

**APPENDIX 1E**  
**STEERING COMMITTEE MEETING SUMMARY MEMORANDUM**  
**(MEETING #1, #2, AND #3)**





## MEMORANDUM

Date: August 14, 2009

To: Trinity County RTP Steering Committee

From: Katy Cole, Fehr & Peers  
Rich Ledbetter, Fehr & Peers

**Subject: Steering Committee Meeting #1 Summary**

RN09-0427

The first Trinity County Regional Transportation Plan (RTP) Steering Committee meeting was held on July 30, 2009 at 1:00 PM at the Weaverville Library.

The Consultant began the meeting with introductions of committee members, County staff, and consultant staff. The following individuals were in attendance:

### **Trinity County**

- Richard Tippett
- Jan Smith
- Polly Chapman
- John Jelichich

### **Consultant**

- Katy Cole
- Rich Ledbetter

### **Steering Committee Members**

- Larry Masterman, Trinity County Sheriffs Dept.
- Wendy Reiss, TCTC
- Francine Mezo, SSTAC
- Michelle Millette, Caltrans District 2
- Colleen O'Sullivan, Resource Conservation District
- Tom Walz, Sierra Pacific Industries
- Pat Zugg, Trinity County Chamber

## INTRODUCTION TO THE RTP PLANNING PROCESS

Rich Ledbetter provided an overview of the RTP planning process as it applies to Trinity County. The latest 2007 RTP guidelines were discussed along with the purpose of the RTP, relationship to the State Transportation Improvement Program (STIP), identification of purpose and need for projects, the concept of a "balanced" transportation system, and the need to effect coordination with State, local and private interests.

**EXISTING CONDITIONS**

Katy Cole provided technical information contained in the Existing Conditions Technical Report. The discussion included the following:

- Historical traffic growth (volumes and LOS) on State facilities.
- Traffic growth vs. population growth trends
- Estimates of employment growth
- Existing roadway classification system

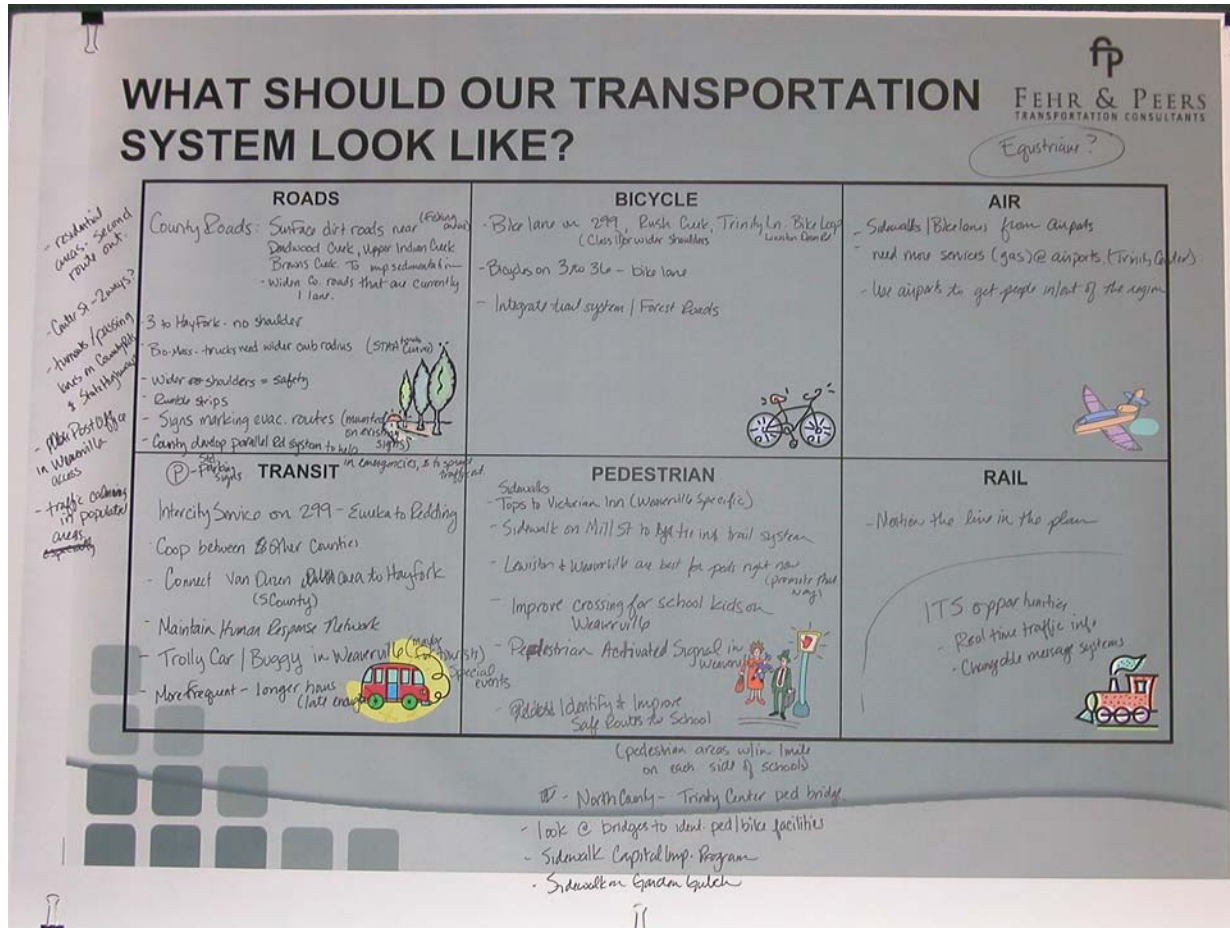
The committee had a lengthy discussion on roadway classification. Currently, SR 299 is designated as a major arterial and SR 3 and SR 36 are designated at minor arterials. If possible, the committee suggested that SR 3 from Hayfork to Douglas City should be a major arterial.

In addition, Richard Tippett commented that the document should not focus exclusively on Weaverville or just on Caltrans facilities, but rather all of the County.

**BRAINSTORMING: WHAT SHOULD OUR TRANSPORTATION SYSTEM LOOK LIKE?**

The Committee was asked to brainstorm what the transportation system should look like in 2030. All modes including auto, transit, bike, pedestrian, aviation, and rail were addressed.

Katy Cole wrote ideas on the brainstorming board, pictured below.



**WHAT SHOULD OUR TRANSPORTATION SYSTEM LOOK LIKE?**

*Equine? (circled)*

ROADS	BICYCLE	AIR
<p>County Roads: Surface dirt roads near Dedwood Creek, Upper Indian Creek, Browns Creek. To improve shoulder width on roads that are currently 1 lane.</p> <p>3 to Hayfork - no shoulder</p> <p>Bi-Mas - trucks need wider curb radius (570ft curb radius)</p> <p>Wider shoulders = safety</p> <p>Curbside strips</p> <p>Signs marking evac. routes (mounted on existing signs)</p> <p>County develop parallel rd system to bike</p>	<p>Bike lane on 299, Bush Creek, Trinity Ln, Bike Loop (Class for wider shoulders)</p> <p>Bicycles on 3rd St - bike lane</p> <p>Integrate trail system / Forest Roads</p>	<p>Sidewalks (Bike lanes) from airports</p> <p>need new services (gas) @ airports (Trinity Center)</p> <p>Use airports to get people in/out of the region</p>
TRANSIT	PEDESTRIAN	RAIL
<p>Intercity Service on 299 - Eureka to Redding</p> <p>Coop between 6 Other Counties</p> <p>Connect Van Duzen Area to Hayfork (5 County)</p> <p>Maintain Human Response Network</p> <p>Trolley Car / Buggy in Weaverville</p> <p>More frequent - longer hours</p>	<p>Sidewalks</p> <p>Tops to Victorian Inn (Weaverville specific)</p> <p>Sidewalk on Mill St to better link trail system</p> <p>Lewis &amp; Weaverville are best for ped. right now</p> <p>Improve crossing for school kids on Weaverville</p> <p>Pedestrian Activated Signal in Weaverville</p> <p>Re-eval Identify &amp; Improve Safe Routes to School</p>	<p>Not on the line in the plan</p> <p>ITS opportunities</p> <p>Real time traffic info</p> <p>Changeable message systems</p>

*Handwritten notes on the left margin:*

- residential areas - sidewalk route out
- 299 - 2 ways
- Annual / seasonal lanes in Weaverville & Ski Highway
- Make Post Office in Weaverville
- traffic volume in populated areas

*Handwritten notes at the bottom:*

- Pedestrian areas with 1 mile on each side of schools
- North County - Trinity Center ped bridge
- Look @ bridges to ident. ped/bike facilities
- Sidewalk Capital Imp. Program
- Sidewalk on Garden Gulch

The following general comments were provided:

- **Maintenance** – There is a need to re-surface several county roads that are adjacent to bodies of water. Examples given included Deadwood Creek (Deadwood Road #211), Upper Indian Creek (Indian Creek Road #336), and Browns Creek (Deerlick Springs Road #335).
- **Capacity** - In cases where a county facility is one lane only, there is a need to provide for two-way traffic by widening to two lanes. The committee also indicated that additional passing and turn-out opportunities were needed on State and County facilities.
- **Bicycle Lanes** - Bicycle lanes are needed on State facilities such as SR 299, SR 3, and Rush Creek Road. The committee wanted to see Class II lanes or wide shoulders to provide added safety. The route could provide a bicycle “loop” opportunity.
- **Transit Connectivity** - There continues to be a need for a transit connection on SR 299 between Humboldt County and Redding. This concept has been identified in the Short-Range Transit Plan and the Coordinated Human Service Transit Plan.
- **Transit Coordination** - There is a need for better County coordination so that transit can provide service to outlying areas such as Hayfork to Ruth.
- **Tourist Trolley** - The committee thought that a “tourist trolley” or some type of carriage would be a great supplement to the current Shuttle. The committee felt that the shuttle was not capturing the ridership it should and that the trolley concept would add an additional incentive.
- **Emergency Preparedness** - The committee wants the RTP to identify evacuation routes and to address the placement of evacuation signs on existing poles. Example: Corral Bottom Road in Hyampom.
- **Parallel Facilities** - The committee identified the need for a parallel road system to the State highway system so that residents had additional evacuation and travel route choices. They also indicated that many outlying residential areas need a second route or way to get out of their location.
- **Bicycle and Pedestrian Improvements** - Improvements for bicycles and pedestrians were discussed. The committee suggested sidewalk completion in Weaverville between Tops and the Victoria Inn and from Weaver Creek to Health and Human Services. They also identified the need for sidewalks in Hayfork, a high visibility pedestrian crossing on SR 299 at SR 3 in Weaverville for the safety of school kids. The committee wants to see the “safe routes to school” concept implemented to improve connectivity to schools in the County.
- **Central and South County** – The committee identified airports and taxi service as vital to future growth that may be experienced in the central and southern portions of the County.
- **Weaverville Post Office Traffic** – All residents are required to drive to the post office to get their mail. The committee felt the added congestion should be addressed and some alternative recommended for further discussion.
- **Traffic Calming** – The committee expressed the need for some traffic calming in the smaller communities where State and/or County facilities pass through the downtown.
- **Bike/Trail Integration** – The committee expressed a need to better integrate bike routes with trails especially where they meet forest service roads.

- **ITS** – The committee wants the RTP to include a discussion of ITS (Intelligent Transportation Systems) technology and opportunities for Trinity County.

## **GOALS AND POLICIES**

The committee was then asked to review the existing “goals and policies” as identified in the 2005 RTP. The 2005 RTP Goals and Policies are attached. The following general comments were received:

- There should be separate bicycle and pedestrian goals that should address within and between communities.
- Goal 2.1 needs to be clarified
- There should be a goal for “equestrian” added to the RTP
- Goal 5.1 should be separated and clarified. The concepts of tourist charter buses, parking, and freight movement should be addressed separately.
- In Goal 6.1, the word “unnecessary” was confusing. The committee felt a better word could be used.

## **GROWTH PROJECTIONS**

Katy Cole discussed that a travel demand model will be used to forecast future traffic volumes. A travel demand model currently exists and is being re-validated and calibrated for use in developing the RTP. The model will provide two pieces of information: 1). 2030 traffic volumes, 2). Vehicle Miles of Travel (VMT) to address green-house gas requirements. One of the main inputs in the travel demand model is the amount of land use growth (based on the Land Use Element of the General Plan) that will occur between now and 2030. The Steering Committee will have input into the growth assumptions used during the model development.

## **MEETING SCHEDULE**

The committee discussed when the best time for meetings is and recommended that the meetings occur during the day (1:00 PM worked well). Meetings should not be scheduled on Fridays. The committee suggested that at least one of the public meetings be held in the evening to allow everyone an opportunity to participate.

The committee requested that meeting materials be distributed approximately 1 ½ to 2 weeks prior to the meeting date.

Three steering committee meetings are scheduled as part of the RTP update process and the remaining two are tentatively planned for September and December.

The meeting adjourned at 4:00 PM.



## MEMORANDUM

Date: October 27, 2009  
To: Trinity County RTP Steering Committee  
From: Katy Cole, Fehr & Peers  
Dave Robinson, Fehr & Peers  
**Subject: Steering Committee Meeting #2 Summary**

RN09-0427

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The second Trinity County Regional Transportation Plan (RTP) Steering Committee meeting was held on October 19, 2009 at 9:00 AM at the Weaverville Library. The slides from the Power Point presentation are attached.

The following individuals were in attendance:

### ***Trinity County***

- Jan Smith
- Polly Chapman
- John Jelichich

### ***Consultants***

- Katy Cole
- Dave Robinson

### ***Steering Committee Members***

- Francine Mezo, SSTAC
- Scott White, Caltrans District 2
- Colleen O'Sullivan, Resource Conservation District
- Pat Zugg, Trinity County Chamber

### ***Guest Speakers***

- Gerry Heinan, Trinity County Postmaster, USPS

### ***Members of the Public***

- Dick Morris

### **USPS IN TRINITY COUNTY**

The meeting started with Mr. Gerry Heinan, Trinity County Postmaster, providing a discussion on mail delivery options in Trinity County. He indicated that home delivery was not an option at this time because of economic conditions with the Post Office. The current estimate is that the USPS is losing

20 million dollars per day. A home delivery route would at a minimum cost \$20,000 per year and the Weaverville area would need at least three routes.

Mr. Heinan indicated that if enough people (several hundred to several thousand) were to sign a petition requesting home delivery, then the service would only be provided on an existing service line, which for Trinity County, would be on the State Highway. Cluster boxes would likely need to be used because the postal vehicle must have right-of-way to pull off the street, out of traffic flow, at each box. Curbside boxes would be required, no letterslots. In addition, consideration would need to be given to the visual impact of the mail boxes/cluster boxes on the street and they may impact the sidewalk width.

A question was asked about the potential for a satellite Post Office at TOPS grocery store. Mr. Heinan indicated that it has not been evaluated but that he agreed that it could help better serve the community. However, given the cost and staffing issues, it would not likely be feasible in the near term.

The committee also had a discussion about the existing Post Office and how it provides a social function for many people in the community. Many people go to the Post Office at a certain time of the day to “bump into” friends and other people. In addition, business owners also network at the Post Office. A comment was made by the committee that many people “link” trips and do several errands in town in addition to picking up their mail in one trip. Mr. Heinan agreed with the discussion about the social aspects of the Post Office and that people often stop at the Post Office while they are out running other errands.

## **UPDATED DRAFT GOALS AND POLICIES**

Katy Cole led the discussion on the Draft Goals and Policies that were provided in the Technical Memorandum dated October 6, 2009. Katy asked the committee if there were any overall comments on the Draft Goals and Policies. John Jelich suggested that Policy 1.1E be relocated to Goal 0 since it provides overall direction on the RTP, not just on streets and highways. The committee agreed, and the policy will be moved.

Katy then initiated a discussion about two specific items within the goals and policies: level of service and support for improvements to Buckhorn Grade to allow STAA standard trucks.

### ***Level of Service***

Katy provided information specifically focused on the costs associated with various roadway and intersection levels of service (LOS). She provided two slides to demonstrate the cost of LOS. The first slide showed two extreme photographic examples of LOS A and LOS F, as defined by the Highway Capacity Manual. The slide indicated that an economist’s perspective of LOS A might be LOS F because the roadway appears to be overbuilt; therefore, resources may have been wasted. In contrast, an economist’s perspective of LOS F might be LOS A because the facility is being fully utilized and is not over built. Scott White pointed out that an economist may not agree that LOS F is LOS A because there are other factors to consider such as peoples’ time and the efficiency of the system, and therefore, an economist would likely see LOS C or D as a good use of resources. Katy agreed that the example showed two extremes to highlight the overall point that it is not good planning to over build road facilities because it is not an efficient use of resources. Katy also discussed a slide that showed the results of a jurisdiction changing to a LOS C policy from a LOS D/E policy. The slide includes a photo depicting major widening at an intersection.

The purpose of the discussion was to provide context for the draft level of service policy. Based on the discussion, the policy (Policies 1.1A and 1.1B) will remain as written for county facilities, including intersections of county roads with state highways. Scott White indicated that Caltrans LOS standards

are applicable to state facilities, including intersections of two state highways (e.g. the intersection of SR 3/SR 299). Therefore, Policy 1.1C will be modified to state: "The Level of Service (LOS) standard for state highway roadway segments and intersections is defined in the Caltrans Transportation Concept Report (TCR) for the facility."

### ***Buckhorn Grade Improvements***

Katy facilitated a discussion of whether or not the county should support improvements on Buckhorn grade which would allow STAA trucks passage on SR 299. Scott White indicated that there are approximately 55 areas on Buckhorn Grade that are problematic for STAA trucks, 10 of them were removed with the current projects, and 20-30 will be removed with currently funded projects. He indicated that it is likely that all barriers to STAA trucks will be removed within the 20-year life of the RTP. Scott White also mentioned that STAA trucks can currently use SR 299; however, it is at their own risk and they take on liability doing so.

The committee discussed that the benefit to improvements was that it might encourage tourist travel by making Buckhorn Grade easier to travel on. At the same time, the improvements might increase commute traffic from Trinity County to the Redding area, which is not desired. In addition, the improvements may create more regional truck trips between Humboldt County and Shasta County, which is also not desirable.

The overall consensus was to support the improvements and to leave Objective 5.1 and associated policies as written.

### **TRAVEL DEMAND MODELING UPDATE**

Dave Robinson provided a travel demand model update. The existing conditions model is up and running and currently being fine-tuned to better reflect Trinity County conditions. Detail will be provided in some communities and local trip generation rates will be applied. For example, the national average trip generation for a single family home is approximately 10 trips per day. Trinity County likely varies from this and traffic counts have been conducted to determine what the Trinity County characteristics are, both within Weaverville and in other communities.

### **TRINITY COUNTY IN THE FUTURE**

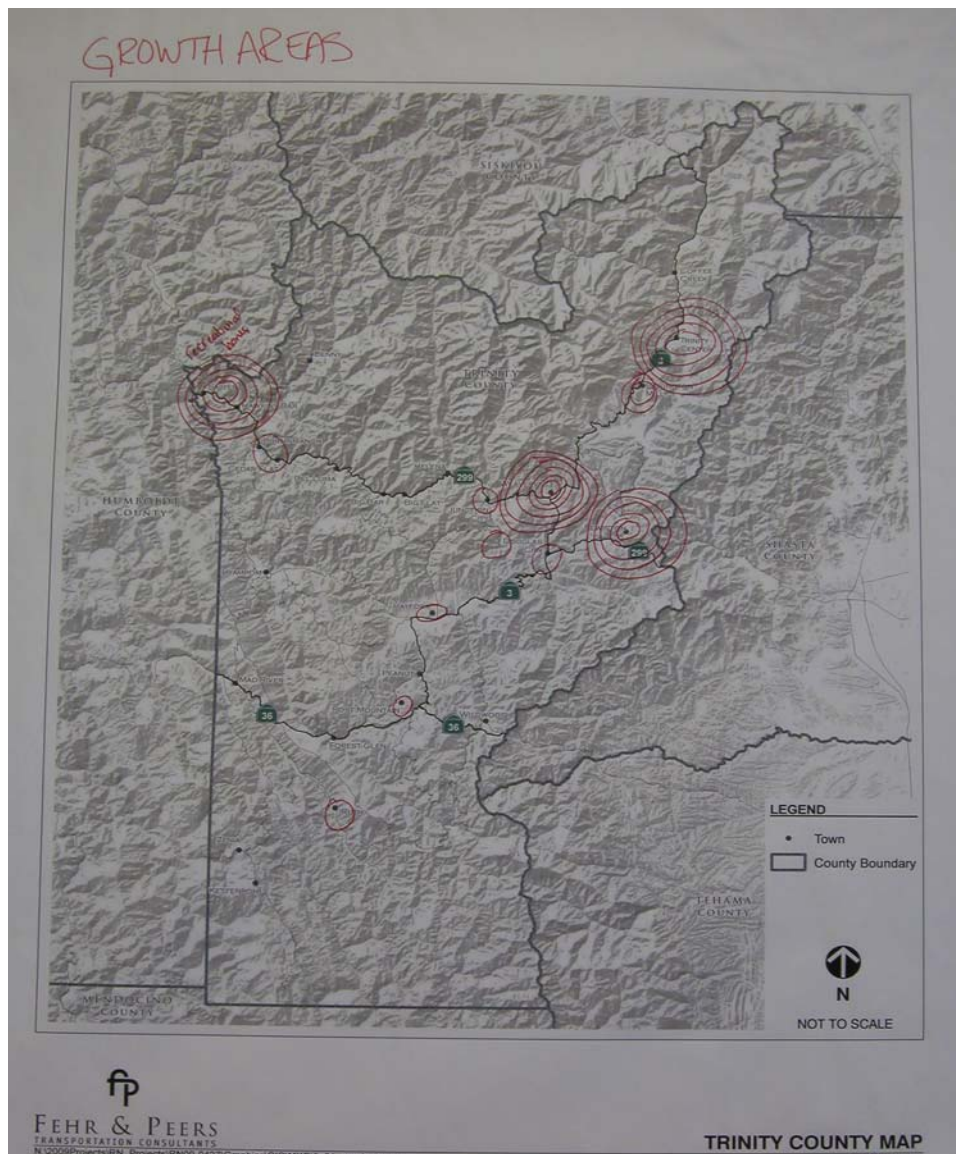
Katy provided background information on how the County has grown historically. Over the last 50 years, Trinity County has grown approximately 0.9% per year and over the last nine years the County has grown approximately 0.8% per year. Katy suggested that 0.8% per year population growth be used to forecast future population in the County. The forecasts will be used in the travel demand model to develop future traffic volumes. For reference, the State of California has grown approximately 2.0% per year between 1974 and 1994.

The committee discussed the growth rate and agreed that given the historical information and the fact the growth has been consistent throughout the last 50 years, that the rate seemed appropriate. Mr. Dick Morris, of the public, also suggested that school enrollment and new electric meter information be used to help formulate future growth estimates. Katy and Dave agreed that the information could provide insight and will obtain readily available information, including new electric meters as well as new building permits for the last 7 years.

To put the growth rate into perspective, Scott White provided some quick "back of the envelope" calculations of future population. A 0.8% per year population growth would equate to approximately 2,800 new people throughout the county by 2030 with approximately 600 to 700 people in Weaverville. If you assume 2 people per home, it equates to approximately 300-350 new homes in Weaverville. The committee discussed this and everyone present agreed that it seemed like a

reasonable number by year 2030. Katy indicated that her initial assessment is that the existing and currently planned roadway projects will probably have the capacity to accommodate traffic associated with this level of growth and major capacity improvements would not be necessary; however, the analysis has not be completed and it is premature to speak in certain terms.

Katy then led an exercise to determine where population growth would likely occur in the County. Katy provided everyone present a County map and asked each participant to mark the top three to five places where they thought growth would occur. Katy then collected the maps and summarized them on one larger map (shown in the photo below).



The majority of the committee expects Weaverville, Lewiston, and Trinity Center to have the most growth over the next 20 years. Much of the committee also indicated that the west side of the County on SR 299 would experience growth, primarily in vacation homes.

**OTHER ITEMS**

The next Steering Committee Meeting will occur in January 2010.

The meeting adjourned at 11:15 AM.

## MEMORANDUM

Date: March 24, 2010

To: Trinity County RTP Steering Committee

From: Katy Cole, Fehr & Peers  
Dave Robinson, Fehr & Peers

**Subject: Steering Committee Meeting #3 Summary**

RN09-0427

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The third Trinity County Regional Transportation Plan (RTP) Steering Committee meeting was held on March 10, 2010 at 8:30 AM at the Weaverville Library. The slides from the Power Point presentation are attached.

The following individuals were in attendance:

### **Trinity County**

- Jan Smith
- John Jelichich
- Rick Tippet

### **Consultants**

- Katy Cole
- Dave Robinson

### **Steering Committee Members**

- Francine Mezo, SSTAC
- Scott White, Caltrans District 2
- Colleen O'Sullivan, Resource Conservation District
- Larry Masterman, Trinity County Sheriffs Department
- Tom Walz, Sierra Pacific Industries

### **Members of the Public**

- None

### **TRAVEL DEMAND MODEL**

Dave Robinson from Fehr & Peers began the discussion on the travel demand model. He provided information on improvements to the travel demand model including addition of transportation analysis zones (TAZs), improved detail to communities within Trinity County, refinement of the roadway network, and refinement to the land use assumptions (such as developing Trinity County specific trip generation estimates based on traffic counts). Information on the additional detail is provided in the attached slides. The Committee discussed the traffic data collected. Tom Walz asked if traffic counts associated with logging truck traffic on rural unpaved feeder roads (such as Deerlick Springs) were

counted. Dave and County Staff indicated that counts were not performed to collect this specific information because of the relatively low traffic volumes. The Committee also commented that residents also use feeder (county) roads (not just highways) to travel within the County. Katy Cole and Dave indicated that counts were performed on county roads throughout the Trinity County communities. In fact, more county roads were included in this RTP update than in the 2005 RTP.

Katy then presented a slide from Steering Committee Meeting #2 related to population growth assumptions. The Trinity County growth assumption of 0.8% per year was used to develop the land use assumptions for the 2040 travel demand model development. A population growth of 0.8% per year results in a growth of 1,356 single-family dwelling units (SFDU) and 227 multi-family dwelling units (MFDU) located throughout the County by 2040. The growth was allocated throughout the County using the input obtained during Meeting #2 on where County growth will occur. For example, 42% of the growth (569 SFDU and 95 MFDU) were allocated to Weaverville, 14% (190 SFDU and 32 MFDU) was allocated to Lewiston, and 12% (163 SFDU and 27 MFDU) was allocated to Trinity Center. A complete list of the allocation assumptions is provided in the attached slides. Larry Masterman asked if the growth allocation/rate is based on developable land and future population estimates. Katy indicated that the growth allocation is consistent with the future population estimates for the County and that the allocations to specific communities do consider the County General Plan and developable land. Rick Tippet also stated that the traffic volume growth rate on SR 299 will be higher than assumed population growth rate in Trinity County (0.80% per year) due to growth in through traffic on SR 299. Dave indicated that the Caltrans Statewide Model and statewide growth trends were used to determine through traffic on SR 299.

Katy presented tables with existing and forecasted 2040 traffic volumes and roadway segment operations (level of service) on state highways and county roads throughout Trinity County (see the attached slides for tables). The 2040 traffic volume forecasts provide results for with and without the East Connector roadway. It should be noted that the East Connector roadway is an approved project and the information for with and without the roadway is provided for informational purposes only. Consistent with previous analysis, Fehr & Peers level of service analysis indicates that the East Connector is a necessary improvement to maintain an acceptable level of service on SR 299 through Downtown Weaverville. Rick Tippet noted that the East Connector is intended to provide local access and connectivity within Weaverville. The travel demand model results support this intention and show that the majority of traffic on the East Connector will be traffic that previously utilized Washington Street. The Committee discussed the signing of the East Connector and whether there would be signing direct motorists from SR 299 to SR 3. Scott White commented that it is not Caltrans policy to direct travelers to use local roadways for access to/from two state facilities.

Katy also presented level of service at five existing intersections in Weaverville and level of service at the East Connector intersections with SR 299 and SR 3. The analysis indicates that intersection improvements (additional turn lanes, traffic signal, or roundabout) will be necessary on SR 299 at Washington and at Garden Gulch. Additionally, the analysis indicates that a traffic control device (i.e. a traffic signal or roundabout) is necessary at the SR 299/East Connector intersection. A traffic signal is planned at the intersection and would provide acceptable levels of service. Rick Tippet and the Committee suggested that intersection analysis be presented for intersections in other communities within Trinity County, not just Weaverville. Katy indicated that traffic volumes could be obtained from the travel demand model to perform the analysis and that they would be included in the RTP.

## **DRAFT PROJECT LIST**

The draft project list will be developed using the operations analysis, input on roadway maintenance/bridge replacements from County staff, updating the project lists in the 2005 RTP, and input from the Committee obtained during Meeting #1.

Katy provided summary slides (see attached) of the project list input from the Committee during Meeting #1. Katy then discussed potential options for improving the intersections within Weaverville. A SR 299 corridor study will be completed by Fehr & Peers to identify intersection improvement options on SR 299 in Weaverville. Katy suggested that traffic signals and roundabouts be considered as options and asked the committee if they had any questions regarding roundabouts or input regarding the use of roundabouts. Katy indicated that roundabouts are a viable option and are desired in many communities because they do not require electricity, are easy to maintain, safety benefits (due to slow speed), landscaping/aesthetic opportunities, and typically vehicles experience less delay at roundabouts than at traffic signals. The committee discussed roundabouts and asked questions about how pedestrians and bicycles can be accommodated. Katy indicated that bicycles and pedestrians are easily accommodated. Katy also indicated that one challenge with roundabouts is that they require more right-of-way to construct. Rick indicated that roundabouts would need to accommodate STAA trucks. Based on the discussion, the corridor study will consider both roundabouts and traffic signals as appropriate. Scott White suggested that visual of a roundabout showing the footprint relative to an intersection be provided to inform the public of any right-of-way impacts.

The committee discussed other potential projects and transportation needs including:

- Desire to reduce road noise, particularly due to semi-truck jake brake use, in the Oregon Street area and Coffee Creek area.
- Identify sobriety check point enforcement areas throughout the County.
- STAA access on SR 299 (projects currently proposed by Caltrans).
- Safety improvements to Highway 3 to Hayfork: straighten curves and provide additional passing opportunities. Scott White commented that funding for SR 3 is more limited than SR 299.
- Provide evacuation signage on roadways downstream of dams (especially near campgrounds that have a high non-local population).
- Remove sidewalk projects in Hayfork.

#### **OTHER ITEMS**

The committee suggested that additional public meetings should be held: one in Weaverville and one in Hayfork. Katy indicated that public meetings would be scheduled and Fehr & Peers will work with County staff to determine specific locations and dates.