

TRANSPORTATION COMMISSION



Scott Sumner
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 13, 2023

4:00 PM

Council Chambers
206 E. Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of February 9, 2023 Minutes (ACTION ITEM)

Presentation of minutes for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide Staff with 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. Sidewalk Program Update – Cody Riddle

Staff will provide an update on the sidewalk program including the history, current challenges, and potential solutions.

4. Streets Ordinance Presentation (ACTION ITEM) – Cody Riddle

Staff will present a draft ordinance that establishes a new Streets chapter in Moscow City Code. The code includes standards for addressing, access management, and requirements for various improvements to the public right-of-way.

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

5. Idaho Transportation Department (ITD) Update - ITD Staff

Staff from ITD will provide an update on current planning efforts impacting Moscow and the surrounding area.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next regularly scheduled Transportation Commission meeting is set for May 11, 2023.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

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 9, 2023

4:00 PM

Council Chambers
206 E. Third Street

Bacon called the meeting to order at 4:00 PM

MEMBERS PRESENT: Erin Bacon, Vice Chair; Ben Calabretta, Mary DuPree, Joel Hamilton, Mike McGahan, Scott Sumner
MEMBERS ABSENT: Randy Baukol, Robert Sanders
OTHERS: Julia Parker, Janet Zarate
STAFF: Jennifer Fleischman, Cody Riddle

REGULAR AGENDA

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

Presentation of minutes for approval.

DuPree moved for approval of the minutes as presented, seconded by Calabretta. Roll Call Vote: 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. Election of Officers (ACTION ITEM)

It is the standard practice for City Commissions to nominate and elect members to serve as Officers during the first meeting of the year.

McGahan nominated Erin Bacon for Chair and Bacon nominated Mike McGahan or Scott Sumner for Chair. McGahan declined, Sumner accepted, and Bacon expressed interest in continuing as Vice Chair. DuPree nominated Bacon for Vice Chair, who accepted.

DuPree moved to elect Sumner for Chair, seconded by Calabretta. Roll Call Vote: Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

DuPree moved to elect Bacon for Vice Chair, seconded by Calabretta. Roll Call Vote: Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

4. Commission Training and FY2024 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 FY2024.

Riddle explained that there was a professional development budget for the Commission starting in FY2023 and suggested the same request be rolled over for next fiscal year. Bacon was invited to present at a transportation conference in March and requested reimbursement for attending the continuing education event. The Commission requested Bacon bring materials back to provide education for the other members as well.

Funds could also be used for outreach and event planning for the Transportation Commission. DuPree requested training on the sidewalk program and intercity transportation. The Commission continued talking about different training opportunities.

Calabretta moved to approve the FY2024 budget as written, seconded by DuPree. Roll Call Vote: Ayes: Unanimous (6). Nays: None. Abstentions: None. Motion carried.

5. Update on Personal Delivery and Shared Mobility Devices – Cody Riddle

Staff will provide an update on the anticipated deployment of shared mobility and personal delivery devices.

Riddle gave a brief review of the license agreement that was approved by Council at the beginning of the week for personal delivery devices.

REPORTS

- Zarate gave a brief update on ITD District 2 projects.
- A rapid-flashing beacon will be installed at the corner of Lieuallen Street and Third Street.
- The Lilly Street improvement project will begin this spring.
- The Sixth Street Bridge Replacement project is continuing through the winter.
- Logos School has been constructing a roundabout at the north end of Mountain View Road.

ANNOUNCEMENTS

- Julia Parker was introduced as the new Council Liaison.
- There are speed reporting sensors on Orchard Street, but a speed limit sign needs to be installed as well.
- Traffic calming has been requested on Indian Hills Road.
- There is new legislation proposed to limit state funding to only motor vehicle traffic.
- The University of Idaho is recruiting a Safe Routes to School coordinator.
- There is a new SMART Executive Director: Andie Severson.

UPCOMING EVENTS / MEETINGS

The next regularly scheduled Transportation Commission meeting is set for March 9, 2023.

The meeting adjourned at 4:44 PM

Scott Sumner, Chair

ORDINANCE NO. 2023 –

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE REPEAL OF MOSCOW CITY CODE TITLE 5, CHAPTER 1; PROVIDING FOR THE ADOPTION OF A NEW MOSCOW CITY CODE TITLE 5, CHAPTER 1, ENTITLED STREETS; PROVIDING FOR THE ADOPTION OF STANDARDS PERTAINING TO STREET DEVELOPMENT AND MANAGEMENT; 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, Moscow City Code Title 5, Chapter 1, currently contains the City of Moscow Subdivision Code which is proposed to be repealed and relocated to Title 4, Chapter 12; and

WHEREAS, the City wishes to insert standards pertaining to the development and management of streets within the City in Moscow City Code Title 5, Chapter 1; and

WHEREAS, the adoption of a street standards chapter is intended to promote the orderly development of a complete street network that is safe for users of all modes of transportation; and

WHEREAS, the street standards chapter provides a location for sections that were previously removed from the Zoning Code and new Subdivision Code, in anticipation of being relocated to the streets chapter; and

WHEREAS, the streets chapter also provides for the codification of City policies such as street naming, addressing, and encroachments in the public right-of-way; and

~~WHEREAS, on _____, the Planning and Zoning Commission conducted a public hearing upon the amendments contained herein and recommended approval to the City Council; and~~

WHEREAS, on _____, the City Council conducted a public hearing and considered and adopted the amendments contained herein;

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

SECTION 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Ordinance.

SECTION 2: That Moscow City Code Title 5, Chapter 1 be repealed in its entirety.

SECTION 3: That a new chapter entitled “Streets” shall be inserted Moscow City Code Title 5, Chapter 1 as follows:

Sec. 1-1. Purpose.

To promote the orderly development of a complete street network that is safe for users of all modes of transportation.

Sec. 1-2. Definitions.

- A. Principal Structure. A structure in which the primary use of the lot on which the structure is located is conducted.
- B. Substantial Improvement. Any reconstruction, rehabilitation, addition, or other improvement of a structure commenced within a three-year period, that increases the structure’s gross floor area by more than fifty percent (50%). The three-year commencement period shall be determined by the date of applicable permit issuance. The term does not include a project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications, which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions.

Sec. 1-3. General Standards.

- A. Streets Obstructions Prohibited. It shall be unlawful to install, maintain, or allow an object to occupy the area adjacent to a public street or highway in a manner that provides less than twelve feet (12’) of vertical clearance, unless authorized by the City. All vegetation adjacent to public streets and alleys shall be maintained in accordance to Moscow City Code ~~5-8-9(B)~~ 5-8-10(B).
- B. Street Intersection Visibility Triangle. It shall be unlawful for any party to cause to exist or permit any condition, or construct or allow to construct any improvement that would create a vision obstruction within the vision triangle as defined by Idaho Code and the City Standard Construction Drawings.

Sec. 1-4. Street Naming and Addressing.

- A. Street Naming. Any new public or private street, or existing unnamed street, shall require a name approved by the City Engineer. In the event of a situation that requires a name change of a previously named street, the City Council shall give final approval upon recommendation by the City Engineer. In selecting new street names, consideration shall be given to the following:
 - 1. There shall be no duplication of existing names. The City Engineer shall compile, update and maintain a list of all street names within the incorporated limits of the city.
 - 2. Names of similar pronunciation and/or spelling shall be prohibited (i.e., Briar Lane, Brier Lane). This excludes instances where a street dead ends. In these instances, the street name shall remain the same and the court suffix applied (i.e. Briar Lane, Briar Court).
 - 3. Variations of the same name with a different street designation shall be prohibited (i.e., Birch Street, Birch Road, Birch Drive).
 - 4. No street name shall consist of more than two (2) words or contain more than fifteen (15) characters, including spaces, excluding road direction (N, S, E, W) and extension (street, lane, etc.).
 - 5. No street name shall contain the words north, south, east or west, or any combination thereof, within the street name.

6. When a street changes direction by approximately 90 degrees, or any other significant geographical cue exists, the street name shall change.
 7. No new street shall have more than one name.
 8. A new street that has less than a one hundred twenty-five foot (125') centerline alignment offset from an existing street shall continue with the same street name. A new street that has more than a one hundred twenty-five foot (125') centerline alignment offset from an existing street shall have a new name.
 9. Any street that contains eight (8) lots or less that is not interrupted by a through roadway shall be assigned the suffix "court".
 10. In the case of newly approved subdivision plats, approved street names shall be specified on the final map at the time of final plat approval by the Moscow City Council.
- B. Street Name Signs. Street identification signs shall be placed so that they are clearly visible at intersections. All primary letters, numbers and symbols shall be a minimum of four inches (4") in height, and shall be reflectorized and contrasting with the background color.
1. Private street signs shall be designated with white letters on a ~~blue-green~~ background, ~~and~~ ~~Public~~ street signs shall be designated with ~~whiteblack~~ letters on a ~~green-white~~ background, unless located in a special area such as the Fort Russell Historic District, Downtown Historic District, or University of Idaho campus. Property owners and homeowners' associations shall be responsible for placing and maintaining private street signs in accordance with this chapter and the MUTCD.
 2. All sign installations shall be constructed and installed in accordance with the City of Moscow standard drawings and the MUTCD.
 3. The City of Moscow shall be responsible for maintaining public street signs within the incorporated limits of the city, after the initial installation has been made by the property owners and the installation has been accepted by the City.
- C. Street Addressing. Addressing shall be based on the "address grid" as maintained by the City Engineer. The even numbers shall appear on the south and east sides of all streets and the odd numbers shall appear on the north and west sides. Numbering shall be prefixed by the proper hundred figure to designate its distance in blocks from the baselines, beginning with one hundred (100) in blocks adjoining the baselines. Address numbers will run consecutively to the north, south, east and west from the point of beginning and all addresses shall be defined with a directional letter (N, S, E, W) following the address number, pursuant to the address grid. Addressing shall conform to the following guidelines:
1. Commercial or multi-family structures with one main entrance shall be assigned one number with the owner of the structure responsible for the individual numbering of each unit. Addressing of the individual units within the structure shall be based upon the most recent version of postal-Postal addressing standards, publications 28, ~~dated June 2020.~~
 2. If a building has separate entrances, each serving a separate occupant, then each entrance shall be assigned an address. In the situation where multiple floors exist within the same building, each floor shall be numbered, with one hundred (100) denoting the ground floor and subsequent floors being numbered consecutively (200, 300, 400, etc.). Alphanumeric combinations and/or half ($\frac{1}{2}$) numbers will not be allowed.
 3. Mobile homes shall have individual addresses and shall be numbered per the city address grid system in the same manner as residential structures. Alphanumeric combinations and half ($\frac{1}{2}$) numbers will not be allowed. Addressing of the individual mobile home spaces

within the park shall be based upon the postal addressing standards, publication 28, dated June 2020.

4. Circle and loop road direction designations shall be determined by the road's predominant direction.
 - a. For circle streets, the numbering shall start at the intersection of the street closest to the city address origination point and shall proceed in a clockwise direction using a consecutive numerical order with the odd/even numbers based on the starting point of the circle street as if the street were straight.
 - b. For loop streets, the beginning of the street is designated by the closest intersection to the origination point and increased numerically to that point that is farthest from the origination point.

Sec. 1-5 ~~Street Access Control~~ Access Management and Curb Cuts.

- A. Street Access and Curb Cuts. The cut in a curb line for the passage of vehicles shall require the approval of the City Engineer and be subject to the following standards:
 1. Curb cuts shall be located at least thirty feet (30') from the intersection of the curb line with the curb line of an intersecting street.
 2. The width of a curb cut providing access to residential uses shall be a maximum of ~~twenty~~ thirty feet (~~23~~0') unless a wider width is deemed appropriate by the City Engineer. Curb cuts providing two-way access to commercial uses shall be a maximum of ~~thirty~~ thirty feet (~~30~~40') in width unless a wider width is deemed appropriate by the City Engineer.
 3. Curb cuts shall be limited to one (1) per street frontage for each lot, with the following exceptions:
 - a. Two (2) twenty-foot (20') curb cuts may be permitted to commercial uses where ingress only will be permitted through one curb cut and egress only will be permitted through the other curb cut.
 - b. Additional curb cuts may be authorized by the City Engineer where, in his opinion, an exceptionally long street frontage or traffic conditions in the area justify such curb cuts.
 - c. In circumstances where a lot has frontage on more than one (1) street of different classifications as designated upon the Thoroughfare Plan within the City Comprehensive Plan, access shall be limited to the lower classification street only unless authorized by the City Engineer.
 4. Approaches to lots from streets where curbs have not been established shall be constructed in a manner such that widths of approaches are consistent with the above standards for curb cuts.

Sec 1-6 Required Improvements with New Construction and Substantial Improvements.

- A. Improvements Required. When a new principal structure is constructed, or moved to, or existing principal structure is substantially improved upon, a lot, lots, or other tract of land within the City where curbs, storm drain facilities, sidewalks, or street pavement surfacing do not exist, the property owner shall be required to install such improvements. No building permit for a new principal structure or substantial improvement of any existing principal structure, shall be issued by the City until such public improvements have been constructed, inspected, and accepted by the City, or the property owner enters into a development agreement and furnishes a financial security in an amount equal to the City Engineer's estimated cost of

the required public improvements required, plus ten percent (10%) contingency plus twelve percent (12%) engineering and administration costs.

- B. Scope of Street Improvements. The required curbing, sidewalks, and asphalt paving shall be constructed and installed along all lot frontages. Where the adjacent roadway is unpaved, the new pavement shall extend to the centerline of the adjacent street, unless wider width is required by the City Engineer for emergency services access. Where a lot has frontage on an alley which is used for vehicular access to automobile parking spaces as part of a proposed development, the portion of the alley adjacent to the lot shall be improved to current City standards. In circumstances where a proposed development will result in a substantial increase in vehicular traffic to an alley as determined by the City Engineer, the alley shall be improved from the lot to its intersection with the nearest street to current City standards. All curbs, sidewalks, and asphalt paving shall be constructed to conform to the approved construction plans and the Standard Construction Drawings as adopted by the City Council. The Thoroughfare Plan within the City Comprehensive Plan shall determine which street section within the Standard Construction Drawings applies, unless an alternative is deemed appropriate by the City Engineer. No curbing, curbs and gutters, curb cuts in existing curbing, or asphalt shall be constructed without a permit issued by the City Engineer and all such work shall be inspected by the City Engineer, or his duly authorized agent.
- C. Utilities. In circumstances where water, sanitary sewer, and/or storm sewer systems do not exist, the property owner shall be required to install such improvements. All public and private water, sanitary sewer, and storm sewer system improvements shall conform to the design and construction requirements set forth in the Standard Construction Specifications, Standard Drawings, other Chapters of this Code, Idaho Code, and as shown in an adopted Comprehensive Land Use or Utility Plans, and as deemed appropriate by the City Engineer.
- ~~C.D.~~ Programed Street Improvements. In the case of streets under the jurisdiction of the city and designated as urban principal arterials, urban minor arterials, or collector streets pursuant to the City of Moscow Multimodal Transportation Plan as adopted, and as may hereafter be amended, curbs and asphalt paving shall not be required if the city council has prioritized said streets anticipating improvement by local improvement districts or by a programed improvement project within five (5) years from the date curbs and asphalt paving would be required under this section. In the event said street is so designated, an owner of real property abutting said street, who pursuant to subsection A of this section would be required to provide curbing and asphalt paving, shall enter into an agreement in a form acceptable to the city. The agreement shall provide that in the event the city does not proceed with such improvement for said street within five (5) years from the date curbs and asphalt paving are required, the owner will immediately install curbs and asphalt paving as are then required by law or the city may install the required curbs and asphalt paving at the owner's expense which the owner shall agree will become a lien on the subject property.
- ~~C.E.~~ Payment in Lieu of Construction. If, in the opinion of the City Council, it is in the best interest of the City, the City may accept cash in lieu of construction of required public improvements. Such cash payment made to the City pursuant to this Subsection shall be utilized to pay the cost of completing said public improvements and, when utilized, shall relieve the applicant or developer from any further payment and/or expense regarding said public improvements. Neither the applicant nor the developer shall have claim against the cash payment, or any interest generated therefrom, regardless of the eventual use of said payment. The amount of the cash payment shall be the City Engineer's estimated cost of the required

public improvements to be completed plus ten percent (10%) contingency plus twelve percent (12%) engineering and administration costs.

D.F. Warranty Period for Public Improvements. Following completion of the construction of the required public improvements and following acceptance of said improvements by the City, the applicant and developer shall provide a one (1) year warranty for said improvements. Such warranty shall ensure that the constructed improvements shall, at the end of one (1) year period, remain in an operational condition meeting the City design standards and shall be free of any defects or failures identified during such warranty period. In the event that the City identifies any defect or failure of the public improvements installed by the developer as a requirement of this Code within one (1) year of the acceptance of said improvements, the City shall notify the developer in writing of the noted defect or failure. Upon such notification, the developer shall repair said defect and/or failure to the satisfaction of the City Engineer within ninety (90) days of notice to developer of said defect or failure.

Sec. 1-7 Encroachments in Public Right-of-Way.

- A. **Encroachments.** It is found that for public good and necessity, appropriate controls are required in connection with the governing and improvements within public rights of way within the City.
- B. **Encroachment Permit Required.** It is unlawful to construct any work in any public right of way in the City; to place any obstruction upon the surface thereof or to change the surface or grade of any such right of way without first obtaining an encroachment permit from the City Engineer or Engineer's designee, and completing such work in the manner required by the permit, and to standards and design and construction adopted by the City. Improvements with public rights of way shall include, but not be limited to, the following: curbs, gutters, sidewalks, driveways, retaining walls, fences, and similar work and improvements.
- C. **Franchise Utilities.** The City Council may approve annual encroachment permit agreements with utility companies having existing franchise agreements with the City or regulated by the Idaho Public Utilities Commission.
- D. **Permit Applications.** No encroachment permit under this Chapter shall be issued unless a written application for the issuance of an encroachment permit is submitted to the City Engineer or Engineer's designee.
 - 1. The written application shall be completed upon a form provided by the City Engineer and shall include the name and address and principal place of business, if applicable, of the applicant, the name and address and telephone number of the person in responsible charge of the work, the location and dimensions of the installation, the purpose of the facility and approximate time which will be required to complete such work and remove waste material and debris. An extension of time may be granted by the City Engineer or Engineer's designee for good and sufficient cause.
 - 2. A permit fee based on the application shall be charged by the City for issuance of an encroachment permit under this Chapter and to pay for the cost of inspection of the work by the City, according to a schedule of charges to be adopted by resolution and policy of the City Council. Installation of poles or anchors for power, telephone and similar surface installation shall be subject to franchises agreements adopted by the City, with permits therefor to be approved by the City Engineer or Engineer's designee.

SECTION 4: 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.

SECTION 5: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of City of Moscow, Idaho Municipal Code, the definition contained within those portions of the Moscow Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 6: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Andrew Davis	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow this ____ day of _____, 2023.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2023 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk