

Public Works / Finance Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 27, 2020

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of the ~~March 9~~ **July 13, 2020 Administrative Public Works / Finance** Committee Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction

2. Lot Line Adjustment at 204 First Street and 108 N Washington Street (ACTION ITEM) - Aimee Hennrich

The applicants, Donald Barker and Derek Trenholm, are requesting a lot line adjustment between two lots addressed as 204 First Street and 108 N Washington Street. The applicants are proposing to shift the common lot line which separates the two properties 1.3 feet to the north following a survey that was conducted that concluded that the garage on 204 First Street was overhanging the property line by 1.3 feet. The existing lot at 204 First Street would be increased by 81.25 square feet, resulting in a total lot size of 4,081.25 square feet and the lot at 108 N Washington Street would be reduced by 81.25 square feet, resulting in a total lot size of 3,418.75 square feet. There is currently a law office and a detached garage on 204 First Street and a single-family home and a detached garage on 108 N Washington Street. The subject properties are located within the Multiple Family Residential Zoning District (R-4), which requires a minimum lot size of 5,000 square feet and lot width of 50 feet. Both lots are currently legally non-conforming and will remain as such, however, the garage will no longer be encroaching upon the common property line.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

3. Parking Permit Fee Review (ACTION ITEM) - Gary J. Riedner

The price of current City Parking Permits are \$12 per day, \$30 per quarter, or \$85 per year. There are currently 155 permits authorized for sale. All permits are sold or in the process of sale, and there is a waiting list of 81 applicants.

At the City's FY2021 budget workshop, the Council expressed a desire to revisit the cost of Parking permits, and staff was directed to bring the item before the Public Works/Finance Committee on July 27, 2020.

Parking has long been perceived as an issue in the downtown area, and the matter has been studied and surveyed on several occasions in the past. Although voluminous, staff has attached

several of the background documents which were utilized by the City Council in 2009, when parking permits were consolidated to one class of permit and the price of that permit was reduced from \$375 per year to \$75 per year.

PROPOSED ACTIONS: Provide staff direction.

4. Resolution Preauthorizing the Acceptance of an Airport Aid Grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (ACTION ITEM) - Gary J. Riedner / Tony Bean

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) has prepared a grant application to the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of Terminal Design and Construction. The amount of the grant is up to \$21,000,000 with a local match of \$1,855,899.00 from Airport resources. To facilitate the FAA grant, it is appropriate to pre-authorize its acceptance.

The attached draft resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. The City Attorney will review the draft ordinance and will have revisions prepared for City Council consideration on August 3.

PROPOSED ACTIONS: Recommend adoption of the attached resolution as amended by the City Attorney) preauthorizing the acceptance of grant offer AIP 3-53-0057-051 from the FAA Airport Improvement Program, or provide staff further direction.

ADJOURN

NOTICE: Moscow City Council and committee meetings are 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.

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, July 13, 2020

3:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.

PRESENT: Gina Taruscio, Brandy Sullivan, Art Bettge

OTHERS: Mayor Bill Lambert, Sandra Kelly (3:15 p.m.)

STAFF: Bill Belknap, Aimee Hennrich, Dwight Curtis, Alisa Anderson, Bob Buvel, Nate Suhr, Tyler Palmer, Sarah Banks, Laurie Hopkins, Taylor Anderson

1. Approval of March 9, 2020 Public Works/Finance Minutes (ACTION ITEM) - Laurie M. Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction
The minutes were approved as presented.

2. Disbursement Report June 2020 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending June 2020.

ACTION: Sign the Disbursements Report for the month of June 2020.

Banks introduced the report by highlighting the major expenses with the largest expense being payroll followed by other items such as the Well #10 Phase 2 payment and an emergency line repair at WRRF. Refunds and reimbursements has a large sum due to the biannual taxes for MURA. The Committee approved, signed the report and recommended it be placed on the Council consent agenda.

3. Lot Line Adjustment - 2355 E Sixth Street and 509 Nadi Court (ACTION ITEM) - Aimee Hennrich

The applicant, Robert Stephens, is requesting a lot line adjustment between two lots addressed as 2355 Sixth Street and 509 Nadi Court. The applicant is proposing to expand the existing lot addressed as 509 Nadi Court by 250 square feet, resulting in a total lot size of 13,405 square feet. 2355 E Sixth Street would be reduced by 250 square feet, resulting in a total lot size of 19,446 square feet. The purpose of the proposed lot line adjustment is to accommodate existing developed landscaping. There is currently one accessory structure on 509 Nadi Court and a single-family home on 2355 Sixth Street. The subject properties are located within the Moderate Density Zoning District (R-2), which requires a minimum lot size of 7,000 square feet and lot width of 60 feet. As a result of the lot line adjustment, both lots would meet the minimum lot size and width requirements of the R-2 Zone and the existing structure will meet all setback requirements.

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no

conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

Hennrich presented the item as listed above explaining that the lot adjustment will shift a portion of the boundary by 5 feet and the application came from both residents. The Committee recommended approval with no conditions and that it be placed on the Council consent agenda.

4. Lot Line Adjustment 2218 and 2306 Third Street (ACTION ITEM) - Aimee Hennrich

The applicant, Rafik Itani, is requesting a lot line adjustment between two properties located at 2218 and 2306 Third Street. The proposed lot line adjustment would reduce the lot addressed as 2306 Third Street from 8,015 sf to 7,328 sf and expand the lot addressed 2218 Third Street from 7328 sf to 8015 sf. The applicant is requesting the lot line adjustment in order to fulfill a purchase and sale agreement which requires lot 5 to have a width of 70ft. The subject properties are located within the Moderate Density, Single-Family Residential Zoning District (R-2). Within the R-2 Zoning District, lots with single-family dwellings require a minimum area of 7,000 sf and a minimum lot width of 60 feet. The proposed lot line adjustment meets both of these standards.

PROPOSED ACTIONS: Approve the lot line adjustment at 2218 Third Street and 2306 East Third Street with no conditions, or provide staff further direction.

Hennrich presented the action item as listed above and explained that the overall adjustment will shift the lot line by 6 feet and there will be no subsequent effects on surrounding lots.

The Committee recommended approval with no conditions and that it be placed on the Council consent agenda.

5. Updated Options/Recommendations for Remaining 2020 Pool Season (ACTION ITEM) - Dwight Curtis

It continues to be the Parks and Recreation Director's recommendation not to open the Hamilton-Lowe Aquatics Center (HLAC) for the 2020 season due to the high risks associated with COVID-19. The close-quartered nature of the facility makes social/physical distancing and masking problematic at best for a general opening. Should the City Council still desire to see some version of a pool season, staff recommends a limited opening of the HLAC specifically for fitness (or lap) swimming. By using the deep pool exclusively for fitness swimming, we can better monitor the number of patrons at any given time, along with appropriate distancing and masking. With the current spike in COVID-19 cases, this still represents some risk, but less so.

PROPOSED ACTIONS: Accept staff's recommendation to close the Hamilton-Lowe Aquatics Center for the 2020 season; or in the alternative, recommend accepting staff's recommendation to open the deep pool for fitness (lap) swimming, using the general guidelines addressed in the memo from the Parks and Recreation Director; or provide staff further direction.

With the current Public Health Emergency Order opening the pool will prove to be difficult in monitoring pool activities while allowing the public to experience the enjoyment factor of visiting the pool. Curtis stated that 42% of outdoor aquatic centers are remaining closed nationwide at this time. The alternative opening plan will allow some residents to still enjoy lap swimming in one-hour blocks during designated times. With this comes better monitoring of swimmers - there would be a maximum of 18 at any given time - as well as adhering to social distancing and mask wearing. Masks will only be required for those outside the pool. The alternative opening plan would continue 7 days a week from July 22nd to September 4th. There would be a \$3 admittance charge and family changing rooms will be open while locker rooms and concessions will remain closed. Season employee compensation

options will be discussed at a later time. The Committee recommended this item be placed on the Council regular agenda for more discussion.

6. EDA Funding Request - Sixth Street Bridge Replacement Project (ACTION ITEM) - Alisa Anderson / Bill Belknap

During the Paradise Creek Flood event in April of 2019, the Sixth Street culvert structure near Mountain View Road sustained significant erosion damage that undermined the roadway shoulders reducing the roadway width and significantly damaging the guardrail system. After the flood damage, City Streets staff performed temporary repairs to the roadway surface and placed concrete barriers to compensate for the damaged guardrail system while the City assessed the best options to address the roadway and culvert deficiencies. The width of the culvert crossing is inadequate to accommodate pedestrian sidewalks or bicycle facilities, and the culvert structure includes a collection of three separate culverts of varying size. These culverts do not have adequate conveyance ability to prevent flood waters from over topping the roadway, and they also collect significant debris during flooding events which complicates flood response actions and increases roadway and property damage risk in the surrounding area.

Staff is currently seeking approval to prepare and submit a FY2019 Economic Development Administration (EDA) Disaster Supplemental grant application under the Economic Adjustment Assistance Program. Subject to the availability of funds, this investment assistance helps communities devise and implement long-term economic recovery strategies through construction projects such as this bridge replacement project. The program is designed to address economic challenges in areas where a Presidential declaration of a major disaster was issued as a result of natural disasters, such as flooding which occurred in the calendar year of 2019. The estimated total project cost is \$1,200,000 including \$151,000 for design and \$1,049,000 for construction. Additional costs may include an environmental assessment to meet EDA requirements. This grant opportunity is revolving and open as long as funds are available. The match requirement for this project is 20%. The next review of grant applications is September 1, 2020, and we have been advised by the Idaho EDA Representative to have a request submitted in Grants.gov no later than July 20, 2020, in order to be included in the next review cycle.

PROPOSED ACTIONS: Approve submission of a Disaster Supplement grant application to the Economic Development Administration for the Sixth Street Bridge replacement not to exceed \$1,300,000 with a required match of 20% or \$260,000; or provide staff further direction.

Belknap explained the above listed concerns for the current state of the Sixth Street Bridge and that the design process for the bridge has already begun. The next grant applications will be reviewed on September 1st and will need to be applied to no later than July 20th.

Next review will be sept 1 and apply no later than July 20th to be considered. The Committee recommended approval with no conditions and that it be placed on the Council consent agenda.

REPORTS

Capital Projects Update - Bob Buvel & Nate Suhr

- Suhr reported the police facility is currently in excavation and other site work. This project is projected to be completed by July 2021 to comply with 365 working day contract.
- The sewer line for the 'A' Street reconstruction project is 50% complete while the water line and large earth removal is finished and construction has begun on the retaining walls. Contractors are

responsible for providing access to each driveway for residents since no parking is currently allowed. Completion date for this project is estimated to be the end of October 2020.

- Well #10 site development is on phase 2 and already has a drilled well and installed pipe. Next step is to install a pump at the bottom of the well, build well control building, and complete expansion of storm sewer system for emergency situations. They are also in the process of installing retaining walls. Estimated completion date is late fall to early winter of 2020.
- Buvel reported the Almon Street reconstruction project is moving forward on installing new curbs, gutters, sidewalks and curb ramps as well as other pedestrian facilities. A portion of the street will go from a one-way to two-way section. There has been a slight project delay due to weather and causes restarts and additional material to be purchased. The project is still running on time to meet the deadline which will be early August.
- Suhr said the contractor for the Water Department building roof repair project has removed the damaged beams and drywall. A new replacement beam is being installed. Estimated to be completed by end of year 2020.
- Concrete, paving and valves for the WRRF return line emergency repair, have been replaced with no additional requirements.
- The North Couplet Pedestrian Improvement project completed Thursday, July 9, 2020. A planter island, new curbing, power and water have been installed. New wheelchair ramps brought the sidewalk into compliance. Next step is the installation of the Homecoming public art piece.

ADJOURN

The meeting closed at 3:56 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, July 27, 2020



RESPONSIBLE STAFF

Aimee Hennrich

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Lot Line Adjustment at 204 First Street and 108 N Washington Street (ACTION ITEM) - Aimee Hennrich

DESCRIPTION

The applicants, Donald Barker and Derek Trenholm, are requesting a lot line adjustment between two lots addressed as 204 First Street and 108 N Washington Street. The applicants are proposing to shift the common lot line which separates the two properties 1.3 feet to the north following a survey that was conducted that concluded that the garage on 204 First Street was overhanging the property line by 1.3 feet. The existing lot at 204 First Street would be increased by 81.25 square feet, resulting in a total lot size of 4,081.25 square feet and the lot at 108 N Washington Street would be reduced by 81.25 square feet, resulting in a total lot size of 3,418.75 square feet. There is currently a law office and a detached garage on 204 First Street and a single-family home and a detached garage on 108 N Washington Street. The subject properties are located within the Multiple Family Residential Zoning District (R-4), which requires a minimum lot size of 5,000 square feet and lot width of 50 feet. Both lots are currently legally non-conforming and will remain as such, however, the garage will no longer be encroaching upon the common property line.

STAFF RECOMMENDATION

Staff recommends approval of the proposed LLA with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the lot line adjustment request with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials
2. Revised ROS

SUSAN R. WILSON**ATTORNEY AT LAW, PLLC**208 S. Main St., Ste 2, Moscow, ID 83843
Ph: 208-882-8060 ~ Fx: (866) 221-9397 ~ sw2@moscow.com

July 13, 2020

City of Moscow
Honorable Mayor and Councilmembers
Moscow, Idaho 83843

RE: Request for Approval of Lot Line Adjustment – 204 First Street, Moscow

Dear Mayor and Councilmembers,

I represent Donald R. Barker, the owner of the property commonly known as 204 First Street, Moscow, ID 83843, and legally described as Parcel 1 on the attached Exhibit A. Derek C. Trenholm owns the adjacent property at 108 N. Washington Street, Moscow, ID 83843, and legally described as Parcel 2 on the attached Exhibit A.

Mr. Barker's garage, which has been there for many decades, and fence currently encroach onto Mr. Trenholm's property by 1.3 feet according to a survey completed by Rimrock Consulting (see attached). Mr. Barker and Mr. Trenholm have entered into an agreement wherein Mr. Trenholm has agreed to convey to Mr. Barker a strip of property 1.3 feet wide along his southern property line in order to align the common property line with the back of the garage and the fence that now encroaches onto Mr. Trenholm's property. That portion being conveyed is legally described as Parcel 3 on the attached Exhibit A.

In consideration of this request for a lot line adjustment, please consider the following:

1. Lot Size, Width and Depth:
BEFORE ADJUSTMENT: Barker: Lot size is 4,000 +/- square feet, approximately 62.5 feet of First Street frontage and 64 feet deep. See attached. Trenholm: 3,500 +/- square feet, approximately 56 feet of Washington frontage and 62.5 feet deep.
AFTER ADJUSTMENT: Barker: Lot size is 4081.25 +/- square feet, approximately 62.5 feet of First Street frontage and 65.3 feet deep. See attached. Trenholm: 3,418.75 +/- square feet, approximately 54.7 feet of Washington frontage and 62.5 feet deep.
2. Public Street Frontage and Lot Access: Barker: First Street and Trenholm: Washington Street
3. Location of Utilities and City Services: Existing unchanged
4. Required Street Improvements: Not applicable (already improved)
5. Park Land Dedication: Not applicable
6. Off-Street Parking: Not applicable to lot division but addressed in Rezone
7. Right-of-way dedication and/or Easement Issues: None
8. Building Setbacks: See attached survey.

Also enclosed please find the following:

- A. A scaled site plan with dimensions, property lines, adjacent streets and North arrow and scale.
- B. A check for the Community Development Application Fee and Engineering Review Fee.

Because my client is looking to sell his property, my client asks that this application be reviewed and put on the City's agenda as soon as possible. If you have any further questions or concerns, please contact me at 208-882-8060.

Respectfully,

A handwritten signature in black ink that reads "Susan R. Wilson". The signature is written in a cursive, flowing style.

Susan R. Wilson
Attorney at Law

582911

T 39 N, R 5 W, S 8

RECORD OF SURVEY

Survey of the West Half of Lot 4 and the West Half of the North 16 feet of Lot 5, Block 2, Frye's Addition to the City of Moscow Section 8, T39N, R5W, Boise Meridian, Latah County, Idaho



ORIGINAL SCALE: 1" = 50 FEET
CA20 FILE: Trenholm, Dirk ROD.dwg

LEGEND

- Set 5/8" X 30" long rebar w/ aluminum cap LS 10162
- Found Property Corner as Described
- Calculated Position - Nothing Found or Set
- ✕ Found Section or 1/4 Section Corner
- (M) Measured
- (R) Record Per Plat of Frye's Addition to the City of Moscow
- Subject Property Boundary Line
- Section Line
- City Street Centerline
- City Street Right of Way Line
- Fenceline

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found southwest corner and the west 1/4 corner of Section 8, said bearing being N 00°21'05" E.

SURVEY REFERENCES

1. Plat of Frye's Addition to the City of Moscow, Block 2, Page 5 of Book 1, 1882.
2. Record of Survey, Instrument Number: 299843, PL5 969.
3. Warranty Deed, Instrument Number 564464.
4. Warranty Deed, Instrument Number 336724.
5. Warranty Deed, Instrument Number 417451.

SURVEYOR NOTES

1. The purpose of this survey was to locate and mark the property corners of this parcel of land described in Warranty Deed Instrument Number 564464.
2. The southeast corner falls inside the adjacent land owners shed by 1.3 feet south and 1.4 feet east of the building corner.

SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in compliance with the Survey Recording Act and at the request of Dirk Trenholm in December, 2016.

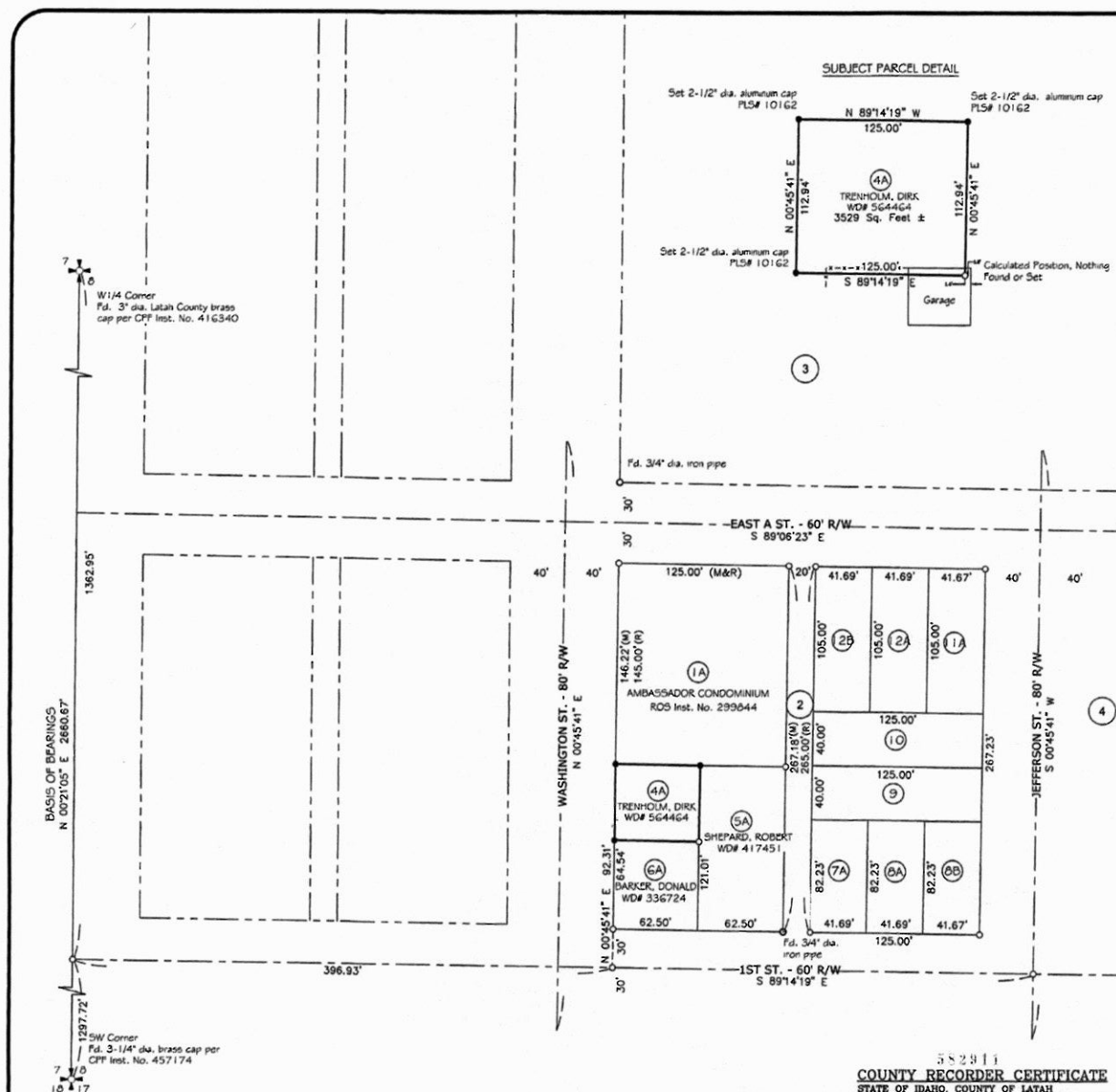
John L. Dunn - Idaho Professional Land Surveyor



SUBJECT PARCEL DETAIL



3



COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH
RECORDED AT THE REQUEST OF John L. Dunn
AT 2:22 PM THIS 16 DAY OF Dec 2016

RECORDER HENRIANNE K. WESTBERG

DEPUTY C. Shum 7:00 5:00

FILED IN THIS OFFICE

DATE	STATE	COUNTY	PROJECT	DRAWN BY
DECEMBER 2016	ID	LATAH	TRENHOLM, DIRK	DPJ

RIM ROCK CONSULTING, INC.

Land Surveying
Site Planning
Mapping

700 West 5th Street, Suite 202 Moscow, Idaho 83843 208-683-2537 rimrockconsulting.com

SHEET
1
OF
1

Revision Rc'd 7-15-20

Exhibit ADonald R. Barker's Parcel

Parcel 1:

The South 24 feet of the West Half (W1/2) of Lot Five (5) and the West Half (W1/2) of Lot Six (6) in Block Two (2) of Frye's Addition to the City of Moscow, as shown by the recorded plat thereof.

Derek C. Trenholm's Parcel

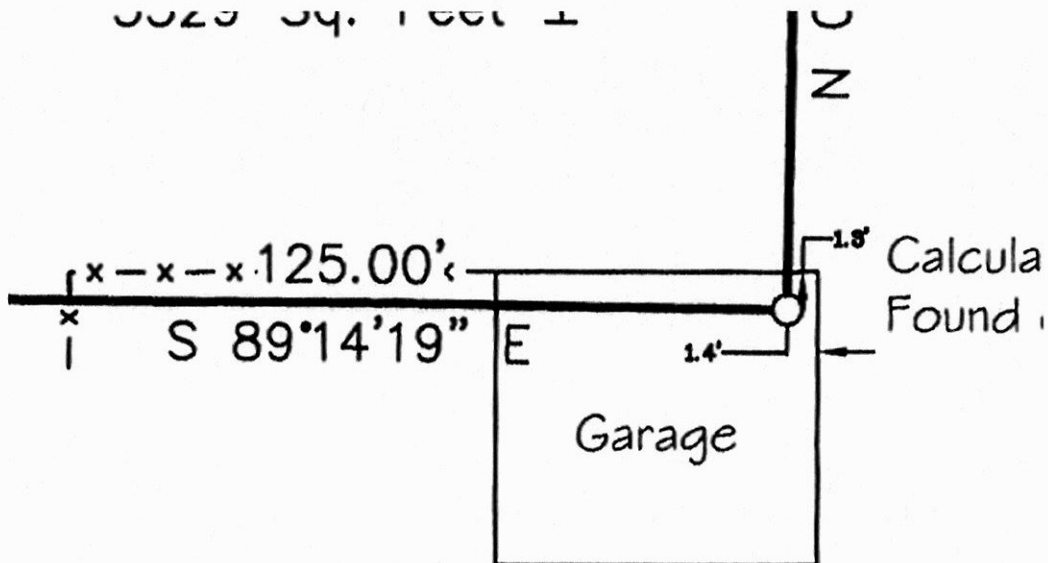
Parcel 2:

The West half of Lot 4 and the West half of the North 16 feet of Lot 5, Block 2, Frye's Addition to the City of Moscow, as shown by the recorded plat thereof.

Derek C. Trenholm to Donald R. Barker:

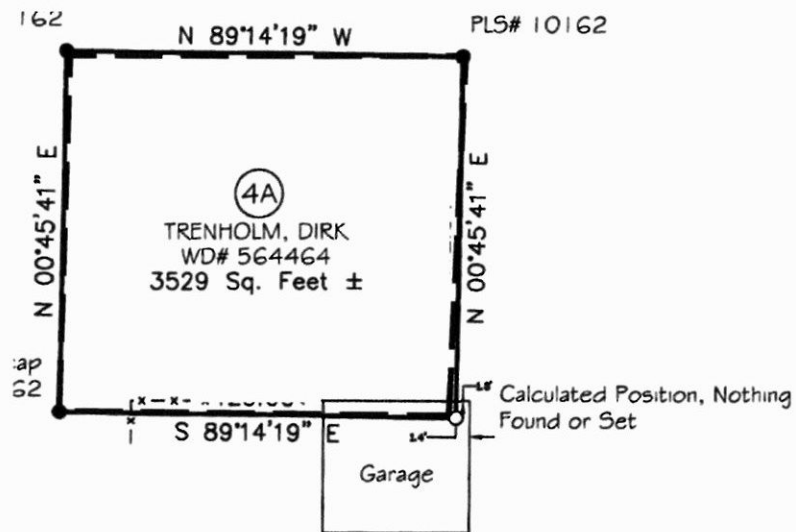
Parcel 3:

The South 1.3 feet of the West half of Lot 4 and the West half of the North 16 feet of Lot 5, Block 2, Frye's Addition to the City of Moscow, as shown by the recorded plat thereof.

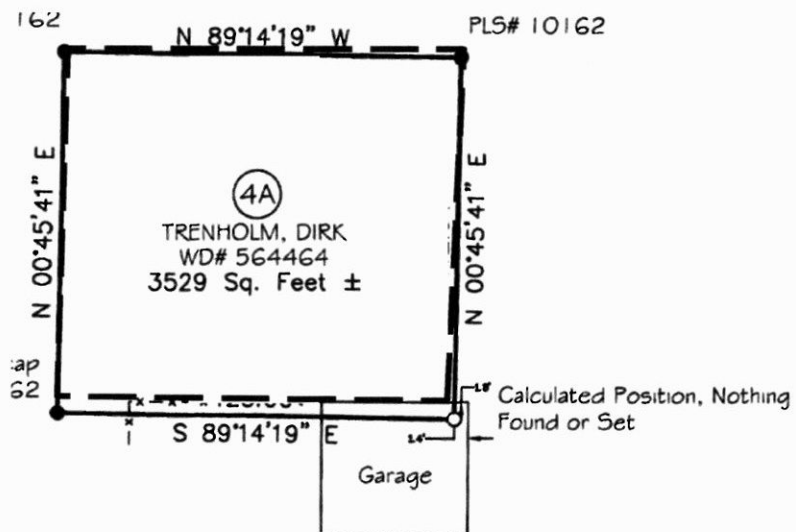
Enlarged portion of the Survey of Encroachment:

NOTE: The Record of Survey that was recorded erroneously labeled the depth and width of Mr. Trenholm's parcel as 112.5 feet by 125.00 feet. An amended survey has been requested.

Current Lot Lines:



After Lot Line Adjustment:



CONSENT TO LOT LINE ADJUSTMENT

I, Donald R. Barker, the owner of the property at 204 First Street, Moscow, and the applicant hereby consent to the Lot Line Adjustment to increase my lot by 1.3 feet to the North as further set forth in the application.

BARKER:


DONALD R. BARKER

CONSENT TO LOT LINE ADJUSTMENT

I, Derek C. Trenholm, the owner of the property at 108 N. Washington St., Moscow, hereby consent to the Lot Line Adjustment to reduce my lot size by the southern 1.3 feet as further set forth in the application.

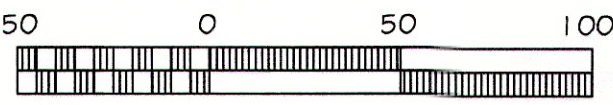
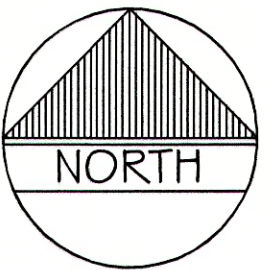
TRENHOLM:


DEREK C. TRENHOLM

T 39 N, R 5 W, S 8

AMENDED
RECORD OF SURVEY

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West Half of the North 16 feet of Lot 5,
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Moscow Section 8, T39N, R5W, Boise
Meridian, Latah County, Idaho



ORIGINAL SCALE : 1" = 50 FEET
CADD FILE : Trenholm, Dirk ROS.dwg

LEGEND

- Set 5/8" X 30' long rebar w/ aluminum cap LS 10162
- Found Property Corner as Described
- Calculated Position - Nothing Found or Set
- ✚ Found Section or 1/4 Section Corner
- (M) Measured
- (R) Record Per Plat of Frye's Addition to the City of Moscow
- Subject Property Boundary Line
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The Basis of Bearings for this survey is the Idaho Coordinate System,
West Zone, NAD 83, as shown between the found southwest corner and
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SURVEY REFERENCES

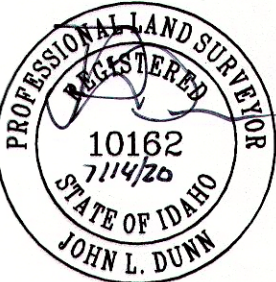
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2. Record of Survey, Instrument Number 299843, PLS 969.
3. Warranty Deed, Instrument Number 564464.
4. Warranty Deed, Instrument Number 336724.
5. Warranty Deed, Instrument Number 417451.
6. Record of Survey, Instrument Number 582911.

SURVEYOR NOTES

1. The purpose of this amended survey is to correct the dimensions of the Subject Parcel Detail.
2. The purpose of this survey was to locate and mark the property corners of that parcel of land described in Warranty Deed Instrument Number 564464.
3. The southeast corner falls inside the adjacent land owners shed by 1.3 feet south, and 1.4 feet east of the building corner.

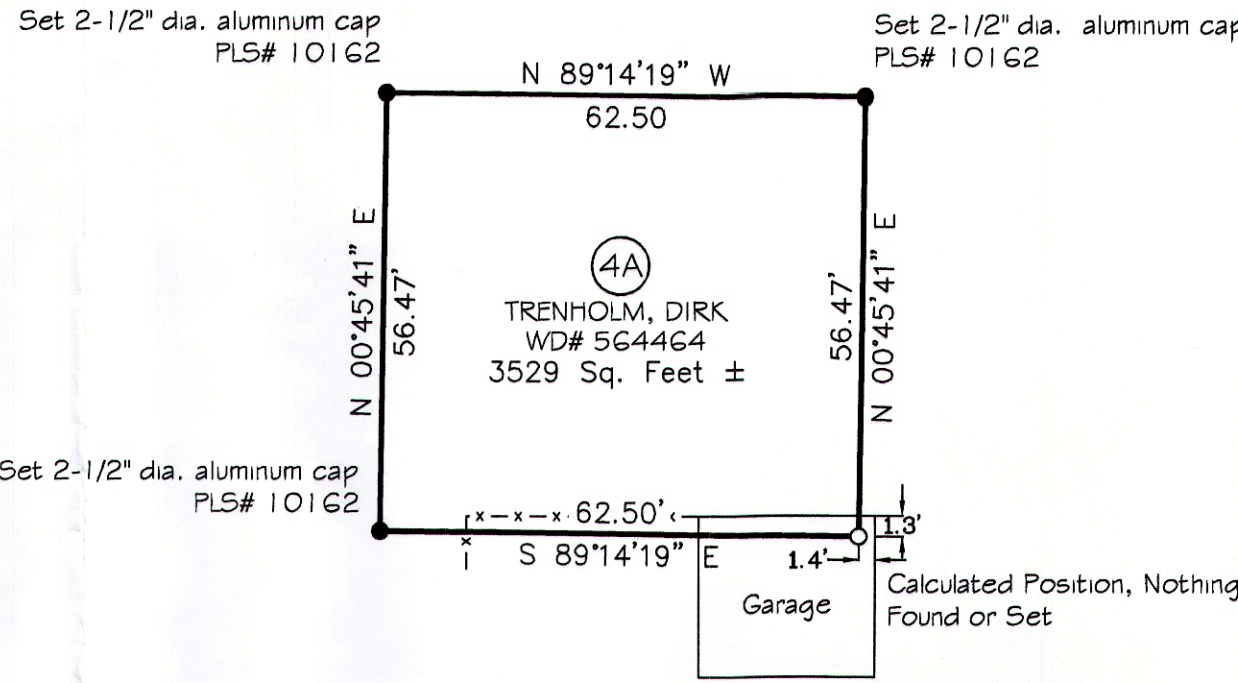
SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in
conformance with the Survey Recording Act and at the request of Dirk
Trenholm in July, 2020.



John L. Dunn - Idaho Professional Land Surveyor

SUBJECT PARCEL DETAIL



3

Fd. 3/4" dia. iron pipe

EAST A ST. - 60' R/W
S 89°06'23" E

WASHINGTON ST. - 80' R/W
N 00°45'41" E

JEFFERSON ST. - 80' R/W
S 00°45'41" E

1ST ST. - 60' R/W
S 89°14'19" E

W 1/4 Corner
Fd. 3" dia. Latah County brass
cap per CPF Inst. No. 416340

SW Corner
Fd. 3-1/4" dia. brass cap per
CPF Inst. No. 457174

BASIS OF BEARINGS
N 00°21'05" E 2660.67'

7
18

DATE	STATE	COUNTY	PROJECT	DRAWN BY
JULY 2020	ID	LATAH	TRENHOLM, DIRK	DPJ/TMH

COUNTY RECORDER CERTIFICATE

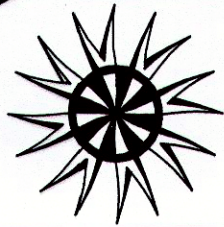
STATE OF IDAHO, COUNTY OF LATAH
RECORDED AT THE REQUEST OF John L. Dunn
AT 2:18 PM THIS 16 DAY OF 07, 2020

RECORDER

HENRIANNE K. WESTBERG

DEPUTY

Fee: \$5.00



RIM ROCK CONSULTING, INC.

- Land Surveying
- Site Planning
- Mapping

129 West 3rd Street #102 Moscow, Idaho 83843 208-883-5339 rimrock@rimrockconsulting.net

SHEET

1
OF
1

COMMITTEE STAFF REPORT

DATE: Monday, July 27, 2020



RESPONSIBLE STAFF

Gary Riedner, City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Parking Permit Fee Review (ACTION ITEM) - Gary J. Riedner

DESCRIPTION

The price of current City Parking Permits are \$12 per day, \$30 per quarter, or \$85 per year. There are currently 155 permits authorized for sale. All permits are sold or in the process of sale, and there is a waiting list of 81 applicants.

At the City's FY2021 budget workshop, the Council expressed a desire to revisit the cost of Parking permits, and staff was directed to bring the item before the Public Works/Finance Committee on July 27, 2020.

Parking has long been perceived as an issue in the downtown area, and the matter has been studied and surveyed on several occasions in the past. Although voluminous, staff has attached several of the background documents which were utilized by the City Council in 2009, when parking permits were consolidated to one class of permit and the price of that permit was reduced from \$375 per year to \$75 per year.

STAFF RECOMMENDATION

No recommendation.

PROPOSED ACTIONS

PROPOSED ACTIONS: Provide staff direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. WWAMI Parking Study Results
2. Original and Remanded Parking Study Results with am-pm averages
3. 2008 Parking Recommendations_small
4. Pages from MotM-Final Moscow on the Move
5. Council 06-15-09
6. Public Works Finance 05-26-09
7. Public Works Finance 06-22-09

8. Council 07-06-09
9. Fee Res_2009-18 parking permits
10. Council Minutes 08-03-09
11. 2019-15 FY2020 Fee Resolution parking permits

Street	Location Description	Spaces	Monday			Tuesday			Wednesday			Thursday			Friday			Ave	Std Dev	Percent Available
			9:00 AM	12:30 PM	2:00 PM	9:00 AM	12:30 PM	2:00 PM	9:00 AM	12:30 PM	2:00 PM	9:00 AM	12:30 PM	2:00 PM	9:00 AM	12:30 PM	2:00 PM			
College St	College St from Jackson to Bridge	16		12	11	14	12	15	14	12	11	13	12	12	11	11	11	12.2	1.26	76.34%
Eighth St	Eighth St from Main to Jackson	10		0	1	0	1	0	0	0	1	0	1	1	1	0	0	0.4	0.49	4.29%
Eighth St	Eighth St from Washington to Alley	2		1	0	1	0	0	0	1	1	0	0	0	0	0	0	0.3	0.45	14.29%
Lewis St	Lewis St from Main to Washington	3		0	0	0	0	0	0	0	0	1	0	0	1	1	0	0.2	0.41	7.14%
Lewis St	Lewis St from Washington to Alley	8		3	3	5	5	6	5	2	2	4	2	3	4	5	6	3.9	1.39	49.11%
Main St	Main St from Eighth to Lewis	22		6	9	7	8	7	4	2	2	6	6	3	16	13	13	7.3	4.10	33.12%
Main St	Main St from Seventh to Eighth	25		8	6	10	10	6	11	8	8	2	2	8	12	6	6	7.4	2.87	29.43%
Main St	Main St from Sixth to Seventh	21		3	3	6	3	1	8	3	4	6	1	8	9	2	0	4.1	2.76	19.39%
Seventh St	Seventh St from Main to Jackson	28		9	6	8	8	5	6	8	3	6	4	6	7	15	8	7.1	2.74	25.26%
Seventh St	Seventh St from Main to Washington	26		9	10	4	6	7	6	4	5	1	0	3	16	11	7	6.4	4.05	24.45%
Seventh St	Seventh St from Washington to Alley	6		2	0	1	2	1	1	2	0	0	0	1	3	2	3	1.3	1.03	21.43%
Sixth St	Sixth St from Jackson to Bridge	9		5	3	7	3	3	6	2	6	8	5	4	8	6	5	5.1	1.83	56.35%
Sixth St	Sixth St from Main to Washington	15		5	1	9	4	1	3	1	2	6	5	2	6	1	4	3.6	2.35	23.81%
Washington St	Washington St from Seventh to Eighth	13		5	4	0	5	4	0	1	1	1	1	3	1	1	3	2.1	1.73	16.48%
Washington St	Washington St from Sixth to Seventh	11		6	6	7	4	3	4	6	4	9	8	6	7	6	5	5.8	1.61	52.60%
Washington St	Washington St from Eighth to Lewis	8		0	1	0	5	3	1	0	0	1	1	0	3	0	2	1.2	1.47	15.18%
Totals		223	0	74	64	79	76	62	69	52	50	64	48	60	105	80	73	68.3	Available Overall	30.62%
Percent Available				33.18%	28.70%	35.43%	34.08%	27.80%	30.94%	23.32%	22.42%	28.70%	21.52%	26.91%	47.09%	35.87%	32.74%			
Data collected at 9am, 12:30pm, and 2pm from Monday August 7 to Friday August 11 of 2017																				

Remanded Parking Results

Data collected at 9am, 12:30pm, and 2pm from Monday June 19 to Friday June 23 of 2017

Street	Loc_Desc	Spaces	Mon1	Mon2	Mon3	Tues1	Tues2	Tues3	Wed1	Wed2	Wed3	Thurs1	Thurs2	Thurs3	Fri1	Fri2	Fri3	Average Available	Percent Available	AVG Avail	% Avail	AVG Avail	% Avail	AVG Avail	% Avail
Main St	Main St from A to C	15	5	7	3	8	8	1	5	6	4	4	7	4	7	7	7	6	36.89%	6	38.67%	4	25.33%	7	46.67%
First St	First St west of Jackson	7	4	4	3	3	1	2	2	3	2	3	4	3	3	1	3	3	39.05%	3	42.86%	3	37.14%	3	37.14%
A St	A St west of Jackson	4	2	3	4	4	4	2	3	4	1	4	4	4	3	3	2	3	78.33%	3	80.00%	3	65.00%	4	90.00%
A St	A St from Main to Washington	5	2	3	3	3	4	3	5	2	4	4	4	4	3	2	3	3	65.33%	3	68.00%	3	68.00%	3	60.00%
A St	A St from Main to Jackson	11	6	8	5	6	6	7	4	4	4	3	3	2	5	6	6	5	45.45%	5	43.64%	5	43.64%	5	49.09%
First St	First St from Main to Jackson	28	12	9	4	15	4	5	14	4	5	14	7	4	11	10	11	9	30.71%	13	46.43%	6	20.24%	7	24.29%
Main St	Main St from First to A	19	13	12	11	14	5	9	15	2	8	14	7	10	14	5	11	10	52.63%	14	73.68%	10	51.58%	6	32.63%
First St	First St from Main to Washington	22	5	13	12	4	5	5	4	4	5	8	1	0	5	2	4	5	23.33%	5	23.64%	5	23.64%	5	22.73%
Main St	Main St from First to Second	15	4	2	0	0	1	2	4	2	3	2	2	2	1	1	1	2	12.00%	2	14.67%	2	10.67%	2	10.67%
Second St	Second St from Main to Washington	31	10	8	10	3	4	8	9	3	8	4	2	3	6	2	1	5	17.42%	6	20.65%	6	19.35%	4	12.26%
Second St	Second St from Washington to Jefferson	18	2	1	2	3	3	3	5	1	2	3	2	1	6	1	1	2	13.33%	4	21.11%	2	10.00%	2	8.89%
Washington St	Washington St from First to Second	10	10	6	6	10	6	6	9	2	4	8	2	3	10	7	7	6	64.00%	7	70.00%	5	52.00%	5	46.00%
Jackson St	Jackson St from First to A	9	9	9	9	9	9	9	8	6	8	9	8	7	8	9	9	8	93.33%	9	95.56%	8	93.33%	8	91.11%
Jackson St	Jackson St from First to Third	9	6	4	6	2	4	3	4	2	5	5	4	4	6	6	7	5	50.37%	5	51.11%	5	55.56%	4	44.44%
Parking Lot	Jackson Street Parking Lot (North)	29	8	5	2	10	3	4	11	4	6	7	8	7	15	9	9	7	24.83%	10	35.17%	6	19.31%	6	20.00%
Third St	Third St from Main to Jackson	15	7	11	10	9	7	8	12	9	9	9	5	6	9	8	10	9	57.33%	9	61.33%	6	37.33%	7	48.00%
Third St	Third St from Main to Washington	16	12	9	8	4	1	6	10	3	9	12	2	3	9	7	8	7	42.92%	10	61.46%	7	42.50%	4	27.50%
Third St	Third St from Washington to Jefferson	21	14	10	8	12	8	6	14	9	5	10	8	5	10	13	12	10	45.71%	10	46.67%	7	34.29%	10	45.71%
Washington St	Washington St from Second to Third	11	8	2	2	9	6	6	9	3	8	9	3	3	8	6	4	6	52.12%	9	78.18%	5	41.82%	4	36.36%
First St	First St from Washington to Jefferson	7	1	4	2	4	4	0	2	2	3	3	4	2	3	5	2	3	39.05%	3	37.14%	2	25.71%	4	54.29%
Main St	Main St from Second to Third	18	2	4	2	2	0	3	4	0	1	4	0	3	5	1	2	2	12.22%	3	18.89%	2	12.22%	1	5.56%
Totals		320	142	134	112	134	93	98	153	75	104	139	87	80	147	111	120								
Percentage Available			44.38%	41.88%	35.00%	41.88%	29.06%	30.63%	47.81%	23.44%	32.50%	43.44%	27.19%	25.00%	45.94%	34.69%	37.50%	115	36.02%	139	43.32%	100	31.15%	99	31.00%
																		Overall Average		9AM Average		2PM Average		1230PM Average	
																								127	
																								9AM Comb Average	

Original Parking Results

Data collected at 9am and 2pm from April 3-5, and April 10-11 of 2017

Street	Loc_Desc	Spaces	Mon1	Mon2	Tues1	Tues2	Wed1	Wed2	Mon1	Mon2	Tues1	Tues2	Average Available	Percent Available	AVG Avail	% Avail	AVG Avail	% Avail
Main St	Main St from A to C	15	5	4	2	6	9	10	6	3	2	5	5	34.67%	5	32.00%	6	37.33%
First St	First St west of Jackson	7	6	2	3	2	3	2	5	2	2	3	3	42.86%	4	54.29%	2	31.43%
A St	A St west of Jackson	4	4	3	4	0	4	2	4	2	4	4	3	77.50%	4	100.00%	2	55.00%
A St	A St from Main to Washington	5	2	4	4	2	3	4	1	3	1	2	3	52.00%	2	44.00%	3	60.00%
A St	A St from Main to Jackson	11	6	6	3	7	5	5	5	7	5	6	6	50.00%	5	43.64%	6	56.36%
First St	First St from Main to Jackson	28	9	4	12	7	11	10	11	6	10	5	9	30.36%	11	37.86%	6	22.86%
Main St	Main St from First to A	19	10	12	12	13	14	13	11	13	12	15	13	65.79%	12	62.11%	13	69.47%
First St	First St from Main to Washington	22	5	3	8	5	11	10	7	4	10	7	7	31.82%	8	37.27%	6	26.36%
Main St	Main St from First to Second	15	3	4	2	1	3	5	2	2	1	3	3	17.33%	2	14.67%	3	20.00%
Second St	Second St from Main to Washington	31	1	2	7	2	6	1	2	1	5	2	3	9.35%	4	13.55%	2	5.16%
Second St	Second St from Washington to Jefferson	18	3	3	2	1	3	1	2	1	2	3	2	11.67%	2	13.33%	2	10.00%
Washington St	Washington St from First to Second	10	4	6	10	5	9	8	5	7	5	4	6	63.00%	7	66.00%	6	60.00%
Jackson St	Jackson St from First to A	9	9	7	6	8	8	7	5	7	7	7	7	78.89%	7	77.78%	7	80.00%
Jackson St	Jackson St from First to Third	9	1	2	3	2	4	4	2	1	4	4	3	30.00%	3	31.11%	3	28.89%
Parking Lot	Jackson Street Parking Lot (North)	29	7	4	8	1	7	6	6	2	4	2	5	16.21%	6	22.07%	3	10.34%
Third St	Third St from Main to Jackson	15	8	7	6	8	7	5	6	6	7	7	7	44.67%	7	45.33%	7	44.00%
Third St	Third St from Main to Washington	16	6	4	5	4	6	6	5	5	6	4	5	31.88%	6	35.00%	5	29.17%
Third St	Third St from Washington to Jefferson	21	9	5	10	9	7	4	8	7	9	5	7	34.76%	9	40.95%	6	28.57%
Washington St	Washington St from Second to Third	11	3	2	10	10	4	2	4	5	6	5	5	46.36%	5	49.09%	5	43.64%
First St	First St from Washington to Jefferson	7	0	4	7	0	2	0	1	1	6	0	2	30.00%	5	77.14%	1	14.29%
Main St	Main St from Second to Third	18	2	2	1	2	3	4	3	3	2	0	2	12.22%	2	12.22%	2	12.22%
Totals		320	103	90	125	95	129	109	101	88	110	93						
Percentage Available			32.19%	28.13%	39.06%	29.69%	40.31%	34.06%	31.56%	27.50%	34.38%	29.06%	10432.59%		11636.19%		9529.71%	
													Overall Average		9AM Average		2PM Average	
																	8426.25%	
																	1230PM Average	

A Study of Downtown Parking
Moscow Transportation Commission
March, 2008

Executive Summary Overview. At the request of City Council the Moscow Transportation Commission (MTC) embarked on an 18-month study of downtown parking. During that time numerous people and entities offered input in a variety of ways, detailed below. An MTC subcommittee helped organize, synthesize, and facilitate review among city staff leaders, members of the commission, guests, and the public. As a result of its work, the MTC recommends three (3) goals and twenty-six (26) implementation strategies for practical and realistic improvements to downtown parking. The sections in this report, shown below, summarize the process, MTC findings, goals, and action strategies for implementation.

- Introduction
- MTC Study of Downtown Parking
- Survey Process/Key Findings
- MTC Interviews and Findings
- Public Open House on Downtown Parking
- Final Downtown Parking Goals
- Final Recommendations/Implementation Strategies
- Appendices

The MTC Report on Downtown Parking is available online at <http://www.ci.moscow.id.us> for inspection, or by request from the City of Moscow, Public Works Department. The report will be presented to City Council committees and the full Council in late March and early April 2008. At that time, final action by the Mayor and Moscow City Council is expected. Members of the MTC express appreciation for the opportunity to study this important transportation issue and, by consensus concur with its findings and recommendations.

Introduction. As part of its role to provide advice and recommendations to the Mayor and City Council regarding inter-modal transportation issues within and around the City of Moscow, the (MTC) was charged by City Council in late 2006 with exploring a widely-held, long-standing perception of a “downtown parking problem”. (Appendix A contains the full charge of the MTC.) The last prior attempt to evaluate downtown parking was the Dufresne-Henry Downtown Moscow Revitalization Plan from 2001-2002. (Excerpt, Appendix B) Another study of downtown parking was completed in 1993 and is on record with the City of Moscow. Moscow’s downtown parking system has remained essentially unchanged since its adoption in the late 1970’s, and the call to address it persists.

A “downtown parking problem” is not unique to Moscow, Idaho. It is a topic familiar to citizens and city government officials across the country. Currently, in our region both the City of Pullman, Washington and the City of Lewiston are facing similar parking issues in their communities. (Appendix C contains recent news media coverage.)

Over the past several decades Moscow has routinely faced the issue of downtown parking with an increased frequency following the advent of the west- and east-side retail malls, constructed

during the 1970's. Downtown Moscow successfully adapted its character and approach to new retail challengers through diversification of businesses and services, downtown revitalization activities, and the provision of "free parking" for the downtown. Downtown's transformation represents an impressive success story, attesting to the commitment of community leaders who have made strategic investments to preserve and enhance this unique, vibrant and much-loved area at the core of Moscow.

This commitment is clearly apparent today, as evidenced by Moscow City Council's Goals for 2009. Among the goals related to downtown parking improvements, City Council identifies support for the newly formed Urban Renewal District adjacent to the downtown, acquisition of additional property to support development of new surface parking for the downtown, expansion of public transit services, and creation of a program for replacement/improvement of signage in Moscow's downtown. (Appendix D lists complete 2009 Moscow City Council Goals.)

Downtown business leaders appear ready to revisit the concept of a business improvement district and "to be a part of the solution" for improving downtown parking resources. The University of Idaho also recognizes the goal of strengthening the "town and gown" bond through enhanced links with and to the downtown core, and with possible changes in its own parking policies. (Appendix E highlights UI architecture students' proposal for land development concepts between the city and campus; an overview of the UI campus parking program is also included here.)

MTC Study of Downtown Parking. During the past 18 months MTC members conducted a thorough review of downtown parking, with the principal goal of formulating an improvement program. Unlike previous parking studies that focused on engineering criteria (e.g., empty-to-occupied space ratio) to determine the extent of the problems, the MTC chose to focus on people's *perceptions* of and commentary about the problems, their causes, and solutions. The analysis phase consisted of a major survey of the downtown's four major constituent groups (business managers, employees, customers, and residents); a lengthy series of interviews and reports from agency, downtown business and service representatives/leaders during public transportation commission meetings; and a public open house on downtown parking to receive citizen input on findings, preliminary goals, strategies and recommendations. (Appendix F contains additional materials about these activities.)

Survey Process and Key Findings. Between January and March 2007, a survey was prepared and delivered to each of several groups of downtown constituents: owners/business managers, employees, and customers. (Survey forms are contained in Appendix G, followed by summaries and key findings.) MTC members were assisted by Chamber of Commerce staff who hand-delivered surveys to ensure broad coverage of all known businesses and service providers in the downtown (see map for area covered). Two hundred twenty-five (225) surveys were delivered to business owners or managers and 161 were returned, a 72% response rate. Employees returned 135 of their surveys, and customers returned 190 of their surveys. The favorable response volume provided a reliable basis for drawing conclusions about downtown parking patterns and preferences. Surveys for known residents of downtown were delivered/mailed in late spring 2007. Due to the timing of the distribution close to the end of spring semester the number of responses from the downtown residents was too low to reach statistically valid conclusions, but did provide interesting and valuable input. MTC spent many meetings conducting extensive review of these survey responses. Among the key findings were:

1. *Business owners, employees, and customers agree there is a parking problem downtown.* Owners and employees find the problem more serious than customers do, with 64% of business owners and 70% of employees saying “yes” there is a problem, compared to only 40% of customers. Forty-two percent (42%) of customers report finding satisfactory parking available on almost every trip downtown; 32% of business owners report hearing complaints about parking availability almost every day. *The most common belief of business owners, employees, and customers is that the parking problem is caused by too few public parking spaces downtown.*
2. *Employers and employees contribute to the problem.* Sixty percent (60%) of business owners and 75% of employees report using downtown public parking. Fifty-one percent (51%) of the business owners and 41% of employees report parking within the same block as their business or job. Only 11% of business owners and 12% of employees report typically parking more than two blocks from their jobs. Only 44% of downtown business owners encourage their employees to park outside the downtown. Further there is a communication gap between business owners and employees about encouraging employees to park outside the downtown: only 19% of employees say the owners do so.
3. *Customers are willing to park further away than business owners think they will.* Seventy-one percent (71%) of business owners reported customers would be only willing to park *1 block or less* away from their business, while 72% of customers said they would be willing to park *2 blocks or more* away from their destination.
4. *Improvements suggested by the survey results include:* adjusted parking time limits; support for additional public parking lots but not the installation of parking meters; the potential use of a parking structure; expansion of features for bicycles and pedestrians; and expansion of public transit in the downtown district.

MTC Interviews and Findings. A series of targeted interviews with invited business leaders and city officials were held at regular MTC meetings during the spring and summer of 2007 to ensure that commission members fully understood the context for considering changes to the downtown parking program. (Copies of these materials and minutes from these meetings are available from the City’s Public Works Department.) A number of Findings from Interviews are summarized below, that together with Key Findings from the Survey, provide the basis for the goals and improvement strategies. These interview findings are:

1. *Incentive programs* have been adopted by a few downtown organizations (Food Co-op, New St. Andrews College, Gritman Medical Center) and provide a popular and effective tool to address the shortage of core downtown parking and to advocate for a “customer-first” use policy for available, close-by parking.
2. *Uses in the downtown have changed* over the past decades; for example, service stations, and hardware and variety stores are now located elsewhere. Downtown properties are occupied by fewer vehicle-intensive uses than in the past. Moscow realtors indicate that existing downtown properties are available for purchase and/or reuse

opportunities for new businesses. Some newer uses in the downtown district core have brought increased competition for “shared-access” parking resources.

3. *Designated parking for downtown’s small residential community* is needed to ensure that people who live downtown can find appropriate parking close to their residences.
4. *The public “paid permit” parking system is underutilized* and has capacity for additional permit sales to those who require long-term, reserved daily parking.
5. *Business owners and employees lose valuable work time* as they routinely move their cars a short distance to avoid tickets for violating the 3-hour limit in downtown parking zones.
6. *A recent Downtown Association committee developed a downtown parking improvement plan* and suggested changes in the way the system is managed. (See Appendix H.)
7. *The City’s Public Works department developed options for improving internal traffic flow and restructuring access points for the south Jackson Street parking lot*, an idea finding initial support among adjacent businesses and other downtown users.
8. *The new Comprehensive Plan, Mobility Chapter, will include points* to consider: changing use patterns, adjacent land development opportunities, and a greater effort to support multi-modal transportation in the downtown; parking may be required for some new uses in the general and central business zones.
9. *Some students are using “free” downtown parking spaces and walking to classes at UI*, reducing the supply of open parking spaces for those who have downtown destinations and business.

Public Open House on Downtown Parking. The MTC sponsored an open house February 19, 2008 at the 1912 Center that was attended by approximately 50 people. Independent information and discussion “stations” highlighted a range of topics. (Appendix I includes local media coverage of this event. Information displayed at various stations from the open house is found in Appendix J.) Many attendees had questions for MTC members and city officials about the parking situation downtown and plans in progress for changes. Several citizens noted specific options/strategies they most favored, which ones they did not like, and offered further suggestions for new ideas. Most of the participants who reviewed the MTC’s findings and options responded that “MTC is on the right track.”

The information and input “stations” included the following:

- **Working Goals and Strategies** to accomplish them;
- **Moscow Public Works display** with downtown parking boundaries, locations of public and private lots, on-street spaces and traffic flow data; three options with alternative configurations of the South Jackson Street lot; parking standards;
- **Proposed Legacy Crossing Urban Renewal District** – parking infrastructure options to serve downtown and the central business area;
- **Business Leaders’ Suggested Improvements** for downtown parking;

- **MTC Survey and Key Findings;**
- **Costs of Parking Improvements**, annual maintenance and operations management; features of downtown parking from other small, university towns;
- **Demand Reduction Incentive Programs** (Moscow Food Co-op, Gritman Medical Center, and New Saint Andrews College);
- **Public Transit and its opportunity for growth** in the downtown area; and
- **Moscow Parking Enforcement program** features.

Final Downtown Parking Goals. The MTC synthesized the survey results, interviews, and meeting and public forum findings to arrive at three primary downtown parking improvement goals.

Moscow Transportation Commission recommends adoption of these goals as a framework for and as desired outcomes to guide a Downtown Parking Improvement Implementation process.

- I. Reduce the pressure on limited downtown parking resources by adopting more effective and customer-friendly practices and uses of existing spaces.
- II. Increase the quality, safety, and amount of downtown parking available for the many people who wish to patronize Moscow's downtown businesses, services and activities.
- III. Enhance coordination and shared responsibility for downtown parking infrastructure and programs among those responsible for administration, enforcement, improvement, development, and implementation of downtown parking.

Recommended Implementation Strategies. Accomplishing the three downtown parking improvement goals will require both short-and long-term actions and investments. MTC recommends the adoption of twenty-five (25) implementation strategies that provide *feasible, supportable ways to achieve the desired goals*. Not all strategies are likely to be implemented in the course of one year, or even two to three years; however, they are the most frequently cited "details" offered in good faith from a large number of contributors to the discussion of downtown parking needs and how to *make it better for everyone*. This document establishes a framework and policy guidance for a Downtown Parking Improvement Plan. *The MTC strongly recommends that an independently-selected, advocacy Implementation Committee work to further develop and advance the plan over the course of the next 1-3 years.*

Implementation strategies the MTC recommends are:

Goal I: Limited Resources and Customer-Friendly Practices

- Modify the current 3-hour downtown parking limits to create multiple zones for *Loading* (15-30 minutes), *Short-Term* (1-2 hours), *Medium-Term* (3-4 hours), and *Long-Term* (8 hours or more) use patterns;

- Assess the number and location of Disabled Parking stalls, and increase and/or relocate as appropriate.
- Increase the value and use of permits in existing, public, off-street parking lots with aggressive marketing and incentives for daily, long-term users of downtown parking;
- Form partnership agreements with owners of private, downtown lots to encourage full use and coordinated management of surplus capacity in private, off-street parking areas in downtown;
- Designate van and car pool spaces in public parking lots and make them available at reduced fees to promote their use;
- Challenge the Chamber of Commerce, and Downtown Association(s) to develop "Customer First" parking policies and effective Employer/Employee incentive programs;
- Determine what, if any, code changes may be required to enforce sanctions/towing of "unauthorized users" in private parking lots;
- Invest in expansion of public transit services to and within the downtown, including expansion of routes/stops to and within the downtown area, improved snow removal at designated pull-outs/stops, and improved bus/transit stop signage and shelters at strategic downtown locations, or at Park and Ride lots remote from downtown;
- Encourage bicycle and motorcycle use, as alternatives to cars, by providing additional, conveniently-located facilities, such as: bike racks, sheltered parking, bike lockers, motorcycle spaces (on and off-street);
- As part of a comprehensive Sidewalk Improvement Program for the city, repair and replace unsafe, deteriorated downtown sidewalks that discourage pedestrians from walking to and within downtown; and
- Create (dispersed) parking zones sufficient to allow downtown residents with cars to park overnight and on weekends legally.

Goal II. Quality, Safety, and Amount of Downtown Parking

- Share responsibility among private and public entities and stakeholder groups to identify and obtain an additional 2-3 acres to accommodate 200-300 future, close-in surface parking spaces for use in and by downtown businesses and services; avoid further pursuit of costly public parking structures;
- Discourage non-downtown through traffic along Main Street between Third and Sixth Street *and* between Third and A Street by adding traffic calming measures, pedestrian amenities, and consider reducing the speed limit;
- Expand on-street parking along side streets, perpendicular to and within the bounds of the Washington/Jackson Street couplet system (where feasible at 1st, 2nd, 4th, 5th, and 7th Streets);
- Consider modifying entry/egress to North and South Jackson Street parking lots and redesign them for enhanced safety, internal traffic flow, and provision of amenities for seasonal special event use;
- As new general business zone(s) are added that surround the existing Central Business District require off-street parking for all new developments occurring after a designated code change and notice period;

- Clarify parking requirements and expectations for such CBD users as schools, training programs, and others with daily classroom attendance/commuter patterns;
- Upon its adoption, ensure the integration of the Downtown Parking Improvement plan and program into the 2008 Comprehensive Plan update;
- Expand the parking enforcement area of the downtown to all areas within the couplet (east and west) and between A Street to the north and Lewis Street to the south;
- Reserve the majority of on-street parking spaces along Main Street and perpendicular side streets for Short-Term Users, Loading Zones, and Disabled Parking.

Coordinate Administrative, Enforcement, and Implementation Activities Among All Major Stakeholder Groups

- Engage all major stakeholder groups (City, Chamber, URA, Downtown Business Owners, UI, GMC, etc.) in new parking lot acquisition, financing, planning, and development activities;
- Modify the parking enforcement code to prevent/discourage moving one's car a short distance within the downtown to circumvent the posted time limits for parking;
- Obtain up-to-date parking enforcement systems and technologies, and invest in staff support necessary to improve the functionality and expansion of downtown parking;
- Create trust and transparency among patrons of downtown parking with an annual public disclosure of sources and uses of downtown parking revenue and expenses, together with current parking information of interest to the public;
- Encourage collaboration between UI administration and the City to mitigate abuse by UI students who use downtown parking as a free alternative to campus parking;
- Establish and charge a broad-based, advocacy *Downtown Improvement Parking Implementation Committee* (10-12 members) with review, oversight, communication, and development of the multi-year Downtown Parking Implementation Plan, according to the intent, goals, and strategies contained in this report.

APPENDIX A



City of Moscow

[Home](#)[Mayor](#)[Council](#)[Employment](#)[Calendar](#)[Contact Us](#)[Help](#)

City Commissions

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Transportation

Structure and Duties

The Transportation Commission consists of five to nine members serving without pay. Members of the Commission are appointed by the Mayor subject to the approval of the City Council, and are selected without respect to political affiliation. An appointed member of the Commission must have resided in Latah County for two years prior to his or her appointment and must remain a resident of Latah County during his or her service on the Commission. Individuals living within the delineated Area of City Impact are entitled to representation on the Commission, though this representation must reflect, as nearly as possible, 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 is five years or until their successors are appointed and qualified. The members hold office at the pleasure of the Mayor, who may revoke appointments at any time and for any reason, subject to the approval of the Council. In addition to the Commission's regular members, a number of officials are entitled to serve as ex officio (non-voting) members.

The Commission is charged under Moscow City Code with three main duties. First, the Commission is 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.

Second, the Commission is empowered 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.

Third, the Commission is to advise the Mayor and City Council as to the transportation needs of future City development, to encourage complete and logical circulation patterns which will adequately serve adjacent land uses throughout the Moscow area now and in the future, and to maintain and enhance the quality of

life in Moscow by creating transportation systems which move people effectively and safely.

Membership Roster

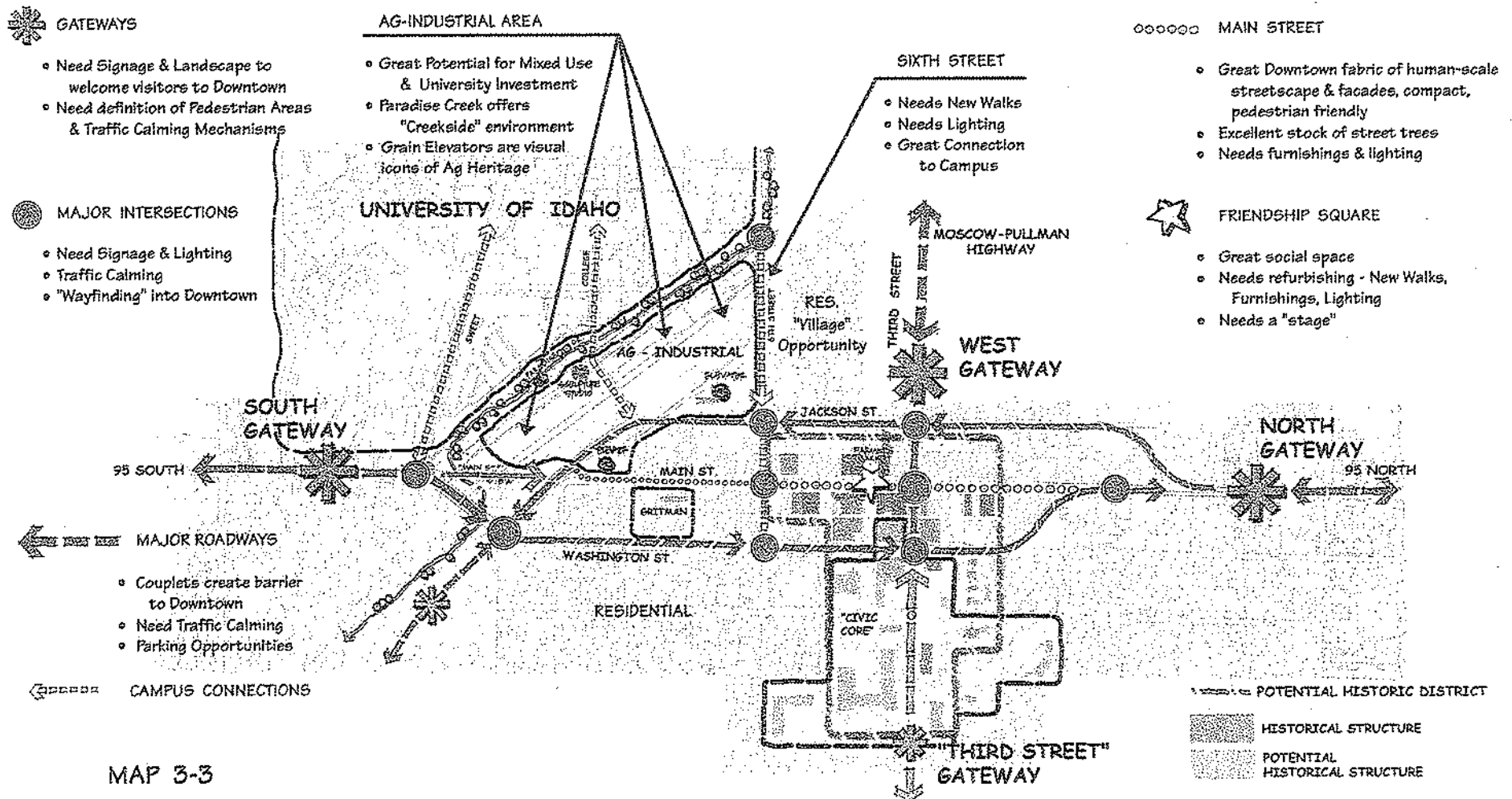
Commissioner	Term Expiration
Philip Cook	12/31/2008
Joel Hamilton	12/31/2010
Brian Johnson	12/31/2012
Tom La Pointe	12/31/2008
Mark Mumford	12/31/2011
Nancy Nelson	12/31/2009
Joanne Reece	12/31/2009
Vacant	12/31/2008
Vacant	12/31/2010

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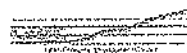
APPENDIX B



MAP 3-3

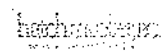
STRENGTHS, WEAKNESSES OPPORTUNITIES & THREATS

Prepared for:



University of Idaho

Prepared by:



Some recommendations for preserving and enhancing historic buildings in Downtown Moscow are as follows:

- Maintain integrity and appearance of the city's entrances, corridors, and downtown
- Consider the inclusion of the Downtown Historic District on the National Register of Historic Places
- Develop incentive programs for historic building restorations
- Call attention to significant places, sites and buildings through promotion and walking tours
- Zone land to ensure compatibility of land uses and housing types
- Document building that are eligible for listing and work with owners to support preservation and appropriate alterations

3.4 Parking and Traffic Circulation

Traffic Circulation

How people and goods move from one place to another is a fundamental issue that needs to be addressed when planning for future growth in Downtown Moscow. As the community plans to attract new commercial development and expand existing business, adequate transportation infrastructure and services must be provided. Downtown transportation planning principles, however, should not necessarily be based on maximizing the level of service (which amounts to streets operating at or above a given average speed), but to keep traffic flowing smoothly within the downtown grid while minimizing traveler delay and enhancing pedestrian and bicycle safety. Slow and steady should be the goal rather than high levels of service ratings and speed, which detract from the sense of community.

The majority of downtown traffic is carried on the main north-south (Main Street, Jackson Street, and Washington Street) and east-west corridors (3rd Street and 6th Street). Overall, traffic volumes in the downtown street grid have risen moderately with higher increases on the north-south streets than the east-west streets (See Table 3-6). The three highest daily traffic volume areas are on Main Street (between 8th & Sweet Ave. and D & A Streets), 3rd Street (between Jackson Street and Line Street).

The majority of east-west traffic in Downtown Moscow is carried by Third and Sixth Streets and access to the CBD can be a problem at certain times a day. Congestion is also a factor on Sixth Street and alternative roads need to be looked at to carry some traffic and provide better access to CBD.

The one-way couplets on Jackson Street and Washington Street have greatly reduced traffic volumes on Main Street allowing for better pedestrian orientation and safety. However, these

couplets have also redirected potential customer traffic away from the CBD and induce higher speeds.

The three-lane cross section throughout most of the Jackson and Washington Street corridors provides a significant amount of vehicle capacity compared to the actual traffic volumes. There may be additional opportunities to utilize one of the lanes to provide additional on-street parking spaces for the Central Business District. This would also reduce travel speeds, which creates a barrier between the CBD and surrounding neighborhoods and the University.

The north end of Main Street between Third Street and A Street (the one-way section) seems to be particularly disadvantaged by this circulation system. On-street parking has been significantly reduced to provide for 3 travel lanes and traffic speed is noticeably higher. Consequently, property values are lower and the vacancy rates higher here than other sections of Main Street further south with 2-way traffic and on-street parking on both sides.

Table 3-6: Downtown Moscow Daily Traffic Volumes				
Street and Area	1990	2000	Change in Volume	% Change
Main Street				
Between 8th & Sweet Ave.	18851	NA	NA	NA
Between 6th & 8th St.	4348	3682	-666	-15%
Between 3rd & 6th	5537	5739	202	4%
Between A & 3rd St.	4148	3649	-499	-12%
Between D & A St.	7867	16411	8544	109%
North of D Street (US 95)	6144	11363	5219	85%
Jackson Street				
Between 6th & 8th St.	7008	10364	3356	48%
Between 3rd & 6th	10295	11899	1604	16%
Between A & 3rd St.	9256	9761	505	5%
Between D & A St.	6972	8935	1963	28%
Washington Street				
Between 6th & 8th St.	11001	13884	2883	26%
Between 3rd & 6th	11440	12544	1104	10%
Between A & 3rd St.	6408	7661	1253	20%
Between D & A St.	1147	877	-270	-24%
Almon Street				
Between 3rd & A St.	1190	984	-206	-17%
North of A Street	3953	3790	-163	-4%
St. Highway 8 - Between Main & White	10934	11749	815	7%
6th Street				
Between Washington & Hayes	5497	5889	392	7%
Between Jackson & Line St.	11026	10729	-297	-3%
3rd Street				
Between Washington & Hayes	7777	8542	765	10%
Between Jackson & Line St.	17617	17361	-256	-1%
A Street - Between Almon & Line St.	5760	8485	2725	47%
D St. - Between Washington & Hayes	3155	5316	2161	68%
Source: State of Idaho Dept. of Transportation				

The University of Idaho represents a critical resource for the success of Downtown Moscow. Students and faculty regularly walk from campus to Main Street via Main Street and Sixth Street, which directly connect the University with Downtown. However, busy intersections along State Highway 8 deter pedestrian flows up Main Street from the

University. Also, Sixth Street is dark at night without much activity creating the perception of an unsafe corridor.

The "livability" of streets declines as volume and speed of traffic increase. Controlling traffic speed is a key to pedestrian-oriented commercial streets. Residents are more likely to walk, bike, and play along streets where speed is low to moderate.

Several traffic calming techniques would be very effective in developing a new streetscape for Downtown Moscow that balances the needs of automobiles, pedestrians, and bicycle riders. (See Table 3-7). The goal of these traffic-calming measures is to reduce speed through design (not just posted speed limits). Design speeds between 20 and 35 mph are recommended. Speed limits must be self-enforcing. The width of local streets is probably the most important factor in effective traffic calming (other important factors include high street-side activity, short blocks, on-street parking, short building setbacks, and street trees).

Roundabouts are a very effective traffic calming devices for intersections. They typically have more capacity and produce shorter delays than signals when traffic flows are fairly well balanced. Several traffic calming measures are incorporated in the Downtown Moscow conceptual plans for streetscape improvements.

Parking

The Downtown Moscow Parking System consists of nearly 3,000 public and private spaces, which are generally well distributed throughout the district. Table 3-8 and Map 3-3 illustrate the location and distribution of parking in the district. There are over 1,200 public parking spaces with the majority (75%) located on-street. There are two primary off-street public parking lots located on Jackson Street and Washington Street. Public parking is further divided into limited spaces (3 hours) and all-day spaces.

The Services Division of the Police Department carries out parking enforcement. There are no parking meters for public parking and revenue to maintain and enhance the system is derived solely through violation revenues. Monthly, quarterly and annual parking permits can be bought from the City at a reasonable cost in designated on and off-street locations. All private commercial and residential spaces are located off-street in lots throughout the district.

According to the business and property owner surveys, a shortage exists in public parking spaces, which is a major issue for downtown. The survey of area residents, however, did not consider in availability of parking to be a major issue. Convenient parking can be limited in

Table 3-8: Downtown Moscow Parking Inventory								
District	Study Block	Public		Public Off-Street	Private		Total	1993 Study
		On-Street (Limited)	On-Street (All Day)		Commercial Off-Street	Residential Off-Street		24-Hour Surplus/Deficit
A1	11	46	0	30	31	9	116	-56
A1	12	0	26	0	0	11	37	-50
A1	19	21	0	0	12	0	33	-87
A1	20	36	0	0	30	0	66	-75
A1	21	21	0	40	33	0	94	-34
Subtotal		124	26	70	106	20	346	-302
A2	9	30	0	141	40	0	211	36
A2	10	12	0	0	18	2	32	-148
A2	16	32	0	0	41	0	73	-217
A2	17	47	0	0	6	0	53	-91
A2	18	42	0	0	3	9	54	-121
Subtotal		163	0	141	108	11	423	-541
A3	7	8	14	0	76	0	98	52
A3	8	17	0	0	5	0	22	-100
A3	13	0	14	0	40	2	56	22
A3	14	28	0	0	20	0	48	-14
A3	15	40	0	0	66	0	106	-47
Subtotal		93	28	0	207	2	330	-87
B1	5	10	16	0	62	29	117	-5
B1	6	0	35	0	20	9	64	34
Subtotal		10	51	0	82	38	181	29
B2	1	0	12	0	35	0	47	30
B2	4	6	39	0	146	7	198	-62
Subtotal		6	51	0	181	7	245	-32
C1	28	8	15	0	22	0	45	-1
C1	29	0	22	0	48	4	74	-5
Subtotal		8	37	0	70	4	119	-6
C2	25	0	21	0	122	6	149	108
C2	26	4	20	0	36	0	60	-75
C2	27	17	4	0	52	0	73	15
Subtotal		21	45	0	210	6	282	48
C3	22	0	23	0	37	21	81	16
C3	23	0	31	0	55	8	94	56
C3	24	5	24	0	7	23	59	-76
Subtotal		5	78	0	99	52	234	-4
D1	3	0	18	0	19	21	58	-2
Subtotal		0	18	0	19	21	58	-2
D2	2	0	6	0	62	0	68	-62
Subtotal		0	6	0	62	0	68	-62
E1	32	7	22	9	20	4	62	-14
E1	33	8	30	0	12	7	57	7
E1	35	0	12	0	21	0	33	16
Subtotal		15	64	9	53	11	152	9
E2	30	0	27	0	0	31	58	20
E2	31	2	37	0	106	32	177	-53
E2	34	27	0	61	32	0	120	28
Subtotal		29	64	61	138	63	355	-5
TOTAL		474	468	281	1335	235	2793	-955

Source: 1993 Parking Study for Downtown Moscow and on-site inspection

downtown during certain times of day. This can lead to increased congestion as drivers search for available spaces.

Two parking studies of Downtown Moscow have been conducted in recent years: the Downtown Moscow Parking Study¹ and the Downtown Parking Issues Report². The purpose of the Downtown Moscow Parking Study was to determine if Downtown Moscow has a parking shortage, as is the perception of many who live and work in downtown. In particular the study attempted to assess where overall parking shortages were most acute. This involved counting all existing public and private spaces in a 35-block area. Demand was determined using the requirements of the Moscow Zoning Ordinance. Square footage and uses on each block were tabulated to determine how much of parking deficient or surplus existed.

Several blocks were determined to have occasional high parking demands (i.e. churches, taverns and theaters). Therefore two figures were calculated: weekday considering all businesses except these assembly uses; and 24-hour considering all uses generating parking demand at the same time.

Based on zoning requirements, the analysis yielded the following results:

Total Parking Supply	2,804
Weekday Parking Demand	2,800
Weekday Surplus/Deficit	+4
24-Hour parking Demand	3,682
24-Hour Surplus/Deficit	-878

According to the analysis, the two parking districts with the highest 24-hour parking deficient were A1 (-302) and A2 (-541). This district represents the core business area between A Street, Jackson Street, 6th Street and Washington Street.

For the Downtown Parking Issues Report, two questionnaires were administered to downtown employers and employees regarding their perceptions and behavior about parking in Downtown Moscow. A total of 139 business owners/managers completed the survey for an estimated 63% response rate. Another 387 employees returned completed surveys. Results from the two surveys of downtown employees suggest that changes need to be made in the current downtown parking system, which are still applicable today. Several specific conclusion were drawn from the data:

- Most employees are not purchasing parking permits.
- There is little knowledge about downtown parking regulations among employers and employees.
- Most employees surveyed were parking in the 3-hour time limit zone and moving their cars to avoid ticketing.

¹ Downtown Moscow Parking Study, Moscow Community Development Department, August, 1993

² Downtown Parking Issues: Perceptions and Behavior of Downtown Employees and Employers; Downtown Moscow Parking Committee, January, 1993

- There is little support for the use of public transportation by downtown employees and employers.

Based on these two recent studies, the recent downtown surveys and interviews with municipal staff, issues and opportunities may improve the public parking system in Downtown Moscow:

- The optimal location for new parking lots is along the periphery of the Central Business District to maintain compactness, pedestrian orientation while providing convenient customer and employee parking. Additional parking in off-street lots with access from arterial streets should be created when possible. Properties near the arterial streets bordering the CBD should be evaluated for parking feasibility and acquisition. This would provide convenient parking while maintaining the compactness of the district for pedestrians. Additional parking on the south end of Main Street is needed during busy evening hours.
- Parking structures in the CBD should be considered to make maximum use of available land. This could keep more land on tax rolls, increase inventory and decrease maintenance and operational costs. The existing public parking lot on Jackson Street is well suited for parking structure.
- UI students tend to highly utilize on-street parking in the residential sections of Downtown but have also been known to take up valuable CBD spaces when space is limited in these areas. Additional on-campus parking on the west side of campus would help satisfy the demand from students and additional areas should be identified on the periphery to maintain the fabric and pedestrian nature of the CBD while still providing convenient parking.
- Alternative transportation modes should be enhanced to reduce the parking demands in the Downtown District. Bicycle traffic in the CBD can be accommodated with new bike lanes and bike parking convenient to stores. Where possible, bike and auto traffic should be separated. Public transportation is limited in Moscow. A shuttle bus between the CBD, University and downtown neighborhoods could potentially relieve traffic congestion and demands on the parking system, particularly from students and faculty.
- Most convenient public parking lot is located in the CBD along Jackson Street. However, pedestrian access to Main Street is limited and should be improved.
- Improve the aesthetics of parking lots and public signage. Landscaping in parking areas is needed.
- New private development in CBD should provide on-site parking. Where this is not possible, a parking fund should be established with contribution made by developers and used for downtown parking improvements and enhancements.
- There is a considerable problem with trucks blocking alleys and streets. New commercial structures should have adequate loading areas.
- An educational effort should be made to inform employers and employees of long-term parking options. Students make up a large percentage of the downtown workforce and need to be provided information on a regular basis.
- The City should consider making changes to the 3-hour parking to provide a mixture of 1 and 2 hour parking opportunities. The intent of this change would

be to increase the turnover of short-term spaces in the core area and discourage employees and employers from using these spaces for longer periods of time.

3.5 The Town & Gown Relationship

The University of Idaho was established in 1889 as a Land-grant institution. Presently, there are approximately 70 educational and residential buildings located on the 1,420-acre campus adjacent to the Central Business District. The University has 154 areas of study attracting students nation-wide and from abroad. Some of the key properties in and around campus that influence Downtown Moscow are as follows:

- Old Greek Row – situated on 3 blocks between University Avenue, Elm Street and 6th Street
- Idaho Commons – Support services for student life including a large food court, art gallery, bank, satellite bookstore, market, and much more
- Arboretum and Botanical Gardens – 65 acre site featuring ponds, gardens and a variety of trees and plants from Asia, Europe, and North America
- Chipman Trail – 8-mile paved path for running, biking, in-line skating from Moscow to Pullman, Washington.
- UI Bookstore – located on Deakin Avenue, this is a full-service retail outlet

In 1996, the University conducted a comprehensive image study. A statewide survey was conducted with 711 respondents including general residents, alumni, guidance councilors, parents of accepted students that did not attend, and civic leaders. Generally, the results were indicated that the University has a very positive image. The most common negative responses, however, were that the University is: isolated, a party school, and less accessible. As a result of the study, the University has focused on establishing a better relationship with the public, emphasizing strong programs and a challenging academic environment. A 5-Year initiative campaign to enhance the image of the University was established which is tied in with a strategic plan with the objectives:

- Enhance the University's undergraduate experience, and make the University the residential campus of choice in Idaho and the West
- Be a globally competitive center for high-quality graduate, professional, and research programs, and
- Expand the capacity and delivery of outreach programs and services in keeping with the UI's land-grant mission.

The University of Idaho and the City of Moscow have developed a good relationship over the years and have cooperated on several projects and programs to the benefit of the entire community. There is a degree of mutual self-interest on the part of the University and the City in maintaining the vitality of the community. Like many cities, Moscow is looking to UI as a source of economic activity and stability as other local industries have declined or departed. The University is concerned with the potential urban decline, and the impact this may have on the community's image. This could directly affect UI's ability to compete for enrollment, faculty, and to function as a viable academic environment.

Common threads that unit the University of Idaho and the City of Moscow are as follows:

- The City is in need of vehicles for renewal and reinvestment.
- The University is a dominant influence on the physical environment and socio-economic vitality of the community, particularly the downtown district.
- The University is an active participant in urban improvements and social support.
- The University is making and has made significant investment in facilities and improvements to enhance the campus and surrounding environment.

The University is a basic industry for Moscow: the knowledge center. It brings money into the City, buys from local vendors and services, and employs local people. Like a business, UI depends on a market to support their product, and there is intense competition among institutions.

To remain viable, the partnership between the University of Moscow and City of Moscow must meet the short and long-term needs of each party. Third party funding may be required for this in the form of federal and state grants and institutional endowments. Some of the potential areas of cooperation include the following:

- Development and rehabilitation of the Latah County Grain Growers property, which separate the campus from the central business district.
- Providing adequate parking for full and part-time faculty, staff and students so as not to place a burden on the public parking system in the central business district.
- Rehabilitating downtown properties for cultural, education and residential uses to enhance vitality in the district.
- Rehabilitation of housing on the downtown neighborhoods
- Limiting on-campus competition with retail, restaurant, and other services in the central business district.
- Sponsoring cultural and entertainment events.
- Continuing education, a career center, and extension service can provide some of the routes to connect the off-campus community with on-campus resources.

The municipal and university leaders operate with very different organizational charts for decision-making and implementation. Being partners requires an on-going relationship that recognizes and accommodates each other's traits such as the following:

- Public officials function on a biennial election cycle. Academics on a cross between a semester and many years.
- Public officials seek "bricks and mortar" projects and swift results. Institutions urgently need operating funds for programs, payrolls, and maintenance.
- College administrators need to work tactfully through committees and often-extensive meetings, which can loose momentum.

Local business leaders are crucial to bridging the gap between institutional and municipal viewpoints.

3.6 Municipal Policy and Regulations

General Policy

Economic development and revitalization are a high priority with City Council and the Mayor. Downtown is generally considered to be the heart of the community but Pullman Highway is where the money is being spent. Nonetheless, community leaders see existing and potential new projects as a means to building the downtown economy.

There is a strong commitment by the City to improve connections to the University. Redevelopment opportunities along 6th street west and south of the couplet on Jackson at Sweet Avenue and South Main are the primary focus of the Redevelopment Authority. This area could become a bridge to UI. Also, the Paradise Creek Park re-alignment will follow a planned linear park north of the Recreation Center connecting University students with downtown.

However, with limited budgets and a general downsizing in local government, the City's focus has been on more economic than physical improvements. The City currently has no staff to specifically address downtown economic development issues and there is a general reluctance to support financial organizations and LID-funded physical improvements, which was used in 1980 to construct downtown streetscape improvements.

City-Wide Master Plan

The City-wide Master Plan was adopted in 2000 and has a major focus on downtown revitalization. The Policy state for the district reads as follows:

“Maintain a viable central business district that serves as one of the city's major shopping areas, provide a pleasant environment for shopping and working, provide an opportunity for socializing, and act as a focal point for the community”

Recommended strategies for improving the district include the following:

- Concentrate CDB business core to maintain pedestrian environment
- Improve access to CBD by all modes of transportation
- Decrease noise and traffic congestion
- Provide adequate parking for shoppers and employees
- Improve general appearance
- Create cultural interest

The plan also emphasizes the following strategies:

- Future growth should occur to the west, between 3rd and 6th streets toward the railroad tracks. This will maintain the compactness and take advantage of the university. New apartments would be compatible with the CBD with proper site design. The Plan recognizes the need for the City to participate in parcel acquisition in this areas to facilitate commercial development and that motor business zoning in this area must be restricted.
- Encourages downtown business and property owners to work together toward compatible building design by enhancing existing buildings, developing quality new buildings and the preserving historic character of CBD. Bulk, exterior materials, and general style should be considered with new or remodeled buildings.
- Landscaping should be expanded throughout the CBD including benches, lighting, fountains, trash receptacles, and street trees. Signs should also be compatible in size, style and materials.
- Create a service center in CBD with public restrooms, telephone, rest areas, visitor services, and possibly a new parking structure.
- The CBD should expand special events and festivals such as Farmer's market, exhibits, bazaars, and music.
- Improve access and flow through CBD by redistributing heavy traffic on 6th and 3rd streets onto other streets. Major through traffic should be discouraged by establishing an arterial or collector to west of CBD.

Regulations

The Zoning Ordinance generally provides the flexibility in uses and dimensional requirements to create a viable mixed-use district. A combination of commercial, service, public, residential, and light industrial uses are permitted at a scale which is consistent with the existing fabric of the central business district. However, the City currently has no design, site plan, or historic review process. This could result in building design and placement that is inconsistent with prevalent architectural styles and scales. Adopting a design review process would ensure consistency with new development and quality in rehabilitation projects.

3.7 Development Opportunities in the Downtown Area

Core CBD – There is a very limited amount of land available for new development in the core area of Downtown Moscow. This limitation could lead to desired commercial development locating on the fringes or in other commercial districts which may dilute the commercial density and viability of the CBD. It should be encouraged where possible to infill available sites, increase stories (particularly 1-story buildings) and redevelop dilapidated, non-historic that are out of scale and character with the majority of building in the core.

West – This area includes primarily older neighborhoods on the fringe of the commercial district that are somewhat deteriorated. Expansion in this area is generally encouraged for limited commercial and high-density residential development.

North – This area becomes more auto-oriented as one moves away from the commercial core of downtown. Buildings are further apart making a less desirable environment for pedestrians. Expansion of this area is not encouraged but higher density infill would provide new commercial/residential opportunities and connect with the scale and fabric of the commercial core of downtown.

South – Some expansion is possible to the south of the core. However, this area is limited by Highway 8. Some commercial development has occurred in recent years particularly the conversion of residential home to medical offices due to the close proximity of Gritman Hospital.



APPENDIX C

Joanne Reece

From: Pat Mink [pmink@ci.moscow.id.us]
Sent: Tuesday, March 27, 2007 2:22 PM
To: johnsonb@uidaho.edu; Joanne Reece; Joel Hamilton; kcraine@verizon.net; pcook@uidaho.edu; tjlapointe@turbonet.com; lamar@pcel.org; wmsteed@aol.com; ashipman@latah.id.us; croot@uidaho.edu; nlchd@nlchd.com; dave.couch@itd.idaho.gov
Subject: FW: Lewiston Tribune Article of 3-25-07

Please see article below. Thanks.

Pat Mink
Secretary
City of Moscow
208-883-7034
www.ci.moscow.id.us

From: WMSteed@aol.com [mailto:WMSteed@aol.com]
Sent: Tuesday, March 27, 2007 5:53 AM
To: Pat Mink
Cc: Les MacDonald
Subject: Lewiston Tribune Article of 3-25-07

Pat, please forward this e-mail to all on Transportation list. Maybe we can glean some ideas from Lewiston's \$33,000 study of their downtown parking situation:

Study: No shortage of parking in Lewiston

By SANDRA L. LEE
of the Tribune

Downtown Lewiston doesn't have a shortage of parking.

So concludes the first draft of a study by transportation consultant John D. Edwards of Atlanta.

The study recognizes occasional constraints in some parts of downtown, but all were at less than the 85 percent occupancy considered full when the study was conducted the last week of January.

The closest exception to that was in the area bounded by First, C, Fourth and Main streets where on-street parking was effectively full during the peak time of 11 a.m. to noon.

The study points out existing parking areas where spaces could be realigned to create dozens of new slots, plus vacant land prime for construction of new parking. Some, however, are outside the two-block maximum people are willing to walk, according to the lengthy report.

Edwards and transportation planner Judith Gray of Kittelson & Associates at Boise, with the help of Lewis-Clark State College students, conducted the survey.

At that time, Gray told the Downtown Parking Steering Committee that parking perceptions are often subjective.

But with peak-time occupancy between 44 percent and 49 percent, there isn't a near-term need for major parking structures to be added downtown, according to the report.

That includes a parking garage suggested prior to the survey as the solution for downtown. The logical spot for one is the city-owned D Street parking lot, but peak usage there is 50 percent or less and it is at the limit of what is considered the average walking distance from Main. Unless there is more development, construction isn't warranted, according to the study. It does recommend considering diagonal parking between Fifth and Ninth streets on Main Street "as long as the downtown stakeholders understand the changed environment that will occur on Main Street."

That is likely to include traffic forced to slow to 10 mph to 15 mph, and mild congestion even though the number of vehicles is likely to drop as drivers detour onto the Levee Bypass. The environment for pedestrians would improve, but accidents could increase and there would be minor impacts on emergency vehicles.

The expected impact is less severe than findings in a 2002 traffic study. That's because two lanes of traffic would be retained by changing the diagonal parking spaces on one side of the street to a shallow 45-degree angle. The opposite side would

3/28/2007

remain parallel parking and earlier consideration of a bicycle path would be abandoned.

Priority fixes the city should make are restriping some streets, including C, Second, Third, Fifth south of Main and D between Fifth and Eighth.

Switching D Street from parallel to diagonal parking on some blocks and adding parallel spaces from Fifth to Eighth would result in a net increase of 56 spaces.

Changing parallel to 45-degree diagonal parking on the south side of Main between Fifth and Ninth would add 23 spaces while maintaining two travel lanes and parallel parking on the north side.

Ten spaces can be added in the F Street parking lots just by changing the 90-degree spaces to 45 degrees, and the Towne Square parking lot could add 11 the same way. Both are privately owned, as are the three lots behind Follett's Furniture, Sylvan's Furniture and the Picture Gallery. Those three have 69 parking spaces, but combining them could add 78 to that for a total of 147, the consultants suggested.

Of the 1,565 parking spaces in the area surveyed, about 55 percent are private. Of the remaining 710, 210 are in three public parking lots.

Some spots should be signed for 15-minute to 30-minute parking, and none should exceed two hours, according to the study. To be effective, a part-time parking enforcement position should be expanded to full time and the present twice a day enforcement trips through downtown should be expanded to five times a day.

Looking at the times of day when vehicles overstayed the present three-hour limit indicated most were likely employees.

Some of that could be avoided by prohibiting parking in some places prior to 10 a.m., according to the study.

Many business people and their employees don't realize the value of each on-street parking space is \$17,000 to \$20,000 a year in gross retail sales, according to the study.

The city also needs to promote the availability of parking through the news media and with a downtown parking map that shows public and private off-street lots and the two-hour zones.

Signs should also encourage traffic to use the Levee Bypass instead of driving through downtown. Twice as many cars use Main and D streets as travel the bypass.

The new Clearwater Hall college dormitory downtown hasn't created a parking problem, according to the study, but continued expansion of second-story or other residential uses could. New residential uses should be required to arrange off-street parking through a shared parking program or participate in a "payment in lieu" program, according to the report.

It also recommends Lewiston and Idaho become part of the national Main Street Program. The city council recently approved using about \$950 for Councilor Garry Bush to attend its national convention at Seattle.

Gray and Edwards are being paid about \$33,000 from the Lewiston Urban Renewal Agency's capture of new property tax dollars to do the study.

The first public presentation and discussion will be at a meeting of the Downtown Parking Steering Committee at 8 a.m. Thursday in the Lewiston City Hall conference room.

AOL now offers free email to everyone. Find out more about what's free from AOL at <http://www.aol.com>.

Joanne Reece

From: Craine Kit [kcraine@verizon.net]
Sent: Wednesday, March 28, 2007 8:43 AM
To: Pat Mink
Cc: johnsonb@uidaho.edu; Joanne Reece; Joel Hamilton; pcook@uidaho.edu; tjlapointe@turbonet.com; lamar@pcei.org; wmsteed@aol.com; ashipman@latah.id.us; croot@uidaho.edu; nlchd@nlchd.com; dave.couch@itd.idaho.gov
Subject: Re: Lewiston Tribune Article of 3-25-07

The part of this that I found interesting was the statement "the value of each on-street parking space is \$17,000 to \$20,000 a year in gross retail sales, according to the study." Perhaps Moscow should determine what of each of our CBD parking spaces is worth. That might provide an incentive to the City and businesses to buy some land (perhaps currently occupied by deteriorated housing) for off-district employee parking.

Kit

On Mar 27, 2007, at 3:22 PM, Pat Mink wrote:

> Please see article below. Thanks.

>

>

>

> Pat Mink

>

> Secretary

>

> City of Moscow

>

> 208-883-7034

>

> www.ci.moscow.id.us

>

>

>

> From: WMSteed@aol.com [mailto:WMSteed@aol.com]

> Sent: Tuesday, March 27, 2007 5:53 AM

> To: Pat Mink

> Cc: Les MacDonald

> Subject: Lewiston Tribune Article of 3-25-07

>

>

>

> Pat, please forward this e-mail to all on Transportation list.

> Maybe we can glean some ideas from Lewiston's \$33,000 study of their
> downtown parking situation:

>

> Study: No shortage of parking in Lewiston

>

> By SANDRA L. LEE

> of the Tribune

>

> Downtown Lewiston doesn't have a shortage of parking.

> So concludes the first draft of a study by transportation consultant
> John D. Edwards of Atlanta.

> The study recognizes occasional constraints in some parts of downtown,
> but all were at less than the 85 percent occupancy considered full

> when the study was conducted the last week of January.

> The closest exception to that was in the area bounded by First, C,

> Fourth and Main streets where on-street parking was effectively full

> during the peak time of 11 a.m. to noon.

> The study points out existing parking areas where spaces could be

> realigned to create dozens of new slots, plus vacant land prime for

> construction of new parking. Some, however, are outside the two-block
> maximum people are willing to walk, according to the lengthy report.
> Edwards and transportation planner Judith Gray of Kittelson &
> Associates at Boise, with the help of Lewis-Clark State College
> students, conducted the survey.
> At that time, Gray told the Downtown Parking Steering Committee that
> parking perceptions are often subjective.
> But with peak-time occupancy between 44 percent and 49 percent, there
> isn't a near-term need for major parking structures to be added
> downtown, according to the report.
> That includes a parking garage suggested prior to the survey as the
> solution for downtown. The logical spot for one is the city-owned D
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> is at the limit of what is considered the average walking distance
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> It does recommend considering diagonal parking between Fifth and Ninth
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> understand the changed environment that will occur on Main Street."
> That is likely to include traffic forced to slow to 10 mph to 15 mph,
> and mild congestion even though the number of vehicles is likely to
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> parking and earlier consideration of a bicycle path would be
> abandoned.
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> Switching D Street from parallel to diagonal parking on some blocks
> and adding parallel spaces from Fifth to Eighth would result in a net
> increase of 56 spaces.
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> The new Clearwater Hall college dormitory downtown hasn't created a
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> parking program or participate in a "payment in lieu" program,
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> *****
> AOL now offers free email to everyone. Find out more about what's free
> from AOL at <http://www.aol.com>.
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Commission recommends parking changes

Developments with 10 or more units will require per-unit parking spaces

By Hillary Hamm
Daily News staff writer

The Pullman Planning Commission says developers who build residential units in the downtown area should be required to provide parking for tenants.

In a special meeting Wednesday, the commission compiled a list of recommendations for the Pullman City Council to consider to combat perceived parking issues downtown. The most controversial item is a suggested zoning change that would require one parking stall per unit when 10 or more dwelling units are proposed for a property.

Commission Chairman Steve Garl said the 10-unit cap is recommended to allow for smaller residential projects, but set consequences for larger developments that may be "out of scale" for the downtown area.

The suggestions will be presented to the council for consideration March

broad recommendations from the commission, which included the possibility of a downtown residential parking permit program, and increased enforcement to discourage long-term parking. The council sent the commission back to the drawing board to conceive more fine-tuned recommendations by March. The council specifically wanted an opinion on whether off-street parking spaces should be required for residential projects downtown.

Rich Scott, a High Street resident, said the commission's recommendations could keep downtown tenants' vehicles from commandeering his neighborhood. But he still has reservations, since he would have liked to see a require-

4. The downtown area — bordered roughly by State Street to the west, Spring Street to the east, Whitman Street to the north and McKenzie Street to the south — is the city's central business zone. Parking currently is not mandated with downtown development, even if the proposed development includes living space — an issue some have said creates competition for spots between downtown retail customers and residents.

The commission followed recommendations drafted by Planning Director Pete Dickinson on Wednesday and decided that in instances when parking space is necessary, developers must choose from a list of options to fulfill the requirement. Options include providing on-site parking at one space per unit; providing off-site parking within 500 feet of the property through purchase or lease of spaces; a fee payment to the city to be used for future downtown parking improvement projects; or designated spaces within public parking lots, if such an arrangement is approved by the City Council.

If an existing structure is slated to be fully or partially demolished to provide parking space, the developer would need a conditional use permit issued by the board of adjustment to enforce design standards.

The commission also recommended city off-street parking lots be reviewed in regard to time limits and accessibility. Research regarding the feasibility of a parking structure, the possible creation of a permit process for downtown employees and consistent enforcement of parking time limits also are recommended.

"I think we have clearly made a case — over and over again — on the issue of enforcement," Garl said. More parking patrols could make a significant improvement in downtown parking.

A 50-unit mixed-use development — proposed for the intersection of Paradise and High streets in early 2007 — spawned discussions regarding parking downtown. The proposal, submitted by Paradise Downtown,

ment of one parking spot per unit, regardless of the development's size.

"I walk away with a sense that I'm not really sure if I didn't communicate our concerns or if they didn't hear," he said. "Zero to 10 (units) with no requirement is of some concern to me."

Scott said he hopes the city pursues more long-term issues, such as researching the possibility of a downtown parking structure.

"I really like that idea," he said. "I think it's a very viable option."

Hillary Hamm can be reached at (509) 334-6397 ext. 307, or by e-mail at hhamm@dnews.com

Parking

from Page 1A

LLC and H and R Development, LLC, was opposed by neighbors because of potential effects to the Pioneer Hill neighborhood and area parking. H and R Development eventually withdrew its conditional use permit application.

Since then, stakeholders including area residents, developers and business owners have met regularly at commission meetings to discuss the subject and public comment has dominated nearly every meeting.

In November, the City Council was presented with

APPENDIX D

**GOALS
MOSCOW CITY COUNCIL
Fiscal Year 2009**

1. Complete Legacy Crossing Urban Renewal District, including City involvement in processes and participation.*
2. City processes and interactions to emphasize customer service and focus on facilitation.**
3. Identify and acquire property for single level parking facilities in downtown Moscow.
4. Promote issuance of general obligation bonds to finance program to provide sidewalks on at least one side of streets and to address ADA access issues.**
5. Expand fixed route public transit services, including bus stops, signage, extended hours, implementation of a third route, weekend service.**
6. Establish sustainable water use "budget".***
7. Complete process for Joint Use Law Enforcement Facility.**
8. Develop program to pave gravel streets, including potential use of LIDs, grants and other financing tools.
9. Identify alternative water supply, focusing on surface water detention, including site survey, soils testing and feasibility. *
10. Identify and classify collector/arterial routes for bicycles and pedestrians, including programs for snow removal and maintenance based upon priority.
11. Establish route for southern ring road (Troy Hwy to Washington Hwy 270).*
12. Identify areas for additional industrial and commercial development.**
13. Establish \$50,000 in FY2009 budget for support of affordable housing programs.*/***
14. Finalize plan for implementation of Palouse River Drive ballfields project.*
15. Develop management plan for managerial employees, including work parameters, educational opportunities, expectations and compensation to limit burnout and to promote life balance.**
16. Focus on and consider long term planning in development of City policies, projects and programs. Develop and implement an administrative and financial program to address long term needs.*/**
17. Develop and implement a program for replacement/ improvement of signage in Moscow's downtown.

* 2008 Council Goal

** Departmental Goal

*** Pre-2008 Council Goal

Chad Rollins



APPENDIX E

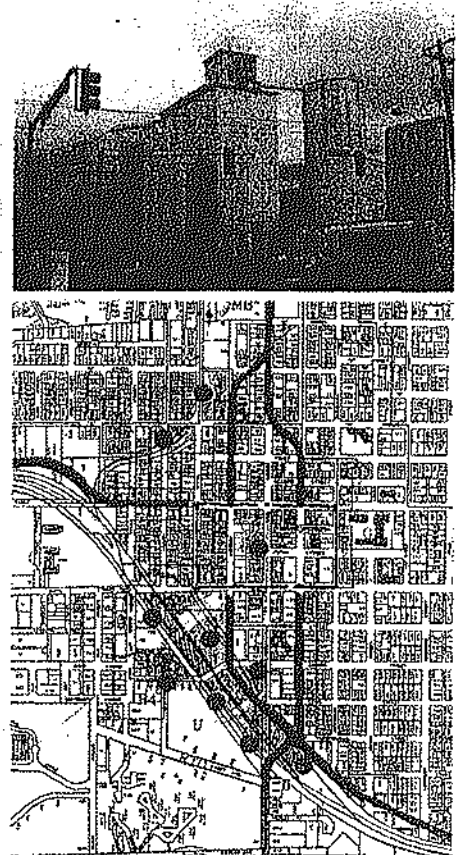
Nels' class

YOU ARE INVITED TO A PRESENTATION

University of Idaho
Architectural
Architect

**DEC 5, 7PM
@ 1912 BLDG**

Neil Chambers
visions for the Moscow's
as for Moscow's Downtown.



Memorandum: Re-envisioning Moscow

To: Moscow City Council, Planning and Zoning, Developers and Friends and Colleagues
Interested in Moscow Development

Subject: Moscow Urban Renewal Plan and Downtown Development

From: D. Nels Reese,

UI Architecture Professor and Planning and Zoning Commissioner.

Date: November 29, 2007

The Moscow Urban Renewal Agency is developing an **Urban Renewal Plan** to help guide development in the downtown area. At the same time the City is creating a new version of the **Comprehensive Plan**. These are very exciting events in the development of our little town. One of the ways to think of this opportunity is to involve students from the University of Idaho. Professor Gary Austin and I offer you a chance to share in the envisioning process by attending two presentations by University Landscape and Architecture students.

Review of Student Work

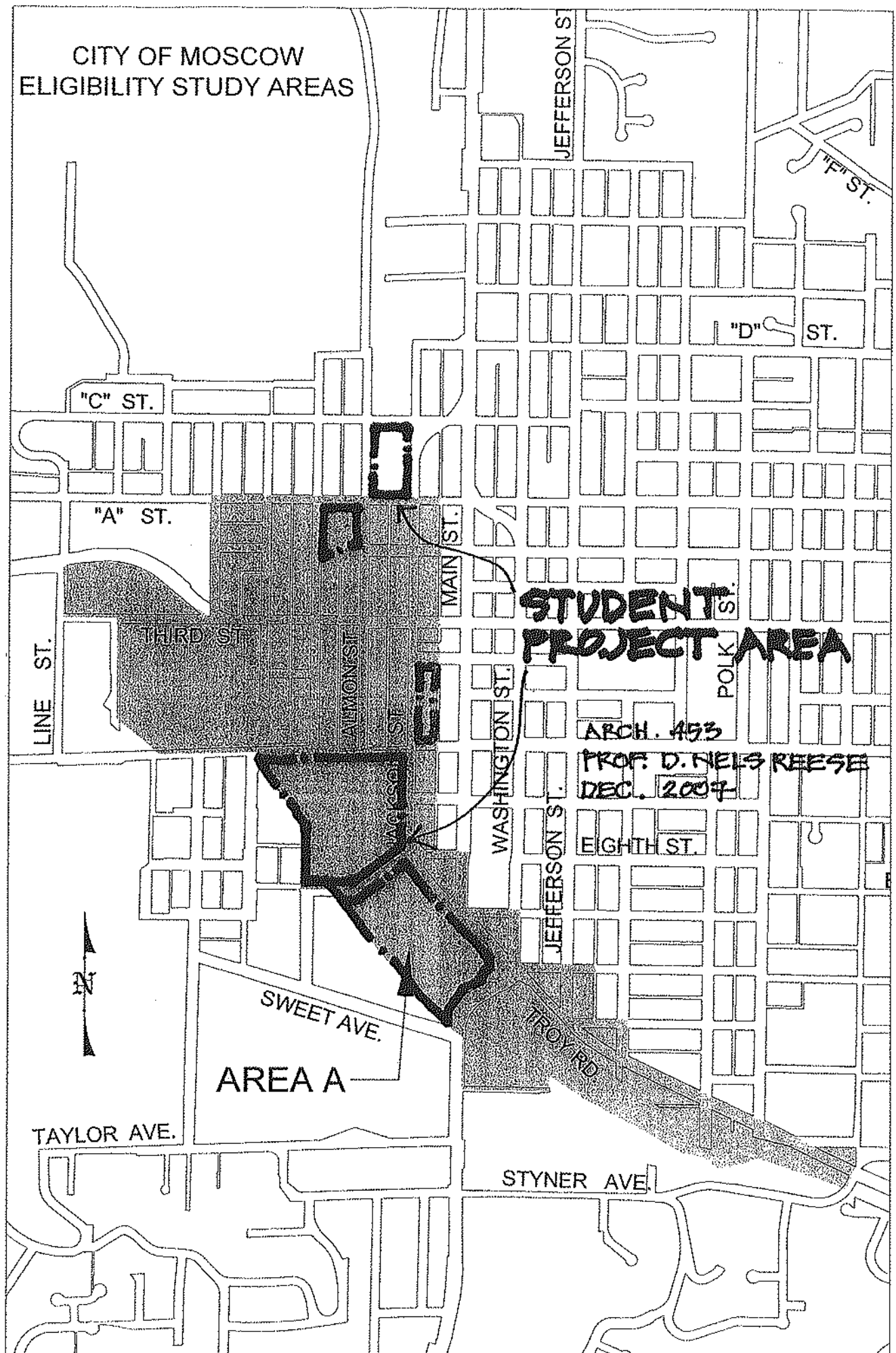
December 5, 2007 @ 1912 Building

7:00 – 9:00 PM

Students will show and be ready to discuss their concepts for this unique Re-development Plan. They will be presenting drawing and models of proposed development within the Urban Renewal area and in the nearby downtown. Professor Austin and I encourage input from Downtown Owners, from Industrial Site Owners, from City of Moscow Officials and from the general public. We are striving to stimulate discussion about this very unique and exciting opportunity for the City of Moscow.

Feel free come even if you cannot stay for the entire evening. Come for two hours, come for fifteen minutes. Enjoy the dialog.

CITY OF MOSCOW
ELIGIBILITY STUDY AREAS



**STUDENT
PROJECT AREA**

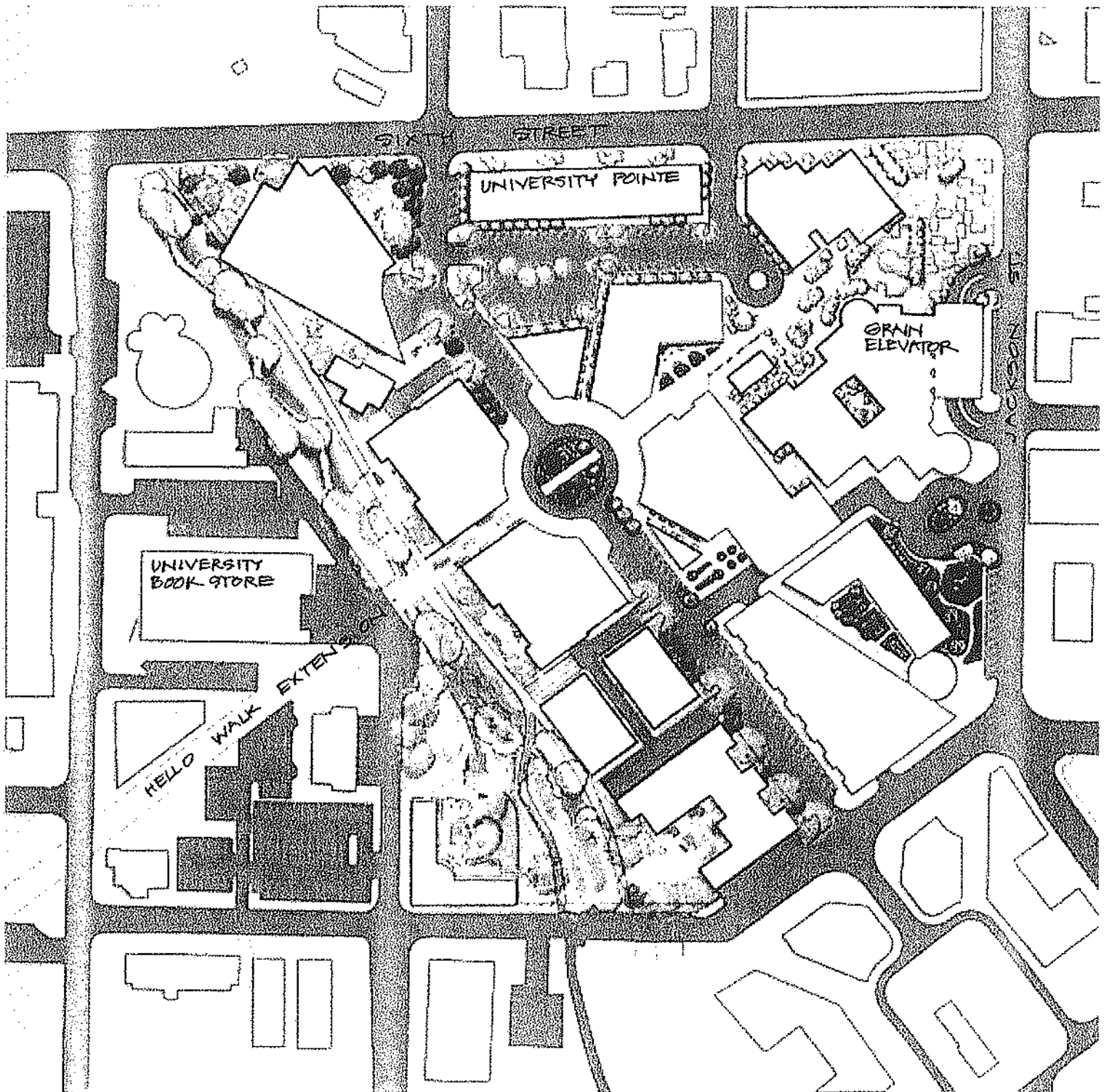
ARCH. 453

PROF. D. NIELS REESE

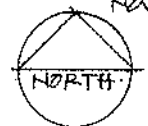
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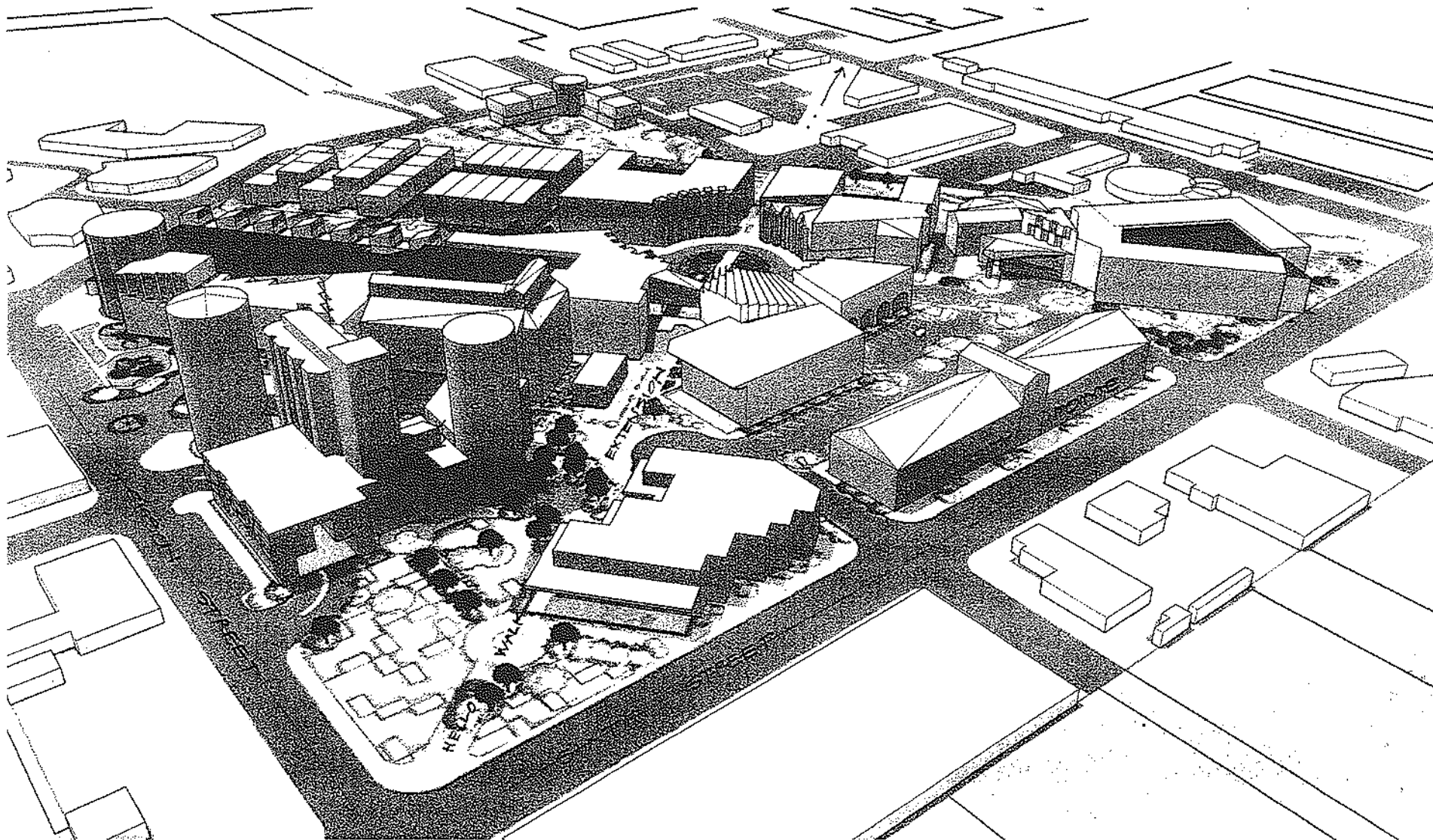
AREA A

MOSCOW URBAN DEVELOPMENT



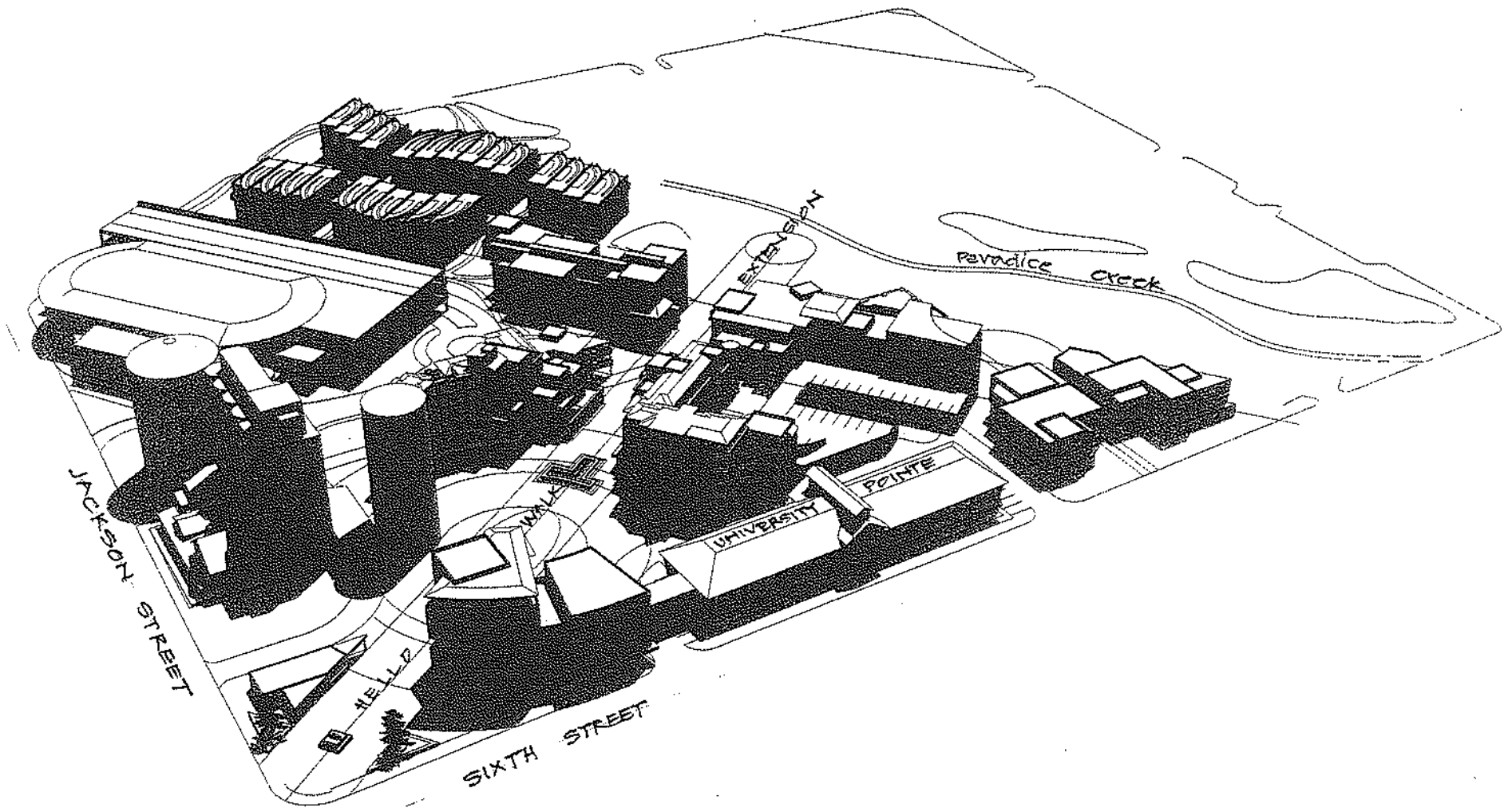
PLAN





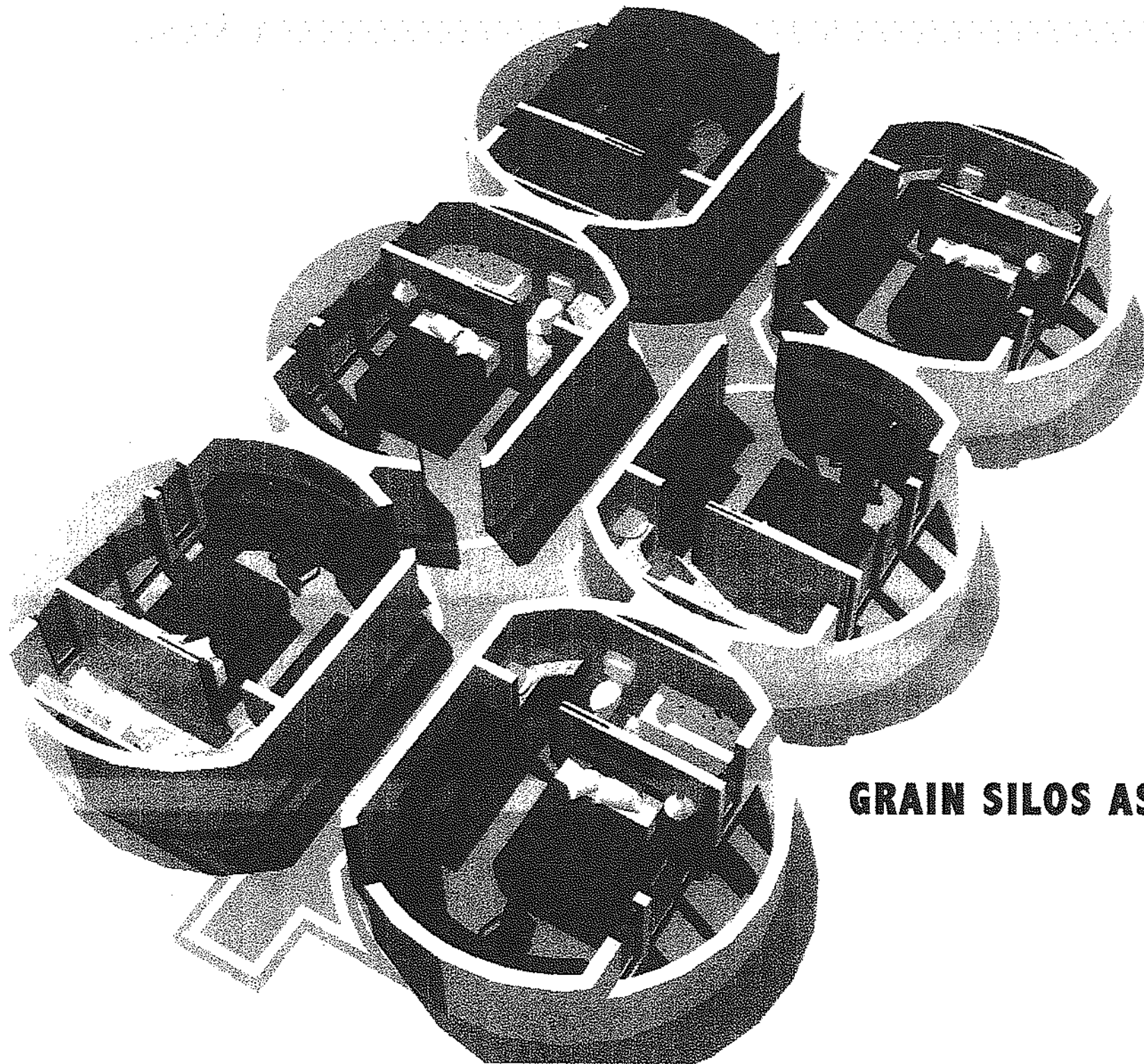
MOSCOW URBAN DEVELOPMENT: Alt 1

NOV. 2007



MOSCOW URBAN DEVELOPMENT: Alt 2

Nov. 2007



GRAIN SILOS AS HOTEL

DRAFT

Oct. 17, 2007

Contact: Joni Kirk, University Communications, (208) 885-7725, joni@uidaho.edu
Renderings are available at www.today.uidaho.edu/PhotoList.aspx

Architecture Students Provide Vision for Future of Moscow

MOSCOW, Idaho – University of Idaho architecture students are redefining the town-and-gown boundaries between the university and the City of Moscow – literally.

"For the longest time, this area has been somewhat of a wall between the university and the city," said D. Nels Reese, associate professor of architecture. "Now, for the first time in the history of the town, there is great interest in redeveloping this industrial site and bringing the city and the university closer together."

To revitalize former industrial areas along its old agricultural corridor, the City of Moscow and the Moscow Urban Renewal Agency have requested input from the community about development elements they'd like included in the master plan; students rose to the challenge.

As a collaborative project between the two disciplines, architecture and landscape architecture students in the College of Art and Architecture have developed new visions for two industrial sites in town, as well as sections of Moscow's downtown area and sites on Almon Street. The project comes at a pivotal moment as the city looks at how it should grow over the next few decades.

"Are we going to keep the suburban look or what? The 'what' is what we're working on," said Reese. "Should we build dense housing? Do we want to create an environment where people can live close to where they work and protect the environment in the process?"

In almost every project, students are incorporating mixed-use ideas. Their plans include some street-level retail shops, some commercial offices and space, and some residential condominiums or apartments.

Earlier this semester, Reese's class traveled to Seattle, Wash., to visit the outlying neighborhoods, which are similar to the look and feel of Moscow. The students noticed that people in those neighborhoods live and work in the same area.

"Stylized suburbs are not useful to everyday living unless you have a lot of gas in your car," said Reese. "The same is true in Moscow. And the land we're looking at for long-term development is extraordinarily valuable and provides a great opportunity to make good decisions for our future."

Tim Conrad and Bob Barker, both fourth-year architecture students, are creating ideas for the land adjacent to Jackson Street. Their ideas include retail shops on the corner of Sixth and Jackson Streets, a bus depot and an elderly living facility.

"It's a lot of vertical zoning, with retail and commercial space down low and residential space up higher," said Conrad. "It's a denser living arrangement."

His comment echoes a thought shared among the students that a sustainable city requires more density.

"The denser we make our cities, the more we can sustain our ecosystems," Reese said. "We're not growing dramatically; our rate currently is about one percent. But we can implement a plan to keep a little more control on the city's growth and not have to spread out so much."

Student ideas also call for creating more common-use areas and flow between neighborhoods. Kim Holderman and Teresa Heitmann are redesigning sections of Almon Street that border A Street, including the site currently housing abandoned grain silos.

"We envision small-density row houses to fit into the community currently bordering this neighborhood," said Holderman. "We also want to create a community center that again ties the university into the community."

Their plan entails a pedestrian and bike path, placed where old railroad tracks dissect the town. It would connect the university to the community center, allowing University of Idaho students quick access to the center to provide outreach programs for residents.

Heitmann said the experience has been a useful exercise for aspiring architects. "This is our first actual planning project where we look at a whole community, not just a site," she said. "We have to look at how our design integrates with the community as a whole."

Other plans revitalize sections of downtown, incorporating underground parking with upper-level walking and greenery areas.

To provide the aesthetic appeal to the designs, landscape architecture students are drafting plans for plant life, water features for the creek, pedestrian areas and other visual appeal for the sites.

The students will present their visions for Moscow's future in the City Hall Council Chambers at 7 p.m. on Thursday, Oct. 18, and Thursday, Oct. 25. Samplings of their preliminary renderings are available online at www.today.uidaho.edu/PhotoList.aspx.

The architecture students will continue to fine-tune their visionary plans, which they will present publicly in December. For additional information about the project, contact Reese at dnels@uidaho.edu.

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About the University of Idaho

Founded in 1889, the University of Idaho is the state's flagship higher-education institution and its principal graduate education and research university, bringing insight and innovation to the state, the nation and the world. University researchers attract nearly \$100 million in research grants and contracts each year; the University of Idaho is the only institution in the state to earn the prestigious Carnegie Foundation ranking for high research activity. The university's student population includes first-generation college students and ethnically diverse scholars. Offering more than 150 degree options in 10 colleges, the university combines the strengths of a large university with the intimacy of small learning communities. For information, visit www.uidaho.edu.

JK-10/17/07-CAA



APPENDIX F

Transportation Commission Meeting of April 26, 2007

Citizen Proposal Presentation: Part 1 – B.J. Swanson and Bill Parks Review of Summary of Findings of Owner/Operator Parking Surveys

Steed said Shelly Bennett, Stu Scott, BJ Swanson and Bill Parks had been invited to present their downtown parking proposals at this and upcoming meetings. Today it will be BJ Swanson and Bill Parks.

B.J. Swanson stated her original concept was like a "bull's eye." Parking closest to the downtown center would be 1 hour, and then moving out the parking would increase to 2 hour. Then as you move out from the center continue to increase the allowed parking time. She stated that there would need to be enforcement of the parking times. She stated that the Gritman Medical Center would be willing to partner with the City to purchase an optical scanner for enforcement. She is concerned about the parking lots south of the hospital, which is signed as public. She stated that there are U of I students who are using the downtown parking. She stated that most of the business owners and employees park downtown also.

MacDonald asked her to clarify the areas she would want with designated hours. She described what she would like to see for parking. She stated that Gritman would like the public parking signs removed in the lots south of it and to institute timed parking on Washington. She suggested there might be room for additional marked parking spaces on Lewis Street.

Cook mentioned that in survey results there is discord among downtown business owners. Craine stated that if the hospital obligation was to provide 16 spaces as replacement for closing 8th Street, then it met its obligation. Steed explained his memory of the situation. MacDonald stated that the City will review the development agreement with Gritman. La Pointe would like to record license numbers of cars parking in lots downtown to see who are parking wherer students are using them.

Root stated that he would be willing to discuss the situation with Swanson regarding UI students and parking.

Bill Parks gave his parking proposal presentation: He stated that the issue is often destination vs. impulse parking. (Parks' complete presentation is attached.) He offered several suggestions on limiting the time for parking. He feels that the 3-hour parking limit is inefficient. He stated that serious enforcement is necessary. He suggested that businesses who have a need for reserved parking, could lease the spaces. He is convinced that students are parking in downtown parking spaces. He would like to see reduced permit parking costs as well.

Steed stated that owner's responses in the survey were that their employees are parking in the same block as their work place. Parks characterized this as a "tragedy of the commons" where free access and unrestricted demand for a finite resource ultimately dooms the resource through over-exploitation. Parks stated incentives and options were needed to make employee parking viable.

MacDonald asked if Parks proposal will encourage a higher amount of use and yet there are complaints that there is not enough parking now. Craine spoke about Lewiston's parking

survey and the interesting outcome was the contribution of each parking space to the downtown economy. Steed stated that in some instances businesses have a private lot but their employees are not allowed to park in it. McMillan stated that using the threat of a tow in a private lot has worked well. Craine stated that she heard that the "private lot signs" are stolen frequently. Swanson stated that there are lots that can be used cooperatively, i.e. evening parking when a business is not using its own lot. Parks stated that it is hard to blame the owners because the situation is a result of their frustration of many years. MacDonald stated that one concern he has with Park's proposal is the 2-hour parking, which will force business owners to require their employees to park in other locations.

Steed reported that the Police Department will be invited to discuss the permit situation, and he plans to ask the Moscow Food CO-OP and Gritman to talk about their incentives for less parking demand. At some future date there will be a public meeting regarding downtown parking.

La Pointe asked Parks if the parking permits are sold for a monthly fee. He gave a history of parking at UI and the progress that was made. He stated that there will be costs involved to make the changes. He feels that transit can be one answer to the parking situation and believes it will take additional staff to enforce parking limits.

Steed distributed a summary tally of owner's parking causes and proposed solution comments from the flip charts. (Attached)

Craine stated that her observation is that the City doesn't enforce parking anywhere. Craine suggested that there needs to be education in this area. La Pointe agreed with Craine that good enforcement is necessary.

MacDonald stated that permits are sold by the month, quarter and annually. He referenced the annual amount of fines collected and the enforcement staff which consists of two employees.

Root stated that there is a City enforcement officer on campus as well.

La Pointe stated that Idaho law makes it difficult for authorities to collect parking fines.

Transportation Commission Meeting of May 10, 2007

Citizen Proposal Presentation: Part 2 – Shelly Bennett and Stu Scott

Bennett spoke about the parking situation. She stated that a couple of years ago she offered the concept that Main Street from couplet to couplet be designated one hour parking. She included Third Street, Sixth Street, Washington and Jackson Streets as one hour, then four-hour parking outside of that area. She stated that east of the downtown area there is no place for parking around the high school and federal building. She stated that west of the area mentioned above is UI students' residences and parking. She stated that in Coeur d'Alene, the City has been zoned such that insurance agencies and realtors moved out of the downtown area.

La Pointe stated that one hour may not be long enough for some customers and suggested alternating 1 and 2 hour parking. Bennett stated that 90 minute parking would probably work

as well. Hamilton asked about costs for the least valuable properties to establish pocket parking lots near downtown. Bennett stated that Columbia Grain and St John Hardware are examples of businesses that are considering moving out of the downtown area. She suggested some of the residences on Almon Street or possibly other rental houses in the downtown area that could be turned into parking areas, but the City would need to obtain the properties by eminent domain. She feels that there is some possibility of obtaining the abandoned railroad right-of-way property, possibly through the URA.

Reece asked Bennett about the suggestion of an "employee only" parking lot. Bennett stated that she suggested a couple of locations for this concept in the past.

Craine suggested that from the south end of the Jackson Street parking lot drivers cannot exit the lot efficiently and perhaps the City should flip the bays to a north-south orientation creating one in and one out driveway. She stated that the delivery trucks blocking the alleys make it even more difficult to navigate the parking lot. MacDonald will prepare a lot layout using this plan.

Stu Scott noted that although the Jackson Street lot may contain vacant spaces but accessing them often requires going back onto Jackson Street and sometimes around the block because Jackson is one way. There was more discussion about the direction of the bays and the flow of traffic. The Commission also discussed rear entrances to shops from alleys and loading zones. The idea was to improve the appearance of the alley business entrances.

Stu Scott spoke about a couple of concepts. He suggested looking at downtown in a holistic approach using three basic constituents: employees, customers and residents. He estimates that there are approximately 200 residents in the downtown area. Steed said 80 "door" surveys had been given out. Scott said any recommendations should include all of these groups. He feels that more parking needs to be created and integrate the business community. Further, he stated his recommendations would cost very little money and each recommendation, if adopted would help mitigate the current parking shortage. His suggestions included:

1. Remove the restriction on parking in downtown spaces between 2 – 7 a.m.
2. Advertise to merchants, employees and residents that they can buy a city parking permit for less than \$1 per day.
3. Sell two new type of parking permits: day-use for employees and night/weekend-use for residents.
4. Create a special day-long parking permit that could be purchased by anyone. This permit would allow all day parking in any time controlled spot. This is the same as the "super permit" mentioned below.
5. Create more parking opportunities by changing 3-hour parking spaces to 2-hour spaces.
6. Create a parking fund to purchase property for added parking or make other capitol improvements to parking.
7. Make it illegal and a ticketable offense to erase a parking enforcement person's tire chalk mark.

Scott suggested some reconfiguration of sidewalks and on-street parking might create more spaces. He also stated that the City has no money set aside or budgets for creation of parking.

MacDonald stated that there is a City parking fund which supports some parking lot maintenance and construction. The funds come from parking enforcement.

There was discussion about a "super permit" that would allow all-day parking in any space, and discussion of the parking configuration developed in 1980. Diagonal parking was implemented to discourage trucks going down Main Street, increase capacity, etc. There was discussion about the employee parking permits and history of previous parking situations.

Transportation Commission Meeting of May 24, 2007

Citizen Proposal Presentation re: Jackson Street: Tom Bode and Bob Greene

Steed introduced the subject of downtown parking. He stated that Tom Bode and Bob Greene had been invited to speak about the Jackson Street public parking lot. He spoke about the completed and returned downtown parking surveys and the tabulation results. He asked MacDonald to prepare a report on the current surveys for the next meeting.

Jackson Street Lot – Tom Bode

Bode stated that on the surveys he is not sure how good they are as his businesses didn't get copies promptly. He feels that the timing for the residential survey was poor. He brought up the NSA and that customers don't come downtown anymore. He distributed copies of two sets of minutes from prior City Council meetings dated April 24, 1967 and January 3, 1978. Bode said that when the Jackson Street lots were built the City stated it was the downtown businesses' issue. Bode spoke about the removal of parking meters and the related purchase of the lots. The lots were being paid for from parking meter funds, which left a balance of \$70,000 when the meters were removed. Businesses were asked to donate funds to make up this remainder but it was voluntary there was no assessment to the business owners. He stated that one of the things that he believed occurred was when the City changed the Zoning Code allowing schools and a large area of land added to the Central Business District. Bode stated that by doing this the City has put a lot of pressure on the downtown businesses. He would like the Commission to consider downtown residents when parking changes are made. He would like to see the "no parking" from 2:00 am to 7:00 am changed.

Steed asked about 4th Street still being a dedicated street through the Jackson Street lot. MacDonald stated that it is still a street with an easement. Steed asked if this could be changed. Bode stated that previous Councils did not want to vacate the street and if they did it would revert to the Moscow Hotel. Bode stated that he would like to maintain overnight parking.

MacDonald stated that there are possible accommodations at the lot. Steed asked if they needed to incorporate past history. MacDonald stated they should start with the current situation. Steed spoke about the residential surveys and he agrees that residents need to be taken into consideration.

Bode stated that he would like to see a bike path that is separated from streets going from the residential areas to downtown. Steed asked about striping bike lanes on Third Street.

MacDonald stated that they would have strip parking from the street. Couch asked about taking cars off Sixth Street from Jackson to the UI.

Bode stated that employees should not park close to the business but there are security issues for employees of businesses that are open late.

Steed asked about the NSA parking situation and asked if NSA students are not "customers" of the school. Bode stated that NSA students and other businesses customers use the parking differently. He stated when school is out there are a lot of parking spaces. Bode stated that the problem is allowing them into the downtown area initially. Lamar stated that the remedy might be the utilization of Valley Transit.

Jackson Street Lot – Bob Greene

Bob Greene spoke about a consultant that in the past suggested a parking garage for the City. He stated that a parking garage is police intensive. He feels that the Jackson lot permit rates should be raised, as there are City lots that are underutilized. He suggested bike racks for the Sixth Street bike lane and have the Jackson lot provide a locking space for bikes. When Hwy 95 bypasses downtown it should open up parking. He suggested a central garbage site for the businesses on the Jackson Street lot. Also, perhaps covering the Jackson Street lot and placing utilities lines underground would improve the appearance of the lot. He would like to see bus turn outs for transit. He stated that in 1980 he could park near his business but now he pays for his parking. New development should have sidewalks and should fund transit, bike racks, etc. He said the Transportation Commission should work with Council, P&Z, etc. Greene stated that zero lot line development will not make for an attractive space to walk.

MacDonald asked about mass transit locations. Greene stated they should be wherever professional engineers felt it would be best. MacDonald asked about Greene's proposal to cover the lot. Greene stated they should cover the alleyway for walking. Greene stated that it would depend on business owners to make their "rear" entrances more attractive.

Steed asked Greene if the owners of businesses or citizens would pay for a parking garage. Greene stated that he felt that owners should, and that the community would say no to a bond. Steed stated that you cannot double the lot's capacity by putting in just one level because of ramps and posts. Steed asked about underutilized lots. Greene referenced the northern Jackson Street public lot and the Jefferson Street lot. Greene stated that it would be the responsibility of owners to encourage employees to park elsewhere. Greene suggested an employee lot and/or busing of the employees. Steed stated that the comment about the garbage being centrally located was a good idea. Steed asked about the affect on businesses of moving Hwy 95. Greene stated he believed that moving off of Washington and Jackson would increase business. He stated that he felt that the main highway should be moved out of the downtown area. He said he gets very little or no business from highway through traffic.

La Pointe mentioned the changing Jackson Street lot parking rearrangement. Greene suggested using better what currently exists, as he does not want new lots taking property off the tax rolls. Steed asked if exiting off the south end of the lot is a problem. Greene does not see a problem and no one has mentioned it.

Root asked if there is another way to deal with refuse. Greene stated that there are compost and recycle dumpsters. He stated that they would reduce the smell from garbage and be better aesthetically. Lamar stated that he is interested in the composting of the garage.

Steed suggested setting out garbage once a day and having it picked up immediately.

Bode suggested more bike racks. MacDonald stated that there was a bike survey and some have been added, but they could be more. Lamar stated he would like to see more racks.

Steed asked if they needed to reactive the bike subcommittee. Lamar, Cook and Hamilton will reevaluate the bike and motorcycle-parking situation.

Transportation Commission Meeting of June 28, 2007

Incentive Parking Plans: Moscow Food Co-op, New St Andrews School, and Gritman Medical Center

Steed introduced Kenna Eaton, Moscow Food-Coop, Bob Hieronymus, New St Andrews College, and Dennis Cockrell, Gritman Medical Center, who were invited to describe their incentive programs for reducing the pressure on downtown parking.

Kenna distributed a report to the commission. She stated that the Co-op wants to encourage their employees and customers to walk, bike or use the transit system. Its reward program, which is based on a community food co-op in Bozeman, Montana, gives customers/employees a punch card that is marked when they walk, bike, or ride the bus to the Co-op and spend \$5.00 or more per day. The program works on the honor system, i.e., no one checks to be sure the customer/employee did not drive. Once they have 20 punches on the card they get \$5.00 off their next purchase. She is not sure that it has made a difference in the parking but the customers like it. The cards are for employees and customers.

Reece asked about how the customers feel. Eaton stated that they love it. Craine asked if she knew how many vehicles use Co-op parking that do not shop in the store. Eaton replied that they knew it was being used by others, but has no actual numbers. Eaton stated that she does not allow her staff to park in the lot. Steed asked if she allowed her employees to move their cars in three-hour zones. Eaton stated that she does not allow staff to leave work to move their cars. La Pointe asked if she has signed the lot as private parking. Eaton stated that they have signed the lot but no local tow truck operator will tow cars in violation. Steed stated that City does not have an ordinance that specifically protects private parking lots. Root stated that he thought the UI uses the same language that a private lot could use. Cockrell stated that to his knowledge Gritman Medical Center has the same problem regarding towing. The question was asked if a car illegally parking in a private lot could be "booted." Asst. Chief Duke stated that a lock on the wheel is illegal for private parties to apply, but PD will ticket and after 48 hours they will tow it as abandoned. Root stated that if they could find a willing tow company the property owner would have to pay the tow fee up front and then have to try to collect it from the vehicle owner.

Hieronymus stated that he modeled New St. Andrew's program after the Moscow Food Co-op. He distributed a sheet describing their program. He stated the school is open 5 days per week,

32 weeks per year. (See attached.) The college started the "leave your car at home" program in 2006. Their students are required to register their car and pay a \$40 fee, regardless of whether the student drives the car to campus. Only students who have a car can participate in the incentive program. He stated for each day the student comes to school without a vehicle he/she gets his/her card punched. The program is on the honor system and students will face expulsion if they lie. After 10 punches, the card is validated and worth \$5 at the bookstore. They can document that the program has reduced NSA's parking demand by 5%. Hieronymus stated that the college has asked downtown businesses to join this program by honoring their validated cards for purchases.

Steed asked if a student has a car and leaves it at their apartment do they have to register and pay the fee. Hieronymus stated yes that is correct. Steed asked if it is a per day validation, rather than per trip. Hieronymus stated yes. Craine asked about parking that is located in areas besides the Jackson St. lot, how would they monitor it? Hieronymus stated that monitoring could be a problem.

Steed stated that Washington State Student Health has installed an automated gate and while anyone can enter, it takes a token from the clinic to get out. He reported that this seems to work in preventing non-patients from parking in the lot. He suggested the Food Co-Op and Gritman might wish to contact John Shaheen at WSU Parking Services for costs and other information.

Dennis Cockrell, HR Director, Gritman Medical Center, spoke about their incentive program and provided a handout. (See attached.) They have 462 employees with the majority there during the day. He stated that the main motivation for the incentive program is to assure parking for their patients by getting employees to not park within two blocks of the medical center. They started their original program in 2004 during expansion construction. The original program ended after about a year, but Gritman reintroduced the program in May 2007. Their program also uses a punch card and when the card is fully punched the employees get a \$10.00 gift certificate. After construction they added 71 parking spaces in new lots. He stated that UI students and customers for downtown businesses use some of the new parking. Their intent is not to shift employee parking into other parts of the downtown area. Gritman's issues are patients who cannot get parking near the medical center. He stated that they are attempting to control the parking of employees, volunteers and student intern.

Cockrell asked about the public parking south of Gritman. He feels that parking should be for patients and their families, additionally the longer the recently installed public parking signs are up the more difficult it has become.

Steed asked what effect of incentive program has had. Cockrell would like to see the 3-hour parking zone on Main extended southward to Eighth Street. Cockrell stated that they saved 11,000 parking days over a year of the first program. Steed asked about the maps that had been handed out, is the one showing the employee "no parking" area given to all employees and the incentive map given only to those who participate? Cockrell stated that was correct.

Steed responded to the "public parking" question involving the City and Gritman Medical Center. He stated that the City and Jeff Martin had signed an agreement that both lots south of the hospital were public lots.

Couch stated that the lot south of Lewis was bought with federal dollars for parking lost on Washington Street during construction of the south couplet. Further, when 8th Street parking was removed that parking went into the northern lot.

Steed has asked for parallel parking on Lewis St. and City staff has agreed it would be possible on the north side of the street but not on the south.

La Pointe stated that it appears that UI students may be parking in the surrounding downtown lots and spaces. He is concerned about parking being pushed out in to the outlying areas. He asked for a data on number of employees, doctors, and the number of spaces in the parking lots and the number of patients to see what the load is. Cockrell stated that he would provide that information.

Steed asked if Gritman has problems with others using the employee parking lot east of Washington and north of eighth. Cockrell stated that it appears to be UI students and possibly folks living nearby. Steed stated that the Commission has been surprised by the repeated reports of parking downtown by UI students. Root agreed to meet with Cockrell regarding the UI issue. Reece stated that UI students are not required to register their cars, if they don't park on campus.

Craine suggested that there should be an outside sheltered bench so someone can be dropped for the medical center before drivers can park their cars.

Steed thanked Eaton, Hieronymus, and Cockrell for their time and stated that the Commission may follow up with more questions.

Gritman Medical Center
Employee Parking Incentive Program
May 1, 2007

Purpose:

Gritman Medical Center is providing an incentive program to reduce employee parking in close proximity to the Medical Center in order to provide additional parking for patients and other customers. Employees are encouraged to walk, bike, use offsite parking, and/or car pool to work.

Program Duration:

The Incentive Parking Program is in effect beginning May 1, 2007. A scheduled end date has yet to be determined.

Eligibility:

- All employees are eligible to participate in this program. Employees receive "credit", within the program, for each scheduled work day that they do not park within the designated proximal parking zone surrounding the Medical Center.
- Employees receive "credit" if they:
 - Walk or bike to work, or otherwise arrive at work without driving.
 - Drive themselves to work as long as they park outside the designated proximal parking zone.
 - Car pool with another employee, or non-employee. The employee who drives the car is eligible as long as she/he parks outside the designated proximal parking zone.

Proximal Parking Zone:

- The boundaries of the proximal parking zone are:
 - Sixth Street to the North,
 - Jefferson to the East,
 - Jackson/Highway 8 to the South, and
 - Jackson to the West.
 - Also, parking along Main Street in front of downtown businesses.
- To receive "credit" through this program, employees are to park outside of the zone:
 - North of Sixth Street (not on Sixth Street),
 - East of Jefferson (not on Jefferson)
 - South of Jackson/Highway 8 (not on Jackson)
 - West of Jackson (not on Jackson).
 - Also, not on Main Street in front of downtown businesses.

Incentive Program Guidelines:

- For each scheduled work day an employee does not park within the proximal parking zone, she/he is to have a Department Director, or designee, initial her/his Incentive Parking Program punch card. These punch cards are available through Administration, Human Resources, and Department Directors.
- Each day (as initialed by an authorized Department Director) is 1 point, which equates to \$0.50. However, due to the various lengths of shifts worked by staff, a "week" of work equals 5 points, or 5 punches. For example, if an employee works 3 12-hour shifts, or 4 10-hour shifts in a week, that would be 5 points/punches rather than the 3 or 4 as indicated by the number of days the employee works. Therefore, employees who work 5 8-hour shifts, 4 10-hour shifts, or 3 12-hour shifts in a week, receive 5 points/punches each.
- The program will be administered on an "honor code" basis in order to keep the program as simple as possible. Employees are to present their punch card for signature to a Department Director each day they do not park within the parking zone.
- Employees may present their completed punch cards to Administration in exchange for a gift certificate from a number of local businesses.

Program Revisions:

- Due to the nature of this new incentive program, elements of the program may change occasionally. Please watch for program change announcements through the Friday Flyer, Postmaster, and during All Staff Meetings.

S:\Admin\Admin Project Communication\Dennis\Employee Parking Incentive Program - 2007

Gritman Medical Center
Employee Parking Incentive Program
Van Shuttle Schedule

Employees may access the van shuttle service at the designated parking lot on Jackson and Sixth Street and at the Doctors' Entrance at the back of the Medical Center.

GMC	Jackson Lot		GMC	Jackson Lot
Arrive/Depart	Arrive/Depart		Arrive/Depart	Arrive/Depart
5:37 am	5:45 am		2:37 pm	2:45 pm
5:52 am	6:00 am		2:52 pm	3:00 pm
6:07 am	6:15 am		3:07 pm	3:15 pm
6:22 am	6:30 am		3:22 pm	3:30 pm
6:37 am	6:45 am		3:37 pm	3:45 pm
6:52 am	7:00 am		3:52 pm	4:00 pm
7:07 am	7:15 am		4:07 pm	4:15 pm
7:22 am	7:30 am		4:22 pm	4:30 pm
7:37 am	7:45 am		4:37 pm	4:45 pm
7:52 am	8:00 am		4:52 pm	5:00 pm
8:07 am	8:15 am		5:07 pm	5:15 pm
8:22 am	8:30 am		5:22 pm	5:30 pm
8:37 am	8:45 am		5:37 pm	5:45 pm
8:52 am	-		5:52 pm	6:00 pm
			6:07 pm	6:15 pm
			6:22 pm	-

BIKE/WALK/RUN: *JUST LEAVE YOUR CAR AT HOME*

An incentive program, sponsored and encouraged by the Moscow Food Co-op

By Kenna S. Eaton

For Presentation to Moscow Transportation Commission, June 28, 2007

After relocating into the heart of downtown Moscow we discovered that our new parking lot was, and continues to be frequently filled to capacity. Challenged by the Co-op Board of Directors to find ways to ease traffic congestion the management team came up with the concept of a reward program and wanted the monetary reward to be significant: enough to get a free lunch!

Based on the model developed by the Community Food Co-op in Bozeman MT, Moscow Food Co-op started an incentive program for shoppers who choose not to drive.

We're all familiar with the ubiquitous "coffee cards" offered around town and at the co-op, but we have taken it one step further. The "*Leave Your Car @ Home*" program rewards Co-op customers who do just that. Shoppers who bike, walk, skateboard, etc., instead of driving, get their card stamped when purchasing items totaling \$5.00 or more. After filling the card with 20 stamps they receive \$5.00 off their next purchases at the Co-op.

Since we started the program (June, 2006) we've gotten lots of regulars who LOVE their cards, in fact 2-5 filled cards are turned in daily. While there is no evidence that this program has eased our parking lot problems (probably "goodwill" closing did more for us) it does make our customers feel supported in their efforts to use alternative forms of transportation and supports our triple bottom line: people, place and profit.

HIGHLIGHTS of Moscow Food Co-op's Incentive Program

- Co-op shoppers who bike, walk or come to shop without cars get a stamp for each single purchase more than \$5; when coupon is filled with 20 stamps they get "a free lunch", \$5 off their next Co-op purchase;
- Program run on the "honor system"; some "abuse" by non Co-op shoppers
- Three to five of these coupons are redeemed nearly every day;
- Program is based on a model used in Bozeman, Montana at the Community Food Co-op in that city;
- The program is *exceedingly popular* with Moscow Food Co-op customers who feel their efforts to use alternative means of transportation are supported;
- The program helps support the mission of the Moscow Food Co-op: People, place and profit.

New Saint Andrews College

Leave Your Car at Home Incentive Program Presentation to the City of Moscow's Transportation Commission

June 28, 2007

NSA already takes up fewer parking spaces than a more typical retail or office use

- NSA operates 32 weeks of the year, 5 days a week
- A more typical use would operate 52 weeks a year, 6 days a week
- 160 parking days vs. 312

Quick NSA stats

- 36 percent of NSA students either don't have a car or don't drive to NSA
- Those that do, drive to the College 3 to 4 times a week for 2 to 3 hours
- NSA students are also customers downtown...
 - o 78 percent go to coffee
 - o 49 percent go to a restaurant
 - o 34 percent shop
 - o 9 percent work

Leave-Your-Car-At-Home Incentive Program

- A suggestion that came out of our NSA Parking Advisory Group, specifically from Bob Greene and Kenna Eaton
- Started in Fall '06
- Students with a car are required to register it with the College
- Only students with a registered car are eligible to participate
- Participants get a punch on days they leave their car at home and present their card in the Administrative Office
- Program is based on the honor system (students are subject to expulsion if caught breaking the honor code) and parking lots are monitored
- After ten punches, the card is validated by the Administrative Office for a \$5 credit in the College's Bookstore
- Last year we paid out \$380 in rewards for the 76 cards redeemed
- The program saved 760 parking days...the same as 4.75 fewer NSA drivers (5.3% decrease in parking demand)

Next Year

- Increasing the NSA Vehicle Registration and Parking Fee to \$55. Should deter some from bringing their car
- Inviting downtown businesses to join the NSA Bookstore in providing reward incentives
- Implementing a 60-space NSA Parking System and promoting Public Transportation

REVISED April 25, 2007
**A MODEST PROPOSAL TO IMPROVE
DOWNTOWN MOSCOW PARKING**
Bill Parks

Many downtown merchants view the downtown Moscow parking situation as serious and threatening to their businesses. Without attempting to prejudge solutions, here are some suggestions:¹

1. Limit all downtown on-street parking to a maximum of two hours. Opening up on-street parking for customers is critical to the survival and success of downtown merchants. Consider making parallel parking spots one hour and angle parking two hours. Two-hour parking provides plenty of time for many downtown patrons. Those that need more time could park in the three-hour Jackson Street lots. (The short time parking on 3rd St. seems to be working well.) Some customers need 15 minute parking and other might need an hour and a half. Customers needing longer times could park in the Jackson Street lots. Reducing the parking time allowed is the most important change.

2. Increase enforcement of the law penalizing drivers for removing or altering chalk marks. This law seems not to be enforced. Maybe it is time to offer a reward for turning in parking violators. Such a change, particularly if it carried with it a citation more severe than an overtime violation, might help in reducing the incidence of downtown scofflaws. For instance, if changing or erasing chalk marks or moving a car within the same block to extend the permissible parking time were subject to a minimum \$200.00 fine, compliance would likely improve.

3. Make it a violation to park on the same street (or block) for more than two hours. This ordinance or code would keep a driver from re-starting the parking time by moving the car on the same street but would allow the car to be moved to another street to re-start the parking limits. The Eugene Code addresses a similar issue.

5.265 Parking Time Limit. Maximum parking time limits designated by sign for a block shall apply to parking in the block not merely to parking in one or more particular parking spaces in the block.
(Section 5.265 amended by ordinance No. 16387, enacted February 14, 1972)

It is important that downtown parking be reserved for local business patrons, and not be a "backdoor" route for providing employee parking. Forcing those that work downtown to park outside the downtown area or purchase lot permits will benefit the entire city by improving downtown business health. A healthy downtown business district needs parking regulations that cause citizens to obey both the letter and the spirit of the regulations. Some have observed that a patron could be ticketed for coming back downtown on two separate shopping trips, one in the morning and another in the afternoon. The ample use of warning tickets could take care of alerting customers of this situation. To throw out an enforcement tool that serves to protect downtown businesses from being strangled by inadequate parking in order to protect against a very infrequent occurrence seems counterproductive.

4. Accommodate downtown residents and others by allowing overnight angled parking. There are about 130 downtown residents (about the same number as New Saint Andrews students), yet their needs are seldom considered. In addition to residents, there may from time to time be downtown revelers that should not drive their cars until the next morning. The city street department may complain that it needs to prevent overnight parking to facilitate snow removal. Since there will be no overnight parallel parking, angle parking can be signed for snow removal and the two-hour parking

¹ Stuart Scott provided much of the background information and suggestions.

allowance would insure that by 10:00 AM all angle parking cars will be moved. The street department could work out an accommodation with downtown residents' needs.

5. Rent reserved parking spaces for businesses that need a delivery vehicle or realtors that might need to have a vehicle ready to transport clients to a property. The number of spaces available for each business could be limited to some fraction of those employed in the business. For instance, a rented space might be made available for every five employees or fraction thereof. Prices for such spaces could be set at a multiple of the cost of parking in the present green lots. A yearly minimum cost of perhaps \$750 or \$1,000 per space might be appropriate. The rented spaces can be flagged for certain vehicles, and others parking in the space would be subject to penalties. License plate numbers could be used to validate authorized users (See below).

6. Purchase optical character recognition (OCR) equipment for parking enforcement. OCR software and hand-held computers speed up parking enforcement and drastically reduce errors. They will also eliminate many other traffic problems. Stolen cars, offenders, etc. can all be easily identified and appropriate actions taken. Revenues from parking tickets should increase until those parking in downtown are persuaded to obey regulations. Moscow could probably obtain demonstration models for a trial period. Costs are likely to be more than recouped by the revenues earned.

7. Increase peripheral parking opportunities by adding parking lots and engage the University of Idaho to aid in solving problems from student and staff parking. Revenue from downtown parking and rented spaces may not be enough to provide sufficient revenue to purchase and maintain more parking lots. The University of Idaho now requires permits in formerly free university lots, and also rents parking on city streets to fraternity and sorority residents. Reserving street parking that was formerly available to commuting University of Idaho students and employees cause students and staff in Moscow to be disadvantaged in parking. City streets around the university have been turned into long-term storage lots for students that could easily be accommodated in lots on the far side of the Kibbie Dome. Providing parking spaces in lots that require that users take one of the commuter buses is really also a non-solution and doesn't meet the community's needs.

8. Reduce parking permit charges by approximately 40%. Reducing permit costs might increase revenue, and in conjunction with more vigilant enforcement, should move more cars to the lots and away from on-street parking. Reducing parking to two hours and increasing enforcement would result in many more open spaces on Main Street and paying users filling up the lots on Jackson Street and elsewhere.

9. Recognize that "gaming" the parking enforcement system is not a victimless crime. When employees or others work out systems to beat the enforcement system they are stealing from downtown merchants in the same way that shoplifting is a crime. The person taking an illegal parking place is little different from someone that takes a person's mail and removes a magazine that they want to read. It is no wonder that many people are mad about the present situation. On the other hand the situation is much like the "Tragedy of the Commons" in medieval England where everyone could graze their livestock on the village ground and as a result of the severe overgrazing the livestock starved. In the same way it pays the individual merchant to park in front of the store even though the individual benefit is far overshadowed by the collective harm. The difference is that local employees and merchants that beat the parking system are also breaking the law. In England the laws sanctioned the overgrazing behavior. It is time for Moscow to stop behavior that threatens the downtown health.

Recommendations

1. Remove the restriction on parking in downtown spaces

between 2-7 am. According to the City, the restriction exists to allow snow removal and street sweeping. According to local restaurant and tavern owners, the restrictions puts customers in the bind of choosing between driving home after drinking, or being ticketed. This action would also assist downtown residents with overnight parking. The City does not sweep streets before 7AM, as far as I have observed from my residence on Main St. Cost implications are \$ 6.00 per sign or less since all city traffic signs are bending a redo to comply with state requirements.

2. Attempt to create more permit parking by working with businesses to sell permit parking for their surplus

parking capacity. The Royal Motor Inn sells what they determine to be surplus parking spaces to other local businesses for \$10 per month. Cost implications: none.

3. Advertise to merchants and residents that they or their employees can buy a city-parking permit for less than \$1

per day! This is not a change but a real option that is not well known and hence under used. A Green permit purchased annually is \$250 dollars. For 5 business days per week, times 52 weeks the total is less than \$1 per day. City permits are not limited to use by one specific person. A group of people can buy a permit together and share its use or a business can buy a permit and share its use among its employees. The only requirements are that the one issued permit cannot be copied, but must be passed from car to car. Also, each car and driver who will be using the permit must identify themselves and his/her vehicle(s) to the city, in case they need to be contacted about their vehicle, for example, if the owner needed to be informed by the police of an Sell two types of parking permits, day use for employees: night and weekend use for residents. Reduce the price for each type of permit, but make more money in total by selling the same parking space twice. If recommendation #3-a is adopted by the City of Moscow, we will advise merchants that employees can park for .58 per day, and residents could park for .41 per day.

a. Sell two types of parking permits, day use for employees: night and weekend use for residents. Reduce the price for each type of permit, but make more money in total by selling the same parking space twice. By having two new options we can serve our two diverse groups of users better and more cheaply, and still make the same or more money on the total.

- a. Make a new category of Green lot permit, that is good Monday through Friday from 8:00 AM until 6:00 PM, and sells for just over half of the current permit price, e.g. \$20 month/ \$40 quarter / \$150 annual.
- b. Make a new category of Green lot permit designed for residents who principally need overnight and weekend parking. These permits would be good from 6:00 PM until 8:00 AM, seven days per week. If Farmers Market set-up requires a time change for Saturday mornings, any necessary adjustment would be made. Use the same reduced fee schedule as suggested for the daytime permit.
- c. Keep our current Green permit; all-day-every-day at it is current price.

4. Create a special daylong parking permit for business owners or employees to park in hourly spaces. This “Super Permit” would be sold for a high daily fee, (perhaps \$ 10 per day) and good only for the day /days pre-purchased and shown on the actual permit This type of renewable day permit extends to business owners/employees who feel the need to be close to their jobs, such as Realtor’s The permit would be akin to campus parking permits sold by UI or WSU, and would be displayed on the vehicle dashboard to shows that vehicles exempting from normal parking time limits. Cost implications: none.

5. Create more parking opportunities by adding to our 3-hour parking spaces, two new parking zones, 1 hour or 5 hour. It is clear from the business survey results that a single 3-hour time zone mode doesn’t fit the actual pattern of use. The estimated use rate for 1 hour or less was 2400 units compared to the combined 1 to 3 hour use rate of 1160 units. The survey also showed that there are over 735 people employed in the survey area, and while this number is inclusive for all business shifts, a reasonable estimate of the daytime use by employees seem to be 250 employees in down town at any one time. These employee’s are not served by 3 hour parking, as it is too short a time period for their use. Add to this group of employees the estimated 345 customers per day that need greater than three hours and we have two clear groups that would benefit from changing the 3 hours parking zones.

- a. **1 hour zones will better serve the 2400 short-term customers, and increase the parking opportunities for any given space from 3 per day to 9 per day, a 300% increase.**
- b. **5-hour zones will better serve the employee group and long-term shoppers. Five hours was chosen instead of 4 hours so that employees can find a spot in the morning and only have to move**

once per business day, as opposed to two moves if the longer parking was set at 4 hours.

- c. Dividing up the existing spaces fairly is the key.** Main St, Jackson and Washington Streets need to be considered separately from the two Jackson St. lots, due to the factor of parking permits. I suggest that a fair and inexpensive split of these 263 spaces would be
 - i. Make 137 diagonal spaces 1 hour.** This makes a total of 1233 parking opportunities (137 spaces times 9 hours), compared to zero short-term opportunities now. Do not change the existing all day spaces on the North side of 1st, between Main and Jackson, as these serve apartment or multiple dwelling units.
 - ii. Make all 113 parallel spaces 5-hour.** This makes a total of 226 long-term parking opportunities. compared with 14 long-term spaces that presently exist.
 - iii. This proposal creates space in either new zone within a one block walk of any business in the down town**
 - iv. Cost implications** are a maximum of \$6.00 per sign to change existing signage. But, remember that all signs are going to be changed anyway to comply with state Dept of Transportation codes.
- d. Keep the Jackson St. lots as they are: three hour parking or all-day paid permits.** This acknowledges and serves the second largest customer group seen in our survey, the 1160 estimated customers who need more than an hour but not more than 3 hours.
- e. Make the Jackson St. lots PERMITS ONLY PARKING AFTER 9PM.** Survey interviews revealed that some apartment residents who are now or have been buying permits can't find parking in the evening. Since increase use of parking permits should improve the parking situation for both employees and residents, we need to support and encourage permits by keeping spaces available for those who have purchased permits.

6. Create a parking fund of money to purchase property for added parking or make other capitol improvements to parking. This is to be dedicated money that cannot be diverted to other uses. Suggestions for voluntary fund raising.

- a. Have the City commit a percentage all receipts from parking permits that exceed the operating expenses and maintenance of the parking lots and parking service patrols.**
- b. Apply for grants**
- c. Attempt to set up a "share-based Parking Corporation."** Because of resistance to Merchant Assessments, create a means for merchants to voluntarily buy shares in a parking fund that will eventually create more parking either thru construction or purchase of added parking spaces. A share-based system would

create a value to parking that could be sold as an asset of the business. Later, when sufficient funds have been raised to create parking, either through buying properties for lots or construction of added parking by multi-level structures, parking shares would be translated into access to parking permits in the newly created spaces. These permits would be at no cost to the shareholder, but would represent a fungible asset for the business. To avoid large or rich businesses from buying up parking through the shares, only a percentage of the newly created parking would go to share, such as $\frac{1}{4}$ or $\frac{1}{3}$ of new spaces being dividend on a percentage basis to the shareholders.

- d. **Seek dedicated bequests from business and community leaders.**

- 7. **Change parking enforcement regulations. Make it a fineable code violation to remove a parking enforcement chalk mark from your vehicle tire.** Survey interviews revealed the apparently common practice of wiping chalk marks off tires to avoid moving cars. This practice undercuts any fair parking system. There is currently no penalty for such conduct, even if caught in the act by police or parking enforcement personnel. Cost: none
 - a. **Make handicapped parking spots subject to the requirement that the spot be cleared between 2-7AM.**

Handicapped parking spaces are currently exempt from parking time restrictions. A few disabled people have taken to using handicapped spots as permanent parking, which deprived handicapped shoppers of the use of these spots. This is an area where competing needs exist, and this recommendation is made based on the greatest good for the greatest number of users. This recommendation does not favor non-handicapped over handicapped drivers. The needs of handicapped shoppers from all over Moscow and surrounding communities should be favored in the Central Business District, over the needs of a few handicapped residents. In addition, the abuse of handicapped parking spaces interferes with legitimate city brooming of streets and snow removal. **In any residential zone in Moscow, this abusive parking practice would be covered by city Abandoned Vehicle regulations that require vehicles to be moved a minimum of every 48 hours.** Cost: none



APPENDIX G

PARKING SURVEY for BUSINESS MANAGERS In the DOWNTOWN BUSINESS DISTRICT

**CITY OF MOSCOW
TRANSPORTATION COMMISSION
January 2007**

Question 1: Do you regularly use downtown public parking while you are working at your business?

- ☐ No; If not, how do you get to work? _____
☐ Yes; If so, how far from your business do you typically park?
 ☐ Within the same block
 ☐ Between one and two blocks away
 ☐ More than two blocks away

Question 2: Do your employees use downtown public parking while they are working at your business?

- ☐ No
☐ Yes. If so, how far from your business do they typically park?
 ☐ Within the same block
 ☐ Between one and two blocks away
 ☐ More than two blocks away

Question 3: Do you encourage your employees to park outside the Downtown Business District so as to not take up customer parking near your business?

- ☐ No
☐ Yes

Question 4: Please list the maximum number of employees that work at your business during the following time periods:

- ☐ 6:00 am to 11:00 am ☐ 11:00 am to 1:00 pm
☐ 1:00 pm to 6:00 pm ☐ 6:00 pm to midnight

Question 5: How long does your average customer spend at your business: *(Circle one of the selections below.)*

- 0 to ½ hour ½ to 1 hour 1 to 2 hours
2 to 3 hours 3 or more hours

Question 6: Approximately how many customers come to your business on an average day? *(Circle one of the selections below.)*

- 0 to 15 16 to 30 31 to 50 51 or more

Question 7: How often do you hear a complaint from a customer about the availability of parking in downtown Moscow?

- ☐ Never
- ☐ Almost never
- ☐ Once a month
- ☐ Once a week
- ☐ Almost every day

Question 8: How far from your business do you believe your customers are willing to park? (Circle one of the sections below.)

- | | | |
|-----------------------------------|------------------------------------|-------------------------------------|
| ☐ ½ block | ☐ 1 block | ☐ 1 ½ blocks |
| ☐ 2 blocks | ☐ 2+ blocks | |

Questions 9: Do you believe there is a parking problem downtown?

- ☐ No
- ☐ Sometimes
- ☐ Yes

If yes or sometimes please answer items (a) through (c) below.

(a) Which of the following describes to you the cause of the parking problem?
(Check all that apply.)

- ☐ The public parking is free
- ☐ There are not enough public parking spaces
- ☐ There are enough public parking spaces, but the time limits should be changed
- ☐ There are not enough public parking spaces AND the time limits should be changed
- ☐ The public bus system needs to be improved or expanded
- ☐ Other ways of getting downtown are too difficult

(b) Please tell us more about downtown parking.

(c) Please tell us your ideas about how to solve the downtown-parking problem.

Business Name: _____ Your Name: _____

AUTOMOBILE PARKING SURVEY for CUSTOMERS of the DOWNTOWN BUSINESS DISTRICT

CITY OF MOSCOW TRANSPORTATION COMMISSION

April 2007

Please take a few minutes of your time and complete the survey below. Place the completed survey in one of the drop locations listed below.

- ▶ City Utility Payment Boxes at City Hall, Rosauers or Wells Fargo Bank on Blaine Street.
- ▶ City Hall at the Utility Bill Payment Window
- ▶ Chamber of Commerce, or any downtown bank drive through

Question 1: At what business did you pick up this survey? _____

What time did you pick up the survey? _____

Will you visit other downtown businesses on this trip? Yes _____ No _____

If Yes, will you move your car to visit other businesses? Yes _____ No _____

How long will you be parking downtown today? (Circle one each)

Minimum time:

0 to ½ hour

½ to 1 hour

1 to 2 hours

2 to 3 hours

3 or more hours

Maximum time:

0 to ½ hour

½ to 1 hour

1 to 2 hours

2 to 3 hours

3 or more hours

Question 2: Do you regularly use public parking on your trips downtown?

_____ No; If not, how do you get to your destination? _____

_____ Yes; If so, how far from your destination do you typically park?

_____ Within the same block

_____ Between one and two blocks away

_____ More than two blocks away

Question 3: Do you believe there is a parking problem downtown?

_____ No

_____ Sometimes

_____ Yes

If Sometimes or Yes, which of the following describes to you the cause of the parking problem? (Check all that apply.)

_____ The public parking is free

_____ There are not enough public parking spaces

_____ There are enough public parking spaces, BUT the time limits should be changed

- _____ There are not enough public parking spaces AND the time limits should be changed
- _____ Inadequate public bus system
- _____ Other ways of getting downtown are too difficult
- _____ Employees of downtown businesses use too much public parking

Question 4: How often is satisfactory parking available to you when you are seeking it on a trip to a downtown business?

- _____ Never
- _____ Almost never
- _____ Once a month
- _____ Once a week
- _____ Almost every trip

Questions 5: How far from your destination are you willing to park to visit a downtown business? *(Circle one of the selections below.)*

_____ ½ block
_____ 2 blocks

_____ 1 block
_____ more than 2 blocks

_____ 1 ½ blocks

Question 6: What type of options would you support to improve the parking situation downtown?

- Yes _____ No _____ a) Install parking meters.
- Yes _____ No _____ b) Reduce some parking space time limits from 3 hours to 1 hour.
- Yes _____ No _____ c) Increase some parking space time limits from 3 hours to 5 hours.
- Yes _____ No _____ d) Limit business owners and employees to parking areas outside of downtown.
- Yes _____ No _____ e) Provide additional public parking lots.
- f) Other _____

Question 7: If you have more to tell us about downtown parking, please do so.

Question 8: Please tell us your ideas about how to improve downtown parking.

Your Name (Optional): _____

Phone Number (Optional): _____

AUTOMOBILE PARKING SURVEY for **EMPLOYEES** of the DOWNTOWN BUSINESS DISTRICT

CITY OF MOSCOW TRANSPORTATION COMMISSION

April 2007

Please take a few minutes of your time and complete the survey below. Place the completed survey in the envelope provided and drop it off at one of locations listed below.

- ▶ City Utility Payment Boxes at City Hall, Rosauers or Wells Fargo Bank on Blaine Street.
- ▶ City Hall at the Utility Bill Payment Window
- ▶ Chamber of Commerce, or any downtown bank drive through

Question 1: Do you regularly drive a vehicle to work? Yes _____ No _____

If no, how do you get to work? _____

If yes, do you regularly use public parking while you are working downtown?

Yes _____ No _____

If no, where do you park? _____

If yes, how far from your place of employment do you typically park?

_____ Within the same block

_____ Between one and two blocks away

_____ More than two blocks away

_____ Outside the downtown 3-hour time limit zone

Question 2: What are your typical days at work downtown? (*Circle days*)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Question 3: What are your typical hours at work downtown: (*Circle the range, e.g. 10 am – 3 pm*)

6 am	7 am	8 am	9 am	10 am	11 am	12 pm	1 pm	2 pm	3 pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm
---------	---------	---------	---------	----------	----------	----------	---------	---------	---------	---------	---------	---------	---------	---------	---------

Question 4: Do you believe there is a parking problem downtown?

_____ No

_____ Sometimes

_____ Yes,

If Sometimes or Yes, which of the following describes to you the cause of the parking problem? (Check all that apply.)

_____ The public parking is free

_____ There are not enough public parking spaces

_____ There are enough public parking spaces, BUT the time limits should be changed

- ☐ There are not enough public parking spaces AND the time limits should be changed
☐ Inadequate public bus system
☐ Other ways of getting downtown are too difficult
☐ Employees of downtown businesses use too much public parking

Question 5: How often do you hear a complaint from a customer about the availability of parking in downtown Moscow?

- ☐ Never
☐ Almost never
☐ Once a month
☐ Once a week
☐ Almost every day

Questions 6: How far from your work are you willing to park? (*Circle one.*)

- ☐ ½ block ☐ 1 block ☐ 1 ½ blocks
☐ 2 blocks ☐ more than 2 blocks

Questions 7: Does your employer ask you to park outside of the downtown business area?

Yes ☐ No ☐

Question 8: If you have more to tell us about downtown parking, please do so.

Question 9: Please tell us your ideas about how to improve downtown parking.

At what business are you employed: _____

Your Name (Optional): _____

Phone Number (Optional): _____

**AUTOMOBILE PARKING SURVEY for RESIDENTS
of the DOWNTOWN BUSINESS DISTRICT**

**CITY OF MOSCOW
TRANSPORTATION COMMISSION**

May 2007

Please take a few minutes of your time and complete the survey below. Place the completed survey in one of the drop locations listed below.

- ▶ City Utility Payment Boxes at City Hall, Rosauers or Wells Fargo Bank on Blaine Street.
- ▶ City Hall at the Utility Bill Payment Window
- ▶ Chamber of Commerce, or any downtown bank drive through

Question 1: What is your address? _____

Question 2: Indicate your type of residence.
_____ Upstairs Apartment
_____ Ground floor Apartment
_____ Single Family House without off-street parking
_____ Single Family House with driveway
_____ Single Family House with driveway and garage
_____ Other: _____

Question 3: How many people live in your residence? _____

Question 4: How many parking spaces does your residence need? _____

Question 5: If you own a car, where do you park?
_____ Private Lot
_____ Public Lot
_____ On the street
_____ Private Driveway or Garage
_____ Other: _____

Question 6: Do you believe there is a problem parking downtown?

- _____ No
- _____ Sometimes
- _____ Yes

If "Sometimes" or "Yes," which of the following describes to you the cause of the parking problem? (Check all that apply.)

- _____ The public parking is free
- _____ There are not enough public parking spaces
- _____ There are enough public parking spaces, BUT the time limits should be changed
- _____ There are not enough public parking spaces AND the time limits should be changed
- _____ Inadequate public bus system
- _____ Other ways of getting downtown are too difficult
- _____ Employees of downtown businesses use too much public parking

Question 7: How often is satisfactory parking available to you when you are seeking it?
☐ Never
☐ Almost never
☐ Once a month
☐ Once a week
☐ Almost every trip

Questions 8: How far from your residence are you willing to park? *(Circle one of the selections below.)*

☐ ½ block ☐ 1 block ☐ 1 ½ blocks ☐ 2 blocks ☐ more than 2 blocks

Question 9: What type of options would you support to improve the parking situation downtown?

Yes ☐ No ☐ a) Provide long term (more than 3 days) parking options.
Yes ☐ No ☐ b) Provide overnight parking options. Suggestion: _____
Yes ☐ No ☐ c) Install parking meters.
Yes ☐ No ☐ d) Reduce some parking space time limits from 3 hours to 1 hour.
Yes ☐ No ☐ e) Increase some parking space time limits from 3 hours to 5 hours.
Yes ☐ No ☐ f) Limit business owners and employees to parking areas outside of downtown.
Yes ☐ No ☐ g) Provide additional public parking lots.
h) Other _____

Question 7: If you have more to tell us about downtown parking, please do so.

Question 8: Please tell us your ideas about how to improve downtown parking.

Your Name (Optional): _____

Phone Number (Optional): _____



APPENDIX H

Downtown parking permits information

Would you pay \$1 a day?

-to park without having to move your car ?

-or getting a \$20 ticket?

You can buy a GREEN-parking permit from the city for an annual purchase price of \$250. For a 5 day work week and 52 weeks per years the total cost is less than \$1 per day! This is not a proposal; it is available today. There are 152 GREEN Permit spaces available for sale in the city lots on Jackson Street.

City parking permits are not limited to use by one specific person. A group of people (co-workers, friends, roommates) can buy a permit together and share its use. A business could buy a permit and share* it among its employees.

*** The only requirements are that the one permit cannot be copied, but must be passed from car to car. Also, each car and driver must identify himself or herself to the city, in case they need to be contacted about his/her vehicle, if for example, the car was broken into, or damaged by a city vehicle. The only other limit to remember is that during Farmer's Market, permits cannot use the 4 rows of parking nearest Friendship Square.**

Buy permits at the Moscow Police Station Business Office on 4th Street. Other options include Monthly permits for \$ 35 or quarterly permits for \$75.

Moscow Transportation Commission hopes this information helps, while we continue to work, making downtown parking better for customers, employees and residents.

Downtown Parking: Survey results and recommendations

Over the past month, I have collected information from downtown businesses, via an 8-question survey. The survey was designed to gather information about businesses situated on Main St. between 1st and 6th St's (North-South boundary) and between Washington and Jackson Streets (East-West boundary). This comprises that heart of Moscow's Central Business District.

I have also reviewed from city plats the existing parking spaces in the above-described area. The count includes the two existing lots on Jackson St, but not the private spaces belonging to Wells Fargo Bank. Also excluded from the count of parking spaces were all handicapped spaces, and all Police reserved spaces. Loading zone spaces have been somewhat changed since the plats were done, so while they have been excluded, the total number of available spaces may vary by 1% overall. I have met with the Moscow Police Department (MPD) and Public Works Department (PWD) concerning enforcement cost and signage change cost. Letters have been obtained from MPD and PWD recording the potential financial impact of possible changes.

The following general principals guide my recommendations.

1. **The Downtown must be treated as a unified area.** My recommendations are not based on where businesses are presently located. Businesses move.
2. There are three basic groups that regularly park in the Downtown, and they are customers, owners/employee's and residents. **Things are the way they are!** It does not help to say that, there would be no parking problem if only one group didn't park downtown. I was surprised to realize that there are over 135 rental units in the survey area.
3. **Perception is reality.** There may not be a parking problem in the minds of some, who like myself, grew up in a big city where parking was always a problem. But for the purposes of this survey, if the three user groups (residents, customers or employee/owners) believe there is a problem, and acts upon that belief, then a problem exists.
4. **All must benefit from any recommendation.** For changes to be adopted, all concerned must see benefit for themselves. The amount of benefit to any one group may not be the same as for any other group, but all should benefit.
5. **Financial participation should be optional.** However, creating more parking will require a pool of money.
6. **Information and recommendations should be transparent.** Each item, whether it be data, a point of presentation or a conclusion should be clear and understandable. Agree or disagree, you should know what I'm saying.
7. **Each recommendation should stand alone.** We can accept or reject individual recommendations without rejecting the entire report.

Existing Parking Inventory

Main St 1st to 6th

1 st to 2 nd	West side	9 diagonal	Total West Side	49 spaces
	East side	5 parallel		
2 nd to 3 rd	West	13 diagonal	East	44 spaces
	East	6 parallel	Total diagonal	65
3 rd to 4 th	West	2 parallel	parallel	28
	East	12 diagonal		
4 th to 5 th	West	6 parallel	Total spaces this area 93	
	East	12 diagonal		
5 th to 6 th	West	19 diagonal		
	East	9 parallel		

Main St to Washington St

1 st	North	1 parallel		
		9 diagonal		
2 nd	South	13 diagonal		
	North	14 diagonal		
3 rd	South	10 diagonal	Total North side spaces	55
	North	8 parallel	South	50
4 th	South	9 parallel	Total parallel spaces	65
	North	0	diagonal	40
5 th	South	3 diagonal	Total spaces this area	105
	North	15 diagonal		
6 th	South	8 parallel		
	North	8 parallel		
	South	7 parallel		

Main St to Jackson St

1 st	North	13 diagonal		
	South	15 diagonal		
2 nd	North/South	N/A	Total North side spaces	34
3 rd	North	8 parallel	South	31
	South	8 parallel	Total parallel spaces	20
4 th	North	9 diagonal	diagonal	45
	South	8 diagonal		
5 th	North/South	N/A	Total spaces this area	65
6 th	North	4 parallel		
	South	0		

City Lot 2nd to 3rd

City Lot 3rd to 5th

Total spaces 151

DOWNTOWN ASSOCIATION PARKING SURVEY

This survey concerns the business district on Main St. between 1st and 6th Streets, and 1st through 6th streets between Washington and Jackson Streets. You have a business within this area, and your input is desired.

1. Do you hear from your customers that there appears to be a lack of parking in the survey area? YES (85) NO (24)
2. If you have your own parking lot, does it generally meet your customers' needs? YES (15) NO (20) N/A (74)
3. Do you or your employees regularly park in the survey area?
YES (85) NO (25)
4. The average customer for your business needs how much time?
0-1 hour 1-2 hours 2-3 hours 3 or more hours
(69) (26) (5) (7)
5. Could you support a merchant's assessment to create more available parking; or would any parking changes need to be free to the business owner? PAY FREE
(42) (64)
6. Approximately how many customers come to your business daily?
0-15 16-30 31-50 51 or more
(42) (28) (12) (24)
7. How many people does your business employ?
Total employees 735
8. Is there anything else that you want to suggest or say for this survey?

Total number of customer estimates: Item 4x item 6 results

Average number of 0-1 hour customers	2400
1-2 hour "	915
2-3 hour "	245
3 or more hour	345

- Item 6 multiple was: 15, 30, 50 or 75 (set for high group)

Survey totals as of 8/20/03 for 111 surveys received, and 11 not returned.

City Parking Permits Summary

Jackson St. lots (Green permits)	Total available permits 151
City Hall lot (Green permit)	Total available permits 13
Library lot (Yellow permits)	Total available permits 13

Total permits in survey area 151

Total permits in city 177

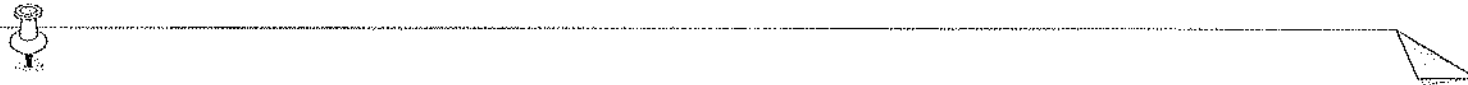
Cost of permits Green Permit: 35-month/75 quarter/250 annual
 Yellow permits: 25 month/ 45 quarter/125 annual

Average annual use rate: Green Permits 55 to 60 sold per month
 Yellow Permits: all sold each month

Available Parking Summary

Total spaces: Main St	93
Main to Washington	105
Main to Jackson	65
Jackson St. lots	151

Total spaces in survey area 414



APPENDIX I



Press Release

To: Interested Media
From: Gary J. Riedner, Moscow City Supervisor
206 E. 3rd St., Moscow, Idaho 83843
Telephone: (208) 883-7006
Fax: (208) 883-7018
E-mail: griedner@ci.moscow.id.us
c: Mayor, City Council, City Management Team
Date: February 14, 2008
Re: Press Release

FOR IMMEDIATE RELEASE:

COMMISSION TO HOST AN OPEN HOUSE ON DOWNTOWN PARKING

Moscow, Idaho, February 14, 2008 – The Moscow Transportation Commission will host an “open house” public forum on parking in downtown Moscow. The open house will be held on Tuesday, February 19, from 5:00 p.m. to 7:30 p.m. at the 1912 Building, 412 East Third Street. Citizens are invited to drop by at their convenience.

The Commission has spent the last year gathering information about downtown parking in Moscow, including surveying downtown business owners, employees, customers, and residents. The Commission also consulted civic leaders, parking enforcement officers, and others about ways to improve downtown parking.

Tuesday’s forum is a chance for the public to review the Commission’s work in an informal setting, provide feedback and new insights, and talk with members one on one. The Commission will present its findings and recommendations on downtown parking to the Moscow City Council in March. For more information contact Philip Cook, (208) 882-2240 or pcook818@gmail.com.

City of Moscow Administration

Moscow-Pullman Daily News
2A Tuesday, February 19, 2008

PAGE 2T

GET OUT AND DO IT YOUR TWO-D

TODAY 2.19

Downtown parking open house — The Moscow Transportation Commission will have a downtown parking open house from 5-7:30 p.m. at the 1912 Center in Moscow. Residents may review the commission's work on the downtown parking survey. For information, contact Philip Cook at (208) 882-2240 or pcook818@gmail.com.

Open house highlights need to address downtown parking issue

By Tara Roberts

Daily News staff writer

Moscow Transportation Commission Chairman Philip Cook said Tuesday's downtown parking open house confirmed that the commission is headed in the right direction.

Cook said about 80 people dropped by the open house, which featured displays on the commission's strategies for improving downtown parking and results of last year's parking survey.

He said some people who came to the open house supported more parking in the form of lots or a garage, while others "said we needed to use what we have more efficiently" by offering more long-term parking for employees and shortening time

limits for customers.

Another frequent comment was that the city needs to encourage alternative transportation such as walking, biking and riding the bus, Cook said.

The open house also highlighted the Moscow Police Department's parking enforcement system, the proposed Legacy Crossing Urban Renewal project, the Moscow Valley Transit bus system and the potential costs of a parking garage or large lot.

One table featured programs by Gritman Medical Center, the Moscow Food Co-op and New Saint Andrews College that encourage people to park outside of downtown or use other means of transportation to get downtown. The Co-op and NSA offer gift certificates or discounts to

patrons or students who walk, bike or carpool downtown.

Gritman Human Resources employee Monica McLean said the hospital rewards employees who park out of the central downtown area, opening parking for patients.

NSA Executive Vice President Bob Hieronymus said the college's "Leave Your Car At Home" program has been an effective way to open up parking. He said 36 percent of NSA students don't have a car or don't drive to school.

Moscow resident Merrill Conitz, who was on the city's planning and zoning commission in the 1950s and '60s, came to the open house to check out the commission's suggestions for improving parking. He said downtown parking hasn't

improved much in the last several decades, "but it's not that much worse than it was in those days either."

Conitz said a bypass to route northbound and southbound through traffic around downtown was considered during his time in city government, and he'd like to see the city bring the idea back to the table.

The open house is a step in the right direction for improving downtown parking, Conitz said.

"It's good to see the enthusiasm for doing something," he said.

Bob Greene, who owns BookPeople in Moscow, said he often hears customers say they have to park too far away or can't find a place to park.

He said the city should consider designating long-term parking areas for downtown employees and residents and support public transit. The downtown area also needs more bike lanes, bike racks and handicapped and senior citizen parking. Employers must encourage their employees to park out of the central business area.

People also must make conceptual and lifestyle changes,

including being less "car-dependent," to improve the parking situation, Greene said.

"Part of this is customer's perceptions we need to change," he said. "They're still thinking if they can't see the store, they're parking too far away."

Moscow resident Bill Parks, who owns Northwest River Supplies, said the transportation commission's suggestions, including reducing parking limits downtown to two hours, will help the parking situation.

"You have to open up Main Street, because if there's plenty of open parking on Main Street, everything else works," he said.

Parks also liked the station outlining the high cost of building a parking structure and buying land for large parking lots.

"I think they've got good ideas here," he said. "I think the economic reality of the parking garage should give people pause who keep saying that's what should happen."

Tara Roberts can be reached at (208) 882-5561, ext. 234, or by e-mail at troberts@dnnews.com.



APPENDIX J

Examples of Commercial land values in and around Downtown Moscow

<u>Location</u>	<u>Price in \$/Sq. Ft.</u>
• Triangle property near Gritman	\$20
• Along Railroad adjacent to Ghormley Park	\$8
• Area along Rail corridor between COM and UI	\$10
• 6 th and Jackson – ½ Acre	\$15
• Almond and A Street	\$8-\$10
• Goodwill Building	Sale Price \$583K

Parking Garage Pricing

Land Cost: \$5 - \$20/square foot

Project Cost: \$15,000 - \$25,000/stall

Operations/Maintenance: \$20 - 30/stall/year

Other Factors:

- Costs affected by efficiency of design, amount of area required for circulation, site issues, soil conditions, etc.
- Staffing, security, fee collection/handling/controls
- Parking fees alone may cover only a portion of debt
- Must develop additional fund sources (taxes, business contributions, etc...)

Surface Lots: \$7,500/stall for efficient, fully developed surface lot (landscaping, lighting, storm water run-off, etc...), the cost will increase for small lots with inefficient layout

Downtown Employee Parking Incentive Elements

Ellsworth Maine

- Incentive program for employees to park in more remote lots such as:
 - Using direct compensation such as "Downtown Dollars" or employee discounts
 - Registering participants for a periodic drawing for a prize
 - Having random awards to cars parked in remote lots

Olympia Washington

- Discounts for employees purchasing permits

Ashland Oregon

- Guiding principles for downtown core
- Support/enhance vitality of downtown core - priority for short-term, visitor/customer parking
 - Parking will be provided to assure convenient, economical and user-friendly access for customers, clients and visitors
- Guiding principles for downtown intermediate area
 - Longer-term stay opportunities
 - Convenient and supportive of business opportunities and user-friendly
 - Encourage owner and employee parking away from priority customer parking areas

Missoula Montana

- Transportation Best Practices Award to individuals, businesses or organizations
 - Feature in TV/Radio ads for winners - \$1000 award toward developing transportation programs
 - Examples of programs or benefits provided by local businesses
 - Reserved/preferential carpool parking
 - Bike parking
 - Company car for errands/emergency use – cab service for emergency use for those using alternatives to SOV
 - Flex schedules or telecommuting - walking/biking work-related events

Various towns

- Customer First – recognition of businesses who support customer first priority for parking
- Creation of dedicated employee parking lots in periphery of downtown core with discounts for employees
- Walk or Bike to Work Fairs – bike repairs – shoe subsidies for walkers – free lunches - coffee credit
- Contributions from Downtown Business Associations, Chamber of Commerce, Downtown development agencies, etc.

Jackson Street Parking Structure Scenario

Project Cost Assumptions

- 200 spaces, 3 levels
- No land cost – currently city owned
- Construction cost: \$20,000/stall
- Life of structure: 30 years
- Interest Rate (municipal bond): 5%

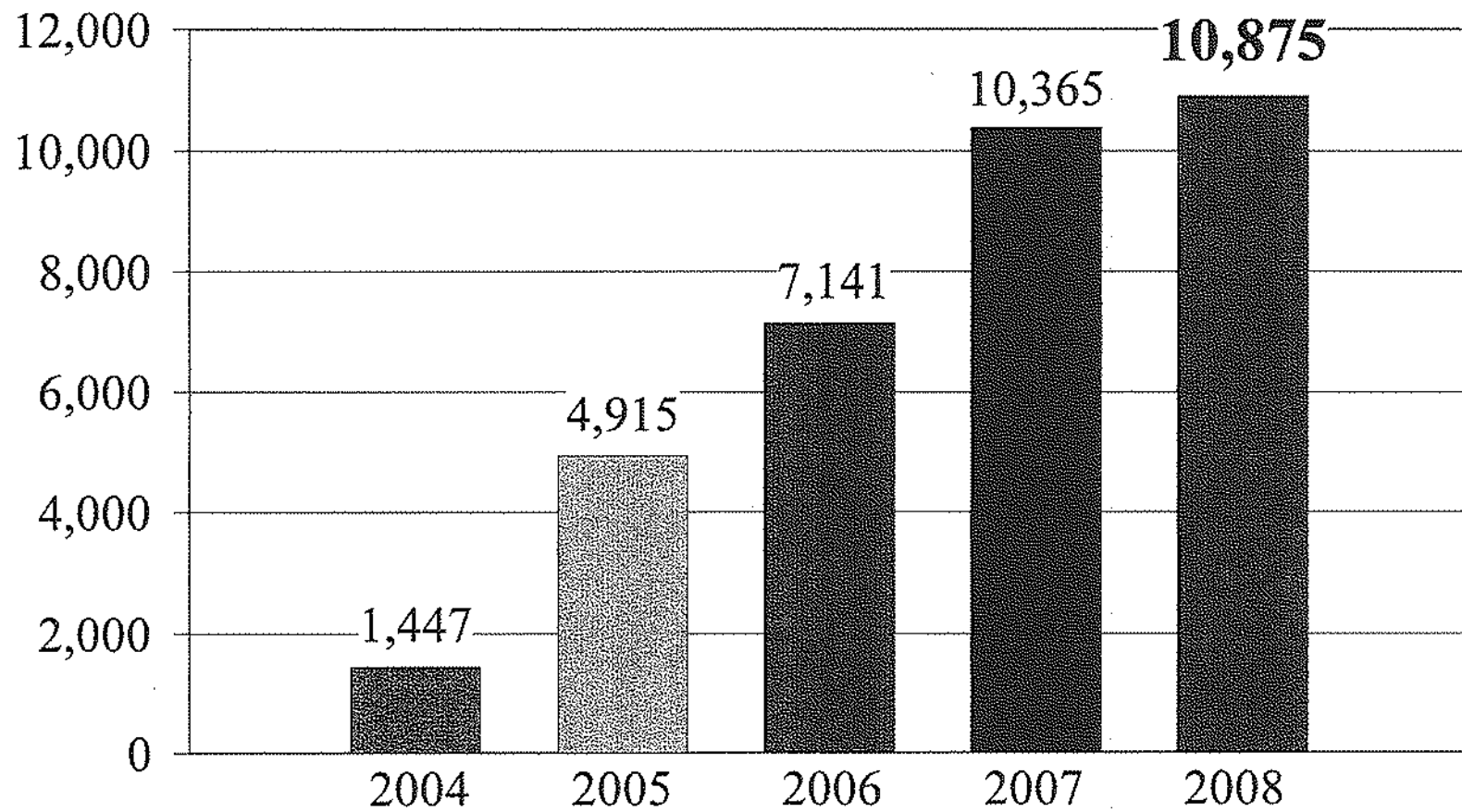
Estimated Annual Cost/Space

- | | |
|-----------------------------------|---------|
| • Amortization: | \$1,301 |
| • Operation/maintenance: | \$150 |
| • Parking monitoring/enforcement: | \$75 |
| (1 person part time) | |
| Total: | \$1,526 |

Parking Charge Estimates

- | | |
|---------------------------------|--------|
| • Days/year significant use: | 250 |
| • Hours/day significant use: | 10 |
| • Occupancy during that period: | 50% |
| • Hours space occupied/year: | 1250 |
| • Required Hourly Charge: | \$1.12 |

**Valley Transit
Moscow Combined Services
January Comparison**



THE LEWISTON TRIBUNE/NEWSPAPER

LEWISTON TRIBUNE

Driven to conserve

Commuters turn to public transit in effort to beat rising fuel costs

BY ELAINE WILLIAMS
OF THE TRIBUNE

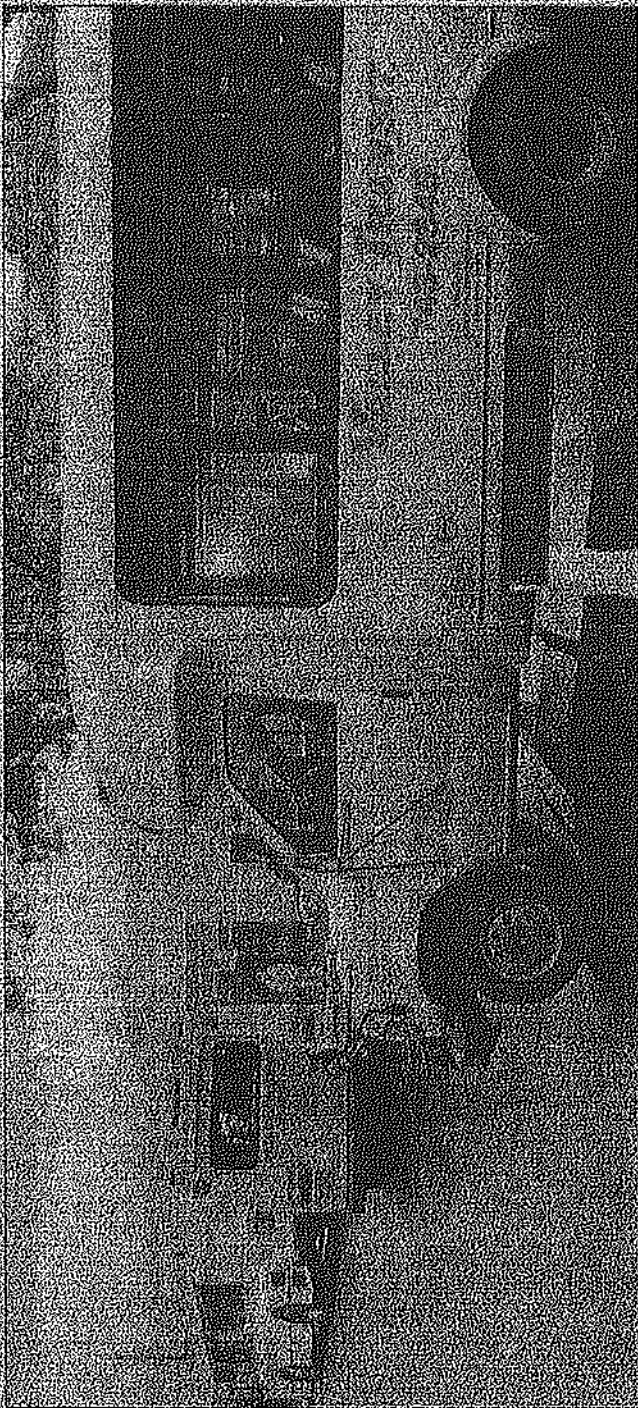
A week was all it took to convince Susan Allen that making a 60-mile round-trip commute between Lewiston and Moscow was too expensive with gas at more than \$3.4 per gallon.

Each day her 2003 Buick Century sedan consumed about a quarter tank, stealing \$60 a week from her wallet. Allen switched to a van pool that costs \$30 a week and figures she's saving even more on reduced expenses for car maintenance and insurance.

She often opts to spend the time talking with fellow riders all of whom work for the same employer, the University of Idaho. "There's no stress involved. You sit back and relax. You can read and you can sleep."

Allen, an administrative assistant with the Center on Disabilities and Human Development at UI, is among a growing number of north-central Idaho and southeastern Washington residents fighting the pinch of higher gas prices by changing how they get to work.

Ridership has steadily increased in the public transit system serving the Lewiston-Clarkston Valley and Moscow



The buses start lining up before dawn at the Lewiston Community Center to start passenger routes around Lewiston and Clarkston. The rising cost of fuel has made public transportation more attractive to commuters.

in the last three years. More of the customers are work commuters, says Tom LaPointe, executive director of Valley Transit.

That's a shift away from the system's original base of people, including seniors and those with disabilities, who rode to doctor appointments, hair cuts and grocery stores because they couldn't drive. Toyota, Hyundai and Honda dealerships — all with reputa-

tions for vehicles that get good gas mileage — report they're seeing new faces too, as people trade in gas-guzzling rigs for more fuel-efficient models.

Sport utility vehicles, for example, more just as briskly as ever at Rogers Motors, but the business is selling more of the models that have better gas mileage, says Ryan Rogers, general manager of the dealership. He expects that sales of hy-

brids, which now represent 15 percent to 20 percent of the dealership's volume, will climb to near 50 percent in five years as new kinds such as a pickup truck are introduced.

The vehicles, popularly known as the styling evokes to look like regular cars and the amount of interior cargo and passenger space grows, Rogers says.

But it's not just consumers who are changing their habits

Employers such as the University of Washington, State University and Lewis Clark State College are seeing growth in telecommuting as a way to trim skyrocketing travel costs.

LGSC ran through about \$557,000 on travel in its most recent fiscal year, excluding the athletic department. Officials with UI and WSU couldn't provide numbers for

Tribune/Burly Knight

See DRIVEN, Page 3E

DRIVEN: College, universities are taking advantage of teleconferencing and public transportation to cut costs

Continued from PAGE 1E

what their travel expenses were because the expenses are distributed through numerous school departments.

The UI expects to have a better handle on such numbers once it completes an analysis of its carbon footprint, something it's done as a member of the Chicago Climate Exchange, said Jon Kirk, a UI spokeswoman.

The exchange is the world's first and North America's only legally binding and voluntary multisection market for reducing and trading greenhouse gas emissions.

UCSC encourages employees to car pool and even use the public transit route between Livingston and Moscow for day trips.

The school's spokesman, Bert Salterberg, estimates college employees have cut the number of trips to Boise or other parts of the state by half, mostly with teleconferencing.

Teleconferencing is popular at WSU too. The number of teleconferencing events hosted by the WSU Extension office and the College of Agricultural, Human, and Natural Resource Sciences has grown from 143 in 2001 to more than 2,500 in 2006, said Scott Heide, director for extension communications and educational support.

Each teleconference costs about \$50, which means if just three Spokane employees travel to Pullman for a meeting it's less expensive to have a teleconference. This is especially true when factoring in work not being done because of road time.

Some of the biggest private sector employers in the Lewiston-Clarkston Valley haven't even

hit as hard on employee travel. Potlatch Corp. and Regence Blue Shield reimburse the federal rate of about 38.5 cents per mile for employees who travel for work. The number of those kinds of trips the companies have is small and doesn't take a significant portion of their budgets.

But as high as gas prices are, car travel remains relatively inexpensive. The Internal Revenue Service's current reimbursement rate of 38.5 cents per mile is based on estimates for what it costs to operate a vehicle.

That compares with the 61- and 75 cents per mile that Valley Transit charges in Lewiston and Clarkston, respectively. The actual costs are higher — 56.25 per mile in the valley — which are offset with state, municipal and federal dollars, according to figures provided by Valley Transit.

Consumers switch to public transit when it's more convenient than using their car, LaPointe says. A variety of factors go into making that decision, such as how difficult it is to find parking, the costs of the two forms of transportation, the frequency of routes and the distance between the bus stop and the rider's destination.

Allen, from the UI, remains convinced of public transit's value. She doesn't miss scrambling for a parking spot and appreciates the acquaintances she's gained on the van who have helped her learn the ropes of being a UI employee. "You're saving money, plus you're helping out the environment at the same time. That's what it's all about."

Williams may be contacted at williams@tribune.com or (208) 743-9600, ext. 261.



The 2008 Mobility Planning Services Institute

*Where disability and transportation leaders
meet to forge strong community partnerships*



April 21-24, 2008

Renaissance Washington Hotel
Washington, D.C.

Applications due Dec. 21, 2007



Metrorail and U.S. Capitol building photos: Washington, DC Convention & Tourism Corporation.

Easter Seals
Project ACTION
ACCESSIBLE COMMUNITY
TRANSPORTATION IN OUR NATION

www.projectaction.org

202-347-3066 (Washington, D.C.)

800-659-6428 (toll-free)

202-347-7385 (TDD)





Disability advocates and providers of human services and transportation agree: Reliable, accessible transportation is the key to a full life in the community. Accessibility is the law, and customers with disabilities contribute to loyal, repeat ridership.

But wait a minute! Look below that surface and here come the disagreements: Money, politics, turf issues, training, service gaps, red tape, city needs vs. rural, coordination, communication (misunderstanding!) and last but not least, there are incredibly diverse needs among all the human beings involved.

Does your community have leaders willing to work together to tackle such issues and remove the barriers? Then bring them to the table – at the 2008 Mobility Planning Services Institute April 21-24 in Washington, D.C.

MPS is a renowned program of Easter Seals Project ACTION which, since 1988, has achieved in thousands of ways the promise of its acronym: Accessible Community Transportation In Our Nation. ESPA is funded through a cooperative agreement with the U.S. Department of Transportation, Federal Transit Administration, and is administered by Easter Seals Inc.

How MPS works for you and your community

First, MPS is actually a *process* that starts with your selection to attend the Institute, continues through development of an action plan, and grows through follow-up technical assistance from MPS faculty and Project ACTION staff.

The process –

- ▶ Supports the creation and maintenance of strong and equal linkages between the disability community and transportation industry
- ▶ Attracts commitment at the highest levels of your organizations to work on transportation solutions
- ▶ Fosters learning and networking among colleagues working in communities like yours across the U.S.

Your team will learn from disability and transportation industry leaders who support your plan development and serve as consultants. Tools and technical assistance are provided both during the Institute and afterward, so in that regard we're not like Las Vegas: What happens at the Institute does NOT stay at the Institute – effects of the experience get carried back to your community to take hold, grow and flourish toward successful, accessible transportation.

What happens at the Institute

- ▶ Just like the knights, the tables are round. You will be seated as a team to hear from the experts, discuss and plan on your own, and consult with individual faculty members offering nationally-recognized expertise.
- ▶ Separately, your team members will attend breakout sessions on special topics. In the past, these have included funding issues, marketing, effective advocacy, service coordination, rural systems, improving fixed-route ridership and many other community-based issues.
- ▶ As the three days progress, you will actually write a plan (bring a laptop!) and describe it to the group in a closing session.
- ▶ As a central piece to the Institute, your team plan and stated needs will be the basis for additional training and technical assistance available free of charge from ESPA for 12 months after the Institute.
- ▶ It's not all work: A reception, breaks and exercises are designed to support your needs for rest and recharging. (Tip: The food is reliably plentiful and delicious.)
- ▶ The overall atmosphere of the Institute is relaxed, and there's plenty of support for sensitive problem-solving.

What you need to know about applying

- ▶ Start now, because the application deadline is **Dec. 21** and the process takes some time. The application form and instructions are available on the ESPA Web site at www.projectaction.org/MPS.

- ▶ Communities form their own teams and collectively submit the application for participation in the Institute. Any individual can start forming the team, so feel free to be initiating!
- ▶ Each team can be as small as three and as large as five individuals.
- ▶ Typically, ESPA receives applications from about 40 teams, but only 20 can be selected.
- ▶ Each team **must** include a person with a disability and a transportation professional.
- ▶ Applications will be accepted online only, and not by mail or fax. Be sure to answer the application's questions thoroughly and thoughtfully.
- ▶ The 20 selected teams will be announced soon after Jan. 15.

Who should join your MPS Team?

Individuals who:

- ▶ Have established leadership roles within their organization or community
- ▶ Have the authority to implement action plans
- ▶ Can connect with target groups who will benefit from improved transportation service
- ▶ Acknowledge that improvements are warranted
- ▶ Value flexibility and creativity
- ▶ Have the time and motivation to follow through on action plan activities following the Institute

Past team members have included:

- ▶ Individuals with disabilities who use community transportation and advocate for community change
- ▶ Public transportation providers (board members, general managers, division directors, compliance administrators, customer service managers, paratransit eligibility determination personnel, state DOT personnel)
- ▶ Municipal/county personnel and elected officials – (administrators, chief traffic/public works engineers, metropolitan or rural planning developers, city council members and county commissioners)

- ▶ Private transportation providers (board members, directors, managers)
- ▶ Human service providers (executive directors, disability and aging network managers, directors of travel training and orientation and mobility programs, directors of employment services, directors of centers for independent living)
- ▶ Management-level school personnel (special education directors, principals, assistant principals, board members)

Financial Considerations:

Each participant will be reimbursed for **allowable travel expenses** when specific instructions are followed. These instructions will be given to each participant in advance. Allowable travel expenses would include air and ground transportation, lodging, and meals that are not included in scheduled activities.

Concluding the event each team member will be given an expense report form with specific instructions to complete. Reimbursements will be made to each team member after completed expense reports have been processed. Each team member is responsible for attaching all original receipts for all allowable expenses.

Air and ground transportation:

Coach class airfare, ground transportation, tolls and parking will be considered as allowable expenses. Rental cars for transportation will need pre-approval from ESPA to be eligible for reimbursement, and should not exceed the cost of air travel. If a participant is not able to make his or her own air travel arrangements, Easter Seals Project ACTION will make such arrangements through the organization's travel desk.

Lodging:

A block of rooms will be reserved for team members at the Institute's hotel. Once teams are selected, team members will be responsible for making their own reservations. At the conclusion





1425 K Street, N.W. Suite 200
Washington, DC 20005

Assistance derived for Easter Seals Project ACTION through a cooperative agreement with the US Department of Transportation, Federal Transit Administration.

of the MPS Institute, each team member will be placed on the Easter Seals Project ACTION master bill, and will therefore not be charged for their room. A personal credit card is required to make reservations and to cover additional expenses.

Meals outside the event:

Meals will be served during scheduled events and arrangements will be made to accommodate dietary and special requests. Meals purchased outside event times will be considered allowable expenses when itemized receipts are included.



Personal Attendants:

Team members needing services from personal attendants may choose to bring someone or request one to be hired in Washington, D.C. All costs for personal attendants including travel, lodging, meals and wages, are reimbursable expenses. Personal attendants are not counted in the team total membership of 3-5 members.

Additional instructions will be given after teams are selected. Each team member will receive a list of allowable expenses. If there is something desired that is not on the list, an advance email or call is required for the request to be considered for approval.

Visit www.projectaction.org/MPS to start your application. Remember, it must be submitted online by Dec. 21. Do not mail or fax an application. If you have questions about the 2008 MPS Institute or would like to talk with past Institute participants, contact Donna Smith at 800-659-6428 or dsmith@easterseals.com.

Moscow
883-7747

VALLEY TRANSIT Fixed Route Schedule

West Route (GREEN)

ROUTE SCHEDULE EFFECTIVE
JANUARY 2, 2007

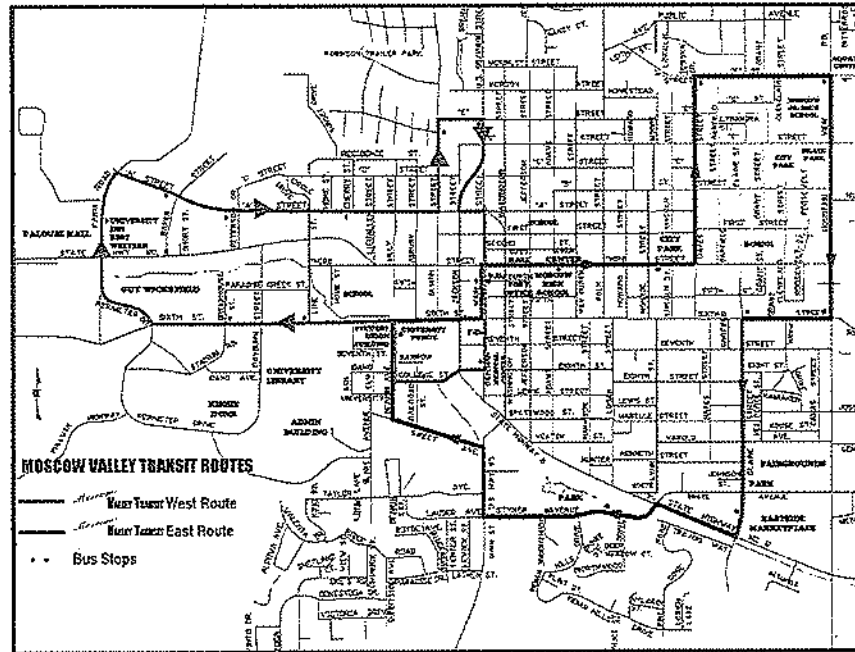
NO COST TO RIDER

First run starts at 7:10 a.m.
and last run starts at 5:10 p.m.

Monday through Friday

(No service between 12:40 p.m. - 1:40 p.m.)

Location	Departures
Time in minutes after the hour	
SUB / St. Augustine's	:10 :40
LLC (6th & Line)	:12 :42
Wallace Complex	:13 :43
Winco / U4 Cinemas	:16 :46
'A' West of Baker	:17 :47
'A' West of Peterson	:18 :48
'A' at Cherry	:19 :49
Almon at 'E'	:21 :51
'E' at Main	:22 :52
Friendship Square	:25 :55
Main at Gritman	:26 :56
College at Railroad	:28 :58
Arrival at:	
SUB / St. Augustine's	:30 :00



Moscow Valley Transit is funded in partnership with: University of Idaho, Idaho Transportation Dept. PT Division, and City of Moscow

East Route (BLACK)

ROUTE SCHEDULE EFFECTIVE
JANUARY 2, 2007

NO COST TO RIDER

First run starts at 7:10 a.m.
and last run starts at 5:10 p.m.

Monday through Friday

(No service between 12:40 p.m. - 1:40 p.m.)

Location	Departures
Time in minutes after the hour	
SUB / St. Augustine's	:10 :40
Friendship Square	:12 :42
MHS / 1912 Bldg.	:14 :44
3rd at East City Park	:15 :45
'F' at Hayes	:17 :47
'F' at Mountain View	:18 :48
6th at Mountain View	:19 :49
Blaine at 6th	:20 :50
Blaine at Eastside Marketplace	:22 :52
Styner at Northwood Dr.	:24 :54
Styner at Hawthorne	:25 :55
Deakin at University	:28 :58
Arrival at:	
SUB / St. Augustine's	:30 :00

RULES OF THE ROAD

So that everyone may enjoy a safe, comfortable ride, please observe the following:

- No food or alcohol allowed.
Beverages allowed in spill-proof containers only.
- No profanity or rude behavior.
- No hazardous materials.
- No weapons.
- No radios.
- No pets, except for service animals.
- No smoking.
- Shirt and shoes required.

Moscow
Valley Transit is very interested in your thoughts and ideas. If you have questions or comments, please call or write:

Valley Transit
1424 Main Street
PO Box 1102
Lewiston, ID 83501
(208) 883-7747



FIXED ROUTE SCHEDULE

EFFECTIVE JANUARY 2, 2007

Call for information or to
schedule a Dial-A-Ride appointment

883-7747

1424 Main • PO Box 1102
Lewiston, ID 83501-1102

***Anyone can ride the bus...
Everyone should!***

DID YOU KNOW?

Moscow
Valley Transit's fixed routes are provided at no cost to riders. That means anyone can ride without tokens or tickets.

Moscow
Valley Transit's fixed routes feature convenient stops like Palouse Mall, the UI campus, downtown, Eastside Marketplace and Rosauer's.

Moscow
Valley Transit's fixed route buses each carry a two-position bike rack (first come, first served).

Moscow
Valley Transit buses are equipped with wheelchair lifts.

Moscow
Valley Transit offers Dial-A-Ride services for individuals who are unable to use the fixed route (Prior day advance notice is required).

MISSION STATEMENT

RPT, Inc. (Valley Transit) is a 501(c)(3) non-profit corporation providing ADA-accessible and affordable public transportation for the people of our region.



***Anyone can ride the bus...
Everyone should!***

WEST ROUTE (GREEN)

UI SUB → UI Dorms → Palouse Mall →
'A' Street → Robinson's Trailer Park →
Rosauer's → Downtown → Gritman
Medical Center

EAST ROUTE (BLACK)

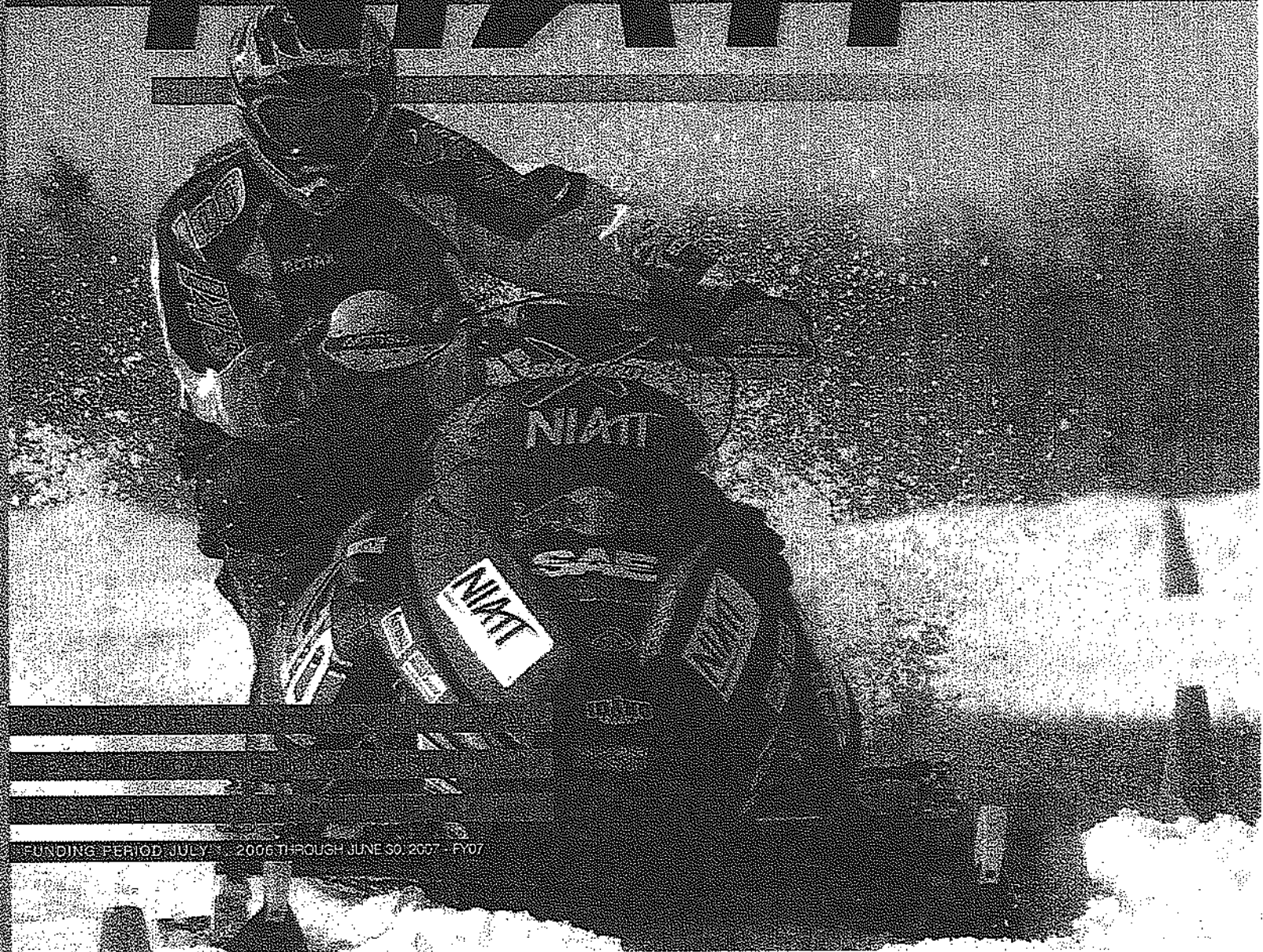
UI SUB → Downtown → Moscow High
School → East City Park → Mountain
View Road → Latah County Fairgrounds
→ Eastside Marketplace

**No Parking Concerns
Quick, Convenient Access
Environmentally Friendly**

University of Idaho

NIATT

ANNUAL REPORT



FUNDING PERIOD: JULY 1, 2006 THROUGH JUNE 30, 2007 - FY07

THEME: ADVANCED TECHNOLOGY FOR SUSTAINABLE TRANSPORTATION

MISSION

Our mission is to develop engineering solutions (knowledge and technology) to transportation problems for the state of Idaho, the Pacific Northwest, and the United States, and to prepare our students to be leaders in the design, deployment, and operation of our nation's complex transportation systems.

VISION

Our vision is to be one of the premier transportation research and education programs in the United States.

- We are a national leader in developing technology to reduce congestion on arterials, improve the quality and economic viability of biofuels, and reduce the environmental impacts and improve the fuel economy of motorized vehicles (including passenger cars, transit vehicles, and recreational vehicles).
- NIATT faculty and students engage in multidisciplinary research to solve challenging, practical, and relevant transportation problems that have regional and national significance. We create interdisciplinary research and development teams of undergraduate and graduate students, mentored by expert faculty. To ensure our work is relevant and responsive to stakeholder needs, we seek collaborative partnerships with organizations such as FHWA, FTA, the Idaho Transportation Department, and others committed to our values to work on problems of mutual interest. This practice engages our students in meaningful, experiential, learning-centered environments that add value to their education.
- By taking this approach, we integrate our research with the educational mission of the University. At the same time, our research results in technology that satisfies the needs of our customers, both by informing their actions and decisions and by providing them with useful products. We also provide life-long learning opportunities for transportation professionals in Idaho and the Northwest at all levels of practice.
- NIATT's work is carried out in the context of a commitment to preserving and protecting natural and pristine environments. Our research on, and development of, clean vehicles, alternative fuels, and efficient traffic control systems contributes to the sustainability of these environments.

Andrew Findlay maneuvers the NIATT sled through the handling portion of the Clean Snowmobile Competition. The team captured first place in the 2007 SAE competition (also see p. 22).

Rendering of the Sustainable Energy and Transportation Laboratory planned for the UI campus (drawing by Jessica Friend).

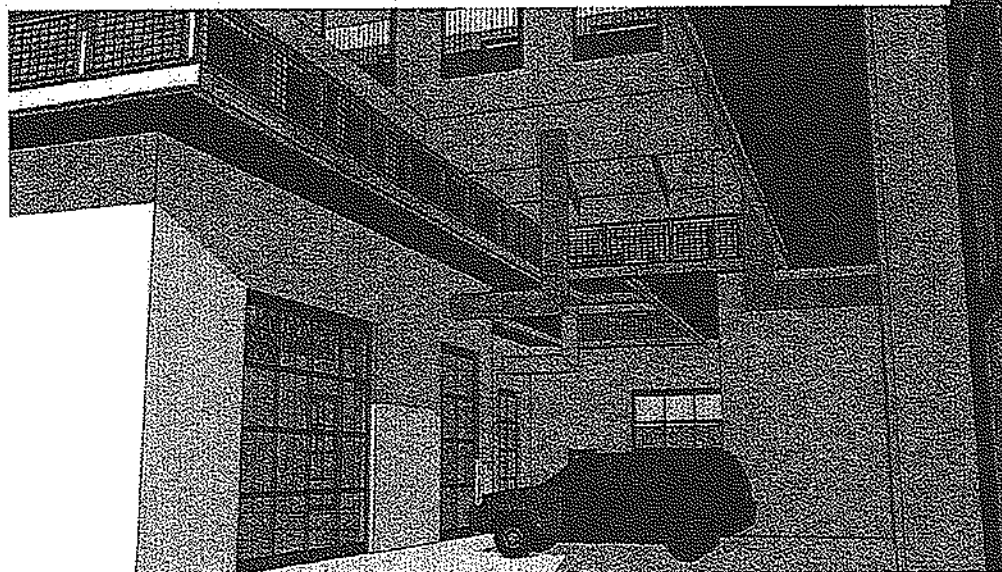


TABLE OF CONTENTS

NIATT Theme, Mission and Vision.....	2
Director's Message	4
Management Structure	10
Section 1: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— FACULTY VIEWPOINT	13
Section 2: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— STUDENT VIEWPOINT	49
Section 3: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— STAFF VIEWPOINT	53
Section 4: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— RECOGNITION BY AND OF OTHERS	55
Section 5: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— FINANCIAL VIEW.....	61
Section 6: RESEARCH, EDUCATION and TECHNOLOGY TRANSFER— RESEARCH PROJECT STATUS	62

We at NIATT proudly celebrate our ninth years as a University Transportation center. As a UTC, NIATT was originally funded under TEA-21 in 1998. We were successful in competition in 2002 and again in 2006, when NIATT became one of ten Tier I University Transportation Centers in the nation.

Our research institute has made significant and lasting local, state and national contributions over its nine years as a UTC. This Annual Report celebrates those achievements as reflected in the thoughts of the researchers, students and partners involved in these activities.

To access this report on the Internet, please visit NIATT at <http://www.NIATTE.org>

National Institute for Advanced
Transportation Technology
University of Idaho
PO Box 446901
Moscow, ID 83844-6901
Telephone (208) 885-0576
Fax (208) 885-2877

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Michael Kyte
Judy B. LaLonde
Beth Case, Creative Services

Website is <http://www.webs1.uidaho.edu/niatt/>



Michael Kyriakou, NIATT Director

DIRECTOR'S LETTER

On September 30, 2006, we received the wonderful news that we, along with nine other universities, had been selected from among 36 applicants to receive funding through the U.S. Department of Transportation's University Transportation Centers Tier I program. Coupled with our success in 2002, we will have received over nine years of funding through UTC competitions by the time that this current grant is completed. We have a lot to be proud of. You will see some of the sources of our pride as you read through this year's annual report.

After a two-year planning process, our new strategic plan was approved by the U.S. DOT in July 2007. The excerpts that follow will give you an idea both how we intend to spend our time and how we intend to invest our research funding during the next four years.

The National Institute for Advanced Transportation Technology (NIATT) at the University of Idaho is poised to become one of the premier transportation research and education programs in the United States. During the past eight years, we used the UTC investment of \$6.2 million to develop a comprehensive program of education, research, and technology transfer. While NIATT's work encompasses a broad range of transportation activities, we directed our UTC funding toward our original theme of "Advanced Transportation Technology," supporting our efforts in traffic operations/control and clean vehicle technology. With \$14 million in external research funding and \$5.6 million in University of Idaho support, we grew from a program of 13 graduate students in 1999 to 73 in 2005.

Our faculty and students engage in research to solve challenging, practical, and relevant transportation problems that have regional and national significance. Federal partners guide our research priorities. Our work covers several modes of surface transportation: public transit, highways, pedestrians, and recreational vehicles. Faculty integrate their research into their course work. Our research is carried out in the context of a commitment to preserving and protecting natural and pristine environments.

Our students earned nearly 90 graduate degrees in transportation since 1999 and now work in government agencies, with private consultants, and in the automotive and recreational vehicle industries throughout the U.S. They are considered leaders by their employers as they make important contributions to the profession. According to former students, our program provides the level and quality of education needed by today's transportation professionals.

We are especially proud of the way in which we have integrated undergraduates, graduate students, and faculty on teams that produce innovative technology and new knowledge. Many of these teams are part of our College of Engineering senior design and graduate research programs in which interdisciplinary groups of students and faculty develop prototypes, extend these prototypes through research and development, and license the products to industry. These programs have been instrumental in our ability to attract new graduate students.

We have established four **objectives** that we intend to meet during the next three years using the UTC program investment. The specific **strategies** that we will use to meet these objectives and examples of the **activities** that we will undertake are described in our new Strategic Plan. These objectives, strategies, and example activities were developed as a result of a two year planning process that engaged more than 40 NIATT researchers, staff, Advisory Board members, and other external reviewers. The strategies and example activities will guide and inform all UTC investments made during the next three years.

DOWNTOWN PARKING CHANGES
Selected Recommendations by Business Owners and Leaders
BRIEF SUMMARY

- Remove parking restrictions between 2-7 a.m.
- Work with private businesses to sell permit parking for their surplus lot capacity
- Revise the cost of public lot permits to recognize apparent, increased demand of downtown parking
- Advertise the benefits to merchants and businesses to purchase city parking permits – for very *reasonable* rates
- Adopt two types of permit parking, day use for employees and night/weekend use by residents of downtown; this “doubles” the value of limited spaces
- Create “Super Permits” for *all-day parking* for business owners and employees, at higher-than-normal permit rates (current range)
- Diversify single 3-hour permitted parking (current) into three parking zones: 1, 3, and 5 hour zones
- Create a “parking fund” with dedicated monies to be used for added parking and capital improvements to parking areas
- Change parking enforcement regulations in order to discourage behaviors that “abuse” current time limits and intent of disabled parking and/or special loading zones
- Adopt new “rolling” ordinances to discourage frequent moving of vehicles in downtown district to avoid tickets (ref. Eugene, Oregon and Bozeman, Montana)
- Purchase new optical scanners and modern technology aids for Enforcement personnel
- Engage educational institutions to discourage students from parking in downtown spaces and walking to school, college or university destinations
- Add to the downtown parking enforcement district by extending boundaries to match current business and commercial uses in downtown
- Change “no off-street parking” requirement for new development beyond original Central Business District boundaries

- Charge higher permit rates for off-street parking based on “bull’s eye” concept where close-in parking costs more than spaces located farther from the center
- Use voluntary strategies, incentives, and funding plans as much as possible
- Clarify towing practices and restrictions in city codes and with towing companies for more effective use of such practices to enforce violations in off-street lots
- Provide incentives to increased use of non-motorized vehicle use in the downtown district

The Moscow Transportation Commission thanks all the downtown business and institution leaders who offered concrete ideas and suggestions for improving downtown parking. Special thanks goes to civic leaders for being active in seeking solutions and in providing voluntary incentive programs!



APPENDIX K

MOSCOW PARKING

Most customers see no problem

Survey results show downtown business owners underestimate customers' willingness to walk to their destinations

By Tara Roberts
Daily News staff writer

Customers in downtown Moscow don't think there is as much of a parking problem as business owners do, according to a survey on downtown parking.

Public Works Director Les MacDonald presented some of the results of the survey, administered by the Moscow Transportation Commission, at Thursday night's commission meeting. The survey was distributed in May, and 161

business owners or managers, 162 employees, 254 customers and 21 downtown residents responded.

According to the survey, owners and employees are more likely to think there is a problem with parking than customers. While 70 percent of employees and 64 percent of owners said there is a problem, only 40 percent of customers agreed. Forty-one percent of customers said there is a problem sometimes.

Slightly more than half of the downtown residents surveyed said there is a problem, though

MacDonald said the number of residents surveyed was small because it was after the University of Idaho's spring semester ended.

Although customers were least likely to say there is a parking problem downtown, they were most likely to say they regularly use downtown parking. Eighty-nine percent of customers, 75 percent of employees, 60 percent of owners and 58 percent of residents said they park downtown.

Half the owners said they park within one block of their destination, but almost half the customers

said they parked within one or two blocks. Commission members and City Councilman Tom Lamar said the numbers suggest that employees and owners are displacing customers.

The distance customers are willing to walk from a parking space to a business could be part of the reason for the disparity of opinions.

Owners said the majority of their customers are willing to park no more than a block away. Forty per-

See **PARKING**, Page 8A

July 13, 2007 M-P DAILY NEWS

Parking

from Page 1A

cent of customers, however, said they are willing to park up to two blocks away and 32 percent said they are willing to park more than two blocks away.

"The owners need to talk to their customers," Lamar said.

Commission vice chairman Philip Cook said the difference could be that many owners see their customers park in front of their business but don't notice

they walk to other businesses farther away. Most owners said their customers spend 30 minutes or less in their businesses, but the majority of customers said they spend between one and more than three hours on a trip downtown. MacDonald said this suggests they visit a variety of businesses on each trip.

Thirty-two owners said they hear complaints almost daily, but few customers said they are dissatisfied with parking. Four percent of customers and zero residents said they never found satisfactory parking, and 42

percent of customers said they found satisfactory parking on almost every trip downtown.

The survey also asked what could be causing parking problems. The biggest response among owners was that there are not enough spaces. Customers said there were enough spaces, but the time limits should be changed to improve parking.

There was some concern that employees are part of the problem — 20 percent of customers and 25 percent of residents said they think employees take up too much parking. Forty-

four percent of owners said they encourage their employees to park outside the downtown business district, but 19 percent of employees said their employees encourage them to park downtown.

MacDonald said it is important to remember there is not a one-to-one ratio of employees to owners.

Twenty-two percent of residents said an inadequate bus system is part of the parking problem. Tom La Pointe, executive director of Valley Transit and a commission member, said he saw the statistic as a "vote of confidence" showing the city

needs more buses.

MacDonald said there are always variables in a survey, but the commission is looking for trends.

"What we're seeing here is the customers and the residents say, 'Yeah, generally it's OK — I'm willing to walk further, so maybe that's why it seems OK,'" he said.

MacDonald said the ultimate goal of the survey is to formulate a plan to solve parking problems to present to City Council. The commission will continue to review and analyze survey data, and will present it to the public along the way.

"I'm not sure I'd be ready to make any real conclusion yet," MacDonald said.

MOSCOW

July 27, 2007
Moscow Pullman
DAILY NEWS

Panel seeks ways to improve parking

Goals include reducing demand on downtown parking, opening public discussion

By Tara Roberts

Daily News staff writer

The Moscow Transportation Commission is looking for ways to improve downtown parking and change people's perceptions of it.

Commission Chairman Walter Steed said Thursday that a challenge will be addressing perceptions of a parking problem that may not be reality.

"We agreed when we took this on that whether or not there is a downtown parking problem, we would not limit ourselves to reality," Steed said. "If they think there's a problem, we address the problem."

The commission hasn't counted empty spaces, decided there's no problem and left it at that, Steed said.

The results of a survey distributed earlier this year show 70 percent of downtown employees, 64 percent of store owners and managers and 40 percent of customers said downtown parking is a problem. Forty-one percent of customers said there is a problem sometimes.

Commission member Joanne Reece presented some draft goals for the commission at Thursday's meeting. Over the next few months, the commission will "attach some ideas and strategies" to the goals, she said.

The goals include:

- Improving and supporting parking as part of a system in which many modes of transportation are used by people who come downtown for a variety of reasons;

- Increasing satisfaction with parking availability, adequacy and functionality;

- Making people aware of parking management and enforcement policies;

- Finding ways to reduce demand for downtown parking;

- Developing ways to increase the

See **PARKING**, Page 8A

Parking

from Page 1A

number and distribution of off-street parking spaces downtown; and

- Providing opportunities for people affected by downtown parking to discuss the issue before the commission makes recommendations to the mayor and City Council.

The commission plans to host a public meeting in mid-November to discuss the issue.

The commission will present its goals and ideas at the meeting and see how the public reacts to them. It then will use the findings to "tweak" its final recommendations to the City Council, Reece said.

The commission also plans to present the findings from the parking survey more broadly.

Public discussion will allow the commission to see "a finer level of detail than we were able to get in the survey," Reece

said.

The commission discussed a few ideas for encouraging people not to park downtown.

"People are more inclined to go after the carrot than they are to respond to the stick," Reece said.

She said the city could offer door prizes and benefits for using other modes of transportation to get downtown, similar to the model used by the Moscow Food Co-op.

Steed said the commission will present a number of its ideas for meeting the goals to the City Council. Some ideas may be more immediately realistic than others.

"This council has the luxury of proposing things we don't have any idea how to fund," he said.

The council will start laying down strategies to meet the goals at its Aug. 23 meeting.

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MOSCOW

3/14/08
Moscow Pullman
DAILY NEWS

Panel sends parking plan to council

Strategies go to public works committee for next step

By Tara Roberts

Daily News staff writer

Moscow's transportation commission has completed a list of strategies it hopes will improve downtown parking.

The commission reviewed the strategies Thursday prior to presenting the report to the City Council's Public Works and Finance Committee.

Commission chairman Philip Cook said the most important step now is creating an "implementation committee" to take the parking situation "off this committee's plate and put it onto a volunteer committee that has a much more vested interest in it."

The implementation committee would put the strategies into action.

A major goal of the commission, which has worked on parking for more than 18 months, is to use existing parking spaces. One strategy would be to drop the current three-hour parking limit and create zones with limits ranging from 15-30 minutes to eight or more hours. The city also would develop zones for downtown residents to park overnight and on weekends.

Commission member Nancy Nelson said after the meeting that the zones will help match parking resources "to people's real needs."

Vice chairwoman Joanne Reece, who wrote the strategy list, said it was not the transportation commission's duty to lay out exactly where the zones would be.

Reece said the city also needs to rework the Jackson Street parking lot so drivers don't have to go on and off busy Jackson Street to circulate through the lot.

Commission member Kit Craine said the committee should work to beautify the lot.

"We're talking about making that a place people would want to park rather than a place they only park because they can't find something on Main Street," she said.

The commission recommended that downtown businesses should help use existing parking better by creating

See **PARKING**, Page 3A

Parking

from Page 1A

"customer-friendly" parking programs, similar to those at the Moscow Food Co-op, Gritman Medical Center and New Saint Andrews College, which reward employees and students who park away from Main Street or don't drive.

The recent city survey of downtown parking showed many employees, owners and managers park downtown, often in the same block as their business.

"It's going to be up to business owners and employees as well as customers to address the problem," commission member Joel Hamilton said. "It's going to have to be a joint solution."

The commission also recommended the city and private entities work to find a two-to-three acre place to build 200-300 more parking spaces. However, the city should "avoid further pursuit of costly public parking structures."

Other strategies to increase the amount of parking include

expanding on-street parking on side streets close to Main Street and requiring off-street parking for new developments and redevelopments in and around the Central Business District.

The commission also included strategies for encouraging walking, biking and alternative transportation, as well as trying to discourage drivers who aren't going downtown from using Main Street.

The full list of strategies will be available online at www.ci.moscow.id.us.

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Moscow outlines goals for 2008

Transportation, water issues dominate list

By Tara Roberts

Daily News staff writer

The Moscow City Council's goals for 2008 are familiar ones. Transportation and water issues topped the lists offered by council members and Mayor Nancy Chaney on Monday.

City Supervisor Gary Riedner said goal-setting gives staff direction for preparing the city budget for fiscal year 2009. Budget hearings will be in July.

Steed said the council should propose a general operations bond to fund sidewalk construction, including disability access, on at least one side of every street in town.

He said a vote on the bond would allow Moscow residents "to say if they want to pay for it."

Chaney said the city should identify heavily used sidewalks and focus on maintaining them.

Carscallen said the city also should work to pave streets, possibly by seeking grant funds with Local Improvement District money as a match.

Lamar supported the idea, saying he hears people complain about unpaved streets.

Steed said residents may not support paying for roads like they would for sidewalks. People can simply avoid unpaved roads while traveling through town, and people with paved streets may not want to pay for other neighborhoods' paving projects.

Lamar said the city should increase funding for Moscow Valley Transit's fixed-route bus system "so that we can pick up some of the missing pieces in their service."

He said he would like to see bus service at lunchtime, past 5 p.m. and on Saturdays, as well as routes in the north and south parts of the city.

Steed said he may not support more funding, because

the city already drastically increased its funding for fiscal year 2007.

He also said the city should aid downtown parking by buying a piece of property near Main Street and building a parking lot.

Chaney, Krauss and Lambert named exploring alternate water supplies, primarily a reservoir, as a goal.

"This is our year to do it," Lambert said. "When the budget process comes up we've got to make certain we've got the budget to complete it and not forestall it any longer."

Chaney proposed adding \$50,000 to the budget to help kick-start a feasibility study, preliminary soils testing and site evaluation. The city currently has about \$140,000 for professional services related to water supply.

Chaney said the city does not have all the answers to solve water issues, but "for sure as development is going to get ahead of this sort of thing, we really need to anticipate what

this might be, what watershed we need to protect."

Steed suggested partnering with Whitman County or Pullman on a reservoir project.

Carscallen offered a "pie in the sky" suggestion: "We're sucking out of the same bathtub, us and Pullman," he said. "What if we had a single water utility for both?"

Chaney said she looks forward to other area entities recognizing that water needs to be managed on a regional basis.

Lamar said the city needs to develop a "water consumption budget."

The council members also supported moving forward with the joint Moscow/Latah County law enforcement center, exploring a ring road, funding affordable housing projects, making strides on the Urban Renewal Agency Legacy Crossing project and completing the Palouse River Drive ballfields.

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PARKING CONDITIONS IN DOWNTOWN MOSCOW TODAY

This section provides an overview of parking facilities and utilization in Moscow today, and a summary of key issues and opportunities. As of 2008, there were 959 public parking spaces downtown, including on-street and off-street parking. One thousand ninety additional spaces in downtown are privately owned. The Downtown Parking District is shown in Figure 2-18 on the following page.

On-Street Parking

There are a total of 736 on-street public parking spaces in downtown Moscow. On-street parking is free and is limited to three hours, Monday through Friday between 8:00 a.m. and 5:00 p.m.

On-street parking in downtown is both angled (head-in) and parallel. Angled parking is found primarily in the vicinity of Friendship Square on portions of First, Second, Fourth, Fifth, and Main Streets. Where angled parking does exist, it is often found on one side of the street with parallel parking is on the other. Although head-in angle parking provides a more prominent pedestrian buffer and is an easier parking maneuver, back-in or head-out angle parking offers additional benefits for downtown patrons and roadway users and should be considered.

Off-Street Parking

There are four public off-street parking facilities in downtown Moscow. These include the North Jackson Lot, the South Jackson Lot, the City Hall Lot, and the Third and Jefferson Street Lot—with a total of 223 parking spaces. Patrons can park in the Jefferson off-street parking lot all day in designated “all day parking” spaces for free. All other designated spaces in off-street parking lots are restricted to three-hour or reserved permit parking. Permit parking spaces are also reserved for those who pay \$85 per year, called Green Permits. These spaces are available on a first come first served basis. One hundred thirty Green Permits are currently available for purchase each year. Figure 2-17 provides an overview of off-street parking utilization.

Figure 2-17 Off-Street Parking Utilization (2011)

Parking Lot	# of Spaces	Average Utilization (permits)	Average Utilization (all cars)
North Jackson	29	30%	72%
South Jackson	129	27%	65%
City Hall	30	69%	82%
Jefferson St.	35	33%	52%
Overall Average		68%	

Source: City of Moscow

Downtown Parking Challenges

Downtown currently has enough public parking supply to meet the demands of downtown patrons and employees,³ although this is not always the perception of shoppers, business owners, and employees. As noted in Figure 2-17 above, current utilization rates for both on- and off-street parking are well below optimal levels.⁴ Optimal parking

³ Per the off-street utilization analysis described below, off-street utilization is at 68%.

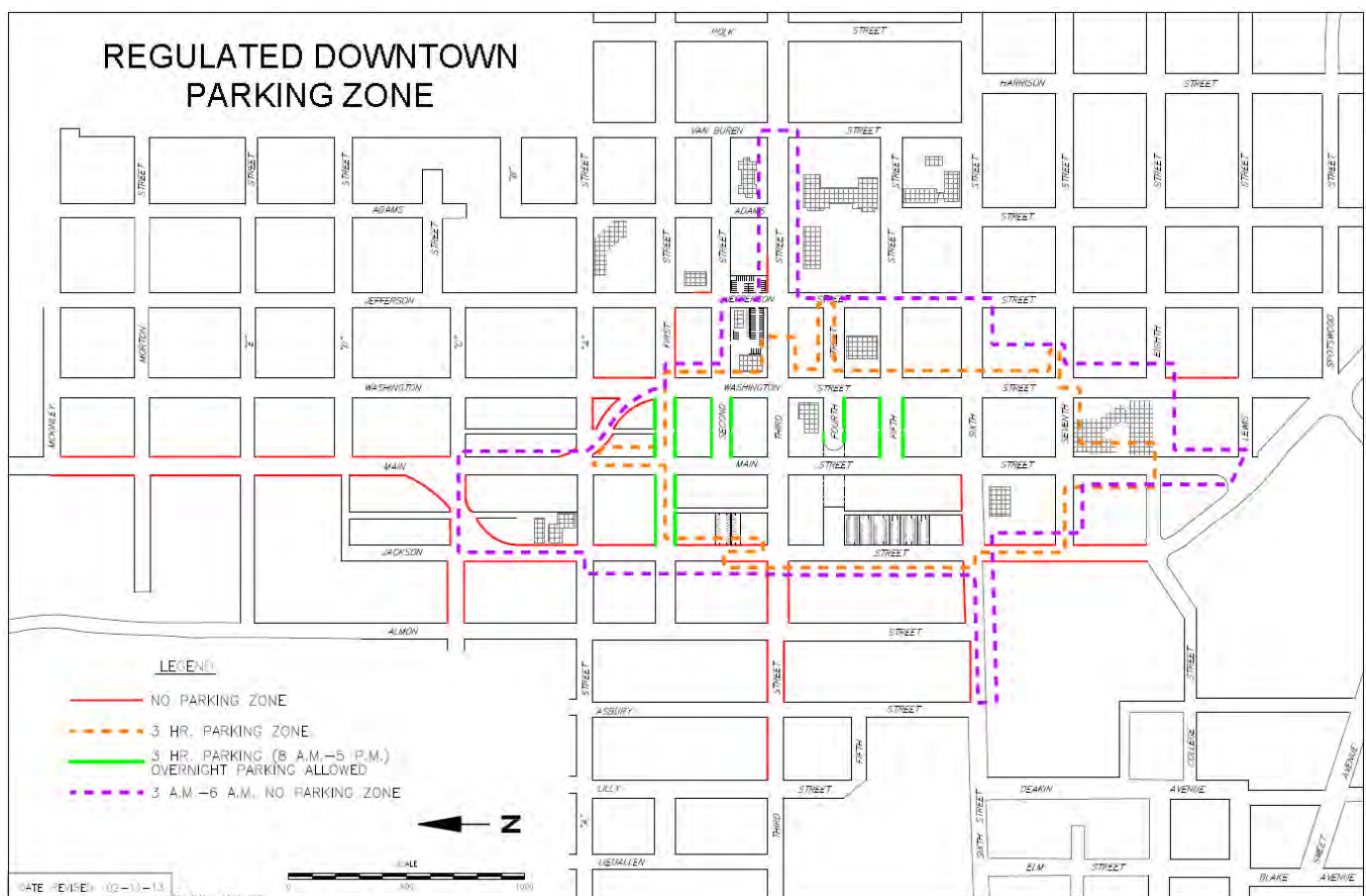
⁴ While no parking utilization survey has been conducted, observed occupancy during peak and off-peak parking periods appear well below 85% on most block faces throughout downtown.

levels are typically around 85% for on-street and 90% for off-street. This creates a number of problems, beginning with the inability to generate sufficient parking revenues to help pay for parking maintenance costs.

Parking in Moscow faces the following challenges and opportunities:

- On-street and off-street parking are free in downtown (paid parking is available for a low cost if patrons would like to purchase a parking permit to park in downtown lots longer than three hours).
- Parking is easy to find in most areas – off-street parking operates at an average of 68% utilization,⁵ which is low. An optimal parking utilization rate is around 85%. At this level, parking appears to be full, yet there are still 1 or 2 available spaces per block.

Figure 2-18 Moscow Parking Zone Map (2012)



⁵ City of Moscow Parking Utilization, 2011



EXISTING TRANSPORTATION DEMAND PROGRAMS

Transportation Demand Management (TDM) is a term for strategies that increase transportation system efficiency by reducing auto travel and congestion. A number of organizations and programs in Moscow seek to educate residents about travel options, including:

- **City of Moscow Vanpool:** The vanpool program is operated by the City of Moscow and currently offers a regular Commuter Route from Lewiston to Moscow and a Conference Commuter Service that provides a transportation alternative for those one-time trips out of the area for conferences and training opportunities.
- **SMART:** SMART provides fixed route and ADA paratransit service.
- **University of Idaho:** The University of Idaho is crucial to TDM, providing programs for students, faculty, staff, and visitors. The University operates the Vandal Access Shuttle service, stores two Zipcars on campus, and recently launched ZimRide – an online social network ridesharing platform. The Division of Student Affairs at the University hosts a transportation website that provides information on SMART, taxi service, and transit options for people with disabilities.
- **Bike for Life:** Bike for Life is a local advocacy organization that provides safety information and organizes bicycling-related events in Moscow.
- **Safe Routes to School:** Safe Routes to School (SR2S) is a state funded program with a mission to encourage teachers, parents, and children to walk, bike, and share rides to school.

Transportation Demand Management Needs

Moscow does not currently have a coordinated TDM strategy that focuses on marketing the use of biking, walking, transit, and ridesharing. Although individual programs do exist, these programs primarily focus on providing transportation services (e.g., vanpool, fixed-route transit service, and the Vandal Access Shuttle) and lack an emphasis on encouraging and educating people about travel options.



Bike Fest 2012, Bike for Life provided snacks and refreshments for bicyclists on their morning commute to school and work..

Image from Bike for Life

**MINUTES
CITY OF MOSCOW
CITY COUNCIL SPECIAL MEETING
June 15, 2009**

Mayor Chaney called the meeting to order at 7:00 p.m. in the Council Chambers.

Attendance:

Councilmembers: Dan Carscallen, Bill Lambert, Wayne Krauss, Walter Steed, Tom Lamar

Absent: John Weber

Staff Present: Gary J. Riedner, City Supervisor
Randy Fife, City Attorney
Les MacDonald, Public Works Director
Bill Belknap, Community Development Director
Don Palmer, Finance Director
David Duke, Assistant Police Chief
Ron Crumley, Engineering
Alisa Stone, Grants Coordinator
Stephanie Kalasz, City Clerk

RENEWING OUR FOCUS – Carscallen said yesterday was the 232nd Flag Day in the United States and he explained the history of the day. Pennsylvania is the only state that observes Flag Day as a state holiday. It is at the President's discretion to officially proclaim the observance. He led the Pledge of Allegiance.

1. Consent Agenda: Any item will be removed from the consent agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote.

A. Approval of Minutes of June 1, 2009 – Stephanie Kalasz

B. Disbursement Report for May 2009– Don Palmer

The Public Works Finance Committee reviewed the accounts payable for May 2009 and recommend approval of the following:

General	561,825.49
Street	105,681.88
Parks & Recreation	89,346.18
1912 Center	7,916.67
Arts	10,034.91
Water Fund	121,722.44
Sewer Fund	100,682.43
Sanitation	200,814.22
Fleet Mgmt Fund	42,319.34
Information Systems	17,559.86
Water Capital	65,441.75
Sewer Capital Projects	1,219,788.83
Capital Projects	12,556.25
LID Construction	
Hamilton P&R	
Bonds & Interest	
TOTAL	2,555,690.25

C. Mountain View Road Bid Award – Les MacDonald

Bids were opened on the Mountain View Road 2009 Project on May 27th, 2009. The proposed construction consists of a shoulder-notch and widening, and full width pavement overlay, as well

as installation of storm drainage improvements, concrete curb and gutter, and sidewalks, from the intersection of 6th Street and Mountain View, north to Paradise Creek. The project was bid with an "Add Alternate" option. The Base Bid included all of the west side of Mountain View, as well as 240 feet on the east side from 6th Street to the existing curb at the south end of Rolling Hills Subdivision. The Add Alternate Bid is for approximately 560 linear feet of improvements along the Windfall Hills Subdivision frontage owned by Mr. Mike Hoffman on the east side of Mountain View Road, from the existing curb at the north end of Rolling Hills Subdivision, north to Paradise Creek. Six bids were received, with the apparent low bidder being Atlas Sand and Rock, Inc. of Pullman, Washington. The combined bid received from Atlas was \$368,698.55. The Engineer's Estimate for the total project was \$527,483. Reviewed by the Public Works/ Finance Committee on June 8, 2009.

ACTION: Accept the Atlas Sand and Rock, Inc. bids and award of the contract to Atlas for the base bid and the alternate bid in the amount of \$368,698.55.

D. Airport Grant Authorization – Robb Parish

FAA has not finalized its 2009 grant program because Congress has again not reauthorized the Airport Improvement Program (AIP). The grant offer includes entitlement funding of \$545,547 (awarded January 23, 2009) plus another entitlement grant for as much as \$654,453 which will come in a separate offer expected in late June 2009. This is the maximum expected and the Airport is requesting that Moscow City Council authorize Mayor Chaney to accept (multiple) FAA offers associated with this grant project up to \$1.2 million. This authorization represents an increase of \$311,098 from the previous request approved by City Council. The project elements remain the same but there are additional costs primarily associated with the taxiway lighting reconstruction.

ACTION: Approve acceptance of grant offer up to \$1.2 million.

E. Governor's Discretionary Application for 2009 (ARRA) Urban Stimulus Project – Local Highway Technical Assistance Council (LHTAC) – Major Collector or Arterial Improvement Project – Kevin Lilly/Alisa Stone

On June 1, 2009, the City of Moscow received an invitation from LHTAC to apply for ARRA funding under a "Governors Discretionary Program." Based on the application requirements for design, construction, and available funding per project of \$450,000, the Engineering Department has chosen to do an overlay project. The overlay area(s) will be Orchard Street from "F" Street to Ponderosa and 6th Street from Hayes to Blaine. Depending on costs, the 6th Street portion of the project may not be included. Matching funds are not required under this program. Attached to this Staff Report is a copy of the invitation letter from LHTAC which outlines the key elements of the program and the "Ranking Criteria" for each project which are different from other prior LHTAC programs. Reviewed by the Public Works/ Finance Committee on June 8, 2009.

ACTION: Approve June 10th submittal of an overlay project on Orchard and 6th Streets for the Governor's Discretionary Application under ARRA funding to LHTAC.

Mayor Chaney said item 1C would be pulled from the consent agenda and considered separately. Krauss moved and Lambert seconded approval of the consent agenda minus item 1C. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

MacDonald said item 1C is the Mountain View Road bid award. He gave some history of the issue and explained what is covered in the base bid and the "add alternate" portion of the job. He said the item that has changed is that the developer of the Windfall Hills Subdivision is not going through with the project at this time so the plat was not filed. There is a question of how to proceed from here regarding whether the City should complete the entire project or just the base bid portion of it. Staff has spoken with the Windfall Hills developer regarding how to get the job done. He said bids were very good and

considerably lower than the engineer's estimate. The low bidder is Atlas Sand and Rock. The question is the extent of the award. Staff recommendation is to proceed with the entire project.

Mayor Chaney asked the value of the add alternate portion of the contract and was told it was \$90,152.41. Riedner went through the history of the issue and said the Council expressed a desire to make improvements to Mountain View Road. He discussed what has been done regarding the path. He said since the plat has lapsed, the land will remain unplatted. He said there was discussion about a deed restriction on the property but it has not been the City's policy. When a plat eventually comes through, Janson Street could be a condition of the plat. He said he concurs with MacDonald's recommendation to complete the entire project. The only way to ensure that the developer installs the improvements is to leave it unimproved now and require it with development. MacDonald said typically staff doesn't like to have a change of condition in the road. It is preferred to see the change over a certain transition but it can be done. Mayor Chaney asked about the path being improved from the asphalt path that was installed. Riedner explained what will be done on that side of the street. There is a temporary path installed but there is some earthwork associated with final completion of the path. The estimated amount for work for the permanent path is \$44,600. He said even if that is added into the project cost, it would still be less than the engineer's estimate.

Steed said this issue came about in order to have a safe way for kids to get to school. He asked about requiring Janson Street construction in the future. Riedner said the Council could require that of a plat in the future. Carscallen asked about the path improvements. Riedner said it would have to be done through a change order and staff only has an estimate so it is unknown exactly how much it will be. Carscallen asked about a sidewalk being installed instead of a path. MacDonald said it is probably best just to put a path in.

Lambert said it should be duly noted that when staff makes a recommendation for Janson Street on this plat in the future that the Council be made aware of the entire story at that time. He confirmed that this project will come out of capital funds. He said situations like this are a reason that capital funds are built up. He wants to ensure that this information comes up in the future when a plat comes through. It is a dangerous spot and one of the reasons that the City did not improve the street sooner is because of the pending subdivision. He thinks the City should move forward with the project. He confirmed that he wants the project as it exists. Riedner said a note can be placed in the file and a note can be placed on the GIS file but the plat needs to be considered on its own merit in the future. Riedner said the Council could require the installation of a sidewalk at the time the plat is considered. MacDonald discussed the amount of space available for sidewalk. There was further discussion of the path connection to sidewalks. Steed asked about the lifespan of the temporary path. MacDonald said there is some weed growth through it now. It will probably require maintenance in order to function as a good walking and biking route. He explained which areas are concerning.

Krauss moved to award the contract to Atlas Sand and Rock to include the add alternate and a change order to complete the path not to exceed \$45,000. Lambert seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried. Steed asked where the excess money would be spent. MacDonald said he would recommend that it be spent on the next phase of the project.

2. Mayor's Appointments – Mayor Chaney – No appointments were offered.
3. Public Comment and Mayor's Response Period (limit 15 minutes) - For members of the Public to speak to the Council regarding matters **NOT on the Agenda and not currently pending before the Planning and Zoning Commission or Board of Adjustment**, please state your name and address for the record and limit remarks to three minutes. Mayor will respond to comments from previous meeting.

Mayor Chaney said at the last meeting, Jon Kimberling discussed the Children's Safety Fair which was very successful. She said Raul Sanchez also expressed his dissatisfaction with development of the

triangle park with play equipment. The staff made efforts for reasonable compromises. The persons with disabilities path was moved and the play equipment was shifted slightly west.

Greg Montalbano, Verizon Wireless, said they have a new cell site at the intersection of Hwy 195 and 95 which should improve reception. He said he is always interested in hearing about areas in the community where service could be improved. Additionally, he would like to find out the City's stance on the issue of taxation of cellular phones. Mayor Chaney said she would like to have that item go before one of the committees. Lamar commented that there is no service between Moscow and Pullman.

David Pierce, 716 East F Street, said he began to attend meetings almost immediately after he moved to Moscow. He provided a picture to the City to sit in the audience for the meeting he will miss on July 6th.

4. Gem Grant Award – Alisa Stone

Notification was received on June 8, 2009, from Jerry Miller, Economic Development Specialist for the Idaho Department of Commerce; that the City was awarded a Gem Community Grant in the amount of \$50,000 for an Industrial Park Master Plan. The match for the grant award is valued at \$21,500 which includes \$15,000 cash from the proposed 2010 budget for the Community Development Department Planning Consulting Services line item, as well as the monies expended within the current fiscal year for the preliminary flood assessment (\$4,000) and in-kind match provided for grant administration (\$2,500). The IDOC has requested they have a signed contract returned to them no later than Monday, June 15, 2009. A copy of an email from Jerry Miller outlining the request and the Contract are attached. Due to the short turnaround time staff was not able to receive Council approval prior to the required return of the signature page accepting the award.

ACTION: Approve ratification of the Mayor's signature accepting the Gem Grant award for \$50,000 from the Idaho Department of Commerce for the preparation of a Southeast Moscow Industrial Park Master Plan or take other such action deemed appropriate.

Stone presented the issue as written above. She explained that the Mayor's signature needs to be ratified. Lambert moved to approve ratification of the Mayor's signature accepting the Gem Grant award for \$50,000 and approval of the contract. Lamar seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. North Polk LID Formation Resolution – Ron Crumley/Les MacDonald

Four of the six property owners included within the boundary of a proposed Local Improvement District (LID) on North Polk Street have submitted a petition to create the district for the purpose of constructing a water main along all or part of their frontages. An LID that includes non-resident property owners must be supported by two-thirds of all owners. This petition contains the signatures of two-thirds of the verified owners who are in favor of the project. This project will construct a water main, hydrants, valves, and water service connections. The LID will be charged for installing an 8-inch diameter main and the City will pay to oversize the main to 12 inches in diameter. Funds carried over from the North Polk Sewer District will be applied toward the LID portion of the project. Reviewed by the Public Works/ Finance Committee on June 8, 2009.

ACTION: Approve Resolution to set a public hearing for formation of a North Polk LID for the purpose of constructing a water main or take such other action deemed appropriate.

Crumley presented the issue as written above and displayed a map of the LID boundary and aerial view photo of the property. He explained the process and the waterline plan. Lamar asked about sidewalks in the area and was told that there aren't any. He asked about getting the road built out. MacDonald said there are a few possibilities. The residents could do an LID for street improvements. It is more likely that currently undeveloped property would require improvements so the large parcel on the east side would be done with property development or it would be done by the City. It could be done with this LID but the

request has just been for water. Lamar confirmed that it is now called North Polk Street not the North Polk Extension. Steed asked if staff would design the project and was told yes. Steed said the Public Works/Finance Committee is in favor of the project. He moved to approve Resolution 2009-15 and request a notice of public hearing to be set. Lamar seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

6. Downtown Parking Revisions Presentation and Public Comment – Les MacDonald

In June 2008, the City Council received a report on the Transportation Commission's recommendations regarding potential modifications to the public parking system in the Central Business District. Based upon that report, the Council requested that Staff develop each of the 27 recommendations and bring them back to the Council for consideration. Staff and the subsequently formed Downtown Parking Implementation Committee have been steadily working through the recommendations and have reached a point where the first bundle can be presented to the Council for a decision about further action. A detailed review of the Committee's work and suggestions will be provided at the Council meeting. This topic was presented to the Public Works/Finance Committee on May 26, 2009. A public information meeting was held on June 9th in order to provide an opportunity for interested parties to learn about the proposed changes, provide input and have their questions answered. Reviewed by the Public Works/ Finance Committee on May 26, 2009 and Council on June 1, 2009.

ACTION: Consider recommendations of Downtown Parking Implementation Committee, take public comment, and provide direction to staff relating to implementation; or take such other action deemed appropriate.

MacDonald distributed a list of comments received at the Chamber of Commerce, gave some historical information and presented the issue as written above. Riedner distributed copies of the recommendation from the Employee Advisory Committee. MacDonald discussed the parking modification process and gave the names of the people who participated on the Implementation Committee. He displayed a current parking zone map and the proposed changes. He said 40 people signed in to the public information session and there were another 10 to 12 who did not sign-in. The comments were included in the packet. He said the item addressed most frequently is that 90 minutes on Main Street is not long enough. He said a modification has been proposed where there are more areas with 3 hour parking retained and some 90 minute parking left in the diagonal parking areas. Another option is to make one side of the street three hour and the other side 90 minute.

MacDonald said another concern of the public was that permit parking was too extensive. He discussed the need for the program to stay dynamic so changes can be made if it doesn't work out well. There is a possibility of making 4th Street 3 hour parking or adding an additional bay of 90 minute parking. Another comment was regarding the Jefferson Street lot. People were concerned about no longer having meters for short-term parking. He displayed an option for 90 minute parking where meters used to be and City vehicle parking at the other end. He said another comment was about maintaining 3 hour parking on south Washington Street. He discussed the Council's options.

Steed asked what staff would do next towards implementation. MacDonald said staff would draft an Ordinance if there is a change and sign changes being prepared are the two major things.

Carscallen asked how many permits are sold now. MacDonald said about six yellow and 12 to 14 green. Carscallen asked how many permit parking spaces are proposed. MacDonald said the proposal is about 140 spaces total. There was discussion about parking meters and enforcement. Duke said under the current proposals, one route would be dedicated to the 90 minute parking and a second route would cover the three hour and permit parking. These routes could be done on foot but anything more than that would require a faster way to get around.

Lambert explained why parking meters were removed. Lamar asked about modification for spaces for people with disabilities. MacDonald explained what has been discussed in that regard.

Krauss said the on-going discussion regarding parking in Moscow has been going on for years and he is glad that it is finally being addressed. Parking is paramount to business.

Steed thanked staff, citizen volunteers and the Transportation Commission for their work on this issue.

Tom Bode, 2106 Orchard Avenue, said the meters came out in fall of 1977. He said a Resolution was passed regarding the Jackson Street parking lot in 1978. He said the surveys were not very good because they were available in a limited number of locations. Moscow has continually encouraged downtown residential living but those residents didn't give much input in the surveys. From some points of view, the plan looks good but it could be very detrimental to Moscow. It is a good idea to have some 90 minute parking. Having so much permit parking takes away the potential for customers to park there. Parking in downtown Moscow is a system. He asked the Council to go very cautiously with a big change to permit parking. He explained that the intention of the lot is for customers. He would like the permit parking to be more expensive for residents. He would like the City to seek more parking on the periphery for employees. He doesn't think downtown businesses were well represented on the Implementation Committee.

Robert Greene, 521 S. Main, owner of Bookpeople, said he doesn't let his employees park on Main Street and other business owners should do the same. There will be more competition over 90 minute parking than there is now. He gave several suggestions to reduce downtown traffic. He discussed the mixed uses downtown and having all City policies play together. All policies need to be considered especially sprawl and the uses that have been allowed downtown. He said a park-and-ride would be helpful. This should be tabled until the City finishes trying to negotiate places for public parking. The Jackson Street lot was originally a two hour lot and was changed to three by popular demand. He thinks it provides obstacles to businesses. This should be reviewed by the Planning and Zoning Commission as well.

A recess was taken at 9:02 p.m. The meeting reconvened at 9:12 p.m.

Jeri Hudak, Moscow Yoga Center, submitted a petition for the record. She said the 90 minute parking would be detrimental to her business. She said the overnight parking would be good. They see about 200 people a week at the yoga center who shop downtown. If they can't find parking on the street, they can almost always find parking in the Jackson Street lot. Parking more peripheral to downtown should be established for employees. She suggested that more exploration be done prior to enacting any of the suggestions.

Robert Bode, 884 Shoshone, said when New Saint Andrews (NSA) applied for their special use permit, parking was an issue. As time has gone on, it seems that more and more NSA people are parking in the Jackson Street lot. He said the Jackson Street lot was developed primarily with funds from businesses along Jackson Street. The businesses assisted the City in the project so this proposal is unfair. He said the overnight parking is a good idea. He discussed money that is earmarked for developing parking. MacDonald said there is a fund in capital projects that is to be used for parking related improvements. Currently, the fund is around \$170,000 to \$180,000. Riedner said one of the Legacy Crossing goals is to assist with parking in the urban renewal area. There are no restrictions for parking money to be used for parking uses. Parking fines and violations from all over the City go into this fund. It is not limited to downtown. Bode would prefer that the process be incremental and possibly wait to do anything until a plan is complete.

Stuart Scott, 112 S. Main, Implementation Committee member, business and property owner on Main Street, said the City Council and Mayor has received good input from downtown which included the Chamber of Commerce. The surveys from the Transportation Commission included 160 businesses and it was clear and consistent and was similar to the one he did for the Downtown Association in 2004. If the

result of the Transportation Committee was well-founded, then the Council should not disavow now. There are a small number of businesses against the proposal. He spoke with some people who didn't realize that there would still be some three hour parking downtown. He said a number of people want to find a way to get employees from parking on Main Street. Something can't be provided to a portion of the taxpaying public without providing it to the others. There just isn't enough parking and although new lots are being sought out, there is nothing available at this time. He said he could live with most of the alternatives suggested. If the Council is going to pick and choose then it would be a problem. This is a system. This has been an ongoing process and 160 businesses provided input. It is not the end but it would be good to make a start.

Steven Hacker, 643 N. Garfield Street, Chamber Director and Implementation Committee member, said he is pleased that there is a problem with what to do with the cars downtown. It is a mixed use downtown and he gave examples of universities in downtown areas. He said there has been testimony that a variety of use times are needed downtown. We have to start somewhere. A lot of effort went into this plan. If changes are made and one business closes, he will be concerned that it will be due to parking but we can't ignore a request for some action. If it is decided not to go through with this then the Implementation Committee should be relieved of their duties so they don't do work that will fall on deaf ears.

Bill Parks, 1630 Pinecone Road, said this plan is excellent, if there is 90 minute parking, people will be running in and out. If there was a morning and afternoon 90 minute parking. He is concerned with the move on reducing the price so much for parking permits. He would suggest \$100 a year as a compromise. He is concerned about over-utilization of the parking. Some employees need incentive to park further away. He would like the permit parking pushed out a little further. It is a good point that there should be more three hour parking. A lot of work has been done on this and there are some good suggestions. A scanner can be used for parking enforcement to prevent employees from just moving their cars. Steed asked for the reasoning behind the suggested price of permits. Hacker said the idea is to encourage employees to get off of Main Street and park in a lot. College students who only work part-time won't be able to afford a permit if the amount is too high. The idea is to change the culture and have the system utilized. They want to stay above the UI rate. There is room to raise the price later if needed. Parks said he is persuaded.

David Pierce, suggested looked at more three hour parking on the south end of Main Street. The idea of permits in the Jackson Street lot is a wonderful idea. Systems take time to change so it will take time to see if the change works, there needs to be time for adjustment to the change so it has a chance to work. He would like to have some 90 minute parking on Main Street. He suggested having it on the east side. He asked that the recession not be used as a reason for change, the long term needs to be considered.

Carscallen said too many cars downtown is a good problem to have. Krauss said he had many customers who are downtown business people and he knows they parked on Main Street. He said a large number of employees are parking on Main Street and if they are not there, more parking will be available for customers. His estimate is that almost 50 percent of the parking on the street is either business owners or employees. He discussed some of the history on the Jackson Street lot and said change is needed. He said the Council needs to move ahead with this to see if it can work.

Lamar thanked the Committee for their work on this. Downtown parking was discussed for a long time at the Transportation Commission. A lot of this can be moved forward but he would like some items modified. He is concerned about the accessibility of the Jackson Street lot for time rather than permits. He would rather have permit parking more to the outside of downtown Moscow and pushed further away and not in the Jackson Street lot. He doesn't want to move too fast. It is important to have some shorter time limits so most of Main Street should be a shorter time limit. He likes the nighttime parking changes and there needs to be good signage for the area. He prefers proposal number three for City Hall and Jefferson Street lots.

Mayor Chaney discussed some of the modifications proposed by MacDonald. There was general discussion about consideration of the options available to the Council. Steed said having permit parking further away won't work when people won't even walk that far for free parking. People will park at the mall and not think anything about walking the entire length of the mall to buy something but they won't do the same thing downtown. He suggested some options for moving forward. There was discussion about the alternatives offered by MacDonald. Jeri Hudak suggested that at least part of the Jackson Street lot remain three hour parking.

Lambert said he has heard about the parking issue for years. A lot of time has been spent on this issue and he thanked everyone for the time they have spent. He said it is a perception that there is a problem with parking downtown and he doesn't think there is. He has never had a problem parking downtown. He makes hundreds of trips a year downtown and he has been working out at the gym for many years. He has never had a problem finding a parking spot there. He said he is at the gym for a minimum of 90 minutes and if you want to go to another business, 90 minutes is not enough. If this is changed, within a year the perception will be that there is still a problem. This may not be a change we need. Things can be over-managed. He expressed concern about having different time limits for parking on Main Street. He said the Jackson Street lot is only full on Farmers' Market days. He isn't sure what would be achieved by implementing this plan. He proposes leaving things the way they are. He said he would agree to the change in overnight parking.

Steed said he agrees with Lambert that he doesn't have a problem parking downtown. The problem is perception and there are people who believe that they cannot find a space downtown so they avoid it. He would like to tweak this a bit but he would like to implement it to see if we can bring people downtown.

Lamar said he agrees with Lambert that this is a perception problem. If there is any problem, it is because employees park too close to where they work. He doesn't think this should be rushed. Riedner said the Public Works/Finance Committee should deal with this and bring it back with recommendations.

Carscallen said he would like this to go back to the Public Works/Finance Committee so MacDonald's list can be written down with options and it can come back to Council with a recommendation. He said he doesn't have a problem parking in downtown. It is a perception problem. Most people who don't like the change are people who wanted a change made. Mayor Chaney said this was brought to the City from downtown businesses who wanted parking for their patrons. There may be some compromised solutions that would be helpful if the Committee could consider those options. The matter was forwarded to the Public Works/Finance Committee.

REPORTS: Mayor Chaney acknowledged Kathleen Burns and Keely Garrity for the success of Artwalk. Riedner said the City will observe Independence Day on July 3rd and the Council meeting will be held on July 6th. Krauss said he was very pleased with the number of people downtown on Friday for Artwalk. Mayor Chaney congratulated the Chamber of Commerce on their successful fundraising dinner. Lamar said he will be joining some City employees and the Mayor in the "I Made the Grade" bike ride this weekend. Mayor Chaney said on June 11th, she attended the Inland Northwest Community Foundation award banquet in Spokane and Palouse Clearwater Environmental Institute received a grant and Amy Grant of Backyard Harvest received a sizeable grant as well.

Administrative Committee – None given.

Public Works/Finance Committee – Steed said the Public Works/Finance Committee is discussing snow management and the Snow Removal Task Force will bring back more information to the Committee. The Committee also discussed the lot division process and some specific recommendations for changes will be brought forward in the future.

Other Boards & Commissions

Parks and Recreation Commission – Lambert said the Parks and Recreation Commission discussed having a community garden out by the HIRC. It should be ready to go next year. They also discussed alternative energy uses to be more energy conscious and lesson the City's carbon footprint. There was a discussion about public art as well.

Moscow Arts Commission – Steed said Gerri Saylor would be giving an informational public art presentation on June 22nd.

EXECUTIVE SESSION – Pursuant to Idaho Code Section 67-2345(1)(c)

It was moved, seconded and mutually agreed upon to adjourn. The meeting concluded at 10:31 p.m.

Nancy Chaney, Mayor

ATTEST:

Stephanie Kalasz, City Clerk

**MINUTES
CITY OF MOSCOW
PUBLIC WORKS/FINANCE COMMITTEE
Tuesday, May 26, 2009**

The meeting was called to order at 4:30 p.m.

Attendance:

Council Members: Wayne Krauss, Dan Carscallen, Walter Steed

Staff: Gary J. Riedner, Randy Fife, Les MacDonald, Bill Belknap, Dwight Curtis, Kathleen Burns, Don Palmer, David Duke, Kevin Lilly, Dean Weyen, Roger Blanchard, Mike Ray, Stephanie Kalasz

Others Present: Tom Lamar

1. Approval of Minutes of May 11, 2009 – Stephanie Kalasz

The minutes were approved as presented.

2. 714 West C Street Lot Division – Mike Ray

Jeff and Julie Bollinger are requesting a lot division for a 13,320 sq ft parcel of land located at 714 West C Street and legally described as Lot 3 Block 3 of the Highland View Addition to the City of Moscow. The Bollingers are requesting to divide the parcel into two separate lots, the southern being 6,993 square feet and the northern being 6,327 square feet as shown on the attached map. The southern lot will be accessed via "C" Street and the northern lot will have property frontage on Residence Street. Both proposed lots are in the Medium-Density Residential (R-3) Zone and will meet all applicable zoning requirements, exceeding the 6,000 sq ft minimum lot area for single-family use and satisfying the sixty foot (60') minimum lot width.

ACTION: Recommend approval of the lot division request; recommend denial of the lot division request; or take such other action as deemed appropriate.

Ray presented the issue as written above and displayed an aerial photo of the property to explain the request. He discussed zoning in the area and lot size and setback requirements. Staff recommends approval of the lot division pending public testimony. Steed asked about compliance with lot standards. Krauss invited public testimony.

Steve Drown, 714 Residence Street, said he has concerns about subdividing the lot although he is glad to see that it would be a single family home. He said often people build homes and rent them out and many people live there. He discussed problems with parking in the area as a result. He said Residence Street is unimproved and very narrow. It may be a single family home but there may be many people living there so he is concerned about density. This may not contribute to the community but instead create more congestion. It is already crowded. He opposes the proposal until there are more improvements completed in the area.

Krauss asked about the duplexes currently on neighboring lots. Belknap explained how the Code has changed over the years. Ray said the lots with the duplexes were about 6500 square feet which is not currently the Code. Steed asked about multiple people using a home. Belknap said the City went through a Code amendment to change the definition of a family and he explained how it is applied. He said there are some considerations regarding sites that were grandfathered in. Steed confirmed that four unrelated college students could occupy the house but if there were six then a permit would be needed. Belknap said the road is not improved. He said frontage improvements would be required with building permits but that is a small portion of the roadway so an LID would be recommended.

Carscallen asked about the size of the right-of-way for Residence Street which Belknap explained and said that it narrows at the end of the street.

Christine Moffitt, 419 Sunset Drive, said she owns the duplex next door to the property in discussion 723/725 Residence Street. She endorsed the comments of her neighbor and explained that there are issues with this road and access is a problem. The City plow has a lot of difficulty moving around vehicles. The parked cars are a hazard to people walking on the street. This street is very unimproved. They pay taxes and don't get the

benefit. There are also issues with the sewer. The problems with infrastructure need to be dealt with prior to infilling the neighborhood. She doesn't support the proposal in any way.

Riedner said a public hearing is not required for a lot division but it will be considered in a public meeting so the Committee should consider moving this forward to the Council.

Clancy Potratz, 425 Sunset Drive, said he was at the meeting where the lots were split for the duplexes and a Variance was required. The jog in Residence Street causes a problem because visibility is difficult. One parking place per unit was all that was required for the duplexes. He discussed hazards on the street.

Krauss said this item will move forward to the City Council meeting on Monday and the Mayor will most likely take public comment at that time.

3. Recommendations of Downtown Parking Committee – Les MacDonald

In June 2008 the City Council received a report on the Transportation Commission's recommendations regarding potential modifications to the public parking system in the Central Business District. Based upon that report the Council requested that Staff develop each of the 27 recommendations and bring them back to the Council for consideration. Staff and the subsequently formed Downtown Parking Implementation Committee have been steadily working through the recommendations and have reached a point where the first bundle can be presented to the Council for a decision about further action.

Attached with this CCSR is a memorandum which summarizes the efforts to date on the recommendations and provides suggested guidance on how best to proceed with implementation of the recommendations. A detailed review of the Committee's work and suggestions will be provided at the Committee and Council meetings.

ACTION: Discuss the Downtown Parking Implementation Committee Recommendations – Phase 1 and forward to the Council for further consideration or take other action deemed appropriate.

This was heard as item 6. MacDonald distributed and updated parking zone map. He gave some history of the issue and presented it as written above. He displayed a list of Committee members. He said there is a bit of a time constraint in using funding from this year to have new signs made and installed over the summer. It is hoped that major changes can take place before the students come back in August. He went through the recommendations. Carscallen asked if the map matches up with the number of parking permits being sold. MacDonald said currently, only eight to 16 permits are being sold so it is under utilized now. He displayed a separate map of parking around City Hall that was also considered. He said there needs to be discussion about whether Library employees could park in the City employee parking area. Steed asked why the downtown people objected to City employees parking in the lot. MacDonald said the parking lot was paid for with public dollars and some people felt that the City employees shouldn't provide parking for the employees. Steed said the downtown business owners didn't feel that the City should provide parking to its employees the way Gritman does with theirs. He is concerned about the affect that having the employees move to parking in the neighborhoods would have to the surrounding area. So he suggested that another option would be to have the City purchase permits and offer a permit to employees as a benefit. This will probably be the most difficult decision that the Council has to make. Carscallen asked how many employees park in these lots. MacDonald said it is most likely 30 to 35 vehicles. MacDonald said options for displaced employees include making the permits easy and there is a recommendation for reducing the cost of a permit. If the price is attractive then people will utilize the system. There was discussion about the benefits of people utilizing the permit system. There is a balance to make sure there is enough space. Steed said the recommendation is that the permits stay low but stay above the lowest price University of Idaho permit. He said it should be \$65. Krauss asked if permits would be allowed. MacDonald said it is typical to have a 10 to 15 percent oversell range assuming that many people want them.

Krauss discussed the need to make changes in the future. MacDonald said the Committee wants this system to be dynamic. Carscallen said signage would be the biggest issue when changes are made. MacDonald said the system will be monitored and there won't be a fear of making changes if necessary.

MacDonald discussed overnight parking in the downtown area and proposed time restriction changes to accommodate employees and patrons which would still allow for maintenance. He discussed the reasoning behind the discussion. At times parking may not be allowed overnight due to a snow event or something similar. Carscallen confirmed that people can call the Police Department now in order to be able to leave their car without getting a ticket if the person is unable to drive due to intoxication.

MacDonald said the Committee also looked at areas that could be used as motorcycle parking which would free up some of the vehicle spaces. He gave an overview of the proposals. Riedner explained the options on moving forward with the proposals. He said staff thought a public meeting would be appropriate where all of the downtown businesses have been contacted. There will need to be time to advertise. There was discussion about the best way to proceed.

Steven Hacker, Moscow Chamber of Commerce, said the Chamber could invite people in an answer questions as well as contacting their members. Krauss said that would be fine but their needs to be an understanding that it is not an open forum to brainstorm but just to discuss the proposal.

Stuart Scott, 112 S. Main, Implementation Committee member, said the Implementation Committee followed work done by the Transportation Commission work. He said employees of the City should not be treated preferentially to other employees in the business district. There isn't enough parking so it doesn't make a difference if City employees are parking on the street.

4. Amendment to Windfall Hills Monumentation Agreement - Les MacDonald

On May 4, 2009 the City Council approved a Memorandum of Understanding (MOU) between the City of Moscow and Mike Hoffman as the developer of the Windfall Hills Subdivision. That agreement addressed frontage improvements along Mountain View Road, improvements to Jansen Street, plat Monumentation, and various easement and right of way dedications. As part of the agreement it was noted that the developer had to install the plat monuments or place security in the amount of \$16,500 prior to the filing of the final plat. Subsequent to the approval of the MOU the City and Mr. Hoffman were notified that the estimate used to establish the \$16,500 rate for the plat Monumentation security was in error. The actual amount is approximately one half of the original estimate. Mr. Hoffman requested a revision to the agreement in recognition of this new information. The attached revised MOU removes the reference to a specific dollar amount for security and, thus, allows the security to be set in accordance with the most recent estimate for the work. As is typically the case in most project security items Staff will work with the developer and his consultants to establish the actual required amount.

ACTION: Review the revised Memorandum of Understanding and provide a recommendation for approval or denial to the City Council, or take other action as appropriate.

This item was removed from the agenda.

