocate funding for implementation of additional improvements from the TMP, including Sunday service, an additional bus on the C and S3 routes, and improvements to the S4 route.

Anticipated in 2014

- We will have at least four new members in 2014 due to the resignation of Kevin Jenkins and Larnel (Lonnie) Blair, and the MMTC approved a request to have more members on the TC. At least three of the four new members are transit-dependent riders.
- We very much hope Council will fund limited Sunday service in which buses will run on Sundays using a holiday schedule.
- Implementation of the AVL system.
- We also hope to improve the service on the C route so that riders' connections are more efficient.
- We look to continue to improve in our marketing and communications materials.
- Continued public outreach so that riders and potential riders are more informed.

We thank the Multi-Modal Transportation Commission for its support of ART, and we look forward to our continued collaboration with you in improving this vital element of the City's infrastructure.

Respectfully submitted,
2014 City of Asheville Transit Committee

Bruce Emory
Dave Erb, Vice Chair
Itiyopiya Ewart

Julie Mayfield, Chair
Tom Tomlin



**RULES OF PROCEDURE OF THE
MULTIMODAL TRANSPORTATION COMMISSION**

ARTICLE I

NAME AND CREATION

Section 1. The name of the entity shall be the Multimodal Transportation Commission.

Section 2. The Commission shall be a public body with all meetings of the Commission subject to the open meetings laws of the State of North Carolina.

ARTICLE II

PURPOSE

Subject to such limitations as may be imposed by State law or by Ordinance of the City, the Commission is created to assist the City in furthering, advancing and promoting a broad comprehensive and integrative transportation system that incorporates multimodal concepts, including but not limited to transit, bicycle and pedestrian facilities, greenways, complete streets, and highways.

ARTICLE III

MEMBERSHIP

Section 1. *Composition:* Membership on the Commission shall be governed by Ordinance No. 4190, adopted by the Asheville City Council on May 14, 2013. The Commission shall consist of nine (9) voting members and three (3) non-voting members, all of whom shall be residents of the City of Asheville. The nine voting members shall include 3 members from the Greenway Committee, 3 members from the Transit Committee and 3 members from the Bicycle and Pedestrian Taskforce. The three non-voting members shall include a member of the Sustainability Advisory Committee on Energy and the Environment, a member of the Planning and Zoning Commission, and a member of the Neighborhood Advisory Committee.

Section 2. *Removal:* Members of the Commission may be removed at the discretion of the City Council.

Section 3. *Attendance:* The failure of any Commission member to attend 75 percent or more of the meetings of the Commission held during a 12-month period, unless excused, may be grounds for removal.

Section 4. *Term of office:* Members of the Commission shall be appointed for three year terms. Membership shall be staggered to the end that the terms of all members shall not expire at the same time. Members may serve up to two consecutive terms.

ARTICLE IV

OFFICERS AND DUTIES

Section 1. *Chair:* The Commission shall have a Chair, who shall be elected by a majority vote of the voting membership of the Commission from among its members. The term of office shall be for one (1) year, or until the successor is duly elected, beginning on January 1st of each year. The Chair shall be eligible for reelection. The Chair may appoint any committees deemed necessary to investigate any matter before the Commission.

Section 2. *Vice-Chair:* The Commission shall have a Vice-Chair who shall be elected by the Commission from among its members in the same manner and for the same term as the Chair and shall be eligible for reelection. The Vice-Chair shall serve as Chair in the absence of the Chair, and when serving as Chair shall have the same powers and duties as the Chair.

Section 3. *Secretary:* The Assistant City Manager or his or her designee will serve as Secretary to the Commission. The Secretary will (1) keep all records; (2) conduct all correspondence of the Commission; (3) arrange for all required public notices to be given; and (4) take minutes at each Commission meeting which shall be kept in a permanent volume, for such duration as may be required by the North Carolina Municipal Records and Disposition Act. The minutes shall reflect all important facts pertaining to each meeting, every motion acted upon by the Commission, and all votes of members of the Commission upon any motion or upon the final determination of any question, indicating the names of members absent or failing to vote.

ARTICLE V

MEETINGS

Section 1. *Number of Meetings:* There shall be at least 9 regular meetings of the Commission each year.

Section 2. *Regular Meetings:* At the beginning of each year, the Secretary, in conjunction with the members of the Commission, shall adopt a schedule of meetings and set a regular meeting place for the year. The Commission may amend the schedule of meetings as deemed necessary.

Section 3 *Procedure:* Unless otherwise provided for by these Rules, Roberts Rules of Order will govern all points of order and procedure.

Section 4 *Agenda:* The Chair in consultation with the Secretary shall set the Agenda for each meeting.

Section 5. *Conduct of Meetings:* The order of business for meetings shall be as follows:

- a. The Chair shall preside over all meetings.
- b. The Chair of each appointed Committee may be called upon to present a report.
- c. The Chair may direct Committees to gather additional data, perform additional research or form subcommittees before voting on a report.
- d. The Commission led by the Chair shall vote on what action to take, if any, on all reports given.

Section 6. *Special Meetings:* Special meetings of the Commission may be called at any time by the Chair or Secretary. At least forty-eight (48) hours written or oral notice of the time and place of the special meeting(s) shall be given by the Secretary to each member of the Commission and the local press.

Section 7. *Emergency Meetings:* The Chair, the Secretary, or any two voting members of the Commission may at any time call an emergency Commission meeting by signing a written notice stating the time and place of the meeting and the subject(s) to be considered. The notice shall be delivered to the Chair and each Commission member at least six hours before the meeting. Notice of the meeting shall be given to all media that has filed a written emergency meeting notice request with the City Clerk or the Secretary. This notice shall be given either by telephone or by the same method used to notify the Chair and Commission members, and shall be given at the expense of the party notified. Emergency meetings shall only be called because of generally unexpected circumstances that require immediate consideration by the Commission. Only business connected with the emergency may be considered at an emergency meeting.

ARTICLE VI

QUORUM

Section 1. A simple majority of voting members of the Commission, excluding vacancies, shall constitute a quorum.

Section 2. Once a quorum is established, it shall not be destroyed by one of the members leaving.

ARTICLE VII

VOTING

Section 1. *Requirement:* All voting members are entitled to one vote, including the Chair. All voting members including the Chair must vote on all matters brought before the Commission unless excused by the remaining members according to law.

Section 2. *Exceptions:* A member who wishes to be excused from voting shall so inform the Chair, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his or her own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present for the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

Section 3. *Roll Call:* All votes of the Commission shall be conducted in such fashion as to allow the minutes to reflect the vote of each Commission member. When a roll call vote is taken, the order of voting shall be alphabetical by last name of the Commission member except for the Chair, who shall vote last.

Section 4. *Majority:* The concurring vote of a majority of the members present of the Commission shall be necessary to act on any matter before the Commission.

ARTICLE VIII

APPOINTMENT OF COMMITTEES

Section 1. *Authority:* Pursuant to Ordinance No. 4190, the Commission is authorized to establish and appoint committees including a Transit Committee and a Greenway Committee.

Section 2. *Standing Committees:* The former Transit Commission and the former Greenway Commission shall be established as standing committees of this Commission, and shall be deemed to be in existence as of July 1, 2013. All members appointed by City Council to these two former commissions will automatically be members of the respective standing committees, and, except as set forth below, their terms shall be as they existed prior to July 1, 2013.

Membership of the standing committees shall be as follows:

- a. The Transit Committee shall have no fewer than 7 and no more than 11 members.
- b. The Greenway Committee shall have no fewer than 7 and no more than 11 members.

Commission members who derive their seats on the Commission from a standing committee must remain members of their respective standing committee to be entitled to a voting seat on the Commission. If a commission member's term on the standing committee expires before his or her term on the commission, then the term on the committee will be extended to coincide with the member's Commission term.

Section 3. *Appointments to committees:*

- (a) Annually, or more often as needed, the Commission will review the terms of the membership of the standing committees along with any other committee established by the Commission. When there are or will be vacancies within the next three (3) months, the Commission will direct the chair of the relevant committee to advertise the vacancies and accept applications using the City of Asheville form for Boards and Commissions, adapted as necessary for the committee.
- (b) The committee will review applications received and make recommendations of one or more candidates for consideration by the Commission. Provided that the recommendations of the committee are received at least five days before a Commission meeting, the Commission shall vote on the candidates at its next meeting.
- (c) Each voting member of the Commission shall have as many votes as the number of seats to be filled and may only use one vote per candidate, per committee. The successful candidate(s) must receive a majority vote from the voting members of the Commission, excluding vacant seats.

Section 4. *Selection considerations:* In selecting members to committees, the Commission will strive for a balanced membership, including representation from transit and greenway users; economic, geographic, racial, ethnic, and gender diversity; and diversity of skills and interests that may be valuable to the committee and Commission.

ARTICLE IX

PUBLIC ADDRESS TO THE COMMISSION

Section 1. *Agenda:* The Commission will include on every agenda a public comment period at the beginning and at the end of the meetings.

Section 2. *Time Limit:* Any person addressing the Commission shall be limited to a three-minute presentation. Any group of three (3) or more individuals, not including the speaker, making a presentation to the Commission may have a single spokesperson who will be allowed ten minutes to address the Commission. The Commission will receive written information from any individuals or groups that cannot conclude their presentations within these time limitations.

Section 3. *Prior to a Vote:* The public shall be allowed to comment on matters under consideration by the Commission prior to a final vote on the matter by the Commission.

Section 4. *Requests to be on Agenda:* Any individual or group who wishes to address the Commission may make a written request to the Secretary to be on the agenda. The Chair and

the Secretary will determine, based upon completeness of the request and the other necessary business of the Commission, whether the matter will be placed on the agenda.

ARTICLE X

CONFLICT OF INTEREST

No Commission member shall take part in the hearing, consideration or determination of any case in which the member is personally or financially interested.

ARTICLE XI

AMENDMENTS

These Rules may be amended by a three-fourths affirmative vote of the members of the Commission; provided, however, all amendments must be presented in writing at a regular meeting preceding the meeting at which the vote is taken.

These Rules are adopted this _____ day of _____, 2014.

Secretary

Chair

Transportation Planning Division List of projects

On-going

- RADTIP
 - Scheduled to go to council on January 28.
- East of the Riverway Transportation Network Plan
 - Scheduled to go to Council on February 25
- JARC Signals Design contract
 - Locations:
 - Louisiana & Haywood Rd
 - McDowell & Choctaw
 - South Charlotte & Biltmore
- Sharrow Network North
 - Waiting on resurfacing in some locations and budget
- Bicycle Wayfinding pilot project
 - Installation complete
- Charlotte Street
 - Presented to PED.

New

- Multi-modal Transportation Plan – Developing RFP.
 - Engage a consultant by February 2013.
- Transit Station repairs
 - Engage a contractor by March 2014
- ADA restructuring
 - Redefine service area
 - Streamline eligibility process
- ISO 14000 - ART
 - Engage a consultant by June 2014.

1/9/14

Other efforts

- The Riverside Drive development plan (led by Stephanie Monson-Dahl in Economic Development).
- Haywood Rd. Multimodal Improvements. – Public meeting.
- Hendersonville Rd. sidewalk

4/9/14