

TRANSPORTATION COMMISSION



Vacant
Chair

~Agenda~

Bill Belknap
Staff Liaison

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208.883.7011

<https://www.ci.moscow.id.us/581/Agendas-and-Minutes>

**Thursday
September 10, 2020**

4:00 PM

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

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. **Approval of Transportation Commission Minutes from March 12, 2020 (Action Item)**
PROPOSED ACTION: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

2. **Public Comment**

3. **Commission Communications**

4. **Election of Officers (Action Item)**

Following the resignation of the Chair and Vice Chair, the Commission will need to elect members to those positions for the remainder of the 2020 calendar year.

PROPOSED ACTION: Nominate and elect a Chair and Vice Chair for the remainder of the 2020 calendar year.

5. **Review of the Draft Transportation Commission Code Amendment (Action Item) – Bill Belknap**

At the Commission's March 12, 2020 meeting, the Commission discussed possible modifications to Moscow City Code pertaining to Commission membership and ex-officio representatives. Staff has prepared a proposed code amendment that incorporates the recommended changes for the Commission's review and discussion.

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

6. **Capital Improvement Plan and Budgeted Transportation Projects Update – Bill Belknap**

Staff will provide an update on the Council adopted Capital Improvement Plan and transportation improvement projects funded within the FY2021 budget.

PROPOSED ACTION: Receive report.

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

7. Future Meeting Agenda Item Review – Bill Belknap

Staff will provide a report on planned future Commission meeting agenda items for Commission review and direction.

PROPOSED ACTION: Receive report.

REPORTS

UPCOMING EVENTS/MEETINGS

- 1. The next scheduled meeting is October 8, 2020.**

ADJOURN

TRANSPORTATION COMMISSION



Michael Kyte
Commission Chair

~Meeting Minutes~
March 12, 2020

Bill Belknap
Staff Liaison

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208.883.7011

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

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

MEMBERS PRESENT: Ben Calabretta, Interim Chair; Phil Cook, Mary DuPree, Joel Hamilton, Brian Johnson, Mike McGahan, Bob Sanders

MEMBERS ABSENT: Michael Kyte, Don Meyer

ALSO IN ATTENDANCE: Bill Belknap, Sandra Kelly (for Brandy Sullivan), Anne Peterson

REGULAR AGENDA

1. Approval of Transportation Commission Minutes from February 13, 2020 (Action Item)

Hamilton moved approval of the minutes as amended, seconded by Johnson. Motion carried by acclamation with DuPree and Sanders abstaining.

2. Public Comment

None.

3. Commission Communications

- The A Street project has begun with tree removal and advance utility work. The street will close completely after UI Commencement and remain closed for the duration of the project.
- City has received notification that it was not awarded the LSIP grant for the round-about at A & Baker.
- TAAP awards will be announced tomorrow.

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

In Kyte's absence, Belknap shared Kyte's recommended changes to Commission membership as follows: elimination of all ex-officio members except the Region 2 ITD representative the local transit provider, and and student positions, and designate one of the nine voting members to be filled by a representative of the University of Idaho. Belknap said he was comfortable with the proposed changes and DuPree moved approval of the recommendations, seconded by Johnson. Cook thought the current ex-officio members should be notified of this proposed change. Belknap said they could all be invited to the meeting when the code amendment is reviewed by this Commission, prior to formal public hearing by City Council. Hamilton thought it was important to maintain the connection between this Commission and the Planning & Zoning Commission and Cook thought the same about the Pathways Commission. Belknap said Commissions can and should work together where they overlap without requiring ex-officio designations. He thought

membership on this Commission should focus on external organizations who need to be part of the City conversation. DuPree's motion carried unanimously.

5. Sign Warrant Analysis for Hayes and Third and Blaine and Third Intersections (Action Item) – Bill Belknap

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

Belknap asked the Commission if, after having time to consider last month's conversation, they had any further questions or concerns. Sanders suggested that, absent a 4-way stop at Third and Hayes, something should be done to keep eastbound Third Street traffic in their own lane rather than the middle of the road. Belknap said a short center line could probably be painted within that block. Cook and Hamilton felt strongly that the warrant analyses should be repeated in a few years to see if traffic patterns and volumes have changed. Johnson moved endorsement of the conclusions as presented, seconded by DuPree. Motion carried unanimously.

6. Streets Standard Review (Action Item) – Bill Belknap

During the most recent update to the City Standard Construction Drawings containing the adopted street standards for the construction and development of new public and private streets within the City, the use of a 28-foot residential street standard was limited to use in cul-de-sacs and one- to two-block unextendable streets. The Planning and Zoning Commission is currently working on the development of new subdivision standards which include clustered and traditional development options to provide greater flexibility, allowing compact and innovative developments that would likely benefit from the 28-foot street standard. Narrower streets reduce current and future maintenance and replacement costs, provide traffic calming in residential areas, and facilitate the development of more cohesive neighborhoods. Staff would like to discuss the current limitation and potential modifications to the Standard Construction Drawings.

Belknap presented operational and cost-saving benefits to the City of narrower streets, noting it would also reduce housing costs because construction of public improvements is a significant portion of subdivision development costs. The recommendation is to broaden the allowed use of the 28-foot street standard. Johnson thought the nature of residential development should be taken into consideration, e.g. a neighborhood of multifamily housing would probably need more parking than one side of the street would provide. He also thought collector streets should not be narrowed. Commissioners decided to table the recommendation for further discussion at a future meeting. DuPree requested historical information on how the Tree Commission established the current tree lawn standards.

7. Smart Transit Proposed New Third Route – Dan Gray/Ben Aiman

Smart Transit is currently seeking funding to establish a third fixed route in Moscow to expand service within the community. Smart Transit Executive Director Dan Gray and his newly appointed successor Ben Aiman will provide a report to the Commission.

Gray and Aiman provided ridership data showing increases since service hours were expanded, and illustrations of the new route in south and east Moscow. Gray said Smart Transit considers it important to maintain the 30-minute headway because any longer between routes exceeds the convenience factor. Gray hopes to hear within a month on the funding request to ITD that will make the third route possible.

REPORTS

- **Sustainable Commission Report – Mary DuPree**

DuPree said the Climate Action Working Group (SEC subcommittee) plans to meet April 22 at 5:30 to gather public input on their draft Climate Action Plan. Their ultimate goal is for the City Council to pledge that the City will aim to be powered by 100% clean energy by 2045.

- **Moscow Pathways Commission Bike to Work Event – Margaret Dibble**

Dibble said the Pathways Commission has sponsored this event for ten years. They envision expanding it to a “Moscow Bike Week” and requested the Transportation Commission’s support in growing the event. The Safe Routes to School group is also changing their “Fill the Racks” day to “Bike to School Week” in hopes it will help people develop stronger biking habits. Dibble sets up an informational station at Sixth & Main Streets; Commission members agreed to host a second station at the bike facility near City Hall. Belknap committed the City’s help by providing social media outreach and refreshments.

CONTINUING EDUCATION

None.

UPCOMING EVENTS/MEETINGS

The next scheduled meeting is April 9, 2020. Commission members should submit agenda items directly to the chair by Wednesday, April 1, 2020.

ADJOURNED: 5:35 pm

Michael Kyte, Chair

ORDINANCE NO. 2020 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 3, CHAPTER 11, RELATING TO TRANSPORTATION COMMISSION; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS,; and

WHEREAS,; and

WHEREAS,; and

WHEREAS,;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: That Moscow City Code Title 3, Chapter 11 be amended as follows:

Sec. 11-1. Purpose and Duties.

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

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

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

Sec. 11-2. Organization.

- A. The Transportation Commission shall consist of up to nine (9) members serving without pay. A non-voting member of this Commission shall not be considered in determining the number required for a quorum or whether a quorum is present. The word "Commission" when used herein shall mean the Transportation Commission. Members of the Commission shall be appointed by the Mayor with the advice and subject to the approval of the Council. Members shall be selected without respect to political affiliation. ~~Except for any three quarter (3/4)~~

~~time post secondary educational program student member(2);~~ An appointed member of the Commission must have resided in Latah County for two (2) years prior to his or her appointment and must remain a resident of Latah County during his or her service on the Commission. Persons living within the delineated Area of City Impact shall be entitled to representation on the Commission. Such representation shall, as nearly as possible, reflect the proportion of population living within the City compared to the population living within the Area of City Impact. The term of office of the Commission members chosen from the residents at large shall be five (5) years or until their successors are appointed and qualified. The members shall hold office at the pleasure of the Mayor. The Mayor may revoke such appointment at any time and for any reason deemed sufficient with the advice and subject to the approval of the Council. Vacancies in such Commission occurring otherwise than the expiration of the term shall be filled by the Mayor with the advice and subject to the approval of the Council for the unexpired term. Where possible, this commission shall include one position on the Commission shall be reserved for a representative of the University of Idaho as designated by the President of the University, at least one (1) student enrolled at least three quarters (3/4) time in a post-secondary educational program, and at least one (1) student enrolled in high school or an equivalent educational program. Both student representatives who shall serve as non-voting ex-officio members of this Commission for a one (1) year term, which term may be renewed. ~~At least one (1) student enrolled in high school or an equivalent educational program shall serve as a non-voting member of this Commission for a one (1) year term, which term may be renewed.~~

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

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Sec. 11-4. Ex Officio Membership.

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

- ~~A. Chair, Moscow Tree Committee~~
- ~~B. President of the Moscow Area Chamber of Commerce~~
- ~~C. Executive Director, Disability Action Center~~
- ~~D. A. District Engineer, Idaho Transportation Department District No. 2~~
- ~~E. Latah County Planner~~
- ~~F. Chair, North Latah Highway District~~
- ~~G. Chair, Moscow Planning and Zoning Commission~~
- ~~H. Superintendent, Moscow School District~~

- ~~I. — President, University of Idaho~~
- ~~J. — Region 2 Public Transportation Advisory Council~~
- ~~K. — Chair, Local Public Transportation Advisory Commission~~
- ~~L.B. — Representative, Local Railroad Public Transit Service Provider~~
- ~~M. — Manager, Moscow/Pullman Regional Airport~~
- C. — At least one (1) student enrolled in a high school or equivalent educational program for a one (1) year ~~renewal term, which term may be renewed~~
- N.D. — At least one (1) student enrolled at least three quarters (3/4) time in a post-secondary educational program for a one (1) year term, which term may be renewed.

(Ord. 2003-08; 04/08/03; Ord. 2008-23, 10/20/2008)

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SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions. The remaining sections of Title 3 shall be in full force and effect.

SECTION 3: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of the City of Moscow, Idaho, Municipal Code, the definitions contained within those portions of the Moscow Municipal Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 4: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the City Council and APPROVED by the Mayor this _____ day of _____, 2020.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk