

TRANSPORTATION COMMISSION



Ben Calabretta
Commission Chair

~Meeting Minutes
September 13, 2018

Les MacDonald
Staff Liaison

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

**Thursday
September 13, 2018**

4:00 PM

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

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

Present: Chair; Ben Calabretta, Vice Chair; Don Meyer, Phil Cook, Brian Johnson, Mike McGahan, Mary DuPree, Michael Kyte, Bob Sanders

Absent: Jared Hopkins-ITD, Les MacDonald, Public Works Director, Joel Hamilton

Staff: Council Liaison Gina Taruscio
Bill Belknap, Community Development Director
Sandra Collins, Administrative Assistant / Deputy City Clerk

1. Approval of minutes from August 9, 2018

ACTION: Meyer moved to approve the minutes as presented, seconded by DuPree. Roll Call Vote: Ayes: Meyer, DuPree, Kyte, Sanders; Nays: None; Abstained: Cook, Johnson and McGahan. Minutes approved.

2. Commission Communications (Calabretta) Johnson said the University of Idaho is working on a State funded project to fix tunnel lids near the intersection of Sixth and Line Streets. The project is scheduled for next summer. The University will coordinate with the City on street closures and traffic detours. McGahan asked for the Commission's opinion on the new raised crosswalk near the high school. Kyte asked about speed limit signs near the raised crosswalk. Belknap gave the Commission updates on current City construction projects, including the bus shelters, grind and inlay paving, White Avenue, Third Street and the Third Street pedestrian bridge. Kyte asked about paving the eastbound section of White Avenue. Belknap explained letters have been mailed to residents in several areas about upcoming bike lane striping, Sharrows and parking removal. Meyer asked about the Electric Vehicle show going on at Rosauers.

Belknap showed a diagram of the Dumas property. He said a recent title search on this property showed a private easement from 1932. The grant for this easement also allowed use by the public as a thoroughfare. Belknap said there is going to be a proposed relocation of the easement with a Memorandum of Understanding (MOU) between the property owner and the City. Kyte asked if the Third Street Bike Lanes were still scheduled for next year. Belknap also showed a concept sketch of a proposed pedestrian underpass at S. Main (US 95). Alta Science and Engineering has done a feasibility study and preliminary concept design. These findings will be presented to City Council at the next meeting. Belknap said staff would be looking into

submitting a grant application through the Transportation Alternatives Program (TAP). Cook asked who owned the property and there was discussion about the property. Kyte asked about the process to request changes to other Idaho Transportation Department (ITD) crosswalks. Belknap said the Commission could make recommendations to ITD.

Council Liaison Taruscio gave an update on Smart Transit's new extended Saturday service, which she said is going very well. She said the number of riders went from approximately one hundred and fifty seven (157) on the first weekend to four hundred (400) riders on the second weekend. McGahan asked about new bus shelters.

3. Commission Visioning Session (Calabretta)

Calabretta said he would like to discuss what the Commission felt their role was before getting into specific items. Kyte said he thought it was as important for ideas to come from the Commission to City Council or staff, as well as the other way around. Kyte said he would like to explore the Multimodal Transportation Plan and Comp Plan and then look at specific projects the Commission would like considered, as a recommendation to the City. Johnson said he agreed that ideas could come from any direction. Belknap read the Commission's purpose as described in City Code. DuPree said she sits in on another Commission where individual members bring their personal initiatives to the Commission to discuss. She said the Transportation Commission Members could be pro-active in doing that also. Cook gave some history about the role of the Transportation Commission when it was first formed. Cook said the current Capital Project planning process is much better than it used to be. However, he would like the Transportation Commission to be more involved in Capital Project planning, especially related to grants and which projects to fund. Cook said when the Commission met twice a month they seemed to stay more informed. Belknap said the Commission will always be involved in short-term, midterm and long-term projects and the ideas can come from anywhere and anyone. In addition, documents like the Multimodal Transportation Plan and the Comp Plan could be reviewed and updated periodically.

Belknap said his staff are currently in the process of updating the Comp Plan so it reflects the changes made in the Transportation Plan, especially the Ring Road item. Belknap said he could send that out to the Commission for review prior to the next meeting. Cook said it would be helpful to have a running list of those projects. Belknap said the Commission could start with reviewing the list of projects identified in the Transportation Plan. Calabretta asked how Grant Projects are identified. Cook said there were other items on the list from the Transportation Plan that were not infrastructure related, such as communications, education, social marketing strategies and public information. He asked what the Commission's role should be related to these items. Johnson asked if the City had a Communications and Marketing Team. Belknap said the City does not have a marketing team as such. There is a Community Events Group and Jen Pfiffner posts City communications on the website and Facebook, together with Tyler Palmer. Belknap said the Commission could request assistance from staff or funds from the Council if they wanted to launch a public education campaign.

Calabretta asked if the Commission wanted to discuss anything listed on his handout. Meyer said the sidewalk on Indian Hills is in bad condition. Belknap said the sidewalk program has not been in effect for two years due to lack of staff and resources. DuPree asked if the Commission could help identify sidewalk problem areas and then recommend that City Council provide additional resources.

Calabretta asked Belknap to explain the budget timeline and the best time for the Commission to make recommendations on items they would like to see included. There was discussion about how the Commission could request funds or a budget for training, education and other items. Sanders asked about funds for Commission publications. Cook asked if there was a budget for interns if the Commission needed help with a specific project, such as Bike Tourism or Social Marketing Campaigns.

Calabretta handed out the list of future agenda items the Commission had compiled. There was discussion about the items. Sanders asked about traffic patterns for Logos School and Palouse Prairie School. Belknap said ride share services or UBER might be an item the Commission could look into as Pullman just implemented this service.

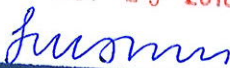
Kyte suggested twice a month meetings might be something to consider. DuPree asked if project update reports could be emailed to save time at meetings. Belknap reminded the Commission about Public Open Meeting Laws and caution when communicating by email. Meyer said perhaps the second meeting of the month could be optional and not a necessity. There was discussion about this. Calabretta suggested the Commission look at the Comp Plan at the next meeting and then decide later if they want to meet twice a month.

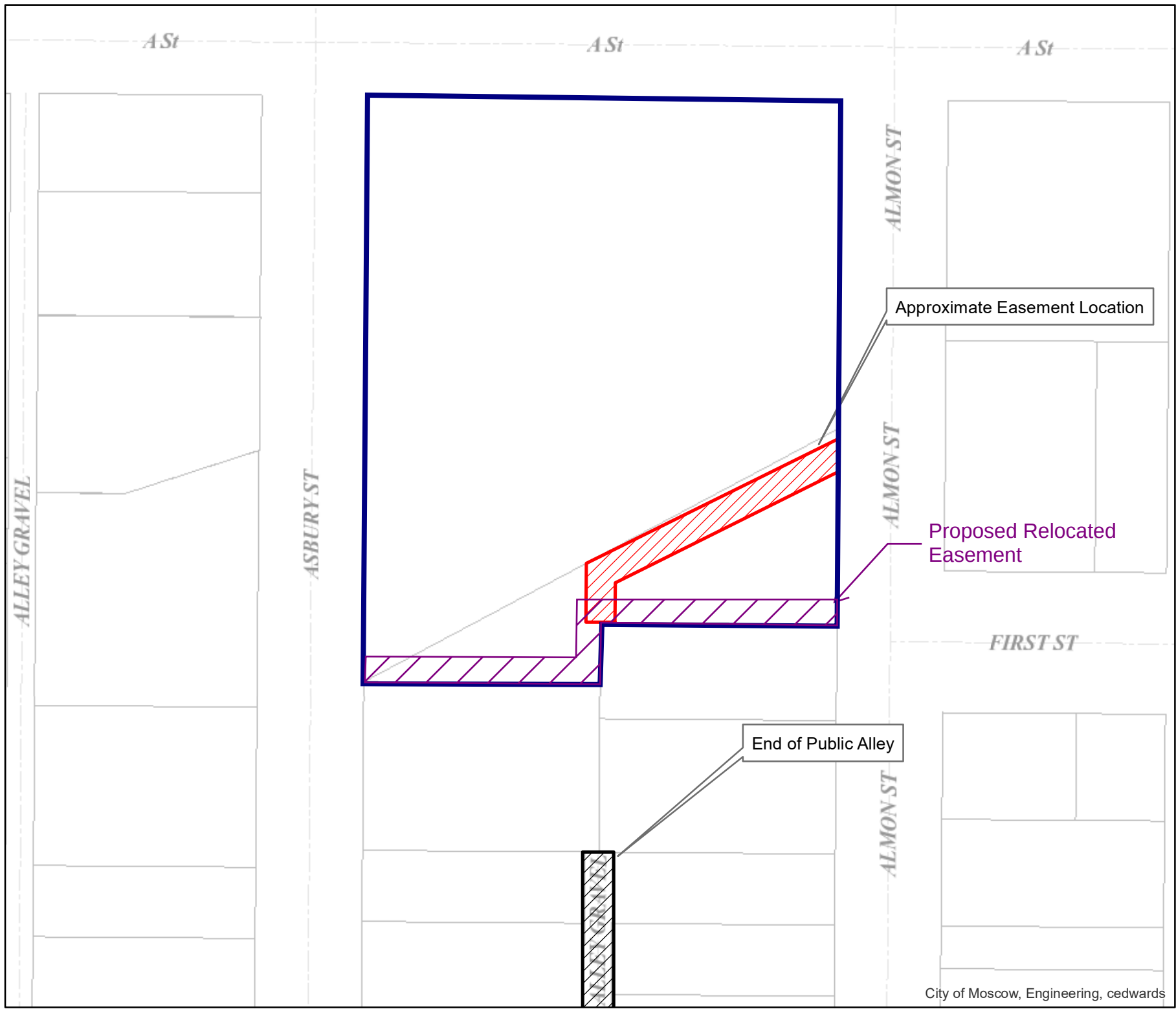
DuPree asked about Moscow-Pullman Transportation and whether the Commission was interested in discussing this item. Cook said the Pathways Commission has been discussing Pedal Assist and E-Bikes on pathways and he would like the Commission to contribute to that conversation. Kyte asked about speed limit laws on E-Bikes. Cook said they do not fall under any current state law classification. Cook said The City of Boise has adopted an Ordinance covering three classes of E-Bikes. Calabretta said he would summarize his notes and send them out to the Commission.

Adjourned: 5:40 pm

Minutes Approved On

OCT 25 2018


Clerk/Deputy Signature



Approximate Easement Location

Proposed Relocated Easement

End of Public Alley



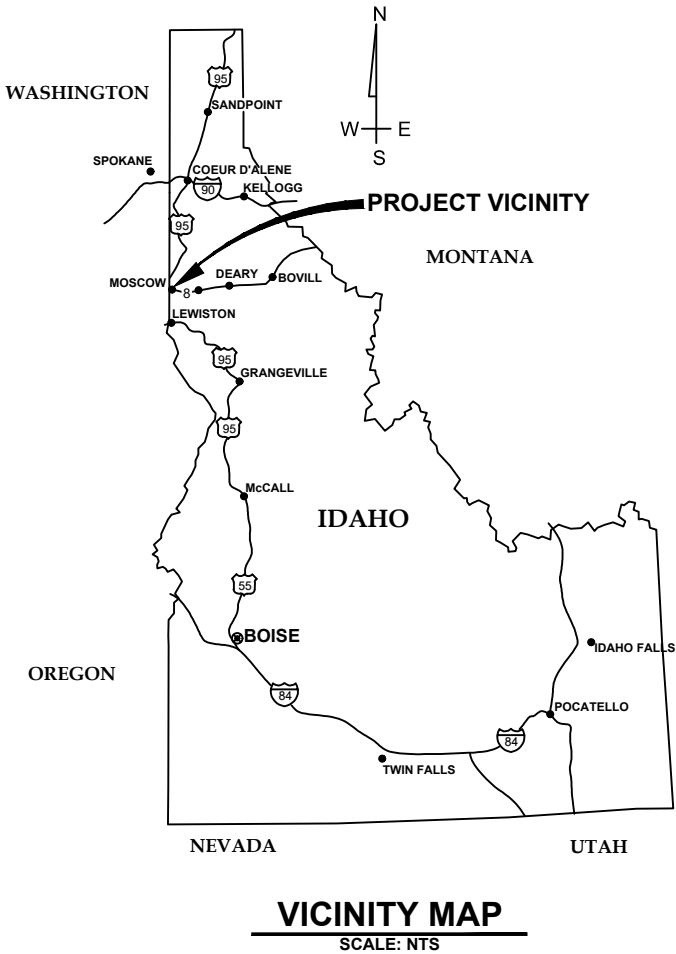
1 inch = 70 feet



CITY OF MOSCOW BIKE PATH US95 UNDERPASS

CONCEPTUAL DESIGN

AUGUST 2018



PREPARED FOR:



CITY OF MOSCOW
206 EAST 3RD STREET
MOSCOW, IDAHO 83843
TELEPHONE: (208) 883-7019

ENGINEER:



Alta Science & Engineering, Inc.
220 EAST 5TH STREET, SUITE 325
MOSCOW, IDAHO 83843
TELEPHONE: (208) 882-7858

SHEET INDEX

SHEET #	SHEET NAME	SHEET INDEX
1	COVER SHEET	CS
2	PROJECT OVERVIEW & SHEET INDEX	C1
3	PATH PLAN & PROFILE - STA 0+00 TO 3+00	C2
4	PATH PLAN & PROFILE - STA 3+00 TO 7+00	C3
5	DETAILS	D1

PRELIMINARY
NOT FOR CONSTRUCTION

						DRAWN BY: J. DZARA	COORDINATE SYSTEM: ISP WEST, NAD 83, US FT			CITY OF MOSCOW US95 PATH UNDERPASS	COVER SHEET	SHEET NAME: CS
						ENGINEER: B. DAVIS	SCALE: AS SHOWN			DATE: 8/14/2018		
						CHECKED: S. FIROR	APPROVED: X. XXXX			PROJECT NO.: 18059		
						DATE: 08/15/2018	DATE: XX/XX/XXXX			SHEET: 1 OF 05		
NO.	DATE	REVISIONS	BY	CHK	DATE:	08/15/2018	DATE:	XX/XX/XXXX		MOSCOW, IDAHO		

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NO.	DATE	REVISIONS	BY	CHK

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DESIGNER:	B. DAVIS
CHECKED:	S. FIROR
DATE:	8/15/2018

COORDINATE SYSTEM:	ISP WEST, NAD 83, US FT
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APPROVED:	X. XXXX
DATE:	XX/XX/XXXX



Science & Engineering, Inc.

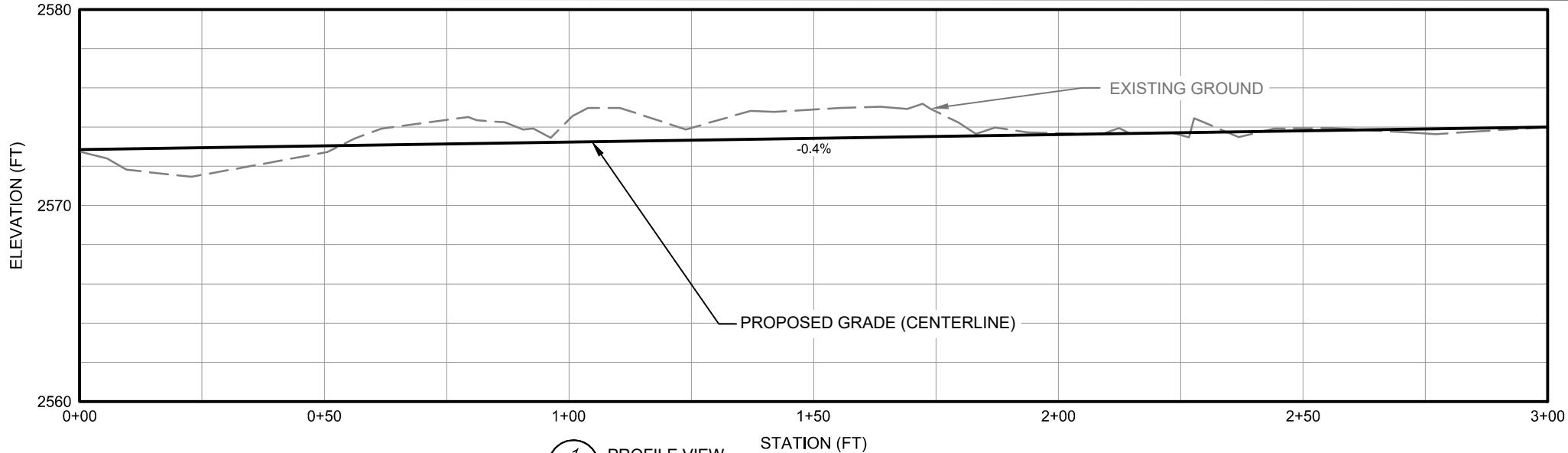
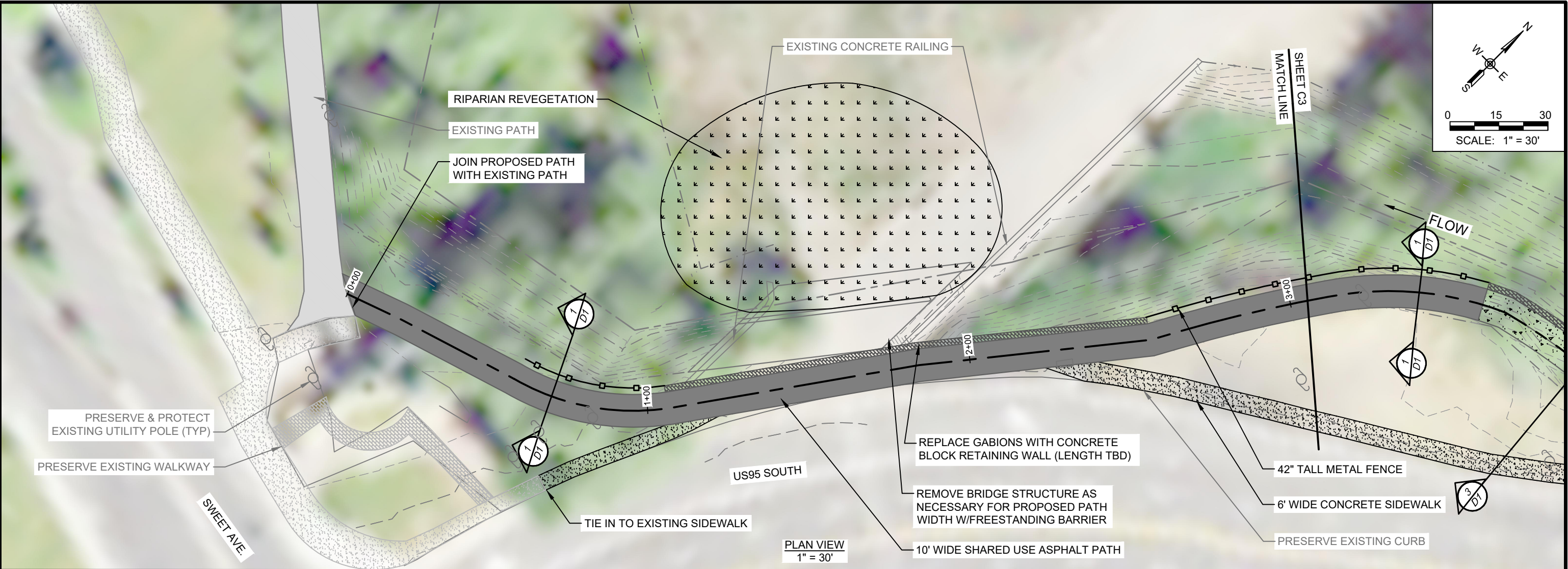


CITY OF MOSCOW US95 PATH UNDERPASS
MOSCOW, IDAHO

PROJECT OVERVIEW & SHEET INDEX

SHEET:	C1
DATE:	8/14/2018
PROJECT NO.:	18059
SHEET NO.:	02 OF 05

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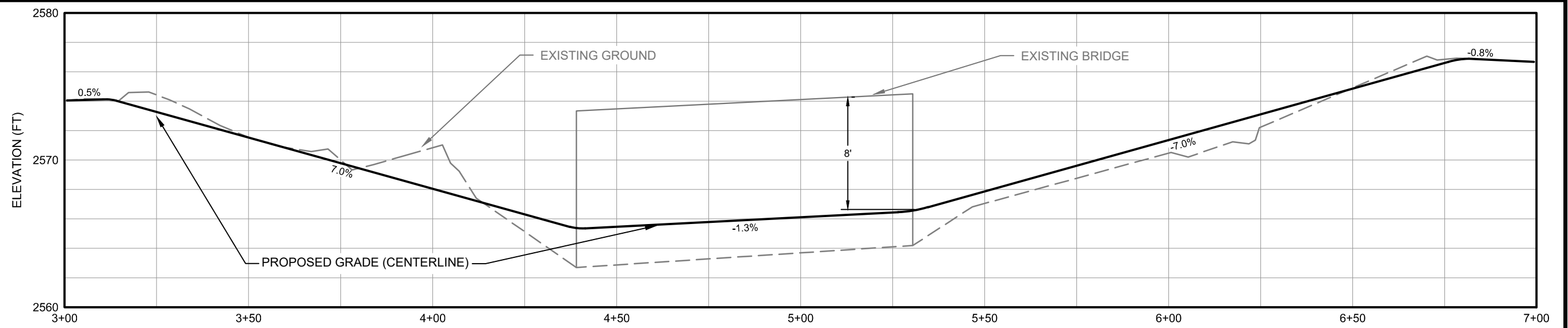
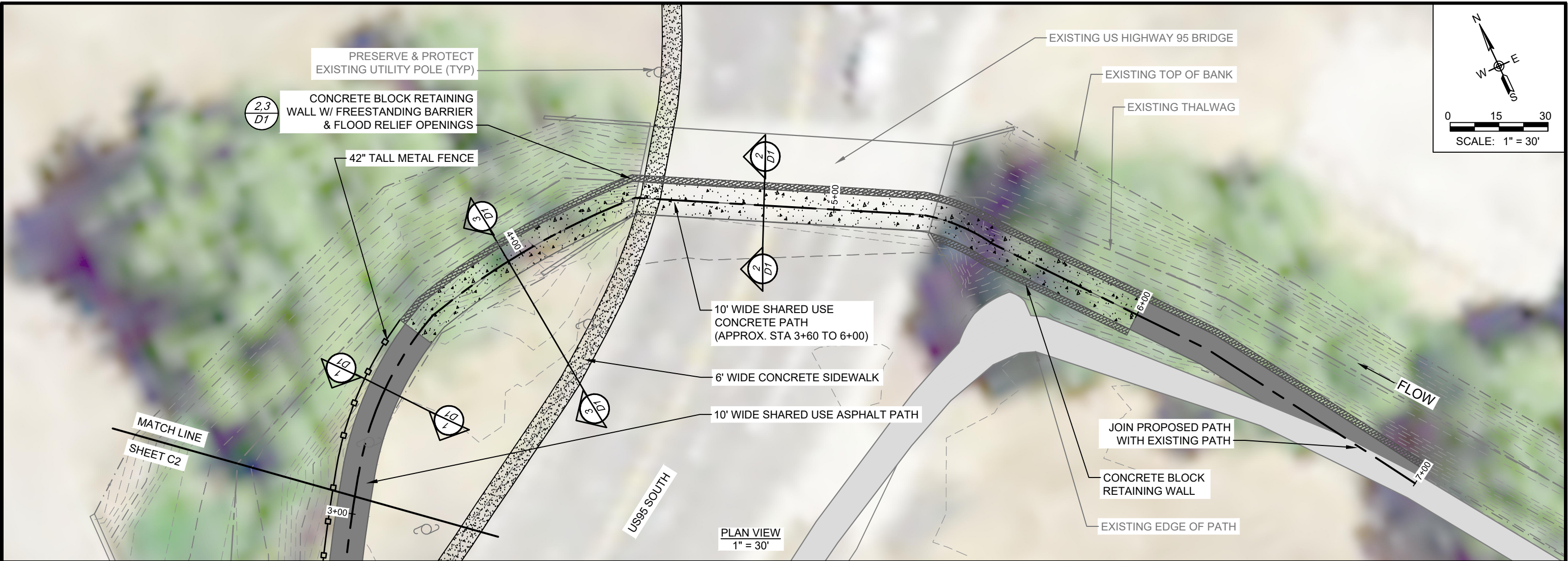


CITY OF MOSCOW US95 PATH
UNDERPASS
MOSCOW, IDAHO

PATH PLAN & PROFILE
STA 0+00 TO 3+00

SHEET:	C2
DATE:	8/14/2018
PROJECT NO.:	18059
SHEET NO.:	03 OF 05

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PRELIMINARY
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CHECKED:	S. FIROR	APPROVED:	X. XXXX
DATE:	8/15/2018	DATE:	XX/XX/XXXX

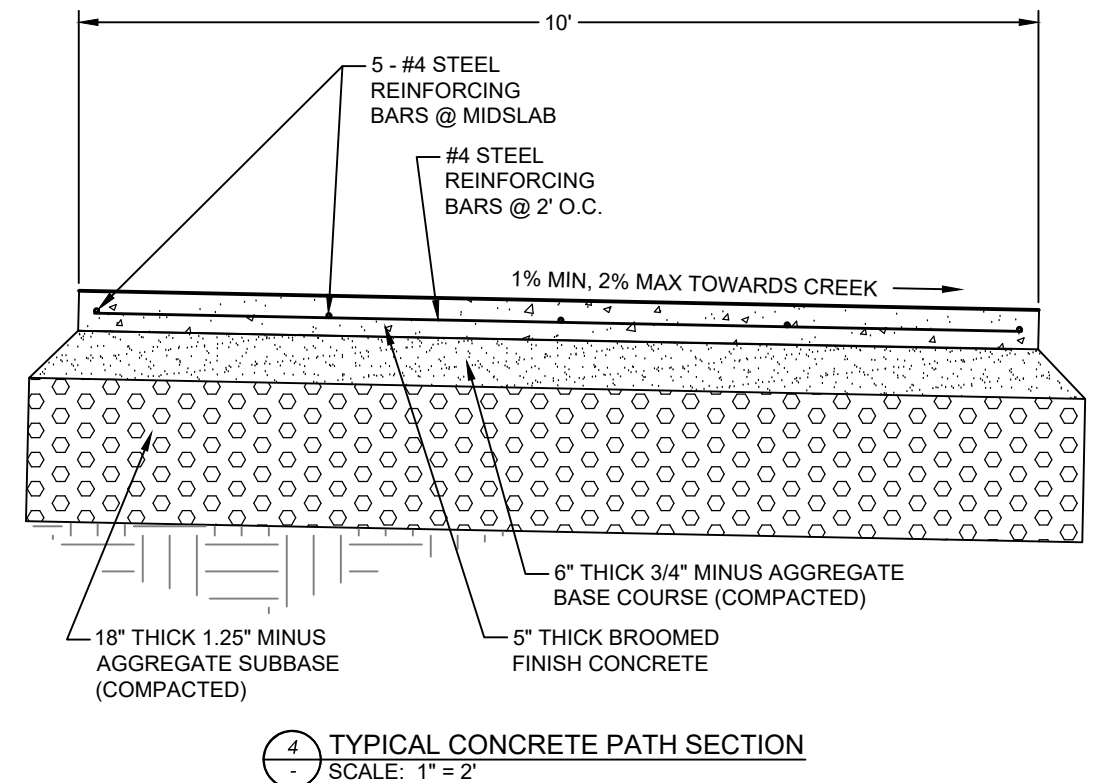
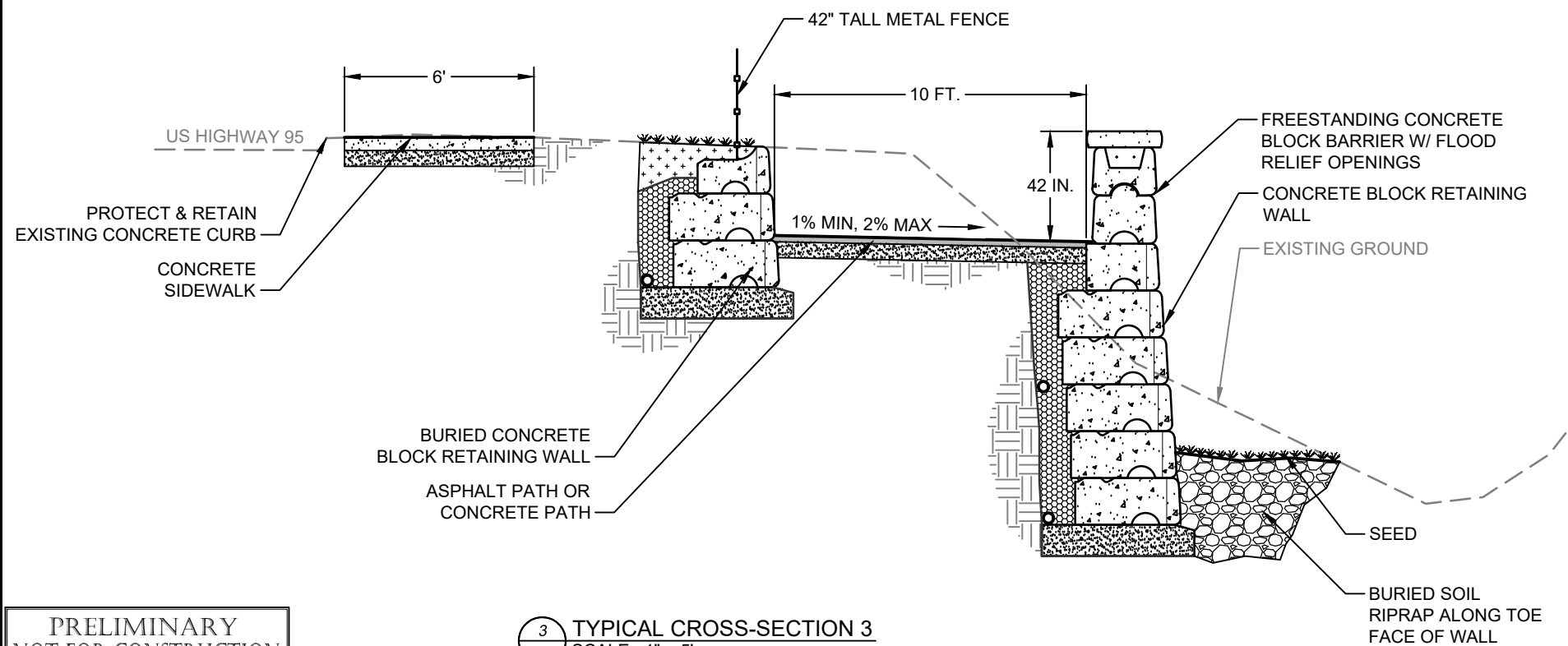
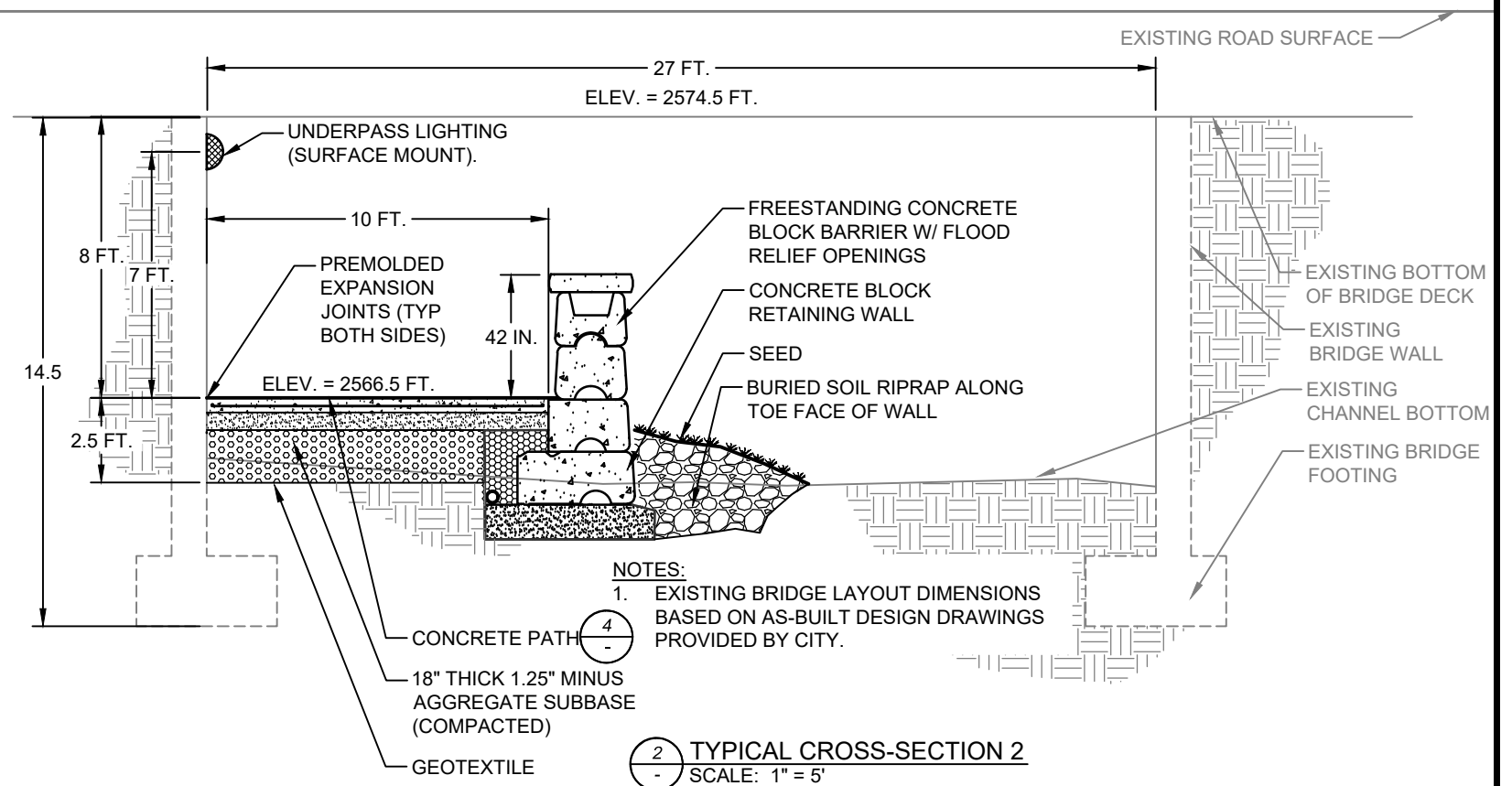
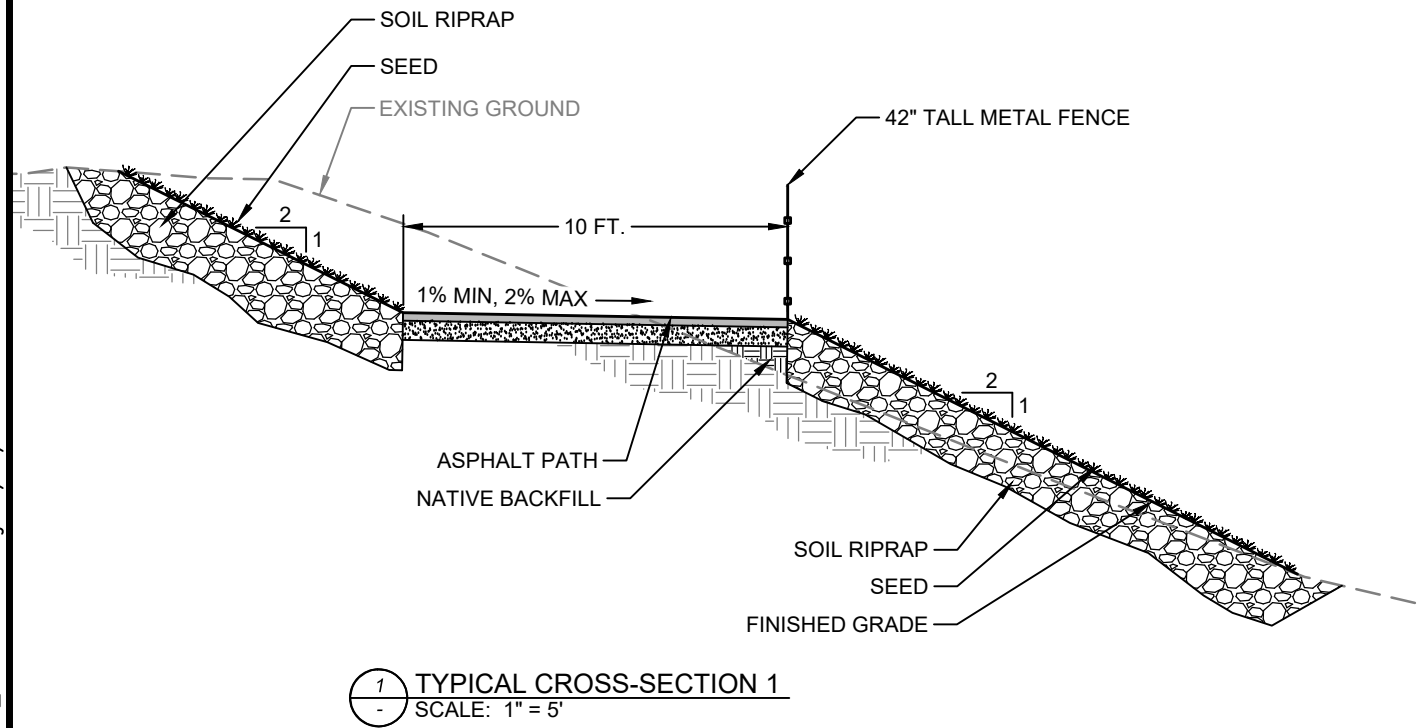


CITY OF MOSCOW US95 PATH
UNDERPASS
MOSCOW, IDAHO

PATH PLAN & PROFILE
STA 3+00 TO 7+00

SHEET:	C3
DATE:	8/14/2018
PROJECT NO.:	18059
SHEET NO.:	04 OF 05

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PRELIMINARY
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					DESIGNER:	B. DAVIS	SCALE:	AS SHOWN
					CHECKED:	S. FIROR	APPROVED:	XXXX
					DATE:	8/15/2018	DATE:	XX/XX/XXXX

Alta
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CITY OF MOSCOW US95 PATH
UNDERPASS
MOSCOW, IDAHO

DETAILS

SHEET:	D1
DATE:	8/16/2018
PROJECT NO.:	18059
SHEET NO.:	05 OF 05

Abbr.	Short description	Timeframe	TC involvement rating	Item Addressed/Discussed
RT2	Third Street bridge	5	Y	✓
RT3	Ring road	5	Y	✓
RT5	Neighborhood education	5	Y	
RT8	Access spacing standards	5	Y	
RT9	Access to arterials	5	Y	
RT15	Intersection mobility standards	5	Y	
AT5	Bicycle wayfinding signage	5	Y	✓
AT6	Downtown bicycle parking	5	Y	✓
AT15	Update snow removal plan	5	Y	✓
TDM1	Social marketing campaign	5	Y	
TDM2	City/UI options strategy	5	Y	
TDM3	Community events	5	Y	
RT7	Enforcement	5	Y-L	
AT7	Covered bicycle parking	5	Y-L	
AT14	Snow removal procedures	5	Y-L	
P1	Target occupancy	AN	Y	
P3	Availability rate	AN	Y	
P7	Impact fees	AN	Y	
P5	Shared-parking	AN	Y-L	
P6	New parking	AN	Y-L	
RT4	Street standards		Y	✓
AT1	Active Transportation Tool Kit		Y	
AT2	Retrofit stairways		Y	
AT4	Active transportation education		Y	
AT8	Maintenance database		Y	
AT9	Intersection detection		Y	
AT10	Complete Streets policy		Y	✓
AT17	Bicycle tourism campaign		Y	✓
AT11	Complete Streets design suppl.		Y-L	
Abbreviations (Abbr.)				
RT = Roadway and traffic operations				
AT= Active transportation				
T=Transit				
P=Parking				
TDM=Transportation demand Management				
Timeframe (as identified in MMTP Chapter 8)				
5=within first 5 years				
AN=as needed				
blank=no timeframe identified				
TC involvement rating				
Y=Yes, substantial TC discussion and involvement to accomplish action				
L=Low or marginal TC involvement to accomplish action				
Y-L=Mixed or varying TC involvement (e.g., substantial to begin with but then minor)				

MOSCOW ON THE MOVE

MULTIMODAL TRANSPORTATION PLAN

ROADWAY AND TRAFFIC OPERATIONS STRATEGY

RECOMMENDED ACTIONS FOR MOSCOW

- **Action RT1.** Improve roadway connectivity for all users by expanding the collector and minor arterial street system with the high priority roadway projects described in the Action Manual (Chapter 8).
- **Action RT2.** Construct a full access multi-modal bridge over Paradise Creek to provide a connection to Third Street and provide traffic calming measures on Third Street from the new bridge west to Jefferson Street. Traffic calming recommended for use includes curb extensions, chicanes, and/or neckdowns. Traffic calming should extend east of Mountain View Road when the current street end is constructed into a full street connection. The final proposed traffic calming features and their location will be determined by a future design and community outreach process.
- **Action RT3.** Conduct a transportation study of the Ring Road Southwest quadrant corridor based on federal requirements to identify potential impacts and select the preferred project (alignment, cross-section, and access). Once a corridor alignment has been selected, work towards obtaining project right-of-way.
- **Action RT4.** Make revisions to the draft citywide street design standards based on the recommendations listed above.
- **Action RT5.** Education – Provide citizens information and tools necessary to make informed decisions regarding neighborhood traffic concerns.
- **Action RT6.** Engineering – Implement traffic calming solutions when appropriate based on engineering principles and community input.
- **Action RT7.** Enforcement – Support community-identified solutions by targeted police and parking enforcement.
- **Access management strategies to improve local access and mobility include:**
- **Action RT8.** Implement access spacing standards shown above.
- **Action RT9.** Implement specific access management plans for arterial streets (such as Third Street west of downtown) to maximize the capacity of the existing facilities and protect functional integrity.
- **Action RT10.** Work with land use developers during the development application process to consolidate driveways where feasible.
- **Action RT11.** Provide left turn lanes where warranted for access onto cross streets.
- **Action RT12.** Construct raised medians to provide for right-in/right-out driveways as appropriate.
- **Action RT13.** Intersection Improvements – Construct recommended solutions to mitigate future operational problems at intersections.
- **Action RT14.** Traffic Control Plan – Implement the plan as future intersection volumes increase and capacity improvements are needed.
- **Action RT15.** Intersection Mobility Standards – Adopt intersection mobility standards with flexibility under specific conditions.
- **Action RT16.** Traffic Signal Spacing – Require a minimum signal spacing of 1,000-feet on minor arterials and 600-feet on collectors.

ACTIVE TRANSPORTATION STRATEGY

RECOMMENDED ACTIONS FOR MOSCOW

- **Action AT1.** Utilize the Active Transportation Toolkit to develop a variety of facilities useable by people of all ages and abilities.
- **Action AT2.** Retrofit existing stairway connections with wheel channels to facilitate moving bikes up and down stairways.
- **Action AT3.** Expand the bicycle network as the city's collector and arterial street network expands.

MOSCOW ON THE MOVE

MULTIMODAL TRANSPORTATION PLAN

- **Action AT4.** Expanding upon recent safety and Safe Routes to School efforts, develop a branded and coordinated Active Transportation education, encouragement, and public awareness campaign with community partners.
- **Action AT5.** Produce a Bicycle Wayfinding Signage Plan identifying sign locations, sign information, and an attractive brand/sign design. Implementing this plan should be an interim implementation step to building the 20-year bikeway network.
- **Action AT6.** Conduct an extensive education and engagement process with the community and business stakeholders to adopt a downtown bicycle parking improvement program and/or a citywide bicycle parking ordinance.
- **Action AT7.** Create a supply of covered bicycle parking in downtown and at other commercial centers.
- **Action AT8.** Develop a maintenance database that catalogs all existing maintenance needs to better understand maintenance priorities and reevaluate available tools to make improvements.
- **Action AT9.** Apply methods for better accommodating bicyclist and pedestrian detection at intersections in the downtown core when adjusting signalized intersection timing.
- **Action AT10.** Adopt a Complete Streets policy to build out transportation facilities for all users.
- **Action AT11.** Complement the City's street design standards with a Complete Street Design Supplement to ensure all users are accommodated along and across the street (including intersection design).
- **Action AT12.** Use Sidewalk Infill Project Criteria to guide investment decisions of the Sidewalk Infill Program.
- **Action AT13.** Building upon existing enhanced transit stops, enhance access to high activity transit stops.
- during snow events—particularly in the areas of major bicycle and pedestrian route preservation, facility design, City policy and operations, and education.
- **Action AT15.** Update the existing designated snow route network to include Primary (i.e., existing routes) and Secondary (i.e., key, direct neighborhood greenways) snow routes. Secondary Routes should only be plowed upon completion of Primary routes.
- **Action AT16.** Design streets and sidewalks to better store snow out of bike lanes and off of sidewalks.
- **Action AT17.** Evaluate opportunities to support a citywide or regional bicycle tourism campaign or program to further promote active transportation and recreation in Moscow.

TRANSIT STRATEGY

RECOMMENDED TRANSIT SERVICE ACTIONS FOR MOSCOW

- **Action T1.** Develop a service allocation policy to help weigh the balance between frequency and coverage.
- **Action T2.** Adopt service design standards to guide the placement of new and expanded services.
- **Action T3.** Optimize stop spacing to ensure efficient operations and improved access.

RECOMMENDED ACTIONS TO BRAND TRANSIT IN MOSCOW

- **Action T4.** Broadcast the new SMART brand developed during the Name Your Transit! campaign.
- **Action T5.** Develop a consistent brand for the SMART website, schedule information posted at stops, and marketing materials.
- **Action T6.** Create stop signage design guidelines to establish more distinctive and legible transit stops.

RECOMMENDED ACTIONS TO PROMOTE TRANSIT IN MOSCOW

- **Action T7.** Partner with the University of Idaho to develop a travel options marketing campaign.

MOSCOW ON THE MOVE

MULTIMODAL TRANSPORTATION PLAN

RECOMMENDED ACTIONS FOR TRANSIT DESIGN IN MOSCOW

- **Action T8.** Develop a tiered stop designation program that would allow the City of Moscow, the University of Idaho, and SMART to prioritize investment in stop area improvements.
- **Action T9.** Update bus stop inventory on a biannual basis; track the percentage of bus stops with shelters, benches, schedule information, etc.
- **Action T10.** Ensure City codes and policies promote, require, and/or create developer borne incentives to provide stop amenity, marketing, or information features.
- **Action T11.** Partner with businesses to evaluate the feasibility of district funding mechanisms, such as a Business Improvement District, that can help fund transit information and marketing programs and make streetscape and transit stop improvements.

RECOMMENDED ACTIONS FOR MULTIMODAL ACCESS TO TRANSIT IN MOSCOW

- **Action T12.** Support each transit route with bicycle infrastructure and end-of-trip facilities, such as bicycle parking and on-board bicycle racks.
- **Action T13.** Complete sidewalk coverage within one-quarter mile of each transit route.
- **Action T14.** Integrate Universal Design principles into all stop designs to improve access for the visually, acoustically, and mobility-impaired.
- **Action T15.** Provide clearly visible and consistent wayfinding signage between transit facilities and all pedestrian and bicycle access points.
- **Action T16.** Develop an interagency working group to facilitate coordination between the City of Moscow, the University of Idaho, SMART, and private developers to develop design standards for transit and transit-access facilities.

RECOMMENDED ACTIONS FOR VEHICLES IN MOSCOW

- **Action T17.** Develop specifications for future fleet replacement that provide high-amenity vehicles with bicycle racks.
- **Action T18.** Track the evolution of hybrid fuel vehicles as a future option to reduce exposure to fuel price increases.

PARKING AND TDM STRATEGY

RECOMMENDED PARKING MANAGEMENT ACTIONS FOR MOSCOW

- **Action P1.** Establish occupancy rate targets for on-street and off-street parking management.
- **Action P2.** Evaluate time-stay restrictions and consider implementing an employee parking strategy as demand increases
- **Action P3.** Establish a 15% availability rate as the primary objective for on-street management.
- **Action P4.** Make enforcement more customer-friendly.
- **Action P5.** Expand shared-parking options.
- **Action P6.** Build new parking only if triggers are met.
- **Action P7.** Study the potential for a parking impact fee for new downtown development.

RECOMMENDED TRANSPORTATION DEMAND MANAGEMENT ACTIONS IN MOSCOW

- **Action TDM1.** Establish a City-wide social-marketing campaign that promotes the use of travel options.
- **Action TDM2.** Work with the University of Idaho Parking and Transportation Services department to develop a travel options strategy.
- **Action TDM3.** Organize community events to increase awareness of travel options.

Future Agenda/Discussion Items

City of Moscow Comp Plan

Multi-Modal Transportation Plan

Joint TC & PZ Commission

Plans for Future Development

Logos Schools Development

Future of Moscow High

Moscow/Pullman Transportation

Budget Priorities (yearly, in the fall)

Electric Charging Stations

Electric Scooters

Bike Share

Intersection of Highways 8 & 95

Intersection of Styner & Highway 95

Transportation within URA

A-Street Sidewalks