

TRANSPORTATION COMMISSION



Bob Sanders
Commission Chair
trans@ci.moscow.id.us

Regular Meeting
~Agenda~

Cody Riddle
Staff Liaison
208.883.7027

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

Thursday
April 14, 2022

4:00 PM

Council Chambers
206 E. Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of February 10, 2022 Minutes (ACTION ITEM)

Presentation of minutes for approval.

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

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit remarks to three (3) minutes.

3. Continued Discussion Regarding Inter-City Transit Service (ACTION ITEM) – Cody Riddle

A survey regarding potential transit service between Moscow and Pullman was distributed to key stakeholders earlier this year. Staff will provide a summary of the results.

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

4. Update on Downtown Streetscape Project (ACTION ITEM) – Cody Riddle

The City recently selected a team to provide design services for an update to the downtown streetscape. Staff will provide a brief introduction to the project and an anticipated schedule.

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

5. Request for Vacation of 324 N Asbury Street Right of Way (ACTION ITEM) – Todd Drage

The City has received a formal request to vacate the undeveloped right of way located at the north end of Asbury Street from Residence Street, north of Residence Street to Robinson Trailer Park Gated Community, and the leg east to the Asbury alley. Staff will present the request for the Commission's review and recommendation.

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

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next regularly scheduled Transportation Commission meeting will be May 12, 2022.

ADJOURN

NOTICE: Moscow City Council and 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.

TRANSPORTATION COMMISSION



Bob Sanders
Commission Chair
trans@ci.moscow.id.us

Regular Meeting ~Minutes~

Cody Riddle
Staff Liaison
208.883.7027

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

**Thursday
February 10, 2022**

4:00 PM

**Council Chambers
206 E. Third Street**

The meeting was called to order at 4:00 PM

MEMBERS PRESENT: Bob Sanders, Chair; Randy Baukol, Ben Calabretta, Joel Hamilton, Mike McGahan, Scott Sumner
MEMBERS ABSENT: Erin Bacon, Rebecca Couch, Mary DuPree
OTHERS: Ben Aiman, Gina Taruscio, Janet Zarate
STAFF: Jennifer Fleischman, Cody Riddle, Nate Suhr

REGULAR AGENDA

1. Approval of January 13, 2022 Minutes (ACTION ITEM)

Presentation of minutes for approval.

Hamilton moved for approval of the minutes as presented, seconded by Baukol. Vote by Acclamation: Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit remarks to three (3) minutes.

None.

3. Sixth Street Bridge Replacement Project – Nate Suhr

The City was recently awarded a grant for the replacement of the Sixth Street Bridge over Paradise Creek near the intersection of Mountain View Road. Staff has prepared a presentation to include conceptual design information and an anticipated construction schedule.

Suhr gave an overview of the project as described above. The reconstructed roadway is designed to be slightly smaller than the connecting roads, but to include sidewalks and bike lanes. The cost of the bridge is comparable to construction of other bridges of similar size. The Mountain View roundabout construction phase would be completed at the same time and estimated to be complete by fall 2022. There was continued discussion about the added bike lanes and sidewalks. Blaine Street will most likely be used as the detour during construction. How the on-street parking on Blaine Street would affect increased traffic and accommodating bus routes was considered.

4. Electric Scooter and Shared Mobility Program Code Amendment and License Agreement Update – Cody Riddle

Staff recently presented to City Council a draft amendment to City Code to address the use of E-Bikes, E-Scooters and similar devices upon the City's streets, sidewalks and pathways in anticipation of likely increased use. Additionally, a draft license agreement was presented for shared mobility providers that would regulate their operations and standards of performance.

Riddle updated the Commission on the code amendment, that passed City Council at the beginning of the week, and the annual license agreement program that would be used for Shared Mobility providers. Council

also approved a dismount zone for e-assisted mobility devices in Downtown Moscow, which would go in affect June 1st, 2022. The draft license agreement was not changed significantly since last presented to the Commission and no provider has been contracted with. There has been one company that has expressed interest in providing e-bikes and several that would like to provide e-scooters. The Commission agreed with the dismount zone and there continued some conversation about that. There is no limit to the number of companies that can provide e-mobility devices. Commissioners discussed docking stations and where e-scooters would be placed downtown. The University of Idaho has expressed support of the devices but it is unknown exactly where or if there would be a dismount zone on campus., The City's ordinance and agreement would apply to University e-devices.

5. Commission Training FY2023 Budget (ACTION ITEM) – Cody Riddle

The next fiscal year budget process is underway and the Commission will need to submit their request if they would like to pursue specific training opportunities for FY2023.

Riddle requested input from the Commissioners regarding a budget request for next fiscal year for training purposes. The training could be for the Commission or for community education. Staff asked that the Commission be ready to make a motion at the next meeting. The Planning & Zoning Commission uses their budget to attend conferences and meetings, or to bring in a speaker.

REPORTS

Zarate gave a brief update for Idaho Transportation Department (ITD):

The draft scope of work for the State Hwy 8 study has been completed and the draft scope of work for the Hwy 95 study should be done soon. There is a pre-construction meeting for the Hwy 95 realignment scheduled for later in February. The right-of-way's for the Hwy 95 realignment project have not all been acquired yet. The rock needed for the construction may be acquired from Cow Creek.

The Commission asked Staff to provide a report about Pullman's proposed alternate truck route on Sand Road and they discussed what that route would look like. ITD has not been contacted by Washington State Department of Transportation.

There was some discussion about the EMSI parking lot and St. John's Hardware vacated building. Staff will report back at the next meeting with more information.

Population growth and K-12 increases in Latah County was discussed, in regards to its impact on transportation.

ANNOUNCEMENTS

An intercity transportation meeting flyer was shared and discussed.

The inter-city survey has been sent out and the results will be reported at the next meeting.

UPCOMING EVENTS / MEETINGS

The next regularly scheduled Transportation Commission meeting is March 10, 2022.

The meeting adjourned at 4:40 PM

Robert Sanders, Chair



City of Moscow Community Development

Memo

To: Transportation Commission

From: Cody Riddle, Deputy City Supervisor-Community Development

Date: April 6, 2022

Re: Inter-City Transit Service Update

The Community Development Team recently completed a survey of local organizations to gauge interest in both ridership and a willingness to fund transit service Moscow, Pullman, and the two Universities. To encourage participation, a letter was sent directly to representatives of each group prior to distributing the online survey. This included the following groups:

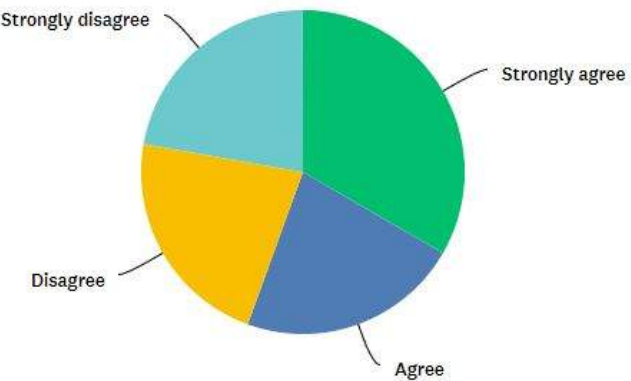
Schweitzer Engineering Laboratories
Gritman Medical Center
Pullman Regional Hospital
Pullman-Moscow Airport
City of Pullman
City of Moscow
University of Idaho
Washington State University
ASUI
ASWSU

The survey generated nine responses to a series of questions previously developed by a subcommittee of the Transportation Commission. A copy of the outreach letter, survey results, and comments are attached.

Staff will provide a summary of the survey and discuss next steps with the Commission at the April 14, 2022 meeting.

Do you believe there is need for public transit service between Moscow and Pullman?

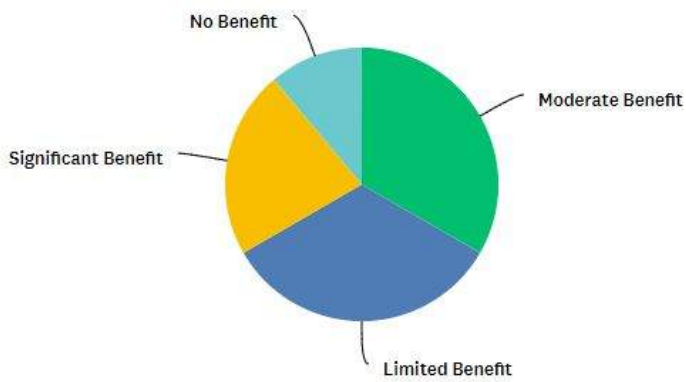
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	33%	3
Agree	22%	2
Disagree	22%	2
Strongly disagree	22%	2
Neither agree nor disagree	0%	0
Don't Know	0%	0
TOTAL		9

If public transit service between Moscow and Pullman was available, do you believe it would directly benefit your organization (students, employees, other)?

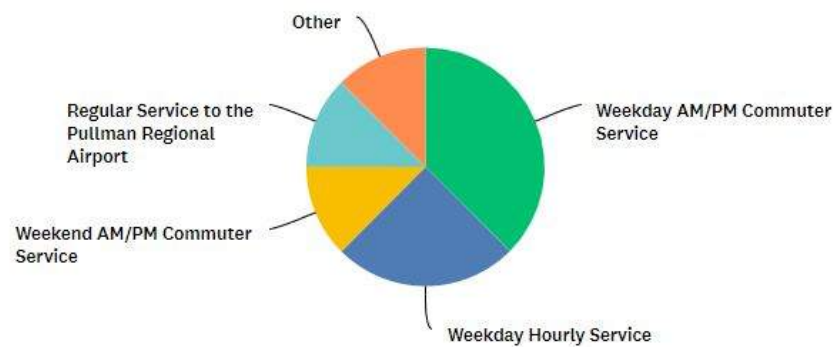
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Moderate Benefit	33%	3
Limited Benefit	33%	3
Significant Benefit	22%	2
No Benefit	11%	1
Don't Know	0%	0
TOTAL		9

What type of service do you believe would be most beneficial to your organization?

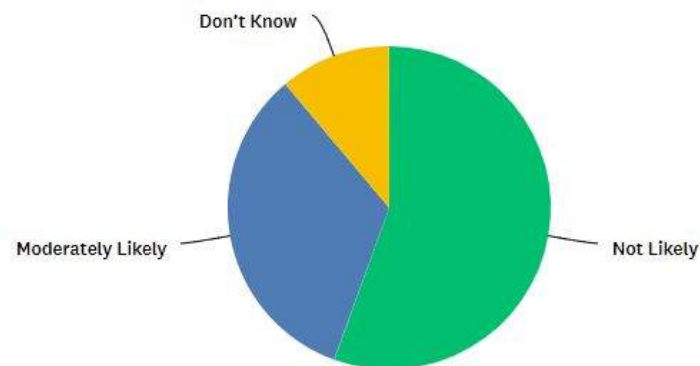
Answered: 8 Skipped: 1



ANSWER CHOICES	RESPONSES	
Weekday AM/PM Commuter Service	38%	3
Weekday Hourly Service	25%	2
Weekend AM/PM Commuter Service	13%	1
Regular Service to the Pullman Regional Airport	13%	1
Other	13%	1
Weekend day Hourly Service	0%	0
TOTAL		8

How likely is it that your organization would be willing to financially support public transit service between Moscow and Pullman?

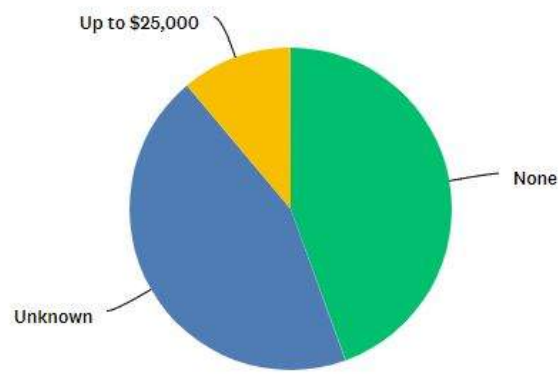
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Not Likely	56%	5
Moderately Likely	33%	3
Don't Know	11%	1
Very Likely	0%	0
TOTAL		9

Generally, what level of annual financial support do you believe your organization may be willing to provide to support public transit service between Moscow and Pullman?

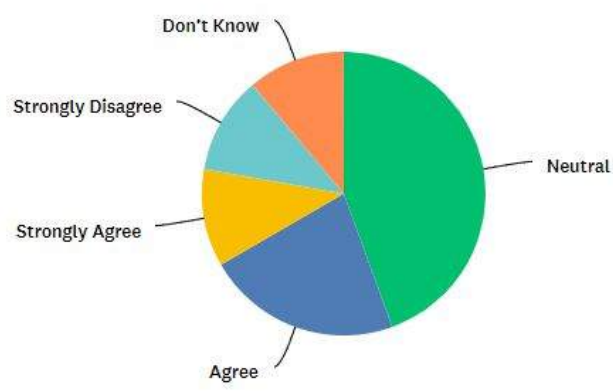
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
None	44%	4
Unknown	44%	4
Up to \$25,000	11%	1
Up to \$5,000	0%	0
Up to \$50,000	0%	0
Up to \$75,000	0%	0
More than \$75,000	0%	0
TOTAL		9

Do you believe public transit service between Moscow and Pullman would reduce vehicular congestion between, and within, each City?

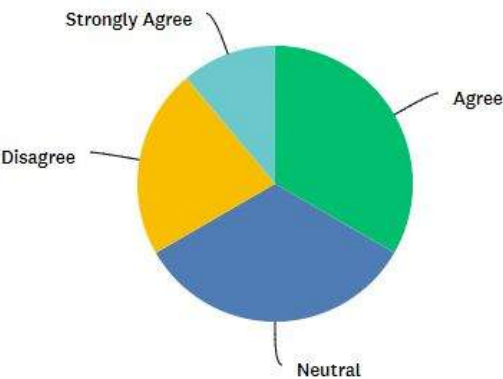
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES
Neutral	44% 4
Agree	22% 2
Strongly Agree	11% 1
Strongly Disagree	11% 1
Don't Know	11% 1
Disagree	0% 0
TOTAL	9

Do you believe public transit service between Moscow and Pullman would reduce the need/demand upon parking facilities within each City?

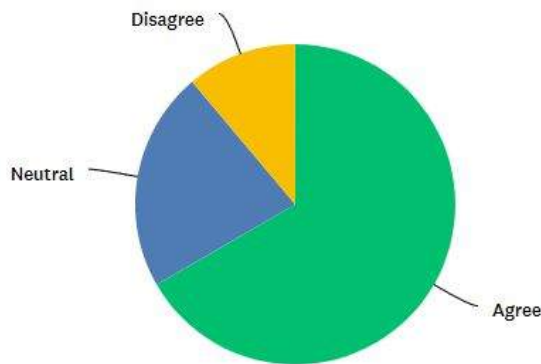
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	33%	3
Neutral	33%	3
Disagree	22%	2
Strongly Agree	11%	1
Strongly Disagree	0%	0
Don't Know	0%	0
TOTAL	9	

Do you believe that public transit service between Moscow and Pullman would reduce greenhouse gas emissions generated from personal vehicle use between the two communities?

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Agree	67%	6
Neutral	22%	2
Disagree	11%	1
Strongly Agree	0%	0
Strongly Disagree	0%	0
Don't Know	0%	0
TOTAL	9	

QUESTION 9

Do you have any other comments or information you would like to provide related to intercity public transit service between Moscow and Pullman?

I'd like to see weekday and weekend service between the two communities.

Airport service, Weekend shuttles for students in Pullman, and commuter services would be top interest for our groups.

I would say that transit between Moscow and Pullman is more of a "desire amenity" than an "absolute need." That does not make it any less worthy of consideration and funding. But it does change the character of the marketing and promotion. It is also behind my "neutral" answers. Bottom line: If it is available, inexpensive, and convenient, people will use it. If not, they will find another way as they have been doing.

Public transit would reduce some of the downtown parking burden in each city as well.

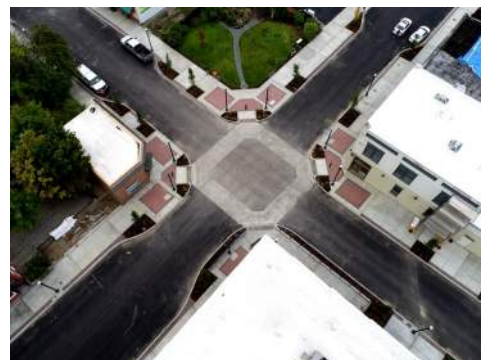
When this service was initially provided it was funded by WSU and UI students to provide access to either campus for cross-listed courses. There was never much student demand, but what did happen was employees of WSU that lived in Moscow used the service and received the benefit that students were funding. As funding challenges occurred, service was cut back. Eventually service was offered to the commuters for a fee per ride use. The surveys we took indicated riders were unwilling to pay for the rides. Hence, unless the service is fully funded, we don't know how many people would actually use it. Much has changed since the Pullman/Moscow bus was established for students. 1. Increased rideshare opportunities with UBER, Lyft, Zipcar, etc. 2. Much better taxi options. 3. An excellent trail system and bike sharing. 4. Pullman now has their own Walmart, so WSU students don't need to go to Moscow to shop.

Large expense for little to no impact. Expense cannot be burdened to the cities and would need to be self supported through a fare system.

DOWNTOWN STREETScape DESIGN PROJECT

CITY OF MOSCOW

February 4, 2022



STATEMENT OF QUALIFICATIONS

Submitted by:

WELCH-COMER
ENGINEERS | SURVEYORS

B W A BERNARDO | WILLS
ARCHITECTS PC



February 4, 2022

Cody Riddle, Deputy City Supervisor
City of Moscow
P.O. Box 9203
Moscow, ID 83843

RE: Submittal for the City of Moscow Downtown
Streetscape Design Project

Dear Mr. Riddle and the Selection Committee:

Moscow's downtown is a vibrant place and proposed improvements will only add to its community value. Physical renovations and fine-tuning of the community spaces will enhance the vitality of your downtown core.

Based on recent discussions with you, several downtown business owners, and our collective familiarity with Moscow, we believe our team greatly benefits your project. We understand your priorities and have identified three focus areas in our proposal:

- ☑ **Infrastructure (Physical Condition):** Comprehensive inventory (parking, plantings, drainage, water, sewer, benches, lights, bollards, crosswalks, etc.) to gain a clear picture of the items requiring repair or replacement.
- ☑ **Community Health (Environmental Condition):** Thoughtful additions can make all the difference. Creative solutions for stormwater treatment and disposal, trash locations, lighting, and more can have a significant impact on the health and safety of downtown environments.
- ☑ **Placemaking (Social Condition):** Your downtown has an established "sense of place". Our urban designers will suggest opportunities to upgrade gathering space in underutilized areas, improve the ambience, and expand functionality.

Our submittal demonstrates our downtown revitalization expertise, service-oriented business philosophy, and keen ability to enrich communities through placemaking. We encourage you to contact any of our previous clients to gain an independent evaluation of our team's performance.

Sincerely,

Philip F. Boyd

Philip F. Boyd, PE
President, Principal Engineer



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Welch Comer Engineers will lead the project with partner BWA for landscape architecture and Placemaking. Our team includes representatives from GPI (geotechnical investigation and design), AEI (electrical engineering), BDS Planning (special facilitator), and AEC (NEPA, if needed). Firm profiles for Welch Comer and BWA are provided in this section.

WELCH COMER FIRM PROFILE

Welch Comer's offices in Coeur d'Alene and Spokane Valley offer you 28 professionals with specialties in downtown revitalization, wastewater planning and design, municipal water services, transportation planning and design, traffic analysis, recreation, funding, planning, construction administration, and surveying. Welch Comer's service area is relatively small in order to allow us to be dedicated and responsive to our clients.

Commitment to Community: When selecting Welch Comer, you get exceedingly capable and experienced engineers who recognize the importance of getting to know each client and their community. The result is a top level of service, tailored to meet the specific needs of each client, accompanied by a high level of technical expertise and efficiency.

Awards: We have been honored to have been awarded with the following awards recently.

- Seltice Way, Coeur d'Alene (1st Place/ACEC ID/2019)
- Granite-Reeder Sewer District Wastewater Treatment (3rd Place/ACEC ID/2018)
- Hawthorne Avenue Ph 2, Colville (1st Place/ACEC WA/2017)
- Four Corners and BLM Master Plan, Coeur d'Alene (1st Place/ACEC ID/2016)
- Cassia Reservoir, Bonners Ferry (Honorable Mention/ACEC ID/2016)
- Hawthorne Ave., Colville (3rd Place/ACEC WA, 2016)
- McEuen Park, Coeur d'Alene (1st Place/ACEC ID/2015)
- "Local Gem" award, Natural Resources Committee of the CDA Chamber of Commerce, 2015

Legal Structure: S-Corporation licensed in Idaho and Washington. Welch Comer is also 100% Employee Owned.

Years in Business: 42

Areas of Expertise: Downtown Revitalization, Transportation, Water, Sewer, Stormwater, Planning, Funding, Construction Management, and Surveying

Number of employees: 28

Office Locations:

Idaho: 330 E. Lakeside Avenue, Suite 101, Coeur d'Alene, ID 83814

Washington: 5620 E. Desmet Ave, Spokane Valley, WA 99212

Principals-in-Charge:

Phil Boyd, President

Matt Gillis, Vice President

Necia Maiani, Vice President

Steve Cordes, Principal

Average Staff Tenure: 11 Years



Seltice Way, ACEC ID, 1st Place, Transportation

BWA FIRM PROFILE

The Bernardo|Wills Architects, PC (BWA) team of landscape architects, architects, planners, and interior designers create exceptional places by enriching the aesthetics, sustainability, and function of projects they design. Our staff of professionally licensed landscape architects has served public works and private sector clients in the Pacific Northwest for over 35 years. Our deep and unwavering commitment to our clients' needs inspires us to create landscapes that embody their vision. BWA excels at urban design, streetscape development, community entry gateways, public plazas, university campuses, parks and recreation, multimodal trails, master planning - focusing on designs that contribute to a 'Sense of Place' within its context or community.

Legal Structure: S-Corporation

Years in Business: 31

Areas of Expertise: Downtown revitalization, landscape architecture, architecture, and interior design

Number of employees: 45

Office Location: 153 S. Jefferson Street, Spokane, WA 99201

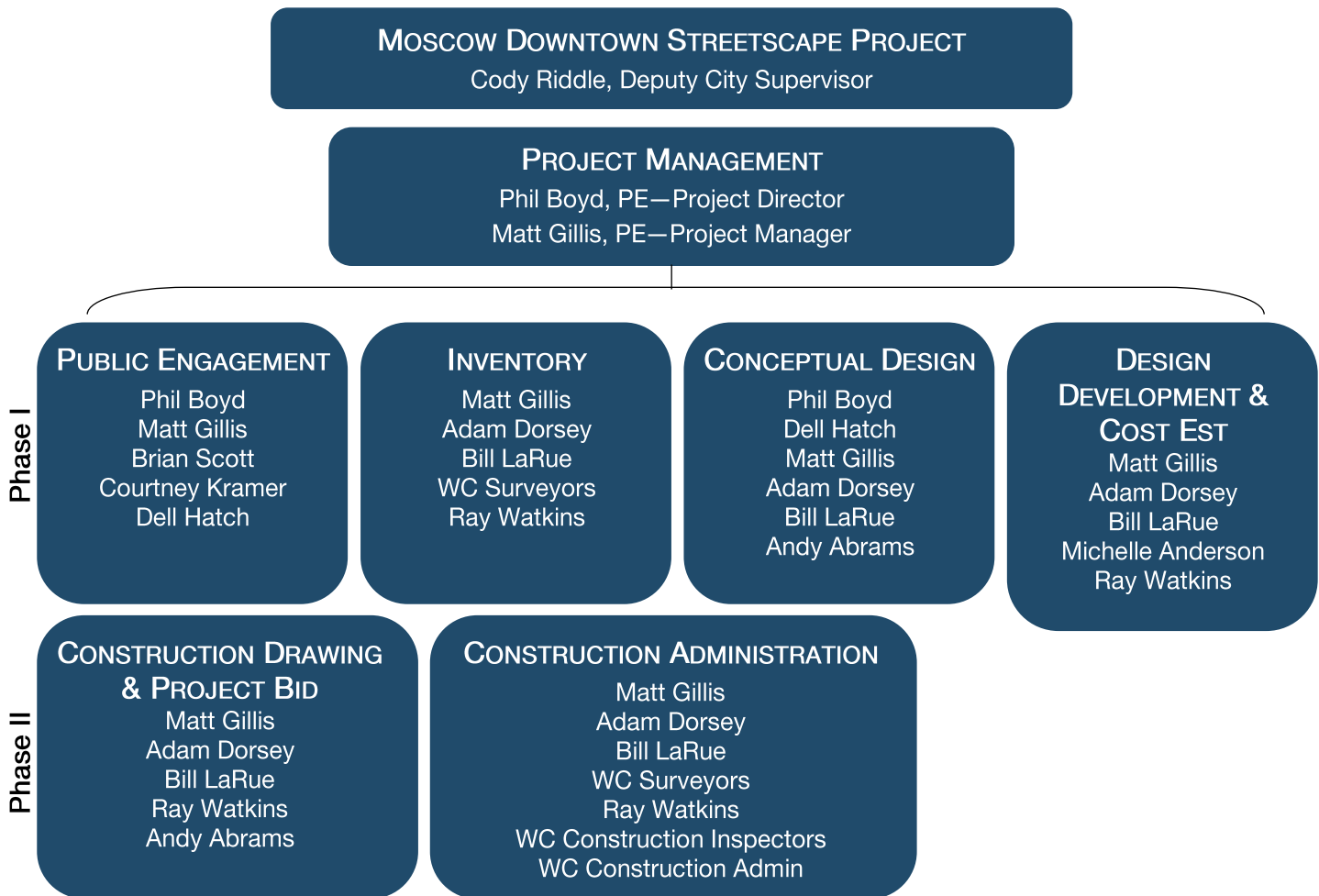
Principals-in-Charge:

Gary Bernardo, AIA, President

Robert Pace, AIA, Secretary/Treasurer

Dell Hatch, ASLA, Vice President

TEAM STRUCTURE



KEY PROFESSIONALS/RESUMES



Phil Boyd, P.E.
Welch Comer
Project Director

Phil is a master at big ideas. He was instrumental in both Atlas Waterfront Park and McEuen Park in Coeur

d'Alene. Recently, he completed downtown master plans in Colville, Pullman, and Lewiston. Colville's Heritage Court was constructed in 2021 after Phil helped to secure funding from multiple sources. His creativity, unique ideas, and experience will benefit Moscow as you revitalize your downtown streetscape.

Moscow Downtown Tasks

- ☒ Client Interaction
- ☒ Community Engagement
- ☒ Property Owner Coordination
- ☒ Schedule/Budget Maintenance

- ☒ ID PE#: 7898
- ☒ Years of Experience: 30
- ☒ Office: Coeur d'Alene
- ☒ Years with WC: 27
- ☒ Employment: Welch Comer 1994—present
- ☒ Education: MS CE Washington State University, BS CE University of Idaho

Recent Relevant Projects (Reference)

- Atlas Waterfront Park & Master Plan, CDA, ID (1)
- Pullman Downtown Master Plan (2)
- Lewiston Downtown Master Plan (3)
- Colville WA, Downtown Master Plan (4)
- Heritage Court & Main Street Master Plan, Colville, WA (4)
- Memorial Park & Parking Improvements, CDA (1)
- Mullan Road Redevelopment, CDA (1)
- Four Corners/BLM Property Master Plan CDA (1)
- McEuen Park Master Plan and Design, CDA (1)



Matt Gillis, P.E.
Welch Comer
Project Manager

Matt's strength is taking Phil's vision & big ideas and distilling them into a specific design and executing the design and construction. His ability to tightly and efficiently manage his design team make he and Phil a very effective team. Matt has spent his career working with Moscow-sized cities. He has considerable experience developing, designing and constructing downtown revitalization projects in Post Falls, Colville, Hayden, and Priest River.

Moscow Downtown Tasks

- ☒ Design Team Lead
- ☒ Quality Control
- ☒ Staff Allocation
- ☒ Design Oversight

- ☒ ID PE#: 11034
- ☒ Years of Experience: 23
- ☒ Office: Coeur d'Alene
- ☒ Years with WC: 16
- ☒ Employment: Welch Comer 2006—present, Ruen Yeager 1998—2006
- ☒ Education: BS CE University of Idaho

Recent Relevant Projects (Reference)

- Main & Astor / Heritage Court (4)
- Lacrosse Ave, CDA (1)
- Seltice Way, CDA (1)
- Spokane Street, Post Falls (5)
- Priest River Downtown (6)
- Lilly Street, Moscow (13)
- A Street, Moscow (13)
- 7th Street & Admin Circle, U of I (10)



Dell Hatch, ASLA
BWA
Downtown Expert

Dell's conscious, deliberate approach to addressing the client's goals yields extraordinary, responsive design solutions. His outstanding graphics capabilities allow clients to clearly envision proposed designs. His experience includes public spaces and urban planning, community gateways, and recreational and land-use master planning.

Moscow Downtown Tasks

- ☒ Community Engagement
- ☒ Placemaking Components
- ☒ Renderings/Visualizations

- ☒ Licensed in WA/ID/AZ/NV
- ☒ Years Experience: 37
- ☒ Office: Spokane
- ☒ Years with BWA: 13
- ☒ Education: BS Landscape Architecture, University of Idaho

Recent Relevant Projects (Reference)

- 4 Park Conceptual Designs, Moscow (7)
- Entry Improvements, Moscow (11)
- McEuen Park Development, Coeur d'Alene (1)
- Wall Street Streetscape, Spokane (8)
- SIA Felts Field Gateway, Spokane (12)
- 4 Corners/BLM Master Plan (1)
- Hayden Downtown Revitalization (14)



Courtney Kramer
Welch Comer
Community Engagement Specialist

As the granddaughter of two Pullman-area farm families, Courtney will use her local knowledge, experience as a downtown manager and strategic community building skills to support the project's public outreach efforts for the entire project. Courtney will work with the City to envision, plan, and execute open houses and small group meetings. She will be readily accessible to the City and community for informal project conversations.

Moscow Downtown Tasks

- ☒ Community engagement
- ☒ Business owner coordination
- ☒ Downtown association coordination

- ☒ Years Experience: 14
- ☒ Employment History: WSU Foundation (2020—2021), Executive Director Beautiful Downtown Lewiston Revitalization Corp (2015—2020)



Adam Dorsey, P.E.
Welch Comer
Project Engineer

Adam's passion is delivering quality designs for municipalities and he has his hands on all Welch Comer's complex

transportation and downtown urban design projects. His special skills are in urban roadway design, ADA requirements, roundabouts, signals, and drainage. His experience benefits Moscow by providing high quality design efficiently.

Moscow Downtown Tasks

- ☒ Street, sidewalk, drainage, utility, and ADA design
- ☒ Bid package preparation
- ☒ Opinions of cost
- ☒ Utility coordination

- ☒ ID PE#: 15695
- ☒ Years Experience: 14
- ☒ Office: Coeur d'Alene
- ☒ Years with WC: 14
- ☒ Employment: Welch Comer 2007—present
- ☒ Education: BS CE WSU

Recent Relevant Projects (Reference)

- Priest River Downtown (6)
- Seltice Way, Coeur d'Alene (1)
- Spokane Street, Post Falls (5)
- Lilly Street & A Street, Moscow (13)
- Front Avenue, Coeur d'Alene (1)
- Argonne Widening, Millwood (9)



Bill LaRue, ASLA
BWA
Landscape Architect

Bill has extensive experience in creating community spaces and streetscapes, and a diverse background in the design

of community recreation, education and outdoor sports complexes. He excels at preparation of contract documents.

Moscow Downtown Tasks

- ☒ Landscape design
- ☒ Public space amenities

- ☒ Licensed in ID/WA
- ☒ Years Experience: 36
- ☒ Office: Spokane
- ☒ Years with BWA: 12
- ☒ Employment: BWA 2010—present
- ☒ Education: BS Landscape Architecture, University of Idaho

Recent Relevant Projects (Reference)

- Lola Clyde Park Master Plan, Moscow (7)
- ICCA Arena, U of I (10)
- South Campus Mall, U of I (10)



Brian Scott
BDS Planning
Conflict Resolver

Brian is an expert at helping stakeholders gain consensus. His skills will be used to supplement Phil and Courtney only if necessary as the project progresses.

Brian has 40 years of experience and hundreds of projects where he's taken complex urban projects and issues, and explained them in every day terms to reach consensus amongst diverse groups of people.

Moscow Downtown Tasks

- ☒ Stakeholder engagement
- ☒ Conflict resolution, if needed

Recent Relevant Projects (Reference)

- Lewiston Downtown Master Plan (3)
- Pullman Downtown Master Plan (2)
- Colville Downtown Master Plan (4)

Other key personnel on our team includes:

- ☒ Andy Abrams, P.E., Geo Professionals Innovation (GPI) - Geotechnical investigation, road section design
- ☒ Michelle Anderson, Biologist, Anderson Environmental Consultants—NEPA processes, if needed
- ☒ Ray Watkins, P.E., AEI—Electrical Engineering for lighting
- ☒ Mike Hathaway, P.L.S.—Welch Comer—Topographic and boundary survey

Welch Comer has worked with Andy, Michelle, and Ray on many other local Inland Northwest Projects.

KEY PROFESSIONALS' PROJECT REFERENCES

Name	Title	Organization	Email	Phone Number
(1) Chris Bosley, P.E.	City Engineer	Coeur d'Alene	cbosley@cdaid.org	(208) 769-2216
(2) Shawn Kohtz, P.E.	Public Works Director	Pullman	shawn.kohtz@pullman-wa.gov	(509) 338-3220
(3) Mike Cannon	Project Manager (BLD President during the project)	My Architect	Mike.cannon@myarchitectaia.com	(208)305-6268
(4) Ralph Lane	Mayor	Colville	mayor@colville.wa.us	(509)684-5095
(5) Bill Melvin, P.E.	City Engineer	Post Falls	bmelvin@postfallsidaho.org	(208) 773-4235
(6) Jim Martin	Former Mayor	Priest River	jkmartin83856@gmail.com	(208) 610-0315
(7) David Schott	Parks & Facilities Director	Moscow	dschott@ci.moscow.id.us	(208) 883-7098
(8) Marcia Davis, P.E.	Integrated Capital Management	Spokane	mdavis@spokanecity.org	(509) 625-6398
(9) Paul Allen	Public Works Director	Millwood	publicworks@millwoodwa.us	(509) 924-0960
(10) Ray Pankopf	Director of Architecture & Engr	University of Idaho	rayp@uidaho.edu	(208) 885-7817
(11) Bill Belnap	City Supervisor	Moscow	bbelknap@ci.moscow.id.us	(208) 883-7011
(12) Lisa L. Corcoran	PM, Planning & Engr Dept	Spokane Intl Airport	Lcorcoran@spokaneairports.net	(509) 808-6577
(13) Scott Bontrager, P.E.	City Engineer	Moscow	sbontrager@ci.moscow.id.us	(208)883-7034
(14) Donna Phillips	Community Development Dir.	City of Hayden	dphillips@cityofhaydenid.us	(208)209-2020

"...One of the strengths of Welch Comer's staff is their obvious passion for problem solving. Whether they are developing a roadway design, a planning document, or managing a complex construction project, they work energetically."

Bill Melvin, PE, Post Falls City Engineer



Brian (BDS) and Phil (Welch Comer) facilitating a workshop for the Colville Downtown Vitalization Plan



Courtney Kramer facilitating a large public meeting

"A key ingredient to Dell's success is his ability to gain the support of not only project-affected stakeholders, but also interested stakeholders throughout the community."

Tony Berns, Executive Director IgniteCDA

RELEVANT SPECIALIZED PLANNING OR DESIGN EXPERIENCE

Welch Comer Engineers and BWA have unique downtown planning and design experience. Detailed project examples will be provided in Section III. In this section, we provide a list of relevant projects and special experience. The “Professional Qualifications of the Firm and Team” were provided in Section I.

McEuen Park, Coeur d’Alene—Community Visioning

The McEuen Park & Front Avenue project had unique challenges from the beginning. The site was mostly unused, but was home to ballfields, open space, and a large parking lot. The community was very passionate about proposed improvements—particularly boaters and the softball leagues. In addition to overall project management and design/construction oversight, Welch Comer filled the following unique public involvement roles:

- Facilitating a 21-person steering committee to find consensus among contending opinions.
- Condensing public opinion survey data so the vast amount of information could be easily understood.
- Preparing meaningful and easily understood graphics that helped the Steering Committee, Council, and public understand how the community vision would eventually unfold.
- Effectively leading presentations to the City Council and facilitation of sometimes passionate public workshops.



21-Person Steering Committee



Attendee at an Open House

VALUE to MOSCOW

- | | |
|-------------------------------------|--|
| ⇒ Experts in public involvement | ⇒ Efficient management of Steering Committee |
| ⇒ Experts in public spaces | |
| ⇒ Maximizing use of available space | ⇒ Balancing numerous public opinions |

Memorial Field, Coeur d’Alene—Balancing Feedback

Memorial Field in Coeur d’Alene was a community treasure, but needed a facelift. Understandably, the community had concerns. Additionally, Memorial Field sits at the entrance to historic neighborhood, Fort Grounds. To successfully facilitate a steering committee to find consensus among contending opinions was challenging, including:

- Knowing the Fort Grounds residents would be powerfully vocal, we structured public outreach to make the Fort residents heard while also balancing the loudest voice with the more quiet majority.
- The team met individually with many small groups who had singular concerns including: Fort Grounds, Centennial Trail, Riverstone HOA, Disability Action Center, Regulatory Agencies, NIC/University of Idaho, Human Rights Education Institute (HREI), and the Skate Park Users. These small group meetings were to avoid singular issues from dominating the open houses.



Steering Committee Walking Tour



Attendees at an Open House

VALUE to MOSCOW

- | | |
|-------------------------------|---|
| ⇒ Sensitive to community gems | ⇒ Balancing requirements of all regulatory agencies |
| ⇒ Balancing stakeholder input | |
| | ⇒ Balancing numerous public opinions |

Visualizations

Renderings of proposed changes help community leaders, business owners, and the public visualize the future. High quality visualizations add value to the project identification, selection, and priority processes. BWA produces renderings that are second to none and have helped communities all over the Inland Northwest really visualize projects before they are constructed.



Wall Street, Spokane, WA



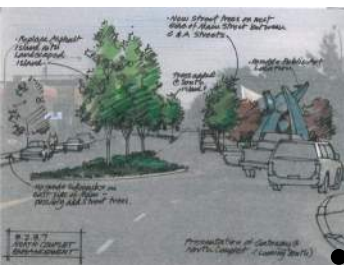
McEuen Park, Coeur d'Alene, ID



Front Avenue, Coeur d'Alene, ID

Welch Comer – BWA Collaborations

The Welch Comer-BWA team has been successful over the years teaming on regionally significant projects, as shown by the list below:

Project	
	4 Corners Master Plan/Memorial Field, Coeur d'Alene
	St. Maries Revitalization, St. Maries, ID
	McEuen Park, Coeur d'Alene
	Hayden Downtown Revitalization, Hayden, ID
	Colville Downtown Vitalization, Colville, WA
	Atlas Waterfront Development and Park, Coeur d'Alene/igniteCDA
	Ponderay Water Access, Ponderay, ID
	4th/Honeysuckle Roundabout, Hayden, ID
	Bonnors Ferry Downtown Revitalization, Bonners Ferry, ID
	4 Corners and BLM Master Plan and Memorial Field, CDA, ID
	Priest River Downtown Revitalization, Priest River, ID
	Heritage Court, Colville, WA
	War Memorial Park, Sandpoint, ID
	Seltice Way, Coeur d'Alene, ID
	Coeur d'Alene Lake Drive Traffic Calming, East Side HD, ID
	Several projects for the University of Idaho
	Moscow Entry Beautification, Moscow, ID

UNDERSTANDING AND APPROACH TO THE PROJECT

Our approach is tailored to three focus areas: Infrastructure (Physical Condition), Community Health (Environmental Condition), and Placemaking (Social Condition). Balancing all three are vital to sustained success in your downtown.

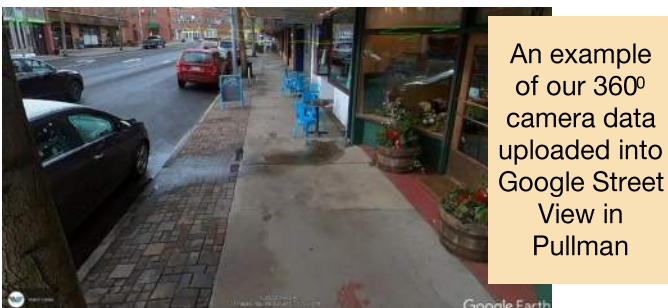
PHASE I (APRIL—AUGUST)

Review Available Information &

Infrastructure Inventory (April/May): Prior to any design or public outreach work our team will conduct a thorough inventory of existing information. This effort will be exhaustive and will build a strong foundation for your project. We will:

- Review records of underground & overhead utilities
- Discuss challenges with maintenance staff
- Review existing parking saturation/vacancy rates
- Review accident data & ped safety concerns
- Analyze effectiveness of existing public spaces
- Carefully review existing stormwater deficiencies

Field Survey: Our in-house crews are experienced with surveying urban environments. We will scan features to create highly detailed topographic surfaces. In addition, we utilize a 360-degree camera to record detailed imagery of the sidewalk, building faces, and public spaces. Our data is uploaded to Google Streetview to be accessed publicly.



Public Engagement (April—Construction):

Intentional public engagement is integral to a project like yours and must occur in a variety of forms starting with the initial planning phase and continuing through construction. Our team has successful experience with diverse types of in-person and virtual engagement to ensure the final project reflects the community's and City's vision.

Steering Committee—We recommend the City appoint a small steering committee comprised of city leaders and staff, downtown property/business owners, university representatives, and other community members (Chamber of Commerce, Farmer's Market, etc.). The steering committee listens to details, provides guidance, and, most importantly, provides a sense of community ownership.

Stakeholder Interviews—Stakeholder outreach will be sustained during the entire project starting with initial interviews/focus groups to aid in the development of project priorities and feedback on design concepts. Stakeholders include community groups, business and property owners, major institutions and others with a direct role in the future of downtown.

Open Houses—Open houses will be held during the conceptual design stage to gather feedback from the public.

Virtual Engagement Tools—Online engagement tools (SurveyMonkey, Konveio, Concept Board, etc.) are vitally important to engaging the public with and without the influence of the pandemic.

A quick tidbit...

Our team members spoke with citizens and business owners along Main Street. We found that most enjoy the downtown and are interested in improvements to parking, sidewalks, and aesthetics. We expect engaged stakeholders for this project.



Our team is especially adept at public facilitation and speaking in front of large crowds

Boots on the Ground—Courtney Kramer, former Beautiful Downtown Lewiston Executive Director, and our Community Outreach Coordinator will interface with the City, stakeholders, and downtown business and property owners. Courtney lives in Clarkston so she can efficiently work in Moscow ensuring we reach the community on a regular basis. In fact, some of this outreach has already occurred.

Placemaking: A great downtown is more than successful businesses and adequate parking. Ultimately, Placemaking combines the physical, environmental, and social conditions to make people feel comfortable. We have used the strategies from "Projects for Public Spaces" on many past projects.



Great downtowns are created when the community health, infrastructure, and Placemaking are all working together.
Credit: Project for Public Spaces

The principles in “Project for Public Spaces” aligns with the three focus areas we have identified for your project: Physical Condition, Environmental Condition, and Social Condition. Along Main Street you already have appealing spaces that promote safety, encourage commerce, and develop culture. There is room to make your downtown even more appealing. On the next page, we show a few of our initial thoughts at 5th to create even better spaces.

Conceptual Design Alternatives—Working concurrently with the initial public outreach, our team will begin a Concept Design Alternatives phase, advancing the places to the 10 to 15% level, prepare cost estimates based on quantity take offs and unit bid prices from recent projects. This allows Moscow to evaluate overall funding needs and to start prioritizing project elements to meet available funding. Within the concept design alternatives, the team will balance the desire for an infrastructure “facelift” and the need for enhanced public spaces. To communicate the alternatives to the public and City Council, the team will produce color concept renderings, which help to visualize options.

We will develop criteria for project prioritization, including: safety, aesthetics, maintenance, cost, etc.

Preferred Alternative—Along with city staff, the Welch Comer design team will present the recommended alternatives to City Council for approval. Once approved, the team will move into Phase II.

PHASE II (AUGUST—NOVEMBER)

Construction Drawings: We will deploy our team of engineers and landscape architects to execute the bid package that reflects the vision for the downtown.

Key Issues to Address During Design—Downtowns are complex. Many variables must be juggled to achieve Moscow’s vision. Our design phase approach identifies typical and project specific elements that must be addressed for a successful project.

Matching Existing Features and Roadway Geometry—In a downtown, every edge of the new improvements must match precisely into an existing feature. Those features could be door thresholds, building facades, or driveways. Ensuring our project matches all adjacent elements perfectly requires careful attention to grading details and adjustments to the horizontal and vertical roadway geometry.

Enhanced Traffic Calming and Increased Ease of Pedestrian Movement—Downtowns can flourish when pedestrians feel safe and drivers are aware.

ADA Compliance—Compliance with Americans with Disabilities Act (ADA) is a high priority design element. Carefully designing sidewalks, pedestrian ramps, driveways, and features to specific maximum slopes and configurations is important.

Settling—While hardscape elements like concrete or clay pavers are desirable elements because they add color and texture, they have a tendency to settle if not constructed correctly. Our engineers and landscape architects will work closely to properly design pavers to ensure long-term stability.

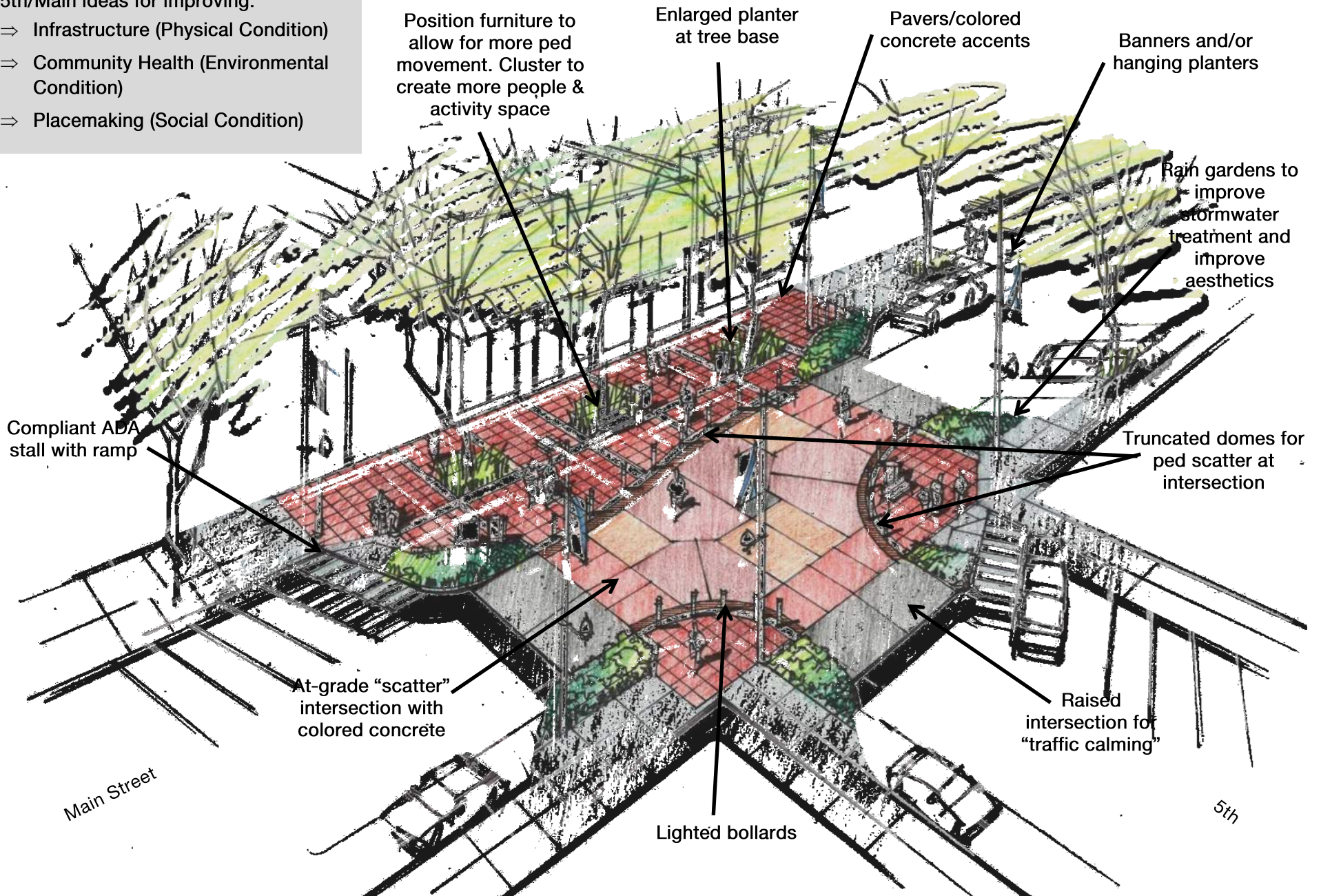
Inter-department Coordination—It’s likely this project will be managed primarily by the Public Works or Engineering Department, but it will be important to coordinate with multiple departments including:

- Planning—to ensure all zoning, setback, parking, tree spacing, etc., concerns are heard.
- Transit—to understand any impacts to the existing or future transit route system.
- Police & Fire—to address any emergency access or response time requirements.
- Street Maintenance—to address snow plowing, stormwater, and other maintenance concerns
- Parks—to coordinate on urban forest topics.

Balance of Aesthetics and Maintenance—While downtowns should be beautiful and inviting, they also need to be maintainable. Whatever furniture is installed, landscaping is planted, and art is installed, Moscow must be able to cost efficiently maintain it. Our job is to find that balance.

5th/Main ideas for improving:

- ⇒ Infrastructure (Physical Condition)
- ⇒ Community Health (Environmental Condition)
- ⇒ Placemaking (Social Condition)



Existing & Proposed Utilities—While streets within are under construction, it is efficient to replace utilities that are in bad shape or close to their useful life.

Traffic Control Design—Traffic on Main Street and the state highway (couplet) needs to continue during construction. A carefully designed traffic control plan that allows peds, bikes and cars to move through and within downtown while allowing the contractor a safe work zone is important.

Stormwater—It is likely revitalizing streets within downtown will require retrofitting and connecting into the existing stormwater system. Our engineers will take time to understand the existing system. Additionally, we hope to improve existing conditions such as water flowing over sidewalk and also improve treatment with strategically placed rain gardens.

Design Geometry vs. Snow Plowing—Like aesthetics vs. maintenance, understanding what Moscow does with winter snow will be important.

Construction Specifications—Producing accurate and buildable construction drawings is essential and the specifications are equally important. Over the last 20 years we've refined our downtown revitalization project specifications. For example, we have strict specification criteria on how contractors will provide business access at all times during construction. Additionally, ensuring reconnection of building water/sewer services is difficult and critical during downtown projects.

Environmental Documentation—If necessary, NEPA documentation will be pursued early in the design phase. Wetlands, cultural concerns, or historic building can slow this process if not conducted early.

Parking During Construction—Access to downtown commerce is critical and can become challenging during construction. Coordinating a strategy of temporary parking or special access during the design phase is key to minimizing the impact to businesses.

Constructability Review—A step our team completes with our downtown projects is a constructability review with local contractors. We will spend a couple of hours with a few regional contractors reviewing preliminary plans and getting their feedback regarding construction sequencing, business access, staging, material supply, and traffic control.



Project Bid (Winter 2022/2023): Our approach to bidding the project is to provide clarity to improve the bidders' understanding and reduce contingency pricing. We know the project complexities, which materials may be long lead (especially during the pandemic), so we conduct comprehensive pre-bid presentations and on site meetings to carefully walk the bidders through the CD's to transfer this knowledge to improve their understanding. All the Q&A is documented and issued as an addendum. We have dedicated project administrators familiar with Idaho bidding rules and we routinely provide full service bidding services for our municipal clients, including:

- Write and publish the bid advertisement
- Answer bidder questions and issue addenda
- Facilitate the bid opening, prepare bid tabulation, review bids for responsiveness and make a recommendation of award
- Assist the City in executing a contract

Construction Administration (Spring/Summer 2023): Construction is the most disruptive portion of the project for the community. We provide construction phase services on 99% of our projects including construction staking, construction observation, and construction administration. This is a roll we take very seriously. Our job is to ensure your project is constructed in accordance with the plans and specifications with the least disruption possible.

Our inspectors will be on site to monitor construction, troubleshoot problems, anticipate issues and work closely with business owners to address their concerns, and communicate progress to the City. Our designers are involved during construction conducting weekly construction meetings, communicating with the City, and maintaining accurate documentation. We prepare newsletters to keep the community informed.



We track quantities daily and confirm weekly with the contractor. We prepare pay requests for City review and only recommend payment for satisfactorily completed work.

At closeout, we provide a book that includes submittals, record drawings, construction photos, and financial information. We can also administer the funding agency process so that the funding and the City's match are clear all throughout the project.

PULLMAN DOWNTOWN MASTER PLAN, DESIGN & CONSTRUCTION

Welch Comer is currently working with the City of Pullman to revitalize a portion of their downtown. While some of the same tools would be used in Moscow, Pullman is very different. Their topographic, waterway, and railroad restrictions limit what they can do. Nevertheless, Welch Comer is working diligently to find solutions that best meet the needs for the City and the people of Pullman.

Total Project Cost: Scheduled for 2023/2024

Team Members Involved:

- ⇒ Phil Boyd, P.E.— Overall Project Manager
- ⇒ Matt Gillis, P.E.— Design Manager
- ⇒ Dell Hatch, ASLA – Landscape Architect
- ⇒ Adam Dorsey, P.E.—Project Engineer
- ⇒ Brian Scott—Public Involvement
- ⇒ Courtney Kramer—Public Involvement

Project Reference:

Shawn Kohtz, P.E., Public Works Director, City of Pullman
190 SE Crestview St, A, Pullman, WA 99163 | 509-338-3220



4 CORNERS MASTER PLAN, MEMORIAL FIELD, MULLAN AVENUE, COEUR D'ALENE

Welch Comer, with BWA, completed the Memorial Field Revitalization project for the City of Coeur d'Alene in 2016. This project transformed a wide, unsafe roadway and parking area into a multi-modal roadway with a beautiful and functional public space. Phil led the City and the Urban Renewal Agency through the master planning, design and construction. The site is very popular today.

Total Project Cost: \$3,000,000

Team Members Involved:

- ⇒ Phil Boyd, P.E.— Master Planning Phase Project Manager
- ⇒ Dell Hatch, ASLA – Landscape Architect
- ⇒ Adam Dorsey, P.E.—Design Engineer

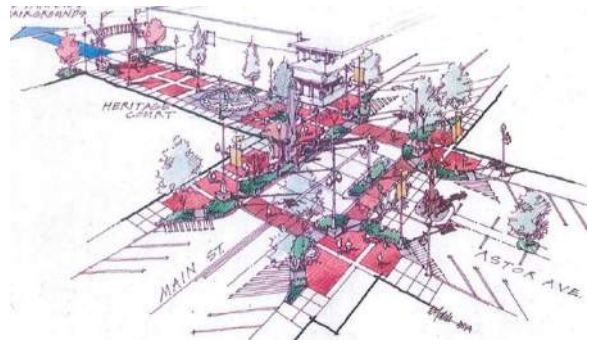
Project Reference:

Chris Bosley, P.E. - City Engineer, City of Coeur d'Alene
710 E. Mullan Ave, CdA, ID 83814 | 208-769-2216



COLVILLE DOWNTOWN MASTER PLAN & HERITAGE SQUARE

Welch Comer has worked to transform Colville's downtown over the last 20 years. The latest revitalization project involved Welch Comer securing Complete Streets funding through the state of Washington and reconfiguring the "100%" intersection in downtown. Phil's leadership during the planning and public outreach process, and Matt's during the design & construction were important to garner public support and deliver Colville a needed enhancement to their downtown.



Total Project Cost: \$1,200,000

Team Members Involved:

- ⇒ Phil Boyd, P.E. — Master Planning Phase Project Manager
- ⇒ Matt Gillis, P.E. — Design Phase Project Manager
- ⇒ Dell Hatch, ASLA — Landscape Architect

Project Reference:

Ralph Lane - Mayor, City of Colville
170 S. Oak, Colville, WA 99114 | 509-684-5095



McEuen Park, COEUR D'ALENE

Welch Comer, along with BWA, provided master planning, design, and construction phase services for the 20+ acres park. The planning team was assisted and directed by a 21-person, mayoral-appointed steering committee. The public was very engaged in this high profile project, so intentional and strategic public involvement provided invaluable. Notable park elements included underground parking garage, separated bicycle & pedestrians facilities, dog park, basketball, pickleball & tennis, spray pad and large play structure.

Total Project Cost: \$19,000,000

Team Members Involved:

- ⇒ Phil Boyd, P.E. — PM/Public Involvement Lead
- ⇒ Dell Hatch, ASLA — Landscape Architect
- ⇒ Matt Gillis, P.E. — Design Lead
- ⇒ Adam Dorsey, P.E. — Design Engineer

Project Reference:

Bill Greenwood - Parks Director, City of Coeur d'Alene
710 E. Mullan Ave, CdA, ID 83814 | 208-769-2252



February 10, 2022

To City of Moscow and whom It May Concern,

John Samter and Virginia Samter are requesting a vacation of right of way at 324 N Asbury St., Moscow, ID 83843, located at the north end of Asbury Street from Residence Street, north of Residence Street to Robinson Trailer Park Gated Community, and the leg east to the Asbury alley. Our reasons for this proposition are stated as follows:

- As the property owners, we would like to keep the parcels together to ensure more navigable land management.
- We would like to open up the lower section into an ample garden space, which we wish to cultivate without navigating engineering exemptions related to the right of way.
- When we choose to build on Parcel 001C in the future, we do not wish to be held responsible for developing an undesired roadway through two lots that we wish to keep connected.
- It is not a suitable right of way because the hill in Asbury is too steep, and the terrain prohibits using it as an access point. In addition, during harsher weather conditions, travel may be treacherous and lead to accidents.
- The right of way is adjacent to the fenced Robinson Trailer Park Community and doesn't provide access to anything.
- By removing the right of way, we also deter the potential for through traffic, which would make this section a more comfortable, quieter, and enjoyable environment for families.

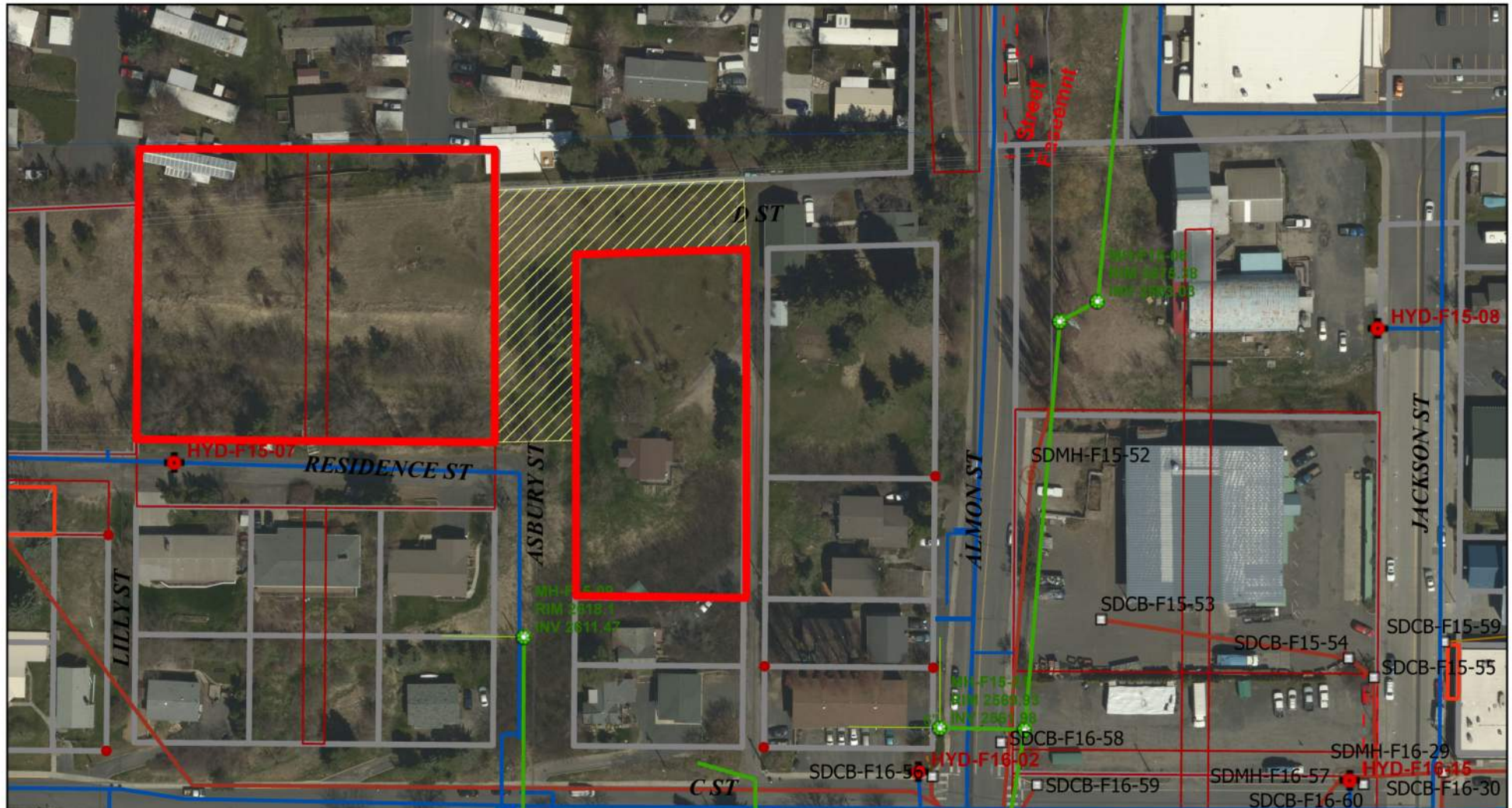
Received 02-10-2022

Thank you for your time and consideration of our request.

Sincerely,

John and Virginia Samter





 324 Asbury Property Boundary

 Requested ROW Vacation

324 Asbury ROW Vacation

City of Moscow; Access Geographic, LLC, Tempe, Arizona in conjunction with Zennacle Geospatial and Peregrine Aerial Surveys, City of Moscow, Engineering Div., City of Moscow, Engineering, Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community

2022

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

