



MARIPOSA PLANNING

COUNTY OF MARIPOSA

5100 BULLION STREET • POST OFFICE BOX 2039

MARIPOSA, CALIFORNIA 95338-2039

209 . 966 . 5151 • FAX 209 . 742 . 5024

Sarah Williams, Director
swilliams@mariposacounty.org

AGENDA

Historic Sites and Records Preservation Commission

DATE: Monday August 11, 2014

TIME: 10:00 a.m.

LOCATION: Government Center Conference Room/Library,
Lower floor
5100 Bullion Street, Mariposa

1. **Call to Order and Roll Call.**
2. **Presentation of Meeting Discussion Notes from June 9, 2014 meeting.**
3. **Notification of verbal resignation of member Cindy Carson.**
4. **Update on the Mariposa County Courthouse Project from Gary Taylor, Public Works Assistant Director.**
5. **Presentation by Tom Phillips: "TOWN OF MARIPOSA" part 3.**
6. **Update on, continued discussion of, and possible direction to staff or approval action regarding Historic Resources Inventory Update:**
 - a. Distribution of additional information to Commissioners for inventory update inspections (new authorizations received since last meeting)
 - b. Discussion regarding inventory inspections
7. **Update on Transit Planning for Rural Communities Grant: Transportation Center Feasibility Study – Phase 1.**
8. **Correspondence.**
9. **Update on Planning Issues from Planning Staff (for discussion only, no action).**
10. **Non agenda items (for discussion only, no action), including persons wishing to speak on any item of interest within the subject matter or jurisdiction of the Commission that is not on the agenda.**
11. **Next meeting date: September 8, 2014.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Planning Department at 209-966-5151.

HISTORIC SITES AND RECORDS PRESERVATION COMMISSION
DISCUSSION NOTES OF June 9, 2014
Regular Meeting

Commissioners Present: Bill Burke (alternate), Kathleen Leavitt, Ron Loya, Jeff Miller, Ruth Sellers.

Commissioners Excused: Cindy Carson, Tanya Hughes, Les James Jeanetta Phillips and John Shimer, Rich Westfall (Alternate).

Staff Present: Eileen Collins (for part of the meeting), Chris Geis (for part of the meeting), Carol Suggs, Sarah Williams (Planning), Gary Taylor (Public Works), John Carrier (Supervisor, District 5), Tara Schiff (for part of the meeting), Economic Development.

1. MEETING CALLED TO ORDER AT 10: 05 a.m. by Vice Chair Ruth Sellers.

Sellers established that there was not a quorum and that items on the agenda today would be for discussion only.

- 2. APPROVAL OF MINUTES FOR MAY 12, 2014.** Suggs had minor changes to the minutes (removing of Les James' name from those present, adding Leavitt to the vote on prior minutes and removing Miller on vote for prior minutes as he came in late and didn't vote on that item as was determined by the audio) of which she will make and re distribute for review prior to the next meeting.

- 3. MARIPOSA COUNTY COURTHOUSE PROJECT.** Consider recommendations of the Architectural Resource Group (ARG) (Final Assessment Report) and make a recommendation to Board of Supervisors regarding repair and rehabilitation of the Courthouse. Item scheduled for Board of Supervisors on 6/10/14 at 2 p.m. Gary Taylor, Public Works

Discussion regarding the Courthouse Project that will be presented to the Board of Supervisors on Tuesday June 10th at 2pm.

Taylor went over the specifics of the request and stated that they will be seeking direction from the board as to which option to pursue and then will be coming back to the Board with putting the item out to bid, then will bring it back to the board for a contract for the work and a work schedule. Depending on budget funds available Taylor is hopeful that the deferred maintenance will be handled which includes and is not limited to re-roof, paint, windows, some structural repairs and possibly some electrical. Taylor stated that there are other options for extending the life of the facility which include the addition of another building on site, but that option will exceed current budgetary means.

Carrier stated that they will need the backing of state legislators and the courts to assist with the financial means in order to meet the future needs of the courts.

It was suggested that because the Historic Sites and Records Preservation Commission did not have a quorum and therefore could not submit a formal recommendation to the Board of Supervisors that they could individually submit recommendations.

4. UPDATE ON, CONTINUED DISCUSSION OF, AND POSSIBLE DIRECTION TO STAFF OR APPROVAL ACTION REQUIRED REGARDING HISTORIC RESOURCES INVENTORY UPDATE:

- a. Distribution of additional information to Commissioners for inventory update inspections (new authorizations received since last meeting). Suggs stated that only one new item had come in.
- b. Discussion regarding inventory inspections. Miller stated that he will be working on his in July. Loya stated he has just about completed El Portal properties and Sellers stated that she and Phillips have done quite a bit in Bear Valley with more to do.
- c. Grant opportunity (scheduled for Board of Supervisors consideration 6/10/14) – Authorize Chair to sign Letter of Support for Grant. Tara Schiff, Economic Development director discussed the possible grant opportunity that she found of which she will be taking to the Board for consideration at their meeting tomorrow, the grant application needs to be submitted by Wednesday. She stated that the grant amount can be obtained up to \$100,000 and would be a integrated web map using GIS. Schiff explained that there are approximately 260 Identified Historic Sites and that a map could be populated with information on those parcels so that one could click on a parcel and get audio, video, photographs and reports. There would be two categories, one for the public and one that would be restricted. She explained the educational uses of this along with visitor use. As there is no quorum today it was requested that the individual commissioners submit letters of support for the grant application.

5. GOLD RUSH REVIEW GUIDELINES: Recommendation to staff regarding cosmetic update to the Gold Rush Design Review Guidelines; Chris Geis, Planning Technician. Williams explained the cosmetic changes to this existing document and stated that content will need to be changed later. Geis stated the changes that she had made so far, which included removing some pencil and ink drawings and replacing with photographs in order to create a better hand out. She recommended also including at some point the sign standards. Williams stated that they will continue to keep updating information that is given to the public.

6. CORRESPONDENCE. Emails from Shimer, Westfall, Hughes, Phillips announcing their absence at the meeting.

7. UPDATE ON PLANNING ISSUES: (discussion only). Williams stated that tomorrow the Board will be hearing the Title 2 amendment cleanups that they had brought before the Commission previously.

8. NON AGENDA ITEMS: (for discussion only, no action), including persons wishing to speak on any item of interest within the subject matter or jurisdiction of the Commission that is not on the agenda.

Eileen Collins, Assistant Planner, presented design review for a sign for Yosemite Treats, a new business going in near the Sugar Pine. She stayed that Shayna did the design and Gary Williams would do the sign which would be made out of MDO (Medium Density Overlay). Carrier asked if all historic design reviews much go through the commission. Williams answered that on simple items such as this, that they would contact the chair and the chair would determine whether or not to have it presented at a meeting. Williams stated that in order to expedite the process for the applicants that on simple applications they process them without going to the Commission for approval. Discussion regarding Creekside Nursery and how great it looks. Leavitt mentioned that she will be re-roofing her house, replacing composition shingles with composition shingles which is in the historic district and she explained the old roof and the new roof. She stated that she was told she would not need to go through the Design Review process.

9. Next meeting date: July 14, 2014.

There being no further business, the Commission adjourned at approximately 11:00 a.m.

Carol Suggs, Office Technician
Mariposa County Planning Department

County of Mariposa Local Transportation Commission
SCOPE OF WORK:
Transit Center Feasibility Study - Phase One
8.5.14

I. INTRODUCTION:

The Town of Mariposa's Transit Center Feasibility Study - Phase One is the first step toward integrating implementable solutions to achieve access to transit, parking availability, enhanced pedestrian and bicycle access and safety, Americans with Disabilities Act (ADA) compliance, connectivity and mobility within the central Historic District of the Town of Mariposa. The proposed project will

- Demonstrate the opportunity for improved mobility and access through improved parking facilities and multi-modal links;
- Maintain community character while developing effective transportation, circulation and parking improvements benefitting visitors and the local economy;
- Set the stage for Phase-Two funding for a study with the following parts:
 - Final Transit Center Site(s) Selection;
 - Way-finding (physical signage and transportation information);
 - Transit center design and aesthetics; and
 - Financial Plan.

The County of Mariposa LTC has not yet selected a consulting firm; therefore, minor changes to the scope of work may be necessary to integrate approaches recommended by the consultants or participating community members. Staff does not anticipate the cost of the project to exceed the grant request amount and required matching local funds.

A. Project Area Demographics

Mariposa County is located in the central Sierra Nevada foothills. Surrounding counties include Merced on the west, Madera on the south, Tuolumne on the north, and Mono on the east. The wide variety of recreational opportunities available in Mariposa makes the county one of California's popular year-round vacation destinations. Mariposa County is home to Yosemite National Park, a primary tourist attraction. Tourism is the county's main industry and the area's largest employer; nearly four million people visit Yosemite National Park annually. Over one million visitors pass through Mariposa annually.

The county seat, the Town of Mariposa, is located in the center of the county. The area around the Town of Mariposa has the highest population density in the county, and many trips are made exclusively to and from this area. Key services and many other important origins and destinations in Mariposa County are concentrated in the Town of Mariposa.

Key destinations include the only hospital in the county, several major employers, US Post Office, County schools, stores, the senior center, senior housing, and the majority of the county's social services. Thus, it is common for people seeking local medical, social, and educational services to travel to the Town of Mariposa.

SR140, through Catheys Valley, makes for an easy commute to and from the Town of Mariposa to UC/Merced and the Merced metropolitan area. A projected extension of the Highway 41 freeway from Children's Hospital, just north of the San Joaquin River, to Highway 145 in Madera County, reduces commute times from Mariposa town to north Fresno to less than one hour.

The Town of Mariposa is the de facto transit hub for the county. State Routes 49 and 140 converge at both the southeast and northwest ends of town and comprise a common facility through the center of Mariposa. SR140 is the only all-weather route into Yosemite National Park and is a critical asset for both tourists and the local economy.

The population was 2,173 at the 2010 census, up from 1,373 at the 2000 census. 96.5% of the population live in households. In 2012, 12.4% of Mariposa County's residents lived below poverty, compared to 15% of State residents. Mariposa County's median household income in 2012 was \$45,631, compared to the State median household income of \$58,328, thus, the County of Mariposa has an income level less than 78% of the State of CA. The per capita income for the Mariposa CDP was \$34,000, up from \$22,000 in 2,000. About 28.0% of families and 24.0% of the population were below the poverty line.

In 2012, Mariposa County experienced an unemployment rate of 9.8% compared to a State average of 8.3%. With seasonal employment targeted toward tourism, Mariposa County faces higher than average unemployment during non-tourism months (Nov. – April). A large percentage of employed Mariposa Residents, 28%, must find work outside of Mariposa County.

Tourist spending contributes over 60% of the retail and service jobs, the majority of which are located in the Town of Mariposa.

B. Anticipated Accomplishments, Final Deliverables, and Implementation

- 1) Accomplishments of the proposed project will include implementation of a public engagement program (Item C. below) and a selection and evaluation of a limited range of context-sensitive options for development accessible transit and parking facilities to serve residents and visitors to central Mariposa. Overall Project Objectives (Item D. below) represent the proposed activities, process and deliverables for the **Town of Mariposa Transit Center Feasibility Study**. The following are specific accomplishments:
 - a) Town Hall Meeting and Report;

- b) Community Concerns Survey summary report;
 - c) Community Outreach and Public Participation: workbook (event schedules, methods and tools) and implementation of scheduled events;
 - d) Background and Issue Identification Report;
 - e) Issues and Options Report;
 - f) Sketch Plans; and
 - g) Development of *Phase -Two* Transit Center Planning Program.
- 2) The above specific accomplishments will involve the following key *deliverables*:
- a) Literature review and summary of relevant conclusions and recommendations including the 2008-2028 RTP; OWP (2012-14); Coordinated Transit and Human Services Transportation Plan (2008); Bicycle and Pedestrian Transportation Plan (2011) Bicycle Facilities Plan (2006); Mariposa Town Planning District Parking Lot Study (2002); Mariposa ADA Compliance Evaluation and Report (Caltrans - 2013), and Mariposa County Improvement Standards;
 - b) Community workshops, tours and surveys including a summary report of community input;
 - c) A parking, circulation and traffic assessment that includes parking demand, existing use and improvements, planning, access characteristics, engineer's report; describe roadway conditions, alignments, encroachments and easements, road and intersection geometrics, traffic volumes and distribution, levels of service;
 - d) A transportation analysis that includes identification and analysis of deficiencies and opportunities to improve key elements of the transportation system including: transit and multi-modal staging, travel way improvements and connectivity; and
 - e) An Issues and Options Report with Sketch Plans that will provide a synthesis of the Background and Issue Identification Report and community engagement to determine issues and evaluate and select a limited set of options for consideration, including a graphical representation of options.
- 3) The above deliverables will set the stage for a implementation via programmatic integration of the following transportation planning programs:
- 1. 2011 Bicycle and Pedestrian Transportation Plan;

2. Safe Routes to School funding for sidewalks and crosswalks;
3. ADA Compliance Evaluation and Report (Caltrans - 2013); and
4. Transit Center Study - Phase Two.

C. Public Participation

1) Community Transportation Stakeholders

The Mariposa County Supervisor/LTC member whose district includes the Town of Mariposa will host an initial Town Hall meeting to present the community regarding the proposed project, receive feedback and discuss the overall scope and direction of the study. Thereafter, Mariposa County LTC will establish an ad-hoc Mariposa Transportation Center Feasibility Study Advisory Committee to facilitate implementation of the proposed project. Advisory Committee members will represent a wide range of community stakeholders. These stakeholders are currently formally organized around transportation issues and concerns as follows:

- **The Arts:** The Mariposa County Arts Council provides input regarding opportunities for appropriate multi-modal access and support for events and festivals involving the arts.
- **Economic Development:** Mariposa Business Council, Mariposa Chamber of Commerce-Business Association, Yosemite-Mariposa County Tourism Bureau, and Mariposa County Economic Development Corporation provide input regarding multi-modal access and mobility to support business retention and expansion through planning of access routes.
- **Historic Preservation:** The Mariposa Historic Sites and Records Preservation Commission provides input regarding the relationship between the project and contributing historical structures, places, routes, and landscapes within the Mariposa Historical District;
- **Under-represented Groups:** the Social Service Transportation Advisory Commission will help the project meet the access and transportation needs of the disabled, low income, minority communities identified in the adopted Mariposa County Coordinated Public Transit-Human Services Transportation Plan and Caltrans analysis of ADA concerns; and
- **Transportation/Mobility:** The Local Transportation Commission Technical Advisory Committee, Mariposa Town Transportation and Parking Advisory Commission, and Crosswalks Committee will serve as the lead project advisors for local mobility, opportunity for mode shift, and access to transportation alternatives.

2) Outreach and Engagement Methods

Following consultant selection, the Advisory Committee will meet regularly to gauge progress, provide input, and to work with County staff and the consultant team to complete each of the public engagement tasks outlined in the Workbook. Advisory Committee members will work with the selected consultant and County staff to host walking, biking, and transit oriented planning activities. These activities will occur during each major phase of the project and consist of field surveys, flyers, posted notices and advertisements, message boards, workshops, and web access, and distributed materials, as follows:

- *Field and User Surveys:* The Advisory Committee will oversee the development and use of community and visitor-oriented survey tools to assess first-hand user experience and perceptions of the efficiency of mobility within the project area, parking availability, access, including ADA compliance, to transportation information and services. Inquiry methods will include surveys of visitors, transit users, and the elderly, disabled and under-represented populations. Inquiries will be made through the respective organizations that provide transportation services to these groups and through current Advisory Committee member relationships.
- *Community Workshops:* The Advisory Committee will oversee and facilitate the conduct of workshops designed to enable the project team and community participants to share information regarding current conditions, standards and regulations and needs affecting the location and design of transit facilities, related parking, and pedestrian and bicycle access. Tools used by the Committee will include maps, diagrams, video presentations, photographs, charts and other graphics to foster community dialogue and insight regarding available options, and to gather recommendations for facility and service improvements. During these activities the Advisory Committee will oversee and facilitate community input in recommending the “best fit” for sites, facilities and services to enhance inter-modal transit and transportation relationships, develop additional parking, and improve mobility within the project area.
- *Information and Participation via the Web:* A portal will be developed on the Mariposa County website to enable exchange of information with the public. The project team will collaborate with “Civic Plus”, a County-owned electronic community engagement module, to design a message board for use by project participants. This will ensure that participants with limited mobility have the opportunity to provide comment and to

exchange information with other participants and the project team as the project progresses.

- Under Represented Participants: It is anticipated that some under-represented participants may not have access to private computers or be able to attend walking tours. Computer information stations/kiosks will be established at locations within or close - by the project area accessible to elderly and low income participants, together with instructions for entering comments and information. Such methods as virtual tours and buses will also be used to enable participation.
- Business cards will be prepared, frequently updated, and provided to central Mariposa businesses, the Chamber of Commerce and the Business Council and the Advisory Committee for distribution to the community. This will spread awareness more broadly and encourage participation at workshops, events, via the web, and computer stations.
- Finally, public participation will occur within informational and formal public hearings of the Mariposa County Planning Commission and the Board of Supervisors.

II. RESPONSIBLE PARTIES:

The County of Mariposa Local Transportation Commission (LTC) is the responsible party. Other study partners will include Caltrans District 10, county staff, appointed adhoc Advisory Committee members and staff, the Economic Development Corporation of Mariposa County, Yosemite/Mariposa County Tourism Bureau, and other community groups and stakeholders.

The Advisory Committee will play a key role in guiding and facilitating the study at each step in the process including:

1. Consultant selection;
2. Host public outreach activities
3. Compilation of background information;
4. Examination of issues and options for addressing these issues;
5. Preparation of sketch plans; and
6. Recommendations for Phase Two transportation planning programs and funding for project development.

III. OVERALL PROJECT OBJECTIVES:

Development of a "Town of Mariposa Transit Center Feasibility Study", inclusive of sketch plans.

Task 1: Project Initiation

Task 1.1 *Kick-off meeting with District 10 Staff:* Staff to discuss invoicing, progress reports, grant procedures, establish/understand overall project expectations, goals, deliverables.

- **Responsible Party - County of Mariposa**

Task 1.2: *Resolution to form Advisory Committee:* The LTC adopt a resolution forming an Advisory Committee of community members representing tourism, transportation, business, historical organizations, and the general public and begin outreach to interested community groups, stakeholders, and agencies interested in participating on the Advisory Committee. The role of the Committee, including committee participation guidelines, will be determined in the resolution.

- **Responsible Party - County of Mariposa**

Task 1.3: *Appoint Advisory Committee:* Board of Supervisors appoint Advisory Committee members

- **Responsible Party - County of Mariposa**

Task 1.4: *Consultant Selection:* Staff to develop Request for Proposal (RFP) including Scope of Work (SOW) and Project Schedule; approve RFP, supporting documents; review responses and recommend consultant selection to Board of Supervisors. The Board of Supervisors will review the staff's recommendation, and authorize execution of a contract with preferred Project Consultant.

- **Responsible Party - County of Mariposa**

Task 1.5: *Prepare outline of a Community Outreach and Participation Workbook:*

The Workbook will serve as: 1) a communication tool to advertise to the community regarding the full range of public participation opportunities that will be available throughout the program; and 2) a tool for programming/planning public outreach and engagement for reference by the consultant, staff, and the Advisory Committee.

The Workbook will describe the objectives, and develop materials for, community participation including community workshops and charettes, walking tours, and focused group discussions and the objectives for each, from initial visioning to reaching consensus on particular elements of the

Town of Mariposa Transportation Center Feasibility Study. Local events, such as those hosted by the Mariposa Business Council, Mariposa County Fairgrounds, and the Mariposa County Arts Council will be identified and incorporated into the program, as appropriate.

Workbook materials: The program contained in the *Workbook* will develop public outreach plan and marketing *materials* such as:

- Concept for project blog site
- Community flyers
- Feedback Cards/Survey
- Outreach to non-English speaking communities
- Newspaper Advertisements

Particular attention will be given to development of methods and materials as outreach to traditionally under - represented groups, the disabled, low income and the elderly.

- **Responsible Party – *Consultant and County of Mariposa***

Task 1.6: *Advisory Committee meeting #1:* Staff and the Committee will meet to 1) Discuss the project mission and Committee participation roles, procedures and requirements; 2) Advisory Committee review and approve community participation Workbook. The Advisory Committee will review with staff and the consultant including materials, methods, meeting locations, formats and schedules, and the format for public participation summary reports.

- **Responsible Party - *Consultant***

Task 1.7: *Distribute Town Hall Meeting information:* Prepare and widely distribute information to the public via the County's website, newspapers, flyers, and presentations at community meetings regarding the Town Hall Meeting.

- **Responsible Party - *County of Mariposa***

Task 1.8: *Town Hall Meeting:* Introduce the program to the Mariposa Town community and stakeholders, discuss with the community the overall scope and direction of the study, and receive feedback regarding content and procedural concerns.

- **Responsible Party – *Consultant***

County of Mariposa Local Transportation Commission
Transit Center Feasibility Study - Phase One
Scope of Work

Task	Deliverable
1.1	Kickoff Meeting with Caltrans D10 Staff
1.2	LTC resolution to form Advisory Committee
1.3	LTC appoint Advisory Committee members, assign roles
1.4	Consultant selection
1.5	Prepare Outline Community Participation Workbook
1.6	Advisory Committee orientation meeting; Committee approval of final community participation program
1.7	Town Hall Meeting Public Outreach
1.8	Town Hall Meeting

Task 2: Community Participation Programming

Task 2.1: Prepare a schedule for implementation of the public participation opportunities outlined in the adopted Community Participation Workbook:

- **Responsible Party – Consultant, County of Mariposa**

Task	Deliverable
2.1	Staff and Consultant complete programming for public participation
2.2	Advisory Committee Approval of Final Community Participation Workbook

Task 3: Community Participation, Background and Issue Identification Report

Task 3.1: *Conduct Community Meetings:* Consultant and staff will conduct community workshops, focused group presentations, walking tours. At least one workshop will be hosted by the Advisory Committee to gather information and feedback regarding issues of concern to the community involving parking and mobility.

- A minimum of three (3) *focus group meetings* will be conducted with targeted audiences, such as the Mariposa County Historic Sites and Records Preservation Commission, Mariposa County Social Services Transportation Advisory Council (SSTAC), Mariposa County Business Association, Mariposa Crosswalks Committee, and others.
- A minimum of two (2) *community workshops* will be held to engage community members using a variety of activities to capture individual and small group input aided by such tools as worksheets, electronic polling devices, Post-It-Notes, maps, and pens. Community workshops will include a

concentrated process, such as a walking tour followed by a charette process, enabling community immersion into the project and the project team to gain important knowledge of the Mariposa Town context, generate critical interest in the project within the community, and draft options for key components of the Transit Center Feasibility Study. Workshops and tours will help identify:

- Problem intersections and street segments
- Transit and transportation stops
- Parking locations
- Areas and structures contributing to the Historical District
- Vacant properties
- Pedestrian and bicycle pathways, and key destinations referenced in the Mariposa County Bicycle and Pedestrian Master Plan.
- Opportunity sites for parking facility, transit staging and multi-modal connection improvements

These tours will provide an opportunity for stakeholder group members and the public to point out some of the inconvenient and hazardous street characteristics, as well as provide a forum for ideas for improving Mariposa for all modes of transportation.

Walking tour participants will be given worksheets and encouraged to make notes and answer questions along the way. These notes will be assembled, summarized and re-distributed to participants during the discussion and review portions of the planning process.

To accommodate those that cannot attend the walking tours due to disability (central Mariposa has been developed on a steep terraced hillside and many of the streets are not complete with pedestrian improvements and obstacles to pedestrian use are frequently present) alternative means of participation in the tour will be provided. Alternatives may include small buses, or a one-hour “virtual tour” hosted by the Advisory Committee and facilitated by the Consultant in a meeting room, using photographs and short video clips taken during one of the walking tours. This will enable discussions about mobility issues and suggestions for improvement. A facilitator will record notes on a flip chart during the group discussion.

- The County will create an engaging *blog - style website* early in the planning process to disseminate information, facilitate discussion on project questions, provide repository of information accessible to the public, and enable posting and retrieval of comments.

● **Responsible Party – Consultant, County of Mariposa**

County of Mariposa Local Transportation Commission
Transit Center Feasibility Study - Phase One
Scope of Work

Task 3.2: *Prepare Background and Issue Identification Report:* Consultant to provide and present a written *Draft Background and Issue Identification Report* to the Advisory Committee for acceptance. The report will consist of Research, data collection, and organization of project information which may include, but not limited to, a community profile, analysis of relevant studies, reports, and plans, relevant planning area physical, economic and traffic characteristics, institutional relationships and any other relevant documentation, information or requirements. In addition to the community profile, the Background and Issue Identification Report will be organized into working papers addressing specific key elements of the project such as:

1. Circulation, including character and conditions of roadways and related facilities, connectivity and parking;
2. Way-Finding: transportation information resources and signage;
3. Community design: character, aesthetics and streetscapes; and
4. Current financing for transportation and parking improvements
5. The results of community workshops and tours in sufficient detail to enable the Advisory Committee to provide direction to the consultant regarding key issues for evaluation in the plan document.
6. Reference to any revisions to the *Community Outreach and Public Participation Workbook* deemed necessary by the Advisory Committee at the conclusion of the this phase of the project.

- **Responsible Party - Consultant**

Task 3.3: *Review Draft Background and Issues Identification Report:* Workshop with Advisory Committee: the Advisory Committee will review and evaluate the Background and Issue Identification Report and direct the Consultant to incorporate any additional information.

- **Responsible Party - County of Mariposa**

Task 3.4: *Advisory Committee meeting #2:* Consultant to prepare Final Background and Issue Identification Report for review and acceptance by the Advisory Committee.

- **Responsible Party - Consultant**

<i>Task</i>	<i>Deliverable</i>
3.1	Conduct workshops, tours, focused group presentations; summary report
3.2	Draft Background and Issue Identification Report: Advisory Committee Review and comment on report; written summary of community participation.
3.3	Workshop with Advisory Committee
3.4	Final Background and Issue Identification Report presented to, and

	accepted by, Advisory Committee
--	---------------------------------

Task 4: Transit Center Feasibility Study - Issues and Options

Based on information from the Background and Issue Identification Report, community workshops, focus group meetings, and walking tours, the most desirable options for development of a transit center will be determined. The steps will be taken in this regard:

- **Responsible Party - Consultant**

4.1: *Issues and Options Preliminary Report (not including sketch plans):* The Consultant will assemble and organize options according to key topical elements of the Background Issue Identification Report. The Consultant will rank all options according to accessibility, compatibility with community character, and relative connectivity (Pedestrian and Bicycle Circulation Plan). The Advisory Committee will synthesize three (3) of the most robust options capable of addressing issues involving mobility and connectivity. These options will each:

- Facilitate access to central Mariposa;
- Include centrally located transit staging;
- Incorporate bicycle and pedestrian amenities; and
- Enable design compatible with the historical character and rural scale of the area.

- **Responsible Party - Consultant**

4.2: *Issues and Options Community Workshop:* The Consultants and staff will test Options and Sketch Plans for acceptability to the community during Community Workshops, Planning Commission, and Board of Supervisor's meetings. The Consultant will host up to two community workshops to identify a wide range of options to address issues identified during public workshops and in the Report.

4.3: *Advisory Committee Meeting #3:* The Advisory Committee will meet with the Consultant to review and discuss three (3) options, *not including Sketch Plans*. The Committee will direct the Consultant regarding preferred options and direct the Consultant to proceed with Sketch Plans accordingly.

- **Responsible Party—Consultant**

4.4: *Sketch Plans:* Sketch Plans will be prepared depicting spatial relationships and overarching design considerations for each of the three potential options for transit center location. Sketch Plans will include text, statistics, and illustrations of prototypical potential transit facilities and generalized depiction of linked existing and planned pedestrian and bicycle pathways.

A side-by-side summary of the distinguishing characteristics of the Sketch Plans will be prepared relative to key Elements in the Background and Issue Identification Report.

The Consultant will prepare a final Sketch Plans Report for Advisory Committee review, approval and recommendation to the Planning Commission and Board of Supervisors.

- **Responsible Party - Consultant**

4.5 The Advisory Committee will prepare a recommendation to the Planning Commission and the Board of Supervisors review regarding a preferred Option.

4.6: *Planning Commission and LTC/Board of Supervisors meeting(s)*: A Planning Commission and LTC meeting(s) will be held to review, accept or modify the recommendation of the Advisory Committee regarding a preferred option.

- **Responsible Party - Consultant**

<i>Task</i>	<i>Deliverable</i>
4.2	Issues and Options Preliminary Report
4.1	Community Workshop to identify the range of options to address issues previously identified
4.3	Report on Community Workshops regarding Issues and Options; Advisory Committee select limited options (3)
4.4	Transit Center Sketch Plans Report (graphics, written descriptions)
4.5	Advisory Committee Meeting(s)
4.6	Final Report re preferred Transit Center Option to Planning Commission and LTC

Task 5: Phase Two Programming (Phase One Implementation)

5.1 *Complete Phase Two Program Report*

The Advisory Committee will also prepare recommendation to the LTC and Board of Supervisors regarding the Scope of Work for a subsequent Phase Two funded through State Transportation Planning Grant programs. Phase Two program will complete the Town of Mariposa Transportation Center Study. Any necessary modifications to the appropriate year OWP will be reviewed and accomplished, as appropriate. *Note: A decision to proceed with Phase Two Transportation Planning Grant applications may be made at any time during Phase One.*

5.2 *Meetings with LTC or Board of Supervisors as appropriate; modify OWP as needed.*

Information from the Community Workshops, Background and Issue Identification Report and the Final Issues and Options Report (Phase One) will be used to create an integrated plan for review by the LTC with the following components:

- a) **Transit:** A final evaluation of the findings presented in Phase One will be performed to determine: a) feasible links between modes of travel and b) the need for any operational improvements to establish a centralized multi-modal hub in association with parking facility improvements.

Context sensitive design solutions that improve transportation access, amenities and visibility within the project area will include integration of parking and transit facilities with pedestrian and bicycle routes and other visitor amenities (way finding information and signage and restrooms), bus stop improvements and ADA compliance measures.

- b) **Parking:** The Parking Facility Improvement and Management Study will contain the following components:

- A final evaluation of the findings presented in Phase One;
- Parking facility alternative sites selection and description (selection of one of three preferred options identified in Phase One)
- Parking District Expansion
- Parking facility design standards (spaces and structures)
- Financial Analysis and Feasibility Plan

Financing mechanisms for construction, operation, and maintenance of a parking facility will be investigated and analyzed. Such financing mechanisms may include, but not be limited to, agency funds, bonds, State & Federal grants, in-lieu fees paid by benefiting developers, parking benefit area fee program, business improvement district (BID), user fees, event ticketing surcharges, voluntary preferential parking permit arrangements etc.

- c) **Pedestrians and Bicycles:** Upon selection of a preferred option from the set of three options identified in Phase One, key bicycle and pedestrian corridors and facilities needed to provide for effective and efficient connectivity and integration among all modes of transportation will be identified. As part of this task, the consultant will work with the project team to determine the relative feasibility of implementing complete streets and intersections that address the needs of pedestrians, bicyclists, transit services, and automobiles, while providing safe and efficient access and mobility for all users within the study area.

The access needs of people with disabilities and the requirements under the Americans with Disabilities Act will also be carefully examined in the development of the design standards. The Consultant will integrate ADA standards and proposed designs, in order to enhance mobility and eliminate obstacles for people with disabilities and the elderly, into the planning and implementation plan Study. The Consultant will ensure that

consideration is given to access paths of travel planned to, from, and within the project study area.

- d) **Way-Finding Study:** The Way-Finding component will involve both signage and information to enable residents and visitors to Mariposa to have ready access to up-to-date information regarding transportation resources (routes, schedules, alternative modes and mode shift opportunities and information that may affect mode choices, such as road closures, and weather).

The Way-Finding component also involves installation of signs, pavement and sidewalk markings and location maps at key locations such as: plazas, street and multi-purpose pathway nodes, nearby parking or multi-modal facilities.

Way-Finding signs may be used to:

- Identify places to obtain transportation information and visitor services such as restrooms, parks and a visitor center;
- The location and routes to important public safety or social services;
- Key destinations referenced in the Pedestrian and Bicycle Master Plan;
- Streets and areas containing sites of historical or cultural interest; and
- Reduce congestion and improve circulation by directing vehicle traffic to parking and multi-modal facilities

The Way-Finding scheme reinforces the community's commitment to travel as an important and desirable activity, tourism, its rich history, and adds emphasis to the historical and scenic nature of the SR 140/49 corridor.

Using feedback garnered from the local community and business owners during the community workshops (Phase One), the consultant will create a series of graphics that illustrate the conceptual design of public directional signs, entry signs and gateways, kiosks, etc. If desired, a draft logo for use on Way-Finding material may be developed and presented to the Advisory Committee. If accepted, the logo will be incorporated into the design of the Way-Finding program to strengthen the Downtown identity. A map identifying the preferred locations for these signs in the downtown will also be prepared.

- e) **Community Preservation and Aesthetics Study:** The study will provide conceptual project - specific, contextually relevant schematics for the design of the transit center (s), parking facilities, pedestrian walkways, parking facilities, integrated pedestrian and bicycle facilities, information kiosks and staging areas to accommodate mode shifts. Emphasis will be placed on ensuring that appropriate pedestrian amenities, including signage, and aesthetically pleasing streetscape improvements will ensure a high degree of integration and accessibility.

f) **Finance and Implementation Plan:** The project team will identify the steps necessary to finance and implement the proposed Town of Mariposa Transportation Center Feasibility Study projects, including planning, studies, design, permitting, environmental, right-of-way acquisition, and construction. The implementation steps will be identified on a project-by-project basis as well as in an overall phase-by-phase summary. To the extent feasible, projects will be matched to potential funding sources or implementation methods. The primary source program for federal funding of transportation is MAP-21, or Moving Ahead for Progress in the 21st Century. The MAP-21 authorization provides funding opportunities for various types of transportation elements such as bicycle facilities, recreational trails, safe routes to school, road improvements, and ADA access. These sources will be described in the section, including:

- Capital improvement programs projects
- Specific public and private improvements programmed into current and future development projects
- Regional, state and federal grants, such as:
 - Moving Ahead for Progress in the 21st Century (MAP-21)
 - Congestion Management and Air Quality Improvement Program (CMAQ)
 - Match Exchange Surface Transportation Program (STP)
 - National Scenic Byways Program (SBP)
 - Regional Surface Transportation Program (RSTP)
 - Transportation Enhancement Activities (TEA)
 - Transportation Development Act (TDA) funds
 - Caltrans Bicycle Transportation Account
 - Safe Routes to Schools

The Finance and Implementation Plan to be developed will also identify potential promotional activities and programs targeted at marketing Mariposa as a “*transportation destination*” capable of providing visitor-oriented services, facilities, recreation and commercial opportunities. This marketing will be closely linked with the rich historic, cultural, and scenic resources of Mariposa County. The strategies and tactics contained within this marketing plan will be comprehensive, including priorities for promotional activities, events, commerce-building tactics, marketing collateral, and communication networks. The recommendations will identify specific implementation measures, key responsibilities among the stakeholders, organizations and the public sector in general, and identify whether the project or activity is near-, medium-, or long-term.

Any necessary modifications to the appropriate year OWP will be considered by the LTC and completed, as appropriate to support Phase II programming.

- **Responsible Party – *County of Mariposa, Consultant***

Task 5	Deliverable
---------------	--------------------

County of Mariposa Local Transportation Commission
Transit Center Feasibility Study - Phase One
Scope of Work

5.1	Complete Phase Two Program Report
5.2	Meetings with LTC, Board of Supervisors as appropriate; modify OWP as needed

Task 6: Grant Administration

Task 6.1: *Grant Administration:* Administration of the grant will be handled by County staff including invoicing, contracting, progress reporting, accounting, and provision of quarterly reports as required by Caltrans. The project will be led by County staff. Oversight will be the responsibilities of the Committees appointed by the County.

- **Responsible Party - County of Mariposa**

Task 6.2: *Quarterly reports:* Quarterly reports will be submitted by County staff to Caltrans

- **Responsible Party - County of Mariposa**

<i>Task</i>	<i>Deliverable</i>
6.1	Contracts, accounts, payables received, invoices, supporting cost documentation
6.2	Quarterly reports submitted to Caltrans

California Department of Transportation
Transportation Planning Grants
Fiscal Year 2014-15

PROJECT TIMELINE

transit Center Feasibility Study - Phase One												County of Mariposa Local Transportation Commission																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
Project Title		Budget										FY 2014/15										FY 2015/16										FY 2016/17																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
Task Number	Task Title	Responsible Party	Total Cost	Grant Amount	Local Match	Local In-Kind Match	Local In-Kind Match												Local In-Kind Match												Deliverable																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
							J	A	S	O	N	D	J	A	S	O	N	D	J	A	S	O	N	D																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
1.0	Project Initiation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
1.1	Kick-off meeting with District 10 Staff	Mariposa County	\$493	\$442	\$51																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	

Reimbursement of indirect costs is allowable upon approval of an Indirect Cost Allocation Plan for each year of project activities. Provide rate if indirect costs are included in the project budget. Approved Indirect Cost Rate: _____ %