5. Paradise Path Paving Grant Report – Roger Blanchard/Alisa Stone

On January 28, 2009 the City submitted a grant to the Idaho Department of Parks and Recreation for paving sections of Paradise Path through Heron's Hideout to Meadow Street and adjacent to Carol Ryrle Brink Nature Park to Mountain View Road. The City recently received word that the grant was awarded. Formal notice of the award is forthcoming.

ACTION: Accept report or take other action as deemed necessary.

This was heard as item 4. Blanchard said the City received a grant but the funds will not be available until July. He explained what is required of the City and what each department will be doing. He said both property owners involved in this project have been contacted. Steed confirmed what the project entails. Stone said the contract with the Idaho Department of Parks and Recreation will come through the Council.

6. Utility Design Contract with Terragraphics – Dean Weyen

As part of the Sewer System Capital Improvements Plan certain collection system pipes are scheduled to be replaced. The design of the 2009 pipe replacement project is being proposed to be accomplished by the use of an engineering consultant. Staff has negotiated a contract with Terragraphics Environmental Engineering, Inc. of Moscow. They will be able to proceed immediately with the intent to deliver plans and specifications capable of allowing bidding and construction of the project yet this fiscal year.

ACTION: Recommend approval of the engineering services agreement with Terragraphics; or take other action deemed appropriate.

This was heard as item 5. Weyen presented the issue as written above. He explained how the sewer capital improvements plan is applied and how much line will be replaced. Steed asked if there is enough money budgeted for the construction as well and was told yes. The Committee recommended approval and that it be placed on the consent agenda.

7. Annual Overlay Project Bid Award – Kevin Lilly

Bids were opened May 20th for the annual Street Patch and Overlay project. The project consists of patching and overlaying the three blocks of Jefferson Street between Third Street and Sixth Street. Two bids were received: 1. \$132,522.40 from Poe Asphalt Paving, Inc. 2. \$184,992.50 from Herco, Inc.

ACTION: Consider the recommendation of staff and approve the award of a contract to Poe Asphalt Paving, Inc. or take such other action deemed appropriate.

This was heard as item 6. Lilly said bids were opened on May 20th and he distributed additional information. He said the low bid was 104 percent of the engineer's estimate. The low bid was Poe Asphalt Paving at \$132,522.40. Riedner said there is a lot of work already going on in Moscow and staff was hoping to get a company already working in Moscow. He explained how funding for the project will be covered. The Committee recommended approval and that it be placed on the consent agenda.

Reports

Grants Update – Alisa Stone – Removed from agenda.

Budget Update – Gary J. Riedner/Don Palmer

Palmer gave budget updates for 2008-09 and discussed where shortfalls will occur for 2009-10. He explained considerations for staff while trying to draft the 2009-10 Budget. Riedner said staff has been working on the budget process for some time and he discussed how it is handled. He said there is some growth that will be taken in 2009 which is a benefit. It will be more challenging than ever to balance the budget. The budget books should be ready by the end of the second week of June so there will be a month to review them prior to the budget workshop. Staff may put on a staff workshop prior to the budget workshop. The budget workshop will be held July 13 8:00 a.m. until 2:30 (until committees start) and then July 14 8:00 a.m. until the budget is completed.

Comprehensive Plan Update – Bill Belknap

Belknap said the City is approaching the end of the Comprehensive Plan update process. The Ring Road concept has received the most attention. He said it would be prudent to have a meeting between the County Commissioners, City Council, Planning and Zoning Commission and Transportation Commission to have an overall conversation about that project. Riedner said it is likely that a joint meeting will take place on a Wednesday afternoon.

The meeting adjourned at 6:04 p.m.

**MINUTES
CITY OF MOSCOW
PUBLIC WORKS/FINANCE COMMITTEE
Monday, June 22, 2009**

The meeting was called to order at 4:10 p.m.

Attendance:

Council Members: Wayne Krauss, Walter Steed, Bill Lambert

Staff: Gary J. Riedner, Les MacDonald, Bill Belknap, Don Palmer, David Duke, Alisa Stone, Kathleen Burns, Stephanie Kalasz

Others Present: John Weber

1. Approval of Minutes of June 8, 2009 – Stephanie Kalasz

The minutes were approved by Steed with Lambert and Krauss abstaining from the vote.

2. Lot 13, Block 4 Rolling Hills 7th Lot Division – Mike Ray

Mark McGurkin is requesting a lot division for a 17,314 sq ft parcel of land located at the northern terminus of Panorama Drive and legally described as Lot 13 Block 4 of the Rolling Hills 7th Addition to the City of Moscow. The northeast portion of this lot was recently annexed into the City of Moscow, Rezoned from Agriculture/Forestry to Moderate-Density Residential (R-2), and received a Comprehensive Plan designation of Low-Density Residential (LR). Mr. McGurkin is requesting to divide the parcel into two separate lots, the western being 9,276 sq ft and the eastern being 8,038 sq ft as shown on the attached map. Both lots will meet all applicable zoning requirements, exceeding the 7,000 sq ft minimum lot area and sixty foot (60') minimum lot width requirements.

ACTION: Take public comment if applicable and recommend approval of the lot division or take such other action deemed appropriate.

This was heard as item 3. Ray presented the issue as written above and displayed an aerial photo and map of the area. He explained the proposal. Steed asked a question about length of the line on the east end. He asked if all of the documents have the adjustment made to accommodate the setback for the shop. Ray said yes. The Committee recommended approval and that the item be placed on the consent agenda. There was discussion about cars turning around at the end of the street and Belknap said there is a temporary access easement.

3. Downtown Parking Implementation Discussion – Les MacDonald

In previous meetings staff has presented an overview of the Downtown Parking Implementation Committee's recommendations on potential revisions to the existing parking system. The topic was discussed at the May 26th PW/F Committee meeting and at the City Council meetings on June 1st and 15th. An open house was held at the request of the PW/F Committee on June 9th. At the June 15th Council meeting the Council directed the topic back to the PW/F Committee to make a recommendation regarding the original proposed revisions and the possible alternatives presented at the June 15th meeting in response to public input.

ACTION: The Committee will need to address several aspects of the proposal as outlined in the packet information and provide recommendations to the City Council for consideration.

This was heard as item 2. MacDonald presented the issue as written above and discussed some possible modifications to the plan. Steed verified that the current configuration in the Jackson Street lot is that the parking is three hour unless the person has a permit and he asked about doing that in other areas. MacDonald said it would not be conducive to getting people to buy permits because they would probably just move their cars as they do now. Additionally, permit cars may be unable to find a spot to park. Steed asked about permits with 90 minute parking and MacDonald said that would be a possibility. He said Sheneman has indicated that people do not use the Jefferson Street lot for the 1912 Building. Riedner said the parking was a condition of use for the 1912 Building. Depending on additional uses in the building in the future those parking spaces may be needed.

Krauss explained how public comment would be taken. Phil Roderick, owner of CJ's, said there are 240 apartments downtown and there are additional apartments being installed at The Beach. He asked how parking for those would be addressed. MacDonald said in any of the permitted or public lots would be open on evenings and weekends. There will be some on-street overnight parking on side streets. Steed explained how the concern was addressed. Roderick said some of the downtown tenants park up by the library.

Kim Meyer said going into a parallel parking space is impossible for her physically so she needs three-hour parking in a diagonal place and there are other people with similar needs.

Kevin Clary, Breakfast Club, said the permit parking will be right behind the three restaurants and it will look like they are busy so people may decide not to stop. Steed asked if a 90 minute turn-over on Main Street would make it look like there is more space. Clary said at least 50 percent of their traffic comes in from the back entrance so it would still be a problem. Riedner confirmed that moving the permit spaces to a different location would be better for the restaurant. Krauss asked Clary if his employees would buy a permit. Clary said possibly depending on the price.

Tom Bode, 2106 Orchard Avenue, said moving the permit parking would have an effect on other restaurants. He distributed information from a 1978 Council meeting and a resolution regarding the Jackson Street parking lot. He said the intent of the lot was to have space for customers. He is concerned about the lot having permits for employees rather than spaces for customers. Steed said the Implementation Committee tried to find a way to push employees off of Main Street so there are spaces for customers. Bode said it helped that New Saint Andrews was required to obtain 40 parking spaces in another location. There isn't the same problem that there was three years ago. This plan will make it worse for businesses. Riedner said the document distributed by Bode is not about the entire Jackson Street parking lot but just for two bays of the lot. The City purchased some of the parking from Washington Water Power (Avista) when he was City Attorney. It is illustrative and there was a donation but it is not for the entire lot. Bode said the intent is for the entire downtown area. Change shouldn't happen unless it makes sense and benefits the town. He said he would be okay with some 90 minute spaces.

Robert Bode, 884 Shoshone, said the City only purchased half of one bay. He said this plan would take 110 parking spaces away from customers. He said people haven't been informed about the fact that this happening. MacDonald said his intern hand-delivered a flyer to every business downtown regarding the informational meeting.

Amy Paul said her business brings in people from all over the area and 90 minutes is not enough because then people can't workout and have time to go to other businesses. The people will leave rather than move their cars. Krauss asked if any of the modifications would work. Paul asked what the City is doing to acquire additional lots with parking funds. Riedner said the Council can spend the money on what it likes. The fund is for parking lot improvements as well. There are some properties being considered. Anytime a lot is purchased by government then that property is taken out of the tax base and a new business won't go in there. Paul said permitted lots give employees permission to park in the Jackson Street lot. No business owners are in favor of 90 minute parking because people won't stay and go to several businesses which is what they have been marketing. She would rather work toward purchasing additional lots. Steed said the Downtown Implementation Committee has already started a ranking system for possible parking lots and it is in the process and will be coming down the road. Paul asked what the problem is downtown. Krauss said it is a perception problem and there have been discussions about the parking problems downtown for years.

Krauss said the original question was having a way to get employees off of Main Street. Paul said the current proposal punishes customers. Steed said 80 percent of surveys that went out to employers, employees and customers said there is a problem with parking downtown. Paul said business owners would not want this plan. Steed said all employers do not tell their employees not to park on Main Street. Krauss said there is no consensus with the downtown businesses. Riedner discussed the efforts that have been made to get business owners involved with the process. Lambert said this is all a perception issue. He would like to see something quantitative and he hasn't seen it. He would like to leave parking at three hours. If there are employers who are not talking to their employees about parking on Main Street then other businesses should get them to change

their policy. He appreciates the hard work that has been done but he doesn't think it can be completed. He thinks the problem will still exist a year from now even if this is changed.

Darcel Swanson said she has been parking downtown for a number of years. She said she stays downtown longer because there is three hour parking. Three hour parking accommodates all of the businesses. A 90 minute time limit is not enough. Krauss said there is still three hour parking on all of the side streets. Swanson said she had never had a problem parking on Main Street. Steed said if more businesses asked their employees to park elsewhere there probably would not be a problem. MacDonald asked what would prevent employees from parking on Main Street even if the City did acquire a lot outside of the downtown area. Swanson suggested peer pressure between the employers downtown. Steed said some businesses next door to each other don't get along. Swanson said she thinks customers are being punished.

Jeri Hudak, 525 S. Main, said she wants things left as is and the City to purchase lots that would be further away for employees. She said mixed times will just be confusing to people.

Weber said employees have the same right to use the parking places as anyone else. The employers have the responsibility to themselves and businesses around them to restrict the parking of themselves and their employees. He thinks the parking problem is just perception. He made a comparison to the mall. He is leaning toward leaving the situation as it is and to look for other parking areas that are about three blocks out of the Central Business District.

Steven Hacker, Director, Moscow Chamber of Commerce, said there has been a lot of discussion about employees. This time of year he doesn't mind walking but in January when there are snow berms and it is cold would not be desirable. Also, walking six blocks isn't good when someone is walking home alone late at night. It is also difficult to recruit professionals to work downtown when they can't park close to their office.

Bill French, Palouse Ocularium, 202 East 7th, asked for three hour parking to be retained between 7th and 6th Streets on the east side of Washington. If it is not restricted then it will be occupied by people who work on Main Street. Downtown is not just Main Street and parking of other businesses will be affected by the proposal. MacDonald said the three hour zone does not include that strip but there was a petition to change it. The Committee did not address that area. Riedner said if the zone is going to change then it should be included as part of the area.

Stuart Scott, 110 S. Main, said he has worked on this problem for years. He gave background on the issue. This is the last and best chance to improve the parking situation better. A lot of study and time by the City has been done. There were 160 business responses as well as input from employees and customers. In 2007, the Council accepted the Transportation Commission report on parking and an Implementation Committee was appointed. Four out of six Council members said there was not a parking problem. He expressed concern about going from the specific to the general. He asked the Committee to consider all of the work that has been done and be mindful that input now is coming from a limited number of businesses. It can make things better. Steed said the business owners that Council is hearing from are those that need long-term parking. The Council is not hearing from the other 150 businesses in downtown. Alternatives need to be considered for more long-term parking.

David Pierce said the initial proposal did not take into account the businesses that require more than 90 minutes so some kind of compromise has been proposed. If there are too many employees parking on Main Street then putting them in the Jackson Street parking lot makes sense. Change is always hard and there will always be people who don't want it but change needs to be made.

Lambert said he likes the 3A suggestion for the Jefferson Street lot and he likes the change to overnight parking. He said change just to make a change isn't necessarily the way to go. He appreciates that work that was done over the last several years. There was a problem with NSA that was fixed.

Steed said the Implementation Committee was not asked to determine whether parking was a problem. They addressed change based on Transportation Commission recommendations. He said he would like to have 90 minute parking on one side of Main Street and it can be adjusted quickly if it is a problem.

The Committee likes the change to overnight parking including the extended hours. Krauss said employee parking will always be a problem. He said he discussed the Jackson Street parking lot with some of the business owners downtown. He said they would like to leave parking in the Jackson Street lots the way they are but change the cost of the permits drastically. After further discussion, the Committee recommended that parking on Main Street remain three hour and all permits be lowered to \$75 per year. There was discussion about the City Hall parking lot and whether the City would purchase permits for employees if parking was not provided. Riedner said responsible employers in the downtown area provide parking for their employees, especially when there are a large number of employees. The Committee recommended leaving City Hall parking as it is. MacDonald said there are more City vehicle spaces needed. Riedner said a management plan can be brought to the Council in the future to address that issue. The Committee recommended that the three hour footprint area remains the same.

Reports

Grants Update – Alisa Stone

Stone distributed a grant management report. She explained how information for grant applications is obtained and said it is a team effort. She went through the report and explained what is pending and what has been awarded. There was discussion about some of the grants. Riedner said the idea is to keep things as flexible as possible. It was determined that the grant for the fiber optic project was not included on the report so Stone will add it to the list.

The meeting concluded at 6:11 p.m.

**MINUTES
CITY OF MOSCOW
CITY COUNCIL REGULAR MEETING
July 6, 2009**

Mayor Chaney called the meeting to order at 7:00 p.m. in the Council Chambers.

Attendance:

Councilmembers: Dan Carscallen, Bill Lambert, Wayne Krauss, Walter Steed, Tom Lamar, John Weber
Staff Present: Randy Fife, City Attorney
Les MacDonald, Public Works Director
Bill Belknap, Community Development Director
David Duke, Assistant Police Chief
Ron Crumley, Engineering
Stephanie Kalasz, City Clerk

RENEWING OUR FOCUS – Steed read a poem that has been circulated on the internet regarding the cost to our people in the military and their families to ensure the freedom of our country [poem to be filed with the minutes]. The point of the poem being that freedom isn't free. Steed led the Pledge of Allegiance.

PROCLAMATIONS:

1. Consent Agenda: Any item will be removed from the consent agenda at the request of any member of the Council and that item will be considered separately later. Approval by roll call vote.

A. Approval of Minutes of June 15, 2009 – Stephanie Kalasz

B. Lot 13, Block 4 Rolling Hills 7th Lot Division – Mike Ray

Mark McGurkin is requesting a lot division for a 17,314 sq ft parcel of land located at the northern terminus of Panorama Drive and legally described as Lot 13 Block 4 of the Rolling Hills 7th Addition to the City of Moscow. The northeast portion of this lot was recently annexed into the City of Moscow, Rezoned from Agriculture/Forestry to Moderate-Density Residential (R-2), and received a Comprehensive Plan designation of Low-Density Residential (LR). Mr. McGurkin is requesting to divide the parcel into two separate lots, the western being 9,276 sq ft and the eastern being 8,038 sq ft as shown on the attached map. Both lots will meet all applicable zoning requirements, exceeding the 7,000 sq ft minimum lot area and sixty foot (60') minimum lot width requirements. Reviewed by the Public Works/Finance Committee on June 22, 2009.

ACTION: Approve the lot division.

Carscallen moved and Weber seconded approval of the consent agenda. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

2. Mayor's Appointments – Mayor Chaney

Mayor Chaney brought forward the name of Steve McGeehan for appointment to the Urban Renewal Agency. Lamar moved and Krauss seconded approval of the appointment. Motion carried unanimously.

3. Public Comment and Mayor's Response Period (limit 15 minutes) - For members of the Public to speak to the Council regarding matters **NOT on the Agenda and not currently pending before the Planning and Zoning Commission or Board of Adjustment**, please state your name and address for the record and limit remarks to three minutes. Mayor will respond to comments from previous meeting.

No public comment was offered.

4. Sister Cities Association Presentation – Elizabeth Berlinger, Moscow Sister City Assn. President

Berlinger said this presentation will explain what the City is supporting with its Sister City dues. She introduced Mary Voxman. Voxman gave a history about Moscow's Sister City in Nicaragua, Villa El Carmen which has been our sister city since 1986. She said they made the choice to help with schools and education. She discussed the contacts that have been made and what has been sent down to assist the Villa El Carmen schools. She said generally they suggest projects to us and we make a decision about supporting the project. Berlinger displayed pictures from her trips to Nicaragua and displayed a map. The pictures included some from the projects that have been supported by the Moscow Sister Cities Organization. Mayor Chaney thanked the group for the presentation with a special thanks to Mary Voxman for her many years of service. Berlinger thanked the City for paying the Sister City membership and asked if there is any other money available for proposed projects.

5. Public Hearing – Proposed Ordinance for N. Polk LID Formation – Ron Crumley/Les MacDonald

The City is in receipt of a petition to create a Local Improvement District (LID) for the purpose of constructing a water main along a portion of North Polk Street. The petition contains the signatures of the owners of four of the six properties situated within the proposed LID boundary, meeting the minimum requirement of 2/3 of the owners in favor of the district. The Resolution of Intention to Create Local Improvement District No.135 was approved by Council on June 15, 2009. A notice of public hearing was published in the Moscow-Pullman Daily News on June 18-20, 2009 and a copy of the notice was mailed to the owners of properties comprising the district. The purpose of this hearing is for Council consideration of any protests of the LID. Local Improvement District No.135 will construct a water main, hydrants, valves, and water service connections in North Polk Street. The LID will be charged for installation of an 8-inch diameter main and the City will pay to oversize the main to 12-inches in diameter. Funds carried over from the North Polk Water and Sewer District will be applied toward the LID portion of the project cost.

ACTION: After considering public input, approve the Ordinance creating LID No.135 under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

Crumley presented the issue as written above. He explained the project and displayed an aerial view of the property. He said there is a change to the Ordinance regarding the amount to be paid for the LID based on the balance left from the North Polk Sewer District. The new number is \$76,045. Krauss confirmed that the new number. Steed confirmed that connection to the line would be the responsibility of each property owner and separate from this project.

Mayor Chaney explained how the hearing would be conducted and opened the hearing at 7:35 p.m.

George Germer said he owns property on North Polk and he supports the LID.

There being no further testimony the public hearing closed at 7:36 p.m.

Weber moved to approve the Ordinance with the correction of the projected dollar amount to \$76,045 under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary. Lamar seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried. Mayor Chaney read Ordinance 2009-13 by title.

6. Downtown Parking Implementation Discussion – Les MacDonald

In previous meetings staff has presented an overview of the Downtown Parking Implementation Committee's recommendations on potential revisions to the existing parking system. The topic was discussed at the May 26th PW/F Committee meeting and at the City Council meetings on June 1st and 15th. An open house was held at the request of the PW/F Committee on June 9th. At the June 15th

Council meeting the Council directed the topic back to the PW/F Committee to make a recommendation regarding the original proposed revisions and the possible alternatives presented at the June 15th meeting in response to public input. The Committee reviewed the possible options at the June 22nd meeting and forwarded it back to the Council.

ACTION: It is recommended that the Council address the following aspects of the proposal and determine how to proceed: Determine whether the Council would like to proceed with revisions to the existing Downtown Parking program. If so, determine which, if any, of the Implementation Committee recommendations require revisions. Identify preferred revisions. Determine preferred parking option or define additional options for City Hall/Jefferson Street lots. Accept or reject all or part of the proposed parking program modifications with or without revisions or take such other action deemed appropriate.

MacDonald presented the issue as written above and gave a brief overview of what has happened to date. He said there is a bit of a dilemma on how to proceed this evening. He went through the Implementation and Administrative Committee recommendations.

Mayor Chaney said a lot of input was received on this subject. She thanked the people who have worked on this and she gave some history on how this issue came about. She said there are some non-controversial portions of the proposal which she mentioned. Carscallen said the overnight on-street parking should be approved and permits should go to \$75, as well as the change of no-parking hours to 3:00 a.m. to 6:00 a.m. He suggested taking baby steps and see how things work and go from there.

Lamar said he agrees on the first three but he would like proposal three from the Committee for the Jefferson Street lot.

Steed agreed to the overnight parking and time change and \$75 single permit. Weber said he would agree to those suggestions as well. Lambert said he is fine with the recommendations that came out of Public Works/Finance Committee. Steed said he is in disagreement of the other three items so he would like to see the other items considered first. He said if the permit fee goes through, he would like to see a refund given to people who have already purchased the permits this year. Krauss said he would agree to the three suggestions that everyone else has agreed to. Hopefully if more people buy permits then there will be a positive effect on downtown parking. He said he could go with three hour parking for the library.

Weber said he agrees with leaving the Jackson Street parking lot as it exists. If a large number of people buy permits at \$75 it can be adjusted later if necessary. Carscallen said he doesn't want a change to the Jackson Street parking lot. Steed said the proposed changes to the Jackson Street lot were due to the 90 minute parking on Main Street. He moved to make changes to overnight parking (that it be allowed on certain streets as proposed and that no parking hours be changed to 3:00 a.m. to 6:00 a.m.) and that there be one downtown parking permit with the price going down to \$75 annually. Carscallen seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Lambert moved and Weber seconded leaving the three hour parking as it exists, leave the Jackson Street lot as it exists, leave the City Hall parking lot as is and the Jefferson Street lot left as is as well. Weber moved to amend the motion so the west side of Main Street between 5th and 6th should be 90 minute parking where there is diagonal parking. Carscallen seconded the motion. Steed said if something were done north of 3rd Street as well then he could buy-in to this idea. He doesn't like to have the discussion on the other parking lots thrown out. There was discussion about including some diagonal parking on the north end of Main Street for some 90 minute parking.

Krauss said he won't support having any more 90 minute parking on Main Street other than what Weber suggested. Lamar said it would make sense to propose another location as well as long as it is being tested. Krauss expressed concern about having the 90 minute parking checker-boarded across downtown. Lamar suggested having diagonal parking on the other side of 3rd being 90 minute parking. Carscallen

agreed that there should be a balance on either end of town. It may work well in one place and not in another. He suggested between 2nd and 3rd on Main in the diagonal parking on the west side. Steed said he would agree to that proposal. He called the question on the current amendment. Roll Call Vote: Ayes: Krauss, Weber, Lambert. Nays: Carscallen, Lamar, Steed. Abstentions: None. Mayor Chaney voted aye to break the tie. Motion carried. Roll Call Vote on original motion: Ayes: Lambert, Weber, Krauss. Nays: Steed, Lamar, Carscallen. Abstentions: None. Mayor Chaney broke the tie with a nay vote. Motion failed. Belknap reminded the Council that some of the 1912 Center needs a portion of the Jefferson Street lot for their CUP. MacDonald said the proposal was to exchange spots in the Jefferson Street lot for City vehicles and allow some of the City Hall parking lot to be used for the 1912 Center.

Steed moved to change to have 90 minute parking on Main in two spots as proposed above; that the 5 northern spaces in the Jefferson Street lot be changed to 90 minute and the other northern half of the spaces in the Jefferson lot at 3 hours. Carscallen seconded the motion. Weber asked Belknap to repeat the information about the 1912 Center using the parking and he explained.

Lamar asked about enforcement of the parking as proposed. Duke said the south parking is workable but adding Jefferson Street parking lot may be a problem. Krauss said the situation is becoming difficult with the way it is being set up so he is against the change.

Betsy Dickow, 1102 E. 6th Street, said when people come to Main Street, there are many possibilities for where they want to go and if there are several places they want to go, 90 minutes is not enough time. She asked the Council not to change the parking to 90 minutes. It puts all of the businesses at risk.

Tom Bode, 2106 Orchard Avenue, said the University charges anywhere from \$61.00 to \$600.00 for a parking permit and that should be considered when the City sets permit rates.

Robert Green, 521 S. Main, said the motions that have been made are against testimony asking that 90 minute parking not be allowed. He discussed some of the decisions that have been made that reduce parking downtown. He suggested that the Council work on creating more parking. He gave an example of an Ordinance in Palo Alto.

Robert Bode, 884 Shoshone, said the West Park lot is \$120 and they sell out. He is concerned about students purchasing the permits so customers will not get the spaces.

Dickow said the City selling permits for \$75 takes away public customer parking which will damage businesses as well as reducing income for the City.

Steven Hacker, Moscow Chamber of Commerce, said regarding parking permits there was a lot of discussion about the cost and the need for some employee parking downtown. A \$75 permit will let us know if there is an interest in permits. The idea of 90 minutes was to get employees off of Main Street and to prevent them from shuffling cars.

Krauss asked if the Council is creating a solution for a problem that does not exist. The change in the cost of permits will let us know if that is an issue. He doesn't want any 90 minute parking. Lambert said he agrees. The perception will remain the same even if the changes are made.

Lamar said he has concerns about the Jefferson Street lot due to Duke's concerns. He said he is also concerned that more people would rather choose the Jackson Street lot rather than the City Hall and Jefferson Street lots. He would like to have permit spaces on the edge of downtown.

Steed said business owners do the three-hour shuffle and some people use the Marketime Drug lot. It would be good to see how the lower priced permits work. It is an attempt to regulate the lot prior to High School students learning that they can park in the Jefferson Street lot all day for free. Weber called the question.

Roll Call Vote: Ayes: Carscallen, Lamar, Steed. Nays: Krauss, Weber, Lambert. Abstentions: None. Mayor Chaney broke the tie with a nay vote. Motion failed.

Carscallen moved to table the issue and Weber seconded the issue. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

The approved changes were re-read. Fife said a change to Ordinances and fees will be necessary. After further discussion, Carscallen moved to have an August 1st implementation date and Steed seconded the motion. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

There was discussion about what the Implementation Committee would do in the future. Fife said they can address other phases of the plan.

REPORTS:

Administrative Committee – Weber said the Administrative Committee discussed an Ordinance prohibiting smoking in bars. It will be on the agenda again on Monday and he will take public comment at the meeting.

Public Works/Finance Committee – Krauss said Public Works/Finance items were on the Council agenda.

Other Boards & Commissions

Tree Commission – Weber said the Tree Commission is trying to get information on the Arbor City celebration and they are working on the carbon footprint with people in Chicago. There is more information being given to the public as well.

Mayor - Mayor Chaney thanked the people who participated in the “I Made the Grade” bike ride. She thanked everyone who came out for the 4th of July activities in Friendship Square as well as Alisa and David Stone for scooping ice cream and Tom Hanson for his photography of the event. She said the Chamber will have a reception for the new University of Idaho President on Friday.

It was moved, seconded and mutually agreed upon to adjourn. The meeting concluded at 10:17 p.m.

Nancy Chaney, Mayor

ATTEST:

Stephanie Kalasz, City Clerk

Dog Licensing and related fees	
A. Lifetime registration tag	
1. Unaltered	32.50
2. Altered	22.50
B. Duplicate tag	5.75
C. Adoption (out)	
1. Altered	15.00
2. Unaltered	27.50
D. <u>Adoption</u> (placing own animal in)	20.00
E. Euthanasia	52.00
F. <u>Boarding - per day</u> or part thereof	20.00
G. Impound	
1. First time	20.00
2. Second time	30.00
3. Third time	40.00
4. Fourth and each subsequent time	60.00
H. Surcharge Fee	
1. Unaltered	30.00
2. Altered	20.00
Burglary and Robbery Alarms – False Alarms (for each occurrence)	35.00
Permit Parking	
A. Green Permit	
1. Per month	40.00
2. Per quarter	100.00
3. Annual	375.00
B. Yellow Permit	
1. Per month	30.00
2. Per quarter	70.00
3. Annual	250.00
<u>A. Downtown Parking Permit (City Hall, Jackson and Jefferson Street Lots)</u>	
<u>1. Per month</u>	<u>\$10.00</u>

<u>2. Per quarter</u>	<u>\$25.00</u>
<u>3. Annual</u>	<u>75.00</u>
B. Magenta (West Park School/Ghormley) (per month)	15.00
C. Temporary Parking Permit (per space/per day)	30.00
Towing and Storage Fees on Illegally Parked Vehicles	
A. Towing charged by the commercial towing service	Actual cost
B. Storage of three-quarter (3/4) ton size pickups and smaller vehicles - per day	15.00
C. Storage of vehicles larger than three-quarter (3/4) ton pickups - per day	20.00
Bicycle License Lifetime Ownership Tag	7.00
Miscellaneous Fees	
A. Public Hearing Mailing List	25.00
B. City of Moscow Comprehensive Plan (Free on website)	75.00
C. City of Moscow Water Comprehensive Plan	30.00
D. City Code	
1. Initial cost	260.00
2. Annual charge for updating	52.00
3. Zoning Code	20.00
E. Escort Services – escort services, traffic direction and any special event requiring police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. This fee is per each officer per hour (2 hour minimum)	36.00
1. Parade Permit (includes police assistance, barricade and traffic routing services by street department)	100.00 (+ 100.00 Idaho Transportation Department permitting, if applicable)
F. Fingerprinting – Any fingerprinting requested by a person or a company, but excluding fingerprinting related to criminal or other city matters.	20.00
G. Accident Reports (not applicable when such report is issued pursuant to legal process)	
1. First page	1.00 .10
2. Each additional page	.50 .10
H. Copies of official records or documents	
1. Police files—per page	0.10
2. other city documents – per page	0.10

Mayor Chaney welcomed members of the Moscow Police Department in attendance at the meeting.

4. Public Hearing – Fees Exceeding 5% Increase to Add Smoking Violation to Fee Resolution – Don Palmer/Randy Fife

Staff has prepared the changes to the FY 2009 Fee Resolution. According to Idaho law, a public hearing must be held if individual fee increases exceed 5% of the previous year. At the July 20, 2009 City Council Meeting, the City Council approved an Ordinance prohibiting smoking in bars and private clubs and within 20 feet of public places where smoking is prohibited by the Idaho Clean Indoor Air Act. The Council also adopted a schedule of fines for violations of that Ordinance. Reviewed by the Public Works/Finance Committee on July 27, 2009.

ACTION: After considering public testimony, approve Fee Resolution as amended or take such other action deemed appropriate.

Palmer presented the issue as written above and explained the need for a public hearing. Mayor Chaney explained how the hearing would be conducted and opened the hearing at 7:21 p.m. There being no testimony, the public hearing closed at 7:22 p.m. Lamar moved and Carscallen seconded approval of the Resolution. Weber mentioned that after a third offense, the violation becomes a misdemeanor and the City does not control those fines. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried to approve Resolution 2009-17.

5. Public Hearing – Fees Exceeding 5% Increase and Consideration of Fee Resolution – Don Palmer

Staff has prepared the proposed FY 2009-2010 fee resolution. According to Idaho law, a public hearing must be held if individual fee increases exceed 5% of the previous year. The FY 2009- 2010 budget reviewed during a budget workshop conducted on July 13, 2009 and public hearing on the Council Approved Budget on August 3, 2009 is based on the proposed fee resolution. Increased fees to utilities include: water and sewer utility fees. Parks and Recreation fees for those programs requiring existing, new and/or special program fees are included in the fee resolution. Some fees listed will increase by 5% or more. Reviewed by the Public Works/Finance Committee on July 27, 2009.

ACTION: After considering public testimony, approve FY10 Fee Resolution or take such other action deemed appropriate.

Palmer presented the issue as written above and discussed the proposed changes. Steed asked about the reduction in tipping fees. Palmer said the reason for the reduction is due to the decrease in the fuel surcharge. Steed asked about the added fee for a deposit for roll-off containers. Palmer explained that the \$100 would be applied to the fee for the service but it provides the City to assign a responsible party for the bill. Steed asked about downtown parking permit prices which are already in effect. Palmer said since the fees are lower, it doesn't need to be addressed through the Resolution. Riedner explained that the fees are in effect now and discussed the reason for monthly and quarterly prices.

Mayor Chaney explained how the hearing would be conducted and opened the public hearing at 7:33 p.m. There being no testimony, the public hearing closed at 7:34 p.m. Weber said the fees that were increased were appropriate and some went down. He moved and Lambert seconded approval of the Fee Resolution. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried to approve Resolution 2009-18.

6. Public Hearing – FY 2009-10 Appropriation Ordinance – Don Palmer

5. Where a request for public records of the City of Moscow is for more than one hundred (100) pages of paper records; or the request includes records from which non-public information must be separated, deleted, and/or redacted; or where actual labor associated with locating and copying documents for a request exceeds two (2) person hours, the requestor shall be charged the copy and/or labor costs allowed by Idaho Code Section 74-102(10) unless the requestor demonstrates an exemption pursuant to Idaho Code Section 74-102(10)(f), as determined by the City Clerk.

6. The Clerk may require advance payment of the cost of copying pursuant to Idaho Code Section 74-102(12). Any money received by the City shall be credited to the account for which the expense being reimbursed was or will be charged.

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| F. Criminal History Letters (letters typed on letterhead stationery indicating the absence of a criminal history in this department. Exclude police records checks requested by federal, state or local government agencies) | 30.00 |
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G. Downtown Parking Permit (City Hall, Jackson and Jefferson Street Lots)

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|----------------|-------|
| 1. Per month | 12.00 |
| 2. Per quarter | 30.00 |
| 3. Annual | 85.00 |

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| H. E-911 Monthly Service Fee | 1.00 |
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| I. Escort Services – escort services, traffic direction and any special event requiring police services including, but not limited to, parades, house moving and other events where advance police assistance or supervision is requested or required. This fee is per each officer per hour (2 hour minimum) | 65.00 |
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J. Fire Nuisance Alarms

- | | |
|--|------------------------|
| 1. 1 st Nuisance Alarm within 12 months | No Charge |
| 2. 2 nd Nuisance Alarm within 12 months | No Charge |
| 3. 3 rd Nuisance Alarm within 12 months | 25.00 |
| 4. 4 th Nuisance Alarm within 12 months | 50.00 |
| 5. 5 or More Nuisance Alarms within 12 months | 100.00 Each Occurrence |

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| K. Fingerprinting – Any fingerprinting requested by a person or a company, but excluding fingerprinting related to criminal or other city matters. | 20.00 |
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| L. General City Code Infraction (unless otherwise specified herein or established by State Code) | 72.00 |
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| M. Nuisance Abatement | \$200 plus Removal At Cost |
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- | | |
|---|-------|
| N. Parking Permit (Construction Uses in Right-of-Way) | 40.00 |
|---|-------|

- | | |
|-----------------------|--|
| O. Parking Violations | |
|-----------------------|--|

COMMITTEE STAFF REPORT

DATE: Monday, July 27, 2020



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Resolution Preauthorizing the Acceptance of an Airport Aid Grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (ACTION ITEM) - Gary J. Riedner / Tony Bean

DESCRIPTION

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) has prepared a grant application to the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of Terminal Design and Construction. The amount of the grant is up to \$21,000,000 with a local match of \$1,855,899.00 from Airport resources. To facilitate the FAA grant, it is appropriate to pre-authorize its acceptance.

The attached draft resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications. The City Attorney will review the draft ordinance and will have revisions prepared for City Council consideration on August 3.

STAFF RECOMMENDATION

Recommend adoption of the attached resolution as amended by the City Attorney) preauthorizing the acceptance of grant offer AIP 3-53-0057-051 from the FAA Airport Improvement Program.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend adoption of the attached resolution as amended by the City Attorney) preauthorizing the acceptance of grant offer AIP 3-53-0057-051 from the FAA Airport Improvement Program, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Resolution Preauthorizing Acceptance of FAA Grant_FINAL

RESOLUTION NO. 2020 –

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT MONIES FOR THE PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING TERMINAL DESIGN AND CONSTRUCTION; AND PROVIDING THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Pullman-Moscow Regional Airport will be offered U.S. Department of Transportation Federal Aviation Administration Grant monies up to a maximum of twenty-one million dollars (\$21,000,000) to be used for projects supporting Terminal Design and Construction; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow, attached hereto as Exhibit ‘A’; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interest of the City of Moscow to preauthorize the acceptance of said grant monies;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Mayor and the City Attorney be authorized and they are hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

IT IS FURTHER RESOLVED that the Mayor and Finance Director are each hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

PASSED BY THE CITY COUNCIL AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2020.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

EXHIBIT A

[View Burden Statement](#)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application	* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision	* If Revision, select appropriate letter(s): * Other (Specify):
* 3. Date Received: 07/23/2020	4. Applicant Identifier: 	
5a. Federal Entity Identifier: AIP 3-53-0051-57-2020	5b. Federal Award Identifier: 	
State Use Only:		
6. Date Received by State:	7. State Application Identifier:	
8. APPLICANT INFORMATION:		
* a. Legal Name: Cities of Pullman, WA and Moscow, ID c/o PMRA		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-6001269	* c. Organizational DUNS: 0972521670000	
d. Address:		
* Street1: 3200 Airport Complex N Street2: * City: Pullman County/Parish: Whitman * State: WA: Washington Province: * Country: USA: UNITED STATES * Zip / Postal Code: 99163-8974		
e. Organizational Unit:		
Department Name: PMRA Airport Board	Division Name: Administrative	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: Anthony	
Middle Name: Wayne		
* Last Name: Bean		
Suffix:		
Title: Executive Director		
Organizational Affiliation: 		
* Telephone Number: 509-338-3223	Fax Number: 509-334-5217	
* Email: tony.bean@pullman-wa.gov		

RESOLUTION NO. 2020 –

AUTHORIZING ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FAA AIRPORT IMPROVEMENT PROGRAM GRANT MONIES PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING TERMINAL DESIGN AND CONSTRUCTION

PAGE 2 OF 5

RESOLUTION NO. 2020 –

AUTHORIZING ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FAA AIRPORT IMPROVEMENT PROGRAM GRANT MONIES PULLMAN-
MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING TERMINAL DESIGN AND CONSTRUCTION

PAGE 3 OF 5

Application for Federal Assistance SF-424		
* 9. Type of Applicant 1: Select Applicant Type: C: City or Township Government		
Type of Applicant 2: Select Applicant Type: 		
Type of Applicant 3: Select Applicant Type: 		
* Other (specify): 		
* 10. Name of Federal Agency: Federal Aviation Administration, Northwest Mountain Region		
11. Catalog of Federal Domestic Assistance Number: 20.106		
CFDA Title: Airport Improvement Program		
* 12. Funding Opportunity Number: 		
* Title: 		
13. Competition Identification Number: 		
Title: 		
14. Areas Affected by Project (Cities, Counties, States, etc.): Cities of Pullman, WA & Moscow, ID Add Attachment Delete Attachment View Attachment		
* 15. Descriptive Title of Applicant's Project: Terminal Design and Construction		
Attach supporting documents as specified in agency instructions. View Attachments		

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant 5th	* b. Program/Project 5th
Attach an additional list of Program/Project Congressional Districts if needed.	
	Add Attachment Delete Attachment View Attachment
17. Proposed Project:	
* a. Start Date: 05/01/2020	* b. End Date: 12/31/2023
18. Estimated Funding (\$):	
* a. Federal	21,000,000.00
* b. Applicant	1,855,899.00
* c. State	0.00
* d. Local	0.00
* e. Other	
* f. Program Income	
* g. TOTAL	22,855,899.00
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on . ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review. ☒ c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) ☐ Yes ☒ No If "Yes", provide explanation and attach Add Attachment Delete Attachment View Attachment	
21. "By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) ☒ ** I AGREE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: Mr.	* First Name: Anthony
Middle Name: Wayne	
* Last Name: Bean	
Suffix:	
* Title: Executive Director	
* Telephone Number: 509-338-3223	Fax Number: 509-334-5217
* Email: tony.bean@pullman-wa.gov	
* Signature of Authorized Representative:	* Date Signed: