

TRANSPORTATION COMMISSION



Michael Kyte
Chair

~Agenda~

Bill Belknap
Staff Liaison

<https://www.ci.moscow.id.us/556/Transportation-Commission>

Thursday, February 13, 2020

4:00 PM

**Council Chambers
206 E. 3rd St.**

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of Transportation Commission Minutes from January 9, 2019 (Action Item)

PROPOSED ACTION: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

2. Public Comment

3. Commission Communications

4. Review of the Transportation Commission's Role, Responsibilities and Membership (Action Item) – Michael Kyte

Chairman Kyte will provide a summary of the Transportation Commission's role, responsibilities, and membership as outlined within Moscow City Code for the Commission's review and discussion.

PROPOSED ACTION: Receive report and provide recommendations as deemed appropriate.

5. Report on Stop Sign Warrant Analysis for Hayes and Third and Blaine and Third Intersections (Action Item) – Scott Bontrager

During the project planning process related to the installation of the vehicular bridge on Third Street, installation of four-way stop control at the intersections of Third and Blaine and Third and Hayes were proposed as part of the Third Street traffic calming measures in anticipation of increased vehicular traffic on East Third Street. In response to recent discussions regarding whether to install the four-way stop controls even without the vehicular bridge installation, Engineering Staff conducted a warrant analysis study in the fall of 2019 to determine if the existing traffic conditions warranted installation of four-way stop controls at the intersections of Third and Blaine and Third and Hayes. Staff will provide a report on the warrant analysis for the Commission's review.

PROPOSED ACTION: Receive report.

6. Capital Improvement Plan Development Report – Bill Belknap

Staff will provide a report on the upcoming transportation system projects for FY2020 as well as the current effort to prepare a city-wide Capital Improvement Plan (CIP).

NOTICE: Moscow City Council Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

PROPOSED ACTION: Receive report.

7. Letter of Support for Funding Third Street Separated Bike Lanes (Action Item) – Michael Kyte

Chairman Kyte has prepared a letter encouraging the City Council to appropriate funds within the City's upcoming FY2021 budget for the installation of the separated bike lane facility on Third Street for the Commission's consideration and approval.

PROPOSED ACTION: Review the draft letter of support to fund the separated bike lane and take action as deemed appropriate.

8. Downtown Parking Study Update – Bill Belknap

The City Council appropriated funding within the FY2020 budget to perform a downtown parking study. Staff will provide a report on the status of that project and upcoming activities.

PROPOSED ACTION: Receive report.

REPORTS

CONTINUING EDUCATION

UPCOMING EVENTS/MEETINGS

1. **The next scheduled meeting is March 12, 2020.** Commission Members must submit agenda items directly to the chair by Wednesday, March 4, 2020.

ADJOURN

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TRANSPORTATION COMMISSION



Michael Kyte
Commission Chair

~Meeting Minutes~
January 9, 2020

Bill Belknap
Staff Liaison

trans@ci.moscow.id.us

208.883.7011

<https://www.ci.moscow.id.us/556/Transportation-Commission>

The meeting was called to order at 4:00 pm.

MEMBERS PRESENT: Michael Kyte, Chair; Phil Cook, Mary DuPree, Joel Hamilton, Brian Johnson, Mike McGahan, Don Meyer, Bob Sanders

MEMBERS ABSENT: Ben Calabretta

ALSO IN ATTENDANCE: Bill Belknap, Jared Hopkins (ITD), Brandy Sullivan, Nate Suhr, Scott Bontrager, Bob Buvel

REGULAR AGENDA

1. Approval of Transportation Commission Minutes from December 12, 2019 (Action Item)

Meyer moved approval of the minutes as presented, seconded by Hamilton. Motion carried by acclamation.

2. Election of Officers (Action Item)

McGahan nominated Kyte to continue as Chair. Motion was seconded by Hamilton and carried by acclamation. McGahan nominated Meyer as Vice Chair, seconded by Johnson and carried unanimously.

3. Public Comment

None.

4. Commission Communications

- Brandy Sullivan was welcomed as the new City Council Liaison.
- Hamilton expressed concern about the corner at Jackson and D Street and suggested the City Engineer be instructed to assess the configuration. Belknap said it could be added to their list to determine if any enhancements or safety improvements could be made to that site.
- DuPree asked if the condition of the sidewalk in front of Taco Time is being considered for improvement. Belknap said that area is included in an LSIP project involving new ped ramps, widened sidewalks and improved tree placement. The project is currently in design and is scheduled for 2021 construction.
- Kyte asked about the schedule for Central Business District improvements. Belknap will provide a report in February.
- Kyte said next month's agenda will include discussion of Commission membership and drafting a letter to Council regarding Third Street separated bike lanes.

5. Request for Vacation of North Howard Street Right of Way – Bob Buvel (Action Item)

The City has received a formal request to vacate the undeveloped right of way beginning on North Howard Street between E Street and Homestead Street. Staff will present the request for the Commission's review and recommendation.

Bob Buvel presented the application from neighbors who wish to do infill development of single- or two-family dwellings. The area is very steep and would be difficult to develop without using the ROW area to create flag pole lots. Buvel said approval of any ROW vacation must show a benefit to the public. In this case it would provide the opportunity for infill development and increased tax base, without the need for additional City-maintained infrastructure. Additionally, the Street Department currently has to conduct weed maintenance on the property. Disadvantages to the public would include the loss of the property for any future street, path, or utility placement, and there would be a slight increase in traffic on Homestead Street which is currently an inferior road. The infill development would require an easement from an adjoining neighbor in order to provide access, and sewer connectivity would be difficult. Belknap added the access easement would need to be developed to private driveway standards. Buvel said the ROW was previously studied for cul-de-sac construction but the fire truck turn-around requirements made that unfeasible, and achieving an acceptable grade would require up to 15 feet of fill and retaining walls. Utility operators have confirmed there is no current or anticipated need to use the ROW. Hamilton noted that Google Maps identifies that area as "E Street Sledding Hill" and Buvel acknowledged that loss of such use would be an additional detriment to the public. Buvel said three of the four adjacent property owners have agreed to the vacation. The fourth neighbor told the Commission he would like to see additional vegetation in the area. Buvel said loss of the ROW would not affect the public transportation system and staff does not object to the proposal. Belknap explained City Council will need establish that a vacation would be expedient for the public good. DuPree said the Sustainable Environment Commission is studying climate change mitigation which includes increasing the urban forest, so although infill is preferable to sprawl, loss of this pocket of greenery would be also be detrimental. Cook cautioned against limiting the ROW's transportation potential to vehicular traffic. He inquired whether infill development required vehicular access and Belknap replied it would require City Council waiver of the driveway improvement requirements. Johnson said although there are multiple modes of transportation to consider, he didn't believe the corridor won't serve the purpose for which it was intended, and he moved to recommend that Council vacate the ROW. Meyer seconded the motion but it failed 2-4-1 (Ayes: Johnson, Meyer; Nays: Cook, DuPree, McGahan, Saunders; Abstentions: Hamilton). Lacking any further motions, the Commission did not provide a recommendation to Council. Hamilton said he was highly reluctant to give up public rights-of-way without absolute necessity. Based on a question from Sullivan, Kyte confirmed it was the Commission's desire to neither recommend nor oppose the vacation request.

6. A and Baker Local Safety Improvement Program Application (Action Item) – Nate Suhr

During the Engineering Division's annual review of accident history within the City, the intersection of A and Baker Street was identified as having several vehicular and pedestrian accidents with significant injuries within the last five years. This accident history makes the intersection potentially eligible for grant funding through the State of Idaho's Local Safety Improvement Program (LSIP) which would fund 92.66% of the project costs. The intersection size and geometry appear to make it a good candidate for a compact roundabout which would significantly enhance both pedestrian and vehicular safety at the intersection and provide traffic calming on the A Street corridor. The grant application is due by January 16, 2020. Staff will present the project concept and is requesting a letter of support from the Commission.

Nate Suhr said this intersection has a higher-than-normal percentage of pedestrian and injury accidents. He showed illustrations of staff's recommendation for a compact roundabout with splitter islands. It

will eliminate a little on-street parking, narrow the lanes to slow traffic in both directions on A Street, and provide pedestrian refuge islands. The cost-benefit analysis is on the low side of what they see funded but it's definitely within the range. If funded, construction would occur in 2023 and existing bike lanes would be retained. DuPree moved to recommend proceeding with the grant application, seconded by Hamilton. Motion carried by acclamation.

7. Continued Discussion Regarding Vitruvian Planning Report (Action Item) – Bill Belknap

In May of 2019, Vitruvian Planning conducted a two-day walk audit training course called The Looking Glass Academy, sponsored by the Idaho Department of Health and Welfare through Supplemental Nutrition Assistance Program funding. The report was reviewed by the Commission at the December 12th meeting and is back for further deliberation and discussion.

The report's recommendations included a change in operation of the yellow turn signal at Main and D Streets. Staff have assessed the light's current operation and do not think any change is necessary. Additional signage enhancements were recommended at Highway 95 and A Street (although there are no accident data to suggest a problem there), but Hopkins suggested it might be better to simply remove the crosswalk at that location. A roundabout was recommended at Mountain View and D Street, and Belknap noted that the compact roundabout suggested for A and Baker Streets would fit at Mountain View and D Streets. The report also made recommendations about 1912 Center loading areas and code enforcement of vegetation in sight triangles. Kyte appreciated that the report gave him a new perspective for vehicular/pedestrian interactions, but was disappointed that it did not address the US95/State Highway 8 intersection. DuPree thought pedestrian safety on North Main needed attention; Cook was interested in seeing pedestrian counts for that area. DuPree moved to accept the report with a second by Cook. Belknap said the Commission wasn't being expected to endorse the report but if they have any priority among the report's recommendations that should be stated. Kyte thought City staff should make a presentation to Council similar to the workshop Commission members attended. Hamilton thought the A and Main crossing was important, and Kyte said D & Mountain View and the south couplet. Motion carried unanimously.

8. Continued Discussion Regarding E-bike and E-Scooter Policy Development (Action Item) – Bill Belknap

City Staff and the Pathways Commission have recently undertaken a review of relevant State of Idaho and City statutes and regulations pertaining to electric assist bicycle and electric scooters in light of the recent increase in use of these devices within the community. Staff provided an overview of the issue at the Commission's December 12th meeting and the matter is back for the Commission's continued discussion.

State law currently categorizes e-bikes as non-motorized vehicles so the prohibition of motorized vehicles on City pathways does not apply to e-bikes. State law is silent on e-scooters. Remaining questions include how to categorize vehicles based on wattage. Belknap said current state law identifies only bikes and motorized vehicles as being allowed on streets. Cook thought current state code was sufficient, but he thought the Commission could address the operation of scooters and e-bikes on streets, bike lanes, pathways and sidewalks without going into the minutia within the Boise code. The Commission directed staff to propose a draft ordinance that affirmatively addresses where these vehicles are allowed.

9. Senior Design Project Low-Stress Bikeway Project – Michael Kyte

The University of Idaho Civil Engineering Program will be conducting a senior design project class with a focus upon developing concepts for low-street separated bikeways in Moscow. Michael Kyte is the project sponsor and will provide the Commission with a report on the project.

Kyte said students will be studying the area from the Student Recreation Center to Rosauer's to identify disjointed sections of separated bike routes.

REPORTS

1. Sustainable Environment Commission Climate Change Task Force Report – Mary DuPree

DuPree said the subcommittee will be working on an impact statement and vulnerability assessment with the goal of conducting public workshops by April. Think about the impacts of transportation on climate change. She will continue to update the Commission.

2. Complete Streets Discussion – Michael Kyte

Kyte distributed information and references to website resources that could be discussed at a later date.

CONTINUING EDUCATION

None.

UPCOMING EVENTS/MEETINGS

The next scheduled meeting is February 13, 2020. Commission members should submit agenda items directly to the chair by Wednesday, February 5th, 2020.

ADJOURNED: 5:58 pm

Michael Kyte, Chair

Chapter 11

TRANSPORTATION COMMISSION

- Sec. 11-1: Purpose and Duties
- Sec. 11-2: Organization
- Sec. 11-3: Member Obligations and Responsibilities
- Sec. 11-4: Ex Officio Membership
- Sec. 11-5: Reports

Sec. 11-1. Purpose and Duties.

The Mayor and City Council create the City of Moscow Transportation Commission, which shall have the following charge:

- A. To provide advice and recommendations to the Mayor and City Council regarding intermodal transportation issues as directed with the goal of establishing a system of transportation and circulation within and around the City of Moscow that will make it possible for all people utilizing various modes of transportation to reach their destination safely and easily with minimum disturbance to adjacent uses.
- B. To recommend to the Mayor and the Council policies and programs with the objective of implementing transportation goals and objectives of the Moscow Comprehensive Plan.
- C. To advise the Mayor and City Council as to the long range transportation needs of the City, to provide advice on integrating various transportation elements including, but not limited to, motorized vehicular traffic, bicycle traffic, pedestrian traffic, rail, air travel and public transportation.

(11/2/98) (Ord. 2003-08; 04/08/03)

Sec. 11-2. Organization.

- A. The Transportation Commission shall consist of up to nine (9) members serving without pay. A non-voting member of this Commission shall not be considered in determining the number required for a quorum or

whether a quorum is present. The word "Commission" when used herein shall mean the Transportation Commission. Members of the Commission shall be appointed by the Mayor with the advice and subject to the approval of the Council. Members shall be selected without respect to political affiliation. Except for any three quarter (3/4) time post secondary educational program student member(2), an appointed member of the Commission must have resided in Latah County for two (2) years prior to his or her appointment and must remain a resident of Latah County during his or her service on the Commission. Persons living within the delineated Area of City Impact shall be entitled to representation on the Commission. Such representation shall, as nearly as possible, reflect the proportion of population living within the City compared to the population living within the Area of City Impact. The term of office of the Commission members chosen from the residents at large shall be five (5) years or until their successors are appointed and qualified. The members shall hold office at the pleasure of the Mayor. The Mayor may revoke such appointment at any time and for any reason deemed sufficient with the advice and subject to the approval of the Council. Vacancies in such Commission occurring otherwise than the expiration of the term shall be filled by the Mayor with the advice and subject to the approval of the Council for the unexpired term. Where possible, this commission shall include at least one (1) student enrolled at least three quarters (3/4) time in a post secondary educational program, who shall serve a one (1) year term, which term may be renewed. At least one (1) student enrolled in high school or an equivalent educational program shall

serve as a non-voting member of this Commission for a one (1) year term, which term may be renewed.

- B. Where possible, Commission members shall be appointed in a manner which will allow members to represent a variety of transportation modes including, but not limited to, motorized vehicles, non-motorized vehicles and conveyances, pedestrians and public transportation.
- C. The Commission may establish subcommittees and/or advisory committees to advise and assist it in carrying out duties of the Commission. Where possible, this Commission shall coordinate efforts with local boards, groups and agencies as well as State boards, groups and agencies.
- D. The Public Works Director and the Community Development Director shall be staff liaisons to the Commission and a record of meetings, findings and actions shall be maintained.
(Ord. 2003-08; 04/08/03; Ord. 2006-22, 12/18/2006; Ord. 2008-23, 10/20/2008)

Sec. 11-3. Member Obligations and Responsibilities.

Commission members may be removed from the Commission following three (3) consecutive absences that are not excused by the Chair. Following the third consecutive unexcused absence, the Chair may request the Mayor for removal of such Commission member.
(Ord. 2003-08; 04/08/03)

Sec. 11-4. Ex Officio Membership.

A Moscow City Council representative shall be a non-voting ex officio member of the Commission. In addition, there shall be the following non-voting members or their respective designees who shall not vote and, except where specifically provided herein, whose terms shall coincide with their terms of

service with the organizations which they represent:

- A. Chair, Moscow Tree Committee
- B. President of the Moscow Area Chamber of Commerce
- C. Executive Director, Disability Action Center
- D. District Engineer, Idaho Transportation Department District No. 2
- E. Latah County Planner
- F. Chair, North Latah Highway District
- G. Chair, Moscow Planning and Zoning Commission
- H. Superintendent, Moscow School District
- I. President, University of Idaho
- J. Region 2 Public Transportation Advisory Council
- K. Chair, Local Public Transportation Advisory Commission
- L. Representative, Local Railroad Service Provider
- M. Manager, Moscow/Pullman Regional Airport
- N. At least one (1) student enrolled in a high school or equivalent educational program for a one (1) year renewal term
(Ord. 2003-08; 04/08/03; Ord. 2008-23, 10/20/2008)

Sec. 11-5. Reports.

The Commission shall make reports from time to time as requested by the Mayor and/or the Council.
(Ord. 98-37, 11/2/98)

Notes on City Code relevant to the Moscow Transportation Commission

Overview

Chapter 11 of the Moscow City Code establishes the Moscow Transportation Commission, its Purpose and Duties, Organization, Member Obligations and Responsibilities, Ex Officio Membership, and Reports.

It is appropriate for the Commission to review the code periodically, especially the following sections:

- Purpose and Duties
- Ex Officio membership

To assist in this review, these notes include the following sections:

- The “Purpose and Duties” from the City Code.
- A summary of the structure of other city commissions with regard to ex-officio membership.
- Some options on how the Transportation Commission might proceed.

Section 11-1: Purpose and Duties

The Mayor and City Council create the City of Moscow Transportation Commission, which shall have the following charge:

A. To provide advice and recommendations to the Mayor and City Council regarding intermodal transportation issues as directed with the goal of establishing a system of transportation and circulation within and around the City of Moscow that will make it possible for all people utilizing various modes of transportation to reach their destination safely and easily with minimum disturbance to adjacent uses.

B. To recommend to the Mayor and the Council policies and programs with the objective of implementing transportation goals and objectives of the Moscow Comprehensive Plan.

C. To advise the Mayor and City Council as to the long range transportation needs of the City, to provide advice on integrating various transportation elements including, but not limited to, motorized vehicular traffic, bicycle traffic, pedestrian traffic, rail, air travel and public transportation

Options to Consider:

Option #1: Discuss “Purpose and Duties” at Transportation Commission meeting. Decide if more detailed review is warranted. Identify changes to recommend to city council.

Option #2: Review commission membership, especially ex-officio membership. Discuss membership list at Transportation Commission meeting. Consider the following possibilities:

- Send letter to ex-officio members to determine their interest/desire to serve.
- Reduce ex-officio list to those that are relevant and likely to participate: ITD District 2 engineer, Latah County planner, North Latah Highway District chair, Planning and Zoning chair.
- Add Smart Transit Director to list of ex-officio members.
- Eliminate ex-officio members unlikely to participate in commission activities including:
 - Moscow Tree Committee chair
 - Moscow Chamber of Commerce president
 - Disability Action Center Executive Director
 - Moscow Chamber of Commerce president
 - Disability Action Center Executive Director
 - Moscow School District superintendent
 - University of Idaho president
 - Region 2, Public Transportation Advisory Council
 - Local Public Transportation Advisory Commission, chair
 - Local Railroad Service Provider representative

DRAFT (2020.02.04)

- Moscow/Pullman Regional Airport manager
- Consider list of agencies that should/must be represented as regular commission members:
 - University of Idaho
 - Idaho Transportation Department
 - Smart Transit
- Identify changes to recommend to city council.

Option #3: Decide that the current city code clearly defines the purpose and duties of the commission and that the membership list is adequate at this time. Communicate this result to city council.

Summary of Ex-Officio Structure of Other City Commissions		
Commission	Number of Members	Other
Board of Adjustment	7	
Planning and Zoning Commission	9	
Parks and Recreation Commission	9	• post-secondary student • high school student (non-voting)
Arts Commission	12	• city council member (non-voting) • post-secondary student • high school student (non-voting) • Latah county resident (non-voting)
Farmers Market Commission	9	• produce Market Vendor • crafts Market Vendor • specialty food Market Vendor • Moscow Chamber of Commerce representative • UI Extension representative • city council member (non-voting)
Fair and Affordable Housing Commission	9	• city officer or employee • city council member (non-voting) • Latah County resident • post-secondary student • high school student • Latah County resident
Airport Commission	7	• Pullman mayor • Moscow mayor • City of Pullman appointee • City of Moscow appointee • Port of Whitman County appointee • Latah County appointee • Commission appointee
Sustainable Environment Commission	9	• outside city residents (3 or less) • city council member (non-voting) • post-secondary student • high school student (non-voting) • Latah County resident (non-voting)
Historic Preservation Commission		• city council member (non-voting) • post-secondary student • high school student (non-voting)

Summary of Ex-Officio Structure of Other City Commissions		
Commission	Number of Members	Other
		• Latah and Whitman counties residents
Transportation Commission	9	• post-secondary student • high school student (non-voting) • city council member (non-voting) • staff liaisons ○ Public Works Director ○ Community Development Director • ex-officio members ○ Moscow Tree Committee chair ○ Moscow Chamber of Commerce president ○ Disability Action Center Executive Director ○ ITD District 2 Engineer ○ Latah County planner ○ North Latah Highway District chair ○ Moscow Planning and Zoning Commission chair ○ Moscow School District superintendent ○ University of Idaho president ○ Region 2, Public Transportation Advisory Council ○ Local Public Transportation Advisory Commission, chair ○ Local Railroad Service Provider representative ○ Moscow/Pullman Regional Airport manager ○ high school student
Human Rights Commission	9-11	• post-secondary student • high school student (non-voting) • Latah County resident (non-voting)
Moscow Tree Commission	7	• staff representative: Community Forestry Administrator
Moscow Pathways Commission	7	• 6 Moscow residents • 1 Latah County resident • Staff liaison: Parks and Recreation director • City council member (non-voting)

Moscow Transportation Commission Letter to City Council
Support for Funding of Third Street Separated Bike Lanes Project
2020.01.23

The purpose of this letter is to ask you to prioritize funding for and implementation of the Third Street separated bike lane project in the City's FY 2021 budget. The Transportation Commission spent much of two years working with staff to develop this project and continues to feel this is an important priority for the City.

As you are well aware, a bridge connection and improvements to the Third Street transportation corridor have been planned and implemented by the City. In 2019, the City installed the pedestrian/bicycle bridge across Paradise Creek near Mountain View Road and completed the sidewalk system along Third Street from Mountain View Road to downtown. Direct, convenient, and safe access for people walking along Third Street has improved greatly with this additional infrastructure.

The full potential of the Third Street bridge to provide direct and safe access to downtown for people riding bikes has not been realized, however, because of the delay in constructing the separated bike lanes along Third Street. One of the reasons the separated bike lane along Third Street was planned and approved by Council was to provide a safer and more convenient route to downtown for people who currently bicycle and to encourage more people to ride their bicycles in Moscow. Additionally, it is hoped that a separated bike lane would encourage people on bicycles not to ride on the sidewalk where they potentially put pedestrians in danger. These benefits have not been realized because of the delay in constructing the separated bike lanes.

The Commission understood and supported the need to divert funding in FY 2020 from this project to fund A Street improvements. However, the Commission believes FY 2021 is the time to reinstate funding for the Third Street separated bike lanes and install it.

The Commission hopes that you will consider the Third Street separated bike lanes a top priority for funding in the FY 2021 budget.