

Public Works / Finance Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, December 8, 2025

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

REGULAR AGENDA

- 1. Approval of Public Works/Finance Committee November 10, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins**
- 2. Disbursement Report November 2025 (ACTION ITEM) - Sarah Decker**
Presentation of the Accounts Payable Report for the month ending November 2025.
ACTION: Accept the Disbursements Report for the month of November 2025.
- 3. Proposed Lot Line Adjustment Between 2534 and 2540 East Third Street (ACTION ITEM) - Lucy Falcy**
The applicant, Ryan Itani of Itani Development IV Inc., is requesting a lot line adjustment between two properties located at 2534 and 2540 East Third Street. The proposed lot line adjustment moves the east line of 2534 East Third Street approximately ten (10) feet further east into 2540 East Third Street which is currently an undeveloped parcel. This would increase the lot size of 2534 East Third Street by approximately 1,100 square feet and bring it to a total of 9,870 square feet. 2540 East Third Street will be reduced to 9,675 square feet following the lot line adjustment. Both properties are owned by Itani Development IV Inc. and are part of Rolling Hills 10th Addition. The lot line adjustment is to accommodate a desired building and site design at 2534 East Third Street that does not fit with the original platting of the lots. Both lots are zoned Single-Family Residential (R-2). The following are minimums in the R-2 Zone: lot size- 7,000 square feet; lot width-sixty (60) feet; and side yard setback - five (5) feet with a fifteen (15) foot combined minimum. The proposed lot line adjustment does not interfere with easement, access, or utilities on either property. The proposed lot line adjustment meets all zoning code requirements.
PROPOSED ACTIONS: Recommend approval of the lot line adjustment with no conditions; or recommend approval of the lot line adjustment request with conditions; or recommend denial of the lot line adjustment request; or provide staff further direction.
- 4. Surface Transportation Block Grant – Small Urban Funds Grant Application (ACTION ITEM) - Alisa Anderson / Scott Bontrager**

The Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations between 5,000 and 50,000, based on the 2020 census, and can be used for roadway construction, reconstruction, or rehabilitation, with a local match requirement of 7.34%. In Idaho, 19 small urban areas are eligible for the LHTAC Small Urban program through a competitive application process, with project funding based on estimated costs for activities such as roadway rehab, new construction, overlays, or transportation planning. City of Moscow staff has identified a project on “D” Street from Hwy. 95 to Hayes Street as a candidate for this grant, with an estimated total cost of \$1,271,828 and a requested grant of up to \$1,179,475, supplemented by a matching fund of \$93,353. The current scope of the project includes approximately 10,500 square yards of asphalt grinding, placement of pavement overlay geotextile, 1,800 tons of asphalt paving, and the construction of 20 ADA-compliant pedestrian ramps. If awarded, the project would be designed in 2026 and constructed in summer 2027.

PROPOSED ACTIONS: Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,179,475 with the corresponding Resolution or provide staff further direction.

5. Downtown Event Street Closure Policy Proposal (ACTION ITEM) - Bill Belknap

Earlier this year, the City received a request from the Moscow Chamber of Commerce and Visitor Center (Chamber) and the Downtown Business Alliance (DBA) to consider establishing a policy to reduce downtown street closures for community events during normal weekday business hours. Over the last several years, the City has seen an increasing number of event street closure requests downtown. The Chamber and DBA believe these closures significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. The Mayor and Council Leadership reviewed the request and requested Staff to prepare a draft resolution that would prohibit event closures Monday through Friday from 8:00 AM to 5:00 PM for events other than those conducted by the City or on behalf of the City, as well as street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way. This resolution is before the Council for consideration.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution, or provide staff further direction.

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.

Public Works / Finance Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday, November 10,
2025**

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Hailey Lewis, Sandra Kelly, Bryce Blankenship

ABSENT: Council Member Julia Parker

OTHERS: Mayor Art Bettge; Council Member-elect Evan Holmes, Council Member-elect Sage McCetich, Council Member-elect Scott Sumner

STAFF: Mia Bautista, Anthony Dahlinger, Alisa Anderson, Sarah Decker, Laurie M. Hopkins

REGULAR AGENDA

1. Approval of Public Works/Finance Committee October 13, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

The minutes were approved as presented.

2. Disbursement Report October 2025 (ACTION ITEM) - Sarah Decker

Presentation of the Accounts Payable Report for the month ending October 2025.

ACTION: Accept the Disbursements Report for the month of October 2025.

Decker presented the disbursement report and provided details on the major expenses including payroll, a few construction projects including the City Shop building, affordable housing grants, half the annual insurance premium, and DEQ interest and loan payment. The Committee accepted the report and that it be placed on the Council consent agenda.

3. Adoption of the Latah County All-Hazards Multi-Jurisdictional Mitigation Plan 2025 (ACTION ITEM) - Alisa Anderson / Brian Nickerson

Latah County hired Integrated Solutions Consulting to update the existing 2021 All-Hazard Mitigation Plan, in collaboration with the Idaho Office of Emergency Management, and FEMA Region 10. City staff from Community Development, Fire, Grants, Police, and Public Works participated in the updates specific to Moscow. The updated plan, called the Latah County, Idaho, Multi-Jurisdictional All-Hazard Mitigation Plan 2025 (HMP), also includes several cities such as Moscow. Its purpose is to identify hazards across the county, assess their impact on vulnerable populations and infrastructure, and propose low-cost strategies to reduce risks to lives, property, and the environment. The plan emphasizes that hazard mitigation, through land use and emergency planning is effective in preventing new problems, and it sets short- and long-term goals to meet federal, state, and local requirements. It provides a comprehensive approach that includes hazard identification, risk assessment, vulnerability analysis, mitigation strategies, and an implementation schedule. This report includes the updated plan and a Resolution from the City Council supporting and adopting the new HMP.

PROPOSED ACTIONS: Recommend approval of the resolution to support and facilitate the implementation of the new Latah County, Idaho, Multi-Jurisdictional All-Hazard Mitigation Plan 2025, or take other action deemed appropriate.

Anderson introduced the item as written above, explaining that this plan is required in all 50 states and is typically led by the Council. She noted that the County received a planning grant to update the program, which will ensure eligibility for related grant funding over the next five years. She explained that the plan focuses on identifying hazards across the county and its communities, assessing impacts on vulnerable populations and infrastructure, and proposing solutions to reduce risks to lives, property, and critical systems. Much of the mitigation work centers on land-use and emergency planning and includes many low-cost strategies with minimal community impact. The broader goal is to increase awareness and provide clear, actionable guidance for officials, agencies, and the public. A current example of this work is a project to clear portions of the Paradise Path.

Anderson added that the plan outlines potential hazards, develops risk-reduction strategies, and sets both short- and long-term mitigation goals to meet federal, state, and local requirements. It includes hazard identification, risk and vulnerability assessments, mitigation strategies, and an implementation schedule, all aimed at protecting residents, the economy, and the environment during emergencies or disasters. Two projects currently included in the plan are stormwater upsizing and the purchase of protective equipment for the Fire Department.

Kelly asked whether the City is still eligible for FEMA grants. Anderson responded that this remains unclear, as funding is tied to disaster declarations. She has not heard of any jurisdictions being denied funding, though some projects are experiencing delays of three to five months. She has also not received any notices suggesting that programs are being suspended.

Lewis asked whether further updates would be required once the reference documents are adopted. Anderson said consultants reviewed the updated plans and asked whether they would be incorporated, and noted that amendments can be requested if circumstances change, such as with a large annexation.

Blankenship commented that this plan is a good example of work that occurs behind the scenes and emphasized the importance of maintaining consistent metrics across multiple jurisdictions. Anderson concluded by noting that the smaller cities participated actively in the process.

The Committee recommended approval and that it be placed on the Council regular agenda.

4. 2026 WHITCOM Emergency Dispatch Agreement (ACTION ITEM) - Anthony Dahlinger

The City currently contracts with the WHITCOM joint dispatch center for E911 emergency and non-emergency dispatch services. The proposed agreement would continue those services through the 2026 calendar year. The proposed fee for dispatch services has increased by \$4,000 over the 2025 agreement, with a total annual cost of \$780,601. Staff has prepared the agreement for the Council's review and approval.

PROPOSED ACTIONS: Recommend approval of the Emergency Dispatch Services Agreement, or provide staff further direction.

Dahlinger introduced the item as written above. between 2024 and 2025 there were significant changes. This update is pretty much the same. The Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting closed at 4:22 p.m.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 8, 2025



AGENDA ITEM TITLE

Disbursement Report November 2025 (ACTION ITEM) - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

Accounts Payable Report for the month ending November 30th, 2025. A summary of the major expenditures has been approximated by category and represents 97% of the total expenditure of \$3,133,599.66.

Payroll	\$1,382,716.00
Professional Services	\$96,024.00
Sanitation	\$392,145.00
Capital Outlay	\$128,365.00
Capital Outlay - Improvements	\$161,636.00
Capital Outlay - Buildings	\$284,536.00
Minor Equipment	\$3,158.00
Supplies	\$166,817.00
Utilities	\$81,830.00
Contractual Payments	\$315,361.00
ACH Wells Fargo	\$30,756.00
Total	\$3,043,344.00

REVIEWED BY

PROPOSED ACTIONS

ACTION: Accept the Disbursements Report for the month of November 2025.

STAFF RECOMMENDATION

Accept the Disbursements Report for the month of November 2025.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. November Revenue Report 2025
2. Cash & Investments Balances - November 2025
3. Disbursement Report November 2025
4. Major Expenditures Report November 2025

RECEIPTS REPORT FOR NOVEMBER 2025

FUND NAME		Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
Fund #												
101	GENERAL	22,036.17	115,100.56	72,691.48	0.00	150,028.30	16,145.88	310,141.57	11,340.35	0.00	5,354.75	702,839.06
105	STREETS	1,996.58	0.00	0.00	0.00	0.00	0.00	0.00	1,169.00	0.00	0.00	3,165.58
120	RECREATION AND CULTURE	0.00	0.00	0.00	0.00	10,849.09	0.00	0.00	251.14	1,000.00	7.85	12,108.08
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	10,628.34	0.00	0.00	0.00	0.00	0.00	0.00	10,628.34
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	WATER	0.00	0.00	0.00	0.00	615,388.23	0.00	1,981.10	0.00	0.00	0.00	617,369.33
230	SEWER	0.00	0.00	0.00	0.00	716,998.12	0.00	1,691.10	141.24	0.00	0.00	718,830.46
235	STORMWATER	0.00	0.00	0.00	0.00	52,297.21	0.00	0.00	0.00	0.00	0.00	52,297.21
240	SANITATION	0.00	0.00	0.00	0.00	496,934.68	0.00	0.00	0.00	0.00	0.00	496,934.68
290	FLEET	0.00	0.00	0.00	0.00	69,088.79	0.00	0.00	270.00	0.00	0.00	69,358.79
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	139,172.45	0.00	0.00	0.00	0.00	0.00	139,172.45
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
335	STORMWATER CAPITAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	1,800.00	0.00	0.00	0.00	27,260.77	0.00	0.00	0.00	29,060.77
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,688.34	0.00	0.00	0.00	2,688.34
590	BOND & INTEREST	3,000.92	0.00	0.00	0.00	0.00	0.00	338.21	0.00	0.00	0.00	3,339.13
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		27,033.67	115,100.56	74,491.48	10,628.34	2,250,756.87	16,145.88	344,101.09	13,171.73	1,000.00	5,362.60	2,857,792.22

City of Moscow
Cash and Investments
Balances as of 11/30/2025

Fund	Year to Date Balance
General Fund	\$ 3,889,421.80
Street Fund	\$ 1,927,931.56
Recreation & Culture	\$ 1,081,297.40
MSDCP	\$ 139,329.35
1912 Fund	\$ 38,052.46
Transit Center	\$ 60,059.03
Water Fund	\$ 2,114,542.63
Sewer Fund	\$ 2,900,640.64
Stormwater Fund	\$ 577,768.19
Sanitation Fund	\$ 2,239,091.52
Fleet Fund	\$ 6,551,038.37
Information Systems	\$ 1,739,764.63
Water Capital	\$ 11,051,868.61
Sewer Capital	\$ 28,534,699.45
Stormwater Capital	\$ 366,374.63
Sanitation Capital	\$ 11,400,707.02
Capital Projects	\$ 20,233,628.87
LID Construction	\$ -
Hamilton	\$ 795,601.76
Bond & Interest	\$ 588,225.56
LID Funds	\$ -
Payroll Service	\$ 1,327,344.56
Total Cash & Investments	\$ 97,557,388.04

DISBURSEMENTS REPORT FOR NOVEMBER 2025

DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		11/5/2025	FY2025 11/5/2025	11/12/2025	11/19/2025	11/25/2025	11/19/2025	11/12/2025	11/24/2025	11/14/2025	11/28/2025	
BATCH #		AP 11.5.2025	AP 11.6.2025	AP 11.12.2025	AP 11.19.2025	AP 10.25.2025	AP 11.14.2025	AP 11.12.2025	AP 10.24.2024	PR 165-166	PR 167	
CHECK #'s		114681-114738	114739	114740-114781	114782-114850	114851-114885	November CC ACH's	November ACH's	114759			
Fund #	ACH for Wells Fargo to be Imported						12,515.17					12,515.17
101	GENERAL	8,579.28		46,598.06	142,766.82	14,571.72	4,866.12		(58.00)	403,144.50	431,623.49	1,052,091.99
105	STREETS	6,959.77		24,147.89	26,107.09	2,472.56	360.56			33,511.29	33,463.21	127,022.37
120	RECREATION AND CULTURE	4,920.85		23,406.32	40,576.74	375.92	2,670.00			64,385.78	66,559.42	202,895.03
121	MSD COMM. PLAY FIELDS			114.27	1,194.77							1,309.04
123	1912 CENTER				10,750.00							10,750.00
128	TRANSIT CENTER			322.64	710.10	1,012.09						2,044.83
220	WATER	23,140.58	85,000.00	58,861.31	47,892.08	868.85	917.54			59,359.62	55,664.58	331,704.56
230	SEWER	33,343.27		49,527.82	38,194.17	905.00	3,094.52	22,102.94		58,431.29	61,103.47	266,702.48
235	STORMWATER	236.51		1,095.42	7,654.29					19,766.29	21,142.85	49,895.36
240	SANITATION	21.79		157,525.64	1,930.85			212,637.43		4,066.15	4,155.25	380,337.11
290	FLEET	4,322.40		933.22	17,575.72	29,578.63	188.64			14,791.44	14,550.05	81,940.10
295	INFORMATION SYSTEMS	20,344.23			12,532.38	50.00	6,143.80			18,169.11	18,828.26	76,067.78
320	WATER CAPITAL PROJECTS			14,501.84		168.23						14,670.07
330	SEWER CAPITAL PROJECTS	97,554.50		20,540.58	10,046.35	168.23						128,309.66
335	SANITATION CAPITAL PROJECTS											0.00
340	SANITATION CAPITAL PROJECTS				132,202.00							132,202.00
350	CAPITAL PROJECTS			237,736.02	19,279.05	6,127.04						263,142.11
355	LID CONSTRUCTION											0.00
380	HAMILTON - PARKS & REC											0.00
590	BONDS & INTEREST											0.00
	TOTAL	199,423.18	85,000.00	635,311.03	509,412.41	56,298.27	30,756.35	234,740.37	(58.00)	675,625.47	707,090.58	3,133,599.66

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 8, 2025



AGENDA ITEM TITLE

Proposed Lot Line Adjustment Between 2534 and 2540 East Third Street (ACTION ITEM) - Lucy Falcy

RESPONSIBLE STAFF

Lucy Falcy, Planner

ADDITIONAL PRESENTER(S)

DESCRIPTION

The applicant, Ryan Itani of Itani Development IV Inc., is requesting a lot line adjustment between two properties located at 2534 and 2540 East Third Street. The proposed lot line adjustment moves the east line of 2534 East Third Street approximately ten (10) feet further east into 2540 East Third Street which is currently an undeveloped parcel. This would increase the lot size of 2534 East Third Street by approximately 1,100 square feet and bring it to a total of 9,870 square feet. 2540 East Third Street will be reduced to 9,675 square feet following the lot line adjustment. Both properties are owned by Itani Development IV Inc. and are part of Rolling Hills 10th Addition. The lot line adjustment is to accommodate a desired building and site design at 2534 East Third Street that does not fit with the original platting of the lots. Both lots are zoned Single-Family Residential (R-2). The following are minimums in the R-2 Zone: lot size- 7,000 square feet; lot width-sixty (60) feet; and side yard setback - five (5) feet with a fifteen (15) foot combined minimum. The proposed lot line adjustment does not interfere with easement, access, or utilities on either property. The proposed lot line adjustment meets all zoning code requirements.

REVIEWED BY

PROPOSED ACTIONS

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

STAFF RECOMMENDATION

Recommend approval of the lot line adjustment request with no conditions.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application Materials.1

To: The Mayor and Council of the City of Moscow

From: Itani Development IV, Inc., Owner of Lot 1, Block 3 and Lot 2, Block 3 of Rolling Hills 10th Addition

Re: Petition to adjust the lot line between Lot 1, Block 3 and Lot 2, Block 3 of Rolling Hills 10th Addition

Date: November 12, 2025

Dear Mayor and City Council Members:

We are submitting this petition to adjust the property line between Lot 1, Block 3 and Lot 2, Block 3 of Rolling Hills 10th Addition.

The purpose of this lot line adjustment is to resolve an encroachment of the house constructed on Lot 1, Block 3 of Rolling Hills 10th Addition. The encroachment can be fully eliminated by shifting the lot line 10 feet, as shown on the site plan. Both lots will continue to meet all City standards, including building setbacks, size, and minimum street frontage, both before and after the proposed lot line adjustment.

Thank you, and we look forward to your consideration of this request.

Signature:

Rafik Itani

President, Itani Development IV, Inc.

Owner of Lot 1, Block 3 and Lot 2, Block 3

Rolling Hills 10th Addition

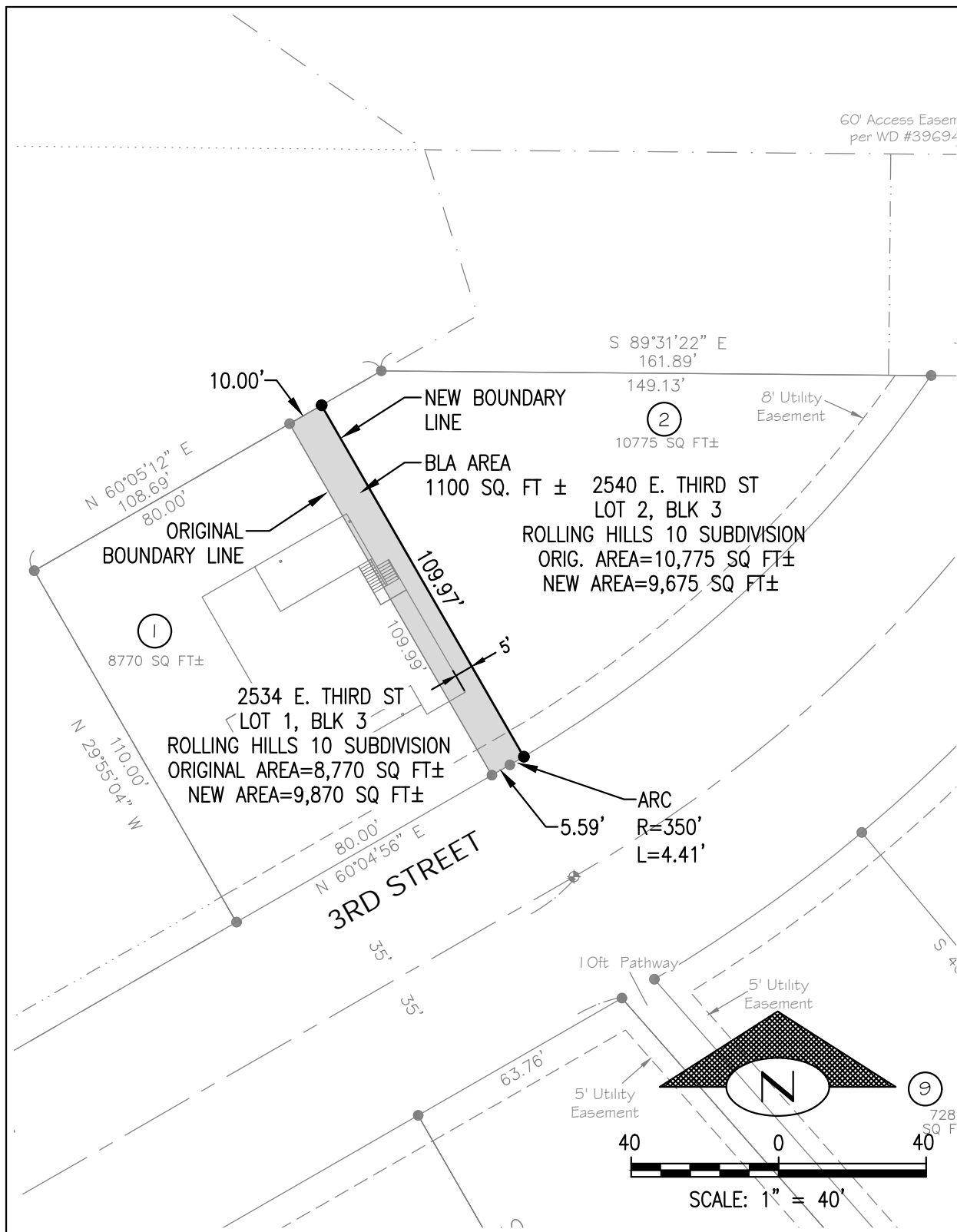


EXHIBIT DRAWING FOR:
 PROPOSED BLA (BOUNDARY LINE ADJUSTMENT)
 CITY OF MOSCOW, LATAH CO, IDAHO
 (NO SURVEY PERFORMED FOR THIS EXHIBIT DRAWING - RECORD DATA ONLY)

**Legal Descriptions
(prior to boundary line adjustment)**

PARCEL A (2540 E Third St)

Grantor: Tax Parcel Number RPM RPM08830030020

Lot 2 Block 3 of Rolling Hills 10th Addition, Moscow, Idaho

PARCEL B (2534 E Third St)

Grantee: Tax Parcel Number RPM08830030010

Lot 1 Block 3 Rolling Hills 10th Addition, Moscow, Idaho

**Legal Descriptions
(after the boundary line adjustment)**

PARCEL A (2540 E Third St)

Grantor:

Lot 2 Block 3 of Rolling Hills 10th Addition, Moscow, Idaho

Excepting Therefrom the Western 10 Feet Lot 2 Block 3, Of Rolling Hills 10 Subdivision, City of Moscow, Latah County, Idaho

PARCEL B (2534 E Third St)

Grantee:

Lot 1 Block 3 Rolling Hills 10th Addition, Moscow, Idaho

And the Western 10 Feet Lot 2 Block 3, Of Rolling Hills 10 Subdivision, City of Moscow, Latah County, Idaho

EXHIBIT DRAWING FOR:
PROPOSED BLA (BOUNDARY LINE ADJUSTMENT)
CITY OF MOSCOW, LATAH CO, IDAHO
(NO SURVEY PERFORMED FOR THIS EXHIBIT DRAWING - RECORD DATA ONLY)

PAGE 2 OF 2

COMMITTEE / CITY COUNCIL STAFF REPORT



DATE: Monday, December 8, 2025

AGENDA ITEM TITLE

Surface Transportation Block Grant – Small Urban Funds Grant Application (ACTION ITEM) - Alisa Anderson / Scott Bontrager

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Scott Bontrager, City Engineer

ADDITIONAL PRESENTER(S)

DESCRIPTION

The Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process. Successful applicants are awarded funds for a project based on estimated costs. Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. Grant applications are due to the Local Highway Technical Assistance Council (LHTAC) on January 8, 2026, 4:00 p.m. MST.

City of Moscow staff have identified a project located on "D" Street from Hwy. 95 (North Main Street) to Hayes Street as an excellent candidate for an STBG Small Urban grant request. The current scope of the project includes approximately 10,500 square yards of asphalt grinding, placement of pavement overlay geotextile, 1,800 tons of asphalt paving, and the construction of 20 ADA-compliant pedestrian ramps.

The total project costs are estimated at \$1,271,828. The grant request will be an amount not to exceed \$1,179,475. Matching funds of 7.34% in the amount of \$93,353 are allocated in the 2027 Capital Improvement Plan. If awarded, the proposed project would be designed in 2026 and construction would take place in the summer of 2027.

Attached to this report is the Small Urban 2026 Program Information, Instructions, Application, Checklist with Scoring Criteria, Draft Resolution and a list of the Urban and Small Urban Jurisdictions in Idaho.

REVIEWED BY

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,179,475 with the corresponding Resolution or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval to submit a grant application to the STBG Small Urban program for a grind and inlay project for “D” Street in an amount not to exceed \$1,179,475 with the corresponding Resolution.

OTHER RESOURCES

FISCAL IMPACT

7.34% Match of \$93,353 from the 2027 Capital Improvement Plan

PERSONNEL IMPACT

Grants, Engineering, Streets, Finance

ATTACHMENTS

- 1. 2026-Small-Urban-Application-Final
- 2. Sample Resolution
- 3. Urban-and-Small-urban-Jurisdictions

Small Urban

Local Federal-aid STBG-Small Urban Program: 2026 Application

Idaho Cities, Counties and Highway Districts

Submittal Deadline (Hand Delivered or Postmarked): January 8, 2026, 4:00 p.m. MST



Small Urban

Local Highway Technical Assistance Council

3330 Grace Street

Boise, Idaho 83703

208-344-0565

Fax 208-344-0789

www.LHTAC.org



INCLUDED IN THIS PACKET

1. [APPLICATION INFORMATION](#)

- 1.1 [Program Background](#)
- 1.2 [Use of Funds](#)
- 1.3 [Eligibility](#)
- 1.4 [Project Criteria](#)
- 1.5 [Selection Process](#)

2. [APPLICATION CHECKLIST](#)

- 2.1 [Checklist and Submittal Deadline](#)
- 2.2 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet Instructions](#)
- 2.3 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet Instructions](#)

3. [APPLICATION](#)

- 3.1 [LHTAC 2026 STBG-Small Urban Construction Application Cover Sheet](#)
- 3.2 [LHTAC 2026 STBG-Small Urban Construction Application Question Rationale](#)
- 3.3 [LHTAC 2026 STBG-Small Urban Construction Application Checklist](#)
- 3.4 [LHTAC 2026 STBG-Small Urban Construction Application Rating Criteria](#)
 - 3.4.1. [LHTAC 2026 STBG-Small Urban ITD-2435 Federal-Aid Request](#)
 - 3.4.2. [LHTAC 2026 STBG-Small Urban ITD-1150 Project Cost Summary](#)
- 3.5 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Cover Sheet](#)
- 3.6 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rationale](#)
- 3.7 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Checklist](#)
- 3.8 [LHTAC 2026 STBG-Small Urban Transportation Plan Application Rating Criteria](#)

4. [SAMPLE DOCUMENTS](#)

- 4.1 [Sample Resolution](#)
- 4.2 [Sample Vicinity Map](#)
- 4.3 [Example of Project Description](#)

[APPENDIX A](#) – Why a Transportation Plan?

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

SMALL URBAN PROGRAM

Surface Transportation Block Grant (STBG) Small Urban funds are allocated for projects in urban areas with populations greater than 5,000 and less than 50,000 as determined by the U.S. Census Bureau. Current urban areas are based on the 2020 census. Funds may be used for new construction, reconstruction or rehabilitation of roadways functionally classified by FHWA as urban arterials or urban collectors. It can also be used to create or update a Transportation Plan encompassing the entire urban area. The local match requirement is 7.34%.

In Idaho, there are 19 small urban areas with a population between 5,000 and 50,000. These Local Highway Jurisdictions (LHJs) are eligible for LHTAC's Small Urban program through a statewide competitive application process.

Due to limited funds, LHTAC will only program \$3M or less toward construction cost. Any construction cost that exceeds the \$3M programmed amount will be covered by the LHJ. Consideration for additional program funds may be approved at the discretion of the LHTAC Council. The local jurisdiction can provide additional funds above and beyond the match requirement for larger projects. **If the LHJ does not submit a detailed plan to cover construction costs over \$3M, the application will be deemed ineligible for Federal-aid Small Urban funding.** Small Urban Program funds cannot be used for additional funds or as project match.

1.2 USE OF FUNDS

Successful applicants are awarded funds for a project based on estimated costs. Projects may include: rehabilitation of existing roadways, new construction of roadways (including curbs, gutters, sidewalks, and storm drain facilities), overlay or chip seal projects, or to create or update transportation plans. LHTAC will make every effort to cover cost over-runs; however, the applicant is ultimately responsible for costs exceeding the estimate.

Transportation Plans are described in [Appendix A](#). Funds are used to hire a licensed consulting engineer or transportation planner to complete a new Transportation Plan or update an original Transportation Plan. These new plans must include an Asset Management Plan (iWorQ or an approved alternative) if one is not in place. Jurisdictions that choose to use iWorQ should obtain an iWorQ protocol document and collect enough centerline and sign data to ensure the information collected will work in the iWorQ software.

1.3 ELIGIBILITY

The 26 LHJs in the 19 small urban areas with populations between 5,000 and 50,000 are eligible to apply.

1.4 PROJECT CRITERIA

Functional classification of roadways must be determined at application time since the federal regulations allow STBG-Small Urban funding to be spent on arterials (SMA) and collectors (STC). Each county and urban area has a functional classification map, approved by the Idaho Transportation Department (ITD). Please refer to this map to determine the roadway's classification. If you do not have the map or cannot locate it, contact

your ITD District Office for clarification or go to:

<https://iplan.maps.arcgis.com/apps/webappviewer/index.html?id=859bab44a10c4221bed7f7c74e49d554>.

Chip sealing is eligible on existing pavements within Federal-aid projects. The pavement must be in reasonably good condition and meet the following criteria:

- Existing pavement must not be more than 12 years old.
- Existing pavement must be at least 24' wide and have a minimum of 2" hot mix pavement.
- Must have at least 2' of shoulder on each side (paved or unpaved).
- Existing pavement must not show more than 20% fatigue cracking.
- Road must be classified as a **major collector or arterial**.
- The work must be contracted out to a private contractor.

Transportation Plans must include the entire small urban area as defined by the US Census Bureau and boundaries approved by FHWA. To become an asset to decision making a Transportation Plan should include the following:

- A roadway network analysis (existing and/or future).
- Proposed solution to existing problems.
- A capital improvement plan.
- A roadway or an asset management program.
- Access to road policy.

1.5 SELECTION PROCESS

Applications are available online at LHTAC.org/Programs/Federal-aid/Small-Urban beginning in October. Local jurisdictions identify projects and request prioritization by their local transportation coalition group.

Applications are submitted to LHTAC through a formal project application process and are due in January.

These applications are read, evaluated, and scored by LHTAC staff and Council. Every year we receive many applications, so please review the application requirements checking for completion before submitting the information requested.

2. APPLICATION CHECKLIST

2.1 CHECKLIST AND SUBMITTAL DEADLINE

Have you included? (Please do not include the application instructions)

- LHTAC 2026 STBG-Small Urban Application Cover Sheet. Answer all the questions and organize backup information in the same order as questions are asked so the package is easy to read and easy to score.
- Completed ITD-2435 and ITD-1150.
- Vicinity Map (See Sample).
- LHTAC 2026 STBG-Small Urban Application Score Sheet and supporting documents.
- A **written statement** explaining the need for the project as part of your transportation network (**one page maximum**).
- Additional backup information in order of Score Sheet.
- The [Resolution](#), signed by the proper authority (see sample).

Only one application may be submitted per small urban area annually.

Applications **will not be accepted** via fax or email.

No spiral bound (or similar) applications will be accepted - please staple or binder clip applications.

Remember to submit **3 copies** in addition to the **signed original** of the complete application package.

SUBMITTAL DEADLINE

- Deadline Date:** Completed application must be received by LHTAC's office, located at 3330 Grace Street, Boise, ID 83703, **no later than 4:00 p.m. (MST) on Thursday, January 8, 2026, or postmarked that same date.** Include **3 copies** and the **signed original**.

Note: All the above items must be included, or the application will be considered incomplete and rejected. Please contact Kevin Kuther at 208-344-0565 or by email at KKuther@LHTAC.org if you have any questions.

2.2 LHTAC 2026 STBG- SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give to the project. It can be the name of a street or roadway, or it can be a commonly used name of the project location. The Federal Highway Administration also wants the SMA or STC number in the project title.
2. Entity's Priority: The priority of this project in relation to other similar projects in your capital improvement program (CIP) as part of your regional transportation plan.
3. Local Highway Jurisdiction: Enter the jurisdiction name, address and contact person we should call if we have questions regarding the project application.
4. Project Type: You should check the appropriate type of project.
5. Category: Please mark the appropriate category of project you are proposing.
6. Functional Classification of Roadway: The classification of this project should be determined at the time of application as shown here:
<https://iplan.maps.arcgis.com/home/webmap/viewer.html?webmap=3321e504a78549e79ac76e3984c90295>
7. Location of Project: Federal funds may only be used on a roadway that is classified as a collector or arterial. The functional class number should be used in this blank. The Project Termini should be the common ends of the project whether it is at the intersection of crossroads or, for instance a bridge, the common termini beginning and ending should be listed. Provide "logical" termini. If the milepost is determined it should be shown as well. And finally, the length of the project should be in miles.
8. Technical Information: The horizontal and vertical alignment changes should be substantial in order to be checked as "yes." If you are merely improving the drainage of a city street, then "no" would be the proper answer.
9. Existing Pavement Condition: The pavement condition is important to compare to other projects submitted for consideration. Your jurisdiction should have a pavement management program and should support your determination for this project. The pavement age, to the best of your knowledge, should be shown. If it is old, with significant patching, just enter the oldest age known for the pavement in place.

2.3 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET INSTRUCTIONS

1. Project Title: The title which you, as a sponsor, give to the project.
2. Local Highway Jurisdiction: Enter the jurisdiction name, address, and the **contact person** if we have questions regarding the project application.
3. Have you ever had a Transportation Plan? This question is to help us understand if you have had a plan previously and if it covered just your jurisdiction or the entire urban area. A previous plan might have been funded by Federal-aid, LRHIP, or local funds.
4. Have you participated in a Transportation Plan with a County? Many Counties have a transportation plan that may include the cities and/or highway districts within their boundary. The county plan could have been funded by Federal-aid, LRHIP or local funds.

3. APPLICATION

3.1 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET:

1. Project Title: _____

2. Requested Construction Year: _____ Entity's Priority: _____ of _____

3. Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

*Please list the person from your LHJ we should call if we have any questions on this project application.

4. Project Type: (Check all that apply)

- Roadway reconstruction or rehabilitation Safety improvements Transportation Plans*
- Bridge - span over 20' Railroad crossing Other

*Transportation Plan applications do not complete the below questions. Instead, complete the Transportation Plan cover sheet on page 17.

5. Category

- New construction - Paving, Bridge, Railroad Crossing
- Upgrade existing facility (add lanes, add shoulders, improve geometric factors)
- Pavement surface improvements (overlay, seal coat*)

*NOTE: Chip seals are eligible — see the instruction for restrictions under 1.4 Project Criteria

6. Functional Classification of Roadway/Highway:

- Urban arterial Rural major collector
- Urban collector Minor collector

7. Location of Project (Also attach a Vicinity Map)

Route # _____, STC # (Surface Transportation Collector) _____,

Street Name: _____

Project Termini:

Beginning/Ending Mileposts: _____

Project Length: _____

Small Urban

8. TECHNICAL INFORMATION:

Horizontal alignment changes anticipated? Yes No Unknown

Vertical alignment changes anticipated? Yes No Unknown

9. Existing Pavement Condition Information: (visual inspection)

- rutting potholes drop-offs broken edges
- poor striping cracking shoving other

Pavement age? _____

10. Traffic and Crash Information:

Most Recent Year: _____	Projected (20 Years): _____
AADT: _____	AADT: _____
DHV: _____	DHV: _____
LOS: _____	LOS: _____
% TK: _____	% TK: _____

Total number of crashes (property damage/injuries/fatalities) over most recent 5-year period:

of Crashes: _____/_____/_____

Years: _____/_____/_____

11. Bridge Information: (Complete if a bridge is included in the project.)

- A. Name of crossing, i.e., over what roadway or waterway does the structure cross?
- B. Existing bridge #: _____
- C. Bridge Condition: _____

12. Does this project have a possible relationship to other projects? No Yes (Describe Below)

Phased: No Yes (If yes, indicate the name and year/s of the related)

Project: _____ Year: _____

SMALL URBAN CONSTRUCTION APPLICATION COVER SHEET MUST BE SUMMITTED WITH:

- Vicinity Map (See Sample)
- ITD 2435 Federal-aid Project Request
- ITD 1150 Cost Summary Sheet
- LHTAC Project Rating Criteria
- Letters of Support
- Resolution

3.2 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION QUESTION RATIONALE

1. A short concise description of what the project entails is critical to compare it to other applications submitted. To score the maximum number of points, this description should highlight the benefit of the project to the community and the Local Highway Jurisdiction (LHJ), describe the financial need, and highlight any safety benefits associated with the project.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. Projects being submitted for Small Urban funding should be supported by the Transportation Plan. To score the maximum number of points on this question, the project in the application should be identified within the plan, and then the plan should be updated or re-adopted within the last 5 years.
5. A Capital Improvement Plan (CIP) is typically a short-term list of projects and/or maintenance that is scheduled for inclusion into future budgets. It may be established with the completion of a Transportation Plan but should also stand alone as its own document. It is more detailed with regard to projects than the Transportation Plan in that costs and implementation are more identified. Ideally the CIP should be updated annually with regards to completed projects and updated priorities. To score the maximum number of points on this question, the identified project will be shown in the CIP and the CIP will be updated within the last 5 years.
6. LHTAC funding is intended to improve the impact on the most traveling public. As a measure of the impacts, the Average Daily Traffic (ADT) volume is used to score the application. The larger the volume, the higher the score. LHTAC represents small jurisdictions, so the maximum points are given to roadways with 1,000 ADT or above.
7. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods and techniques for accomplishing the work are implemented. To score the maximum number of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least two courses, and have at least one Road Master on staff.
8. Title VI is included in the Americans with Disabilities Act. Federal-aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
9. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

10. The jurisdiction's plans to fund the estimated construction cost of the project. LHTAC funding is limited and there are large number of projects on the local highway system. In order to provide as much funding as possible to the many jurisdictions, if the total construction cost of your project is over the \$3 million to construct, your jurisdiction is encouraged to identify a plan to cover the project costs. This can be from public-private partnerships or other source of funds. The more the jurisdiction has identified and secured for the project, the more points are awarded. **If the LHJ does not submit a detailed plan to cover construction cost over \$3M the application will be deemed ineligible for Federal-aid Small Urban funding.**

Please do not submit the application instructions with your application.

Small Urban

3.4 LHTAC 2026 STBG-SMALL URBAN CONSTRUCTION APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

	PTS	SUGGESTED SCORING
1. Provide a description of the proposed project. Include the importance and need of the project to the community and jurisdiction, the regional and safety benefit, the economic benefit, and the overall impact to the system. Include a project map.	15 10-14 5-9 0-4	Excellent desc. Including agency & fiscal benefit +safety Excellent desc. Including agency & fiscal benefit Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings.	6-10 3-5 0-2	Involved, ranked, share resources, minutes, & examples Involved and share resources Involved or share resources
3. Do you have a pavement and/or sign management program?	9-10 7-8 5-6 3-4 0-2	Pavement and sign, updated w/in 3 years Pavement or sign, updated w/in 3 years Pavement and sign, updated over 3 years Pavement or sign, updated over 3 years Any pavement or sign rating information/system
4. Is your project supported by your Transportation Plan?	8-10 4-7 0-3	Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
5. Is this project shown on your 5-year Capital Improvement Plan?	8-10 4-7 1-3 0	Supported by plan & current Supported by plan & updated w/in 5 years Supported by plan & older than 5 years Not supported by plan or no plan
6. What is the Average Daily Traffic volume for this roadway?	5 4 3 2 1	1000+ 500-999 200-499 100-199 <100
7. Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0 1	≥40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
8. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complying with 23 CFR 200, Civil Rights Title VI Program?	2 0	Yes No
9. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

Small Urban

<p>10. Is there a plan to cover the estimated construction cost? ITD Form-1150 Line 18 _____ For requests over \$3 million, a half-page explanation is required. It must include any partnerships with other agencies or local funding sources that contribute to the total project cost.</p>	<p>10 6-8 1-5 ineligible</p>	<p>Project is under \$3M, or project over \$3M with an approved budget allocation from LHJ to cover the extra. Project is over \$3M with a funding plan in place to cover the extra. Project is over \$3M with identified eligible supplemental funding opportunities. Project is over \$3M with no other funding or plan set.</p>
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Total Possible: 83

3.4.1 ITD 2435 Local Federal-Aid Project Request

Instructions

1. Under Character of Proposed Work, mark appropriate boxes when work includes Bridge Approaches in addition to a Bridge.
2. Attach a Vicinity Map showing the extent of the project limits.
3. Attach an ITD 1150, Project Cost Summary Sheet.
4. Signature of an appropriate local official is the only kind recognized.

Note: In Applying for a Federal-Aid Project, you are Agreeing to Follow all of the Federal Requirements Which Can Add Substantial Time and Costs to the Development of the Project.

Sponsor (City, County, Highway District, State/Federal Agency)	Date
--	------

Project Title (Name of Street or Road)	F.A. Route Number	Project Length	Bridge Length
--	-------------------	----------------	---------------

Project Limits (Local Landmarks at Each End of the Project)

Character of Proposed Work (Mark Appropriate Items)			
Excavation	Bicycle Facilities	Utilities	Sidewalk
Drainage	Traffic Control	Landscaping	Seal Coat
Base	Bridge(s)	Guardrail	
Bit. Surface	Curb & Gutter	Lighting	

Estimated Costs (Attach ITD 1150, Project Cost Summary Sheet)	
Preliminary Engineering (ITD 1150, Line 1)	\$
Right-of-Way (ITD 1150, Line 2)	\$
Construction (ITD 1150, Line 18)	\$

Preliminary Engineering By: Sponsor Forces Consultant

Checklist (Provide Names, Locations, and Type of Facilities)	
Railroad Crossing	
Within 2 miles of an airport	
Parks (City, County, State or Federal)	
Environmentally Sensitive Areas	
Federal Lands (Indian, BLM, etc.)	
Historical Sites	
Schools	
Other	

Additional Right-of-Way Required: None Minor (1-3 Parcels) Extensive (4 or More Parcels)

Will any Person or Business be Displaced: Yes No Possibly

Standards	Existing	Proposed	Standards	Existing	Proposed
Number of Lanes			Roadway Width (Shoulder to Shoulder)	ft	ft
Pavement Type			Right-of-Way Width	ft	ft

Sponsor's Signature	Title
---------------------	-------

Additional Information to be Furnished by the District			
Functional Classification	Terrain Type	20	ADT/DHV

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3.5 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET:

1. Project Title: _____

2. Local Highway Jurisdiction (name and address): _____

*Contact name: _____

Phone: _____

Email: _____

*Please list the person from your LHJ we should call if we have any questions on this project application.

3. Have you ever had a Transportation Plan?

Yes No

Was it solely for your jurisdiction or jointly with another agency? _____

What year was it completed? _____

What was the source of funding? _____

4. Have you participated in a Transportation Plan with a County? Yes No Unknown

How was it funded?

SMALL URBAN TRANSPORTATION PLAN APPLICATION COVER SHEET MUST BE SUBMITTED WITH:

- Vicinity Map (See Sample)
- LHTAC Project Rating Criteria
- Letters of Support
- Resolution

3.6 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION QUESTION RATIONALE

1. To score the maximum number of points, this application description should identify all jurisdictions within the urban area that are participating in the plan and how it will be used for future transportation decisions. If your area has a plan or is included in a county wide plan, explain why another plan is needed.
2. The LHTAC Council believes that increased efficiencies come through communication across neighboring jurisdictions and resource sharing. Involvement in a multi-jurisdictional transportation group provides the opportunity to coordinate construction schedules, reduce duplication, and share ideas/resources. Prioritizing projects helps identify those that are most beneficial to the area. Community support is also important. To score the maximum number of points on this question, the LHJ should be active in a multi-jurisdictional transportation group, provide examples of efficiencies through shared resources, have their project ranked in the top 3, and submit 3 unique letters of support.
3. A pavement management program is a system where data on the condition of pavement is gathered and used to track the life of paved streets and provide an objective determination for the most effective and efficient maintenance priorities. A sign management program is a system where data on the location and condition of signs is gathered and evaluated to provide objective criteria for maintenance and replacement of signs. These programs should allow the user to obtain a report that documents the previous maintenance and/or the condition of the overall system. The pavement and sign management programs lead to proper maintenance prioritization and funding. To score the maximum number of points on this question, the LHJ should provide a few pages of their pavement and sign management program data and the data should be updated within the last three years.
4. A Transportation Plan is the jurisdiction's road map on how they plan to provide for the long-range transportation needs of the community. While many communities have a Comprehensive Plan that may include a transportation element, a transportation plan is typically a more detailed document that includes long range or strategic projects that would fulfill the goals of a comprehensive plan. To score the maximum number of points on this question, the urban area would not have a Transportation Plan.
5. Transportation plans should be updated as the community changes. To score maximum number of points on this question, the urban area would not have an updated transportation plan or at least has not been updated in the last 10 years.
6. A trained workforce is essential in order to accomplish the diverse and technical work needed to manage and maintain transportation infrastructure. The personnel, equipment, and materials involved are extremely expensive and will be used most efficiently and effectively when proper training in the latest products, methods, and techniques for accomplishing the work are implemented. To score the maximum amount of points on this question, the LHJ will have at least 40% of their roadway workforce trained (Completed the Road Scholar level through the T2 Center), have 40% that have completed at least 2 courses, and have at least one Road Master on staff.
7. Title VI is included in the Americans with Disabilities Act. Federal-Aid projects require compliance with this act. The Idaho Transportation Department provides information and training to assist in local jurisdiction plan development.
8. The LHTAC Council understands LHJs may not receive funding for years, if ever, through LHTAC. Jurisdictions that have not recently received funding are eligible for additional points. An LHJ who has never received any funding administered through LHTAC will be eligible to receive the maximum number of points.

Small Urban

3.7 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION CHECKLIST

Complete this form and include in your application after the cover sheet.

Sponsor: _____

Project Name: _____

Total Project Cost: _____

	Y	N	Attachment Included	Pts Available	LHTC use only
1. Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, and how you anticipate using the plan for future transportation projects. If you have a previous plan, why does that plan need to be updated?			<input type="checkbox"/>	0-15	
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include the first page of minutes or attendance for the last 1-2 years of meetings. Was your project ranked in the top 3 projects for your group? List examples of cooperation with other public/private agencies which improve efficiency in maintaining your roads (1-page max). Include up to 3 signed, unique, current letters of support for your project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0-10	
	<input type="checkbox"/>	<input type="checkbox"/>			
			<input type="checkbox"/>		
3. Do you have a pavement and /or sign management program? Have the programs been updated in the past 3 years? If yes, attach a dated cover page and no more than 2 pages of each report documenting the most recent updates.	<input type="checkbox"/>	<input type="checkbox"/>		0-10	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. When was your Transportation Plan created? Year _____				0-15	
5. When was your Transportation Plan last updated? Year _____				0-15	
6. Attach a list of the names of ALL full-time road maintenance staff.* *If you are a city and a neighboring agency maintains your roads and will be completing your work, please report their names. Please provide information/agreement demonstrating how neighboring agency provides services.			<input type="checkbox"/>	0-6	
7. Does your jurisdiction have a Title VI Plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program? Please include your plan's point of contact. _____	<input type="checkbox"/>	<input type="checkbox"/>		0-2	
8. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC? _____ Year _____ Program	<input type="checkbox"/>	<input type="checkbox"/>		0-5	

Total Possible: 78

Small Urban

3.8 LHTAC 2026 STBG-SMALL URBAN TRANSPORTATION PLAN APPLICATION RATING CRITERIA

Please use this guide as a reference. Application packages will be scored based on the following scales.

	PTS	SUGGESTED SCORING
1. Provide a description of the proposed transportation plan. Include the importance and need of the plan, what jurisdictions are included, how you anticipate using the plan for future transportation projects, the regional benefit, economic benefit, and overall impact to the system.	15 10-14 5-9 0-4	Excellent desc. including agency & future benefit Excellent desc. including agency Adequate description of need/benefit Poor description of need/benefit
2. Are you involved with an active multi-jurisdictional transportation group? If yes, include first page of minutes or attendance for the last 1-2 years of meetings.	6-10 1-5 0	Involved with multi-group, ranked, share resources, minutes, examples. Involved with multi-group, share resources. Involved with multi-group or shared resources
3. Do you have a pavement and/or sign management program?	9-10 7-8 5-6 4-3 0-2	Pavement & sign mgmt. updated w/in 3 years Pavement or sign management updated w/in 3 years Pavement & sign updated over 3 years ago Pavement or sign management updated over 3 yrs. Any pavement or sign rating information or system
4. When was your Transportation Plan created? Year _____	15 0	Do not have a plan created over 10 years ago Created with last 2 years
5. When was your Transportation Plan last updated? Year _____	11-15 5-10 1-5 0	No plan or updated over 10 years ago Updated 5 to 10 years ago Updated within 5 years Updated this year
6. Have any of the employees participated in the LHTAC T2 Road Scholar/Master program or other training programs? <i>*Add points together for completed + enrolled (potential for 6 points).</i>	3 2 1 0 2 1 0 1	≥ 40% completed Road Scholar 15-39% completed Road Scholar 1-14% completed Road Scholar 0% completed Road Scholar ≥ 40% completed at least 2 classes 15-39% completed at least 2 classes 0-14% completed at least 2 classes Bonus point if anyone has completed Road Master
7. Does your jurisdiction have a Title VI plan that complies with 28 CFR 35.105 regarding Americans with Disabilities Act and complies with 23 CFR 200, the Civil Rights Title VI Program?	2 0	Yes No
8. What year and program did your jurisdiction last receive Federal-aid funding through LHTAC?	5 4 3 2 1	Never Over 5 years ago 3-5 years ago 1-2 years ago, other than Urban funds 1-2 years ago, Urban funds

Total Possible: 78

4. SAMPLE DOCUMENTS

4.1 SAMPLE RESOLUTION

CITY RESOLUTION

EXTRACT FROM THE MINUTES OF A REGULAR OR SPECIAL
MEETING OF THE (COUNCIL) OF THE
(CITY) OF (LOCATION), IDAHO
HELD ON (MONTH DATE, YEAR)

THE FOLLOWING RESOLUTION WAS INTRODUCED BY (COUNCILPERSON OR COMMISSIONER), READ IN FULL,
CONSIDERED AND ADOPTED:

RESOLUTION NO. ___ OF THE (CITY), IDAHO, SUPPORTING THE PROJECT IDENTIFICATION SUBMITTAL FOR THE
CONSTRUCTION OF (PROJECT NAME)

TO THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL (LHTAC). TOTAL PROJECT COST ESTIMATE IS
(\$___), WHICH WILL REQUIRE (\$___) OF MATCHING FUNDS AVAILABLE FROM (CITY, COUNTY, OR HIGHWAY
DISTRICT).

BE IT RESOLVED THAT THE (MAYOR OR CHAIRMAN OF THE COMMISSION) IS HERBY AUTHORIZED AND
DIRECTED TO SIGN THE PROJECT APPLICATION PACKET AND SUBMIT TO LHTAC FOR PRIORITIZATION.

PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

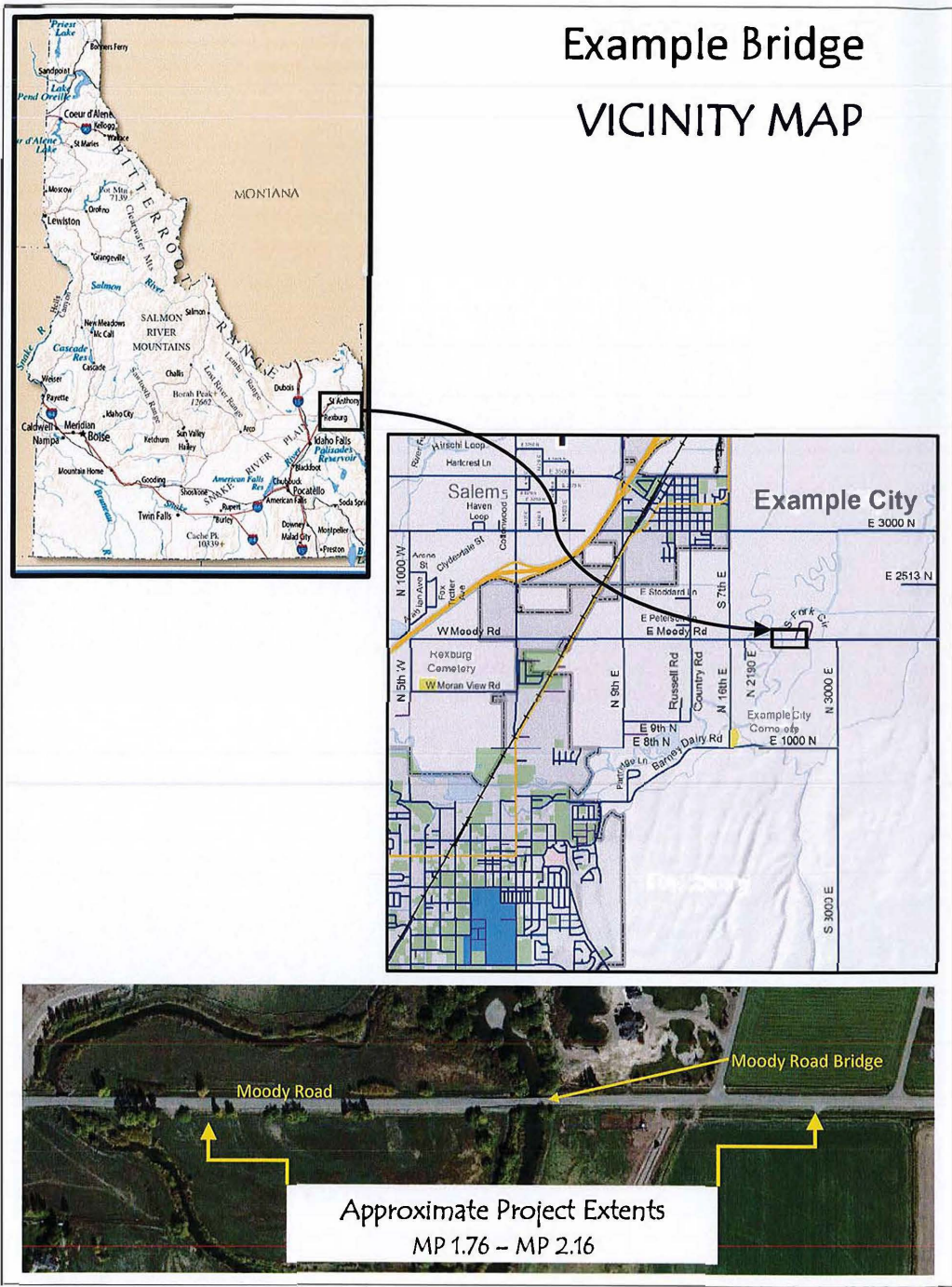
ATTEST:
_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
THE _____ HELD ON (DATE) DAY OF (MONTH, YEAR), AND THAT THE SAME IMPRESSED THE OFFICIAL SEAL OF
THE (CITY, COUNTY, OR HIGHWAY DISTRICT), THIS (DATE) DAY OF (MONTH, YEAR).

SIGNATURE
_____, CLERK
NAME

4.2 VICINITY MAP



4.3 EXAMPLE OF PROJECT DESCRIPTION

Description of proposed project:

This project will replace the poor condition pavement on Oliver Street from E. 5th Street to E. 1st Street in the City of Christensen. The road sees an average daily traffic volume of 2,500 trips and services 10 small businesses, an elementary school, and several residential neighborhoods.

The existing pavement is in poor condition due to extensive cracking and potholing. There are no pedestrian facilities along this roadway, however there is not enough right of way to include standard-width lanes, curb & gutter, and a five-foot sidewalk. Traffic volumes and speed limits are low enough that pedestrians and cyclists can reasonably use the asphalt pavement alongside vehicles. The proposed project will remove the old, exhausted asphalt, repair and regrade the road base, place a fresh lift of asphalt and stripe the roadway, including cycling “sharrows.”

The finished product will improve the safety and mobility of both vehicular and alternative modes of transportation. This will in turn enhance the local economy through the improvements to the numerous businesses in this area. Trips to the nearby school will also benefit our student population.

APPENDIX A

Why a Transportation Planning Project?

LHTAC wants the planning project developed for each community to be utilized. To accomplish this, the project must fit the needs of the Local Highway Jurisdiction. Knowing each County, City, or Highway District is unique, the transportation plans will also vary depending upon local needs and the existing resources. **A transportation plan isn't worth the paper it is written on, or the cost of its development, if it is not used—it must have practical use.**

A planning project should include: a roadway network analysis (existing and/or future), proposed solution to existing problems, a capital improvement plan, a roadway or an asset management program, access to road policy, and result in the formation of a multi-jurisdictional planning group. These tools are a real asset to decision making.

A **roadway network analysis** takes a critical look at the existing transportation network of the jurisdiction. The study starts with the collection of data (traffic counts, turning movement counts at intersections, collision records, and road geometry data). The analysis of this data may reveal elements or locations of the system that are not performing well and then propose ideas to improve their performance. As well as investigating the future transportation system considering the growth, present and future land uses, and then looking at future problems and solutions. Commonly, the view of the future is based on a 20-year horizon.

Roadway, Pavement, or Asset Management Programs are computer programs that can be developed as part of the transportation planning project. The program will evaluate the condition of the jurisdiction's infrastructure and suggest a plan to maintain and improve the local facilities. The project can fund a consultant to collect the data, set up the computer program, and train personnel in its use and maintenance. Any program can be used however, the data must be sent to LHTAC in a format that can be submitted to iWorQ.

A **Capital Improvement Plan (CIP)** distills the community's needs and desires into a prioritized list of future projects. The CIP should list the anticipated projects, estimated cost, potential funding source, and expected year of construction. The CIP should cover at least 5 years; many are developed with 10-year horizons. Participation by the general public should also be sought through informational meetings or other means, so their issues and comments can be considered during the development of the plan. The Capital Improvement Plan will help commit the jurisdiction to projects beyond the development of the plan.

LHTAC is encouraging the creation of **Multi-Jurisdictional Regional Transportation Planning Groups** to assist in the development of transportation plans. Transportation issues don't stop at the Local Highway Jurisdiction's borders. Many entities are involved with the transportation system: adjacent highway jurisdictions, emergency services, transit, federal land agencies, the Idaho Transportation Department, school districts, mail carriers, trucking industry, elected officials, bicyclists, Tribal government, utility companies, pedestrians, and others; all have an interest in the system. LHTAC hopes that the Multi-Jurisdictional Regional

Transportation Planning Group will extend beyond the project. This group can periodically meet to discuss transportation issues and desires and re-evaluate the CIP. The plan may produce road Construction Standards for development, Access Management strategies, transportation-related Stormwater Management standards,

Small Urban

or model Transportation Impact Study, and Funding information. These standards will help the jurisdiction preserve the roadway network. LHTAC has examples of these development standards. Policies such as Access Control, minimum Level of Service, parking, bicycle facilities, corridor preservation, and other issues may be addressed through these standards.

Traffic demand modeling of the transportation system may be a part of the plan, but it is not necessary in many situations. A computer model can be useful as an evaluation tool if the jurisdiction anticipates very quick population growth or if the jurisdiction is examining alternative routes that will be new to the network. If modeling is a part of the plan, the sponsor should consider the necessary maintenance of the model as a part of this decision.

Some local highway jurisdictions are using a planning project to fund a **Geographical Information System (GIS)** of their highway system. They have located signs, culverts, pavement condition, and/or traffic information. Many applications are imaginable once the GIS base map is created. However, collection of some data (water meters or rural addresses) that strays too far from the transportation operation and management will not be funded.

To further the examples, we have developed this matrix of possible tasks for the plan:

Plan Task	Should Have	Could Have	Cannot Have
Existing Network Evaluation	X		
Capital Improvement Plan	X		
Pavement Management Program	X		
Future evaluation of the Transportation network based on future land uses	X		
Proposed Transportation Solutions	X		
Multi-Jurisdictional Transportation Planning Group	X		
Public Involvement Plan	X		
Access Management policy		X	
Corridor study		X	
GIS Mapping		X	
Computer Traffic Model		X	
Mapping Utility Data			X
Ortho-corrected digital aerial photography			X

For more detailed information see LHTAC's Manual on *Transportation Plan* on our website: <http://lhtac.org/resources/manuals/>

4. SAMPLE DOCUMENTS

4.1 SAMPLE RESOLUTION

**CITY
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PASSED BY THE (COUNCIL OR COMMISSION) AND APPROVED BY THE (COUNCIL OR COMMISSION)
THIS (DATE) DAY OF (MONTH, YEAR).

(MAYOR OR CHAIRMAN OF THE COMMISSION)

ATTEST:
_____, CLERK

CERTIFICATE

I, (NAME), (CITY, COUNTY, OR HIGHWAY DISTRICT), DO HEREBY CERTIFY THAT THE FOREGOING IS A FULL,
TRUE AND CORRECT COPY OF THE RESOLUTION NO. ___ ADOPTED AT A REGULAR OR SPECIAL MEETING OF
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SIGNATURE
_____, CLERK
NAME

Urban and Small Urban Jurisdictions

Transportation Management Area (TMA)

Boise (incl. Eagle, Garden City & Meridian) *COMPASS*

Metropolitan Planning Organization (MPO)

Coeur d'Alene (incl. Post Falls, Hayden, Dalton Gardens, Fernan Lake Village, Hauser, Hayden Lake, Huetter & State Line) *KMPO*

Idaho Falls (incl. Ammon, & Iona) *BMPO*

Lewiston (exc. Clarkston Washington) *LCVMPO*

Nampa (incl. Caldwell) *COMPASS*

Pocatello (incl. Chubbuck) *BTPO*

Twin Falls (incl. Kimberly) *MVMPO*

LHTAC – “Tweens” (population between 5,000 & 50,000)

19 small urban areas (County portions may include areas within Highway Districts)

Blackfoot (incl. a portion of Bingham Co.)

Burley (incl. Heyburn, Paul & a portion of Minidoka Co.)

Emmett (incl. a portion of Gem Co.)

Hailey (incl. Bellevue & a portion of Blaine Co.)

Jerome (incl. a portion of Jerome Co.)

Ketchum (incl. Sun Valley & a portion of Blaine Co.)

Kuna (incl. a portion of Ada Co.)

Middleton (incl. a portion of Canyon Co.)

Moscow (incl. a portion of North Latah Co.)

Mountain Home (incl. a portion of Elmore Co.)

Payette (incl. Fruitland & a portion of Payette Co)

Rathdrum (incl. portion of Kootenai Co.)

Rexburg (incl. Sugar City & a portion of Madison Co.)

Rigby (incl. a portion of Jefferson Co.)

Rupert (incl. a portion of Minidoka Co.)

Sandpoint (incl. Dover, Kootenai, Ponderay & a portion of Bonner Co.)

Shelly (incl. a portion of Bingham Co.)

Star (incl. a portion of Canyon Co.)

Weiser (incl. a portion of Washington Co.)

Metropolitan Planning Organizations

COMPASS

Community Planning Association of Southwest Idaho

KMPO

Kootenai Metropolitan Planning Organization

BMPO

Bonneville Metropolitan Planning Organization

LCVMPO

Lewis-Clark Valley Metropolitan Planning Organization

BTPO

Bannock Transportation Planning Organization

MVMPO

Magic Valley Metropolitan Planning Organization

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Monday, December 8, 2025



AGENDA ITEM TITLE

Downtown Event Street Closure Policy Proposal (ACTION ITEM) - Bill Belknap

RESPONSIBLE STAFF

Bill Belknap, City Administrator

ADDITIONAL PRESENTER(S)

DESCRIPTION

Earlier this year, the City received a request from the Moscow Chamber of Commerce and Visitor Center (Chamber) and the Downtown Business Alliance (DBA) to consider establishing a policy to reduce downtown street closures for community events during normal weekday business hours. Over the last several years, the City has seen an increasing number of event street closure requests downtown. The Chamber and DBA believe these closures significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. The Mayor and Council Leadership reviewed the request and requested Staff to prepare a draft resolution that would prohibit event closures Monday through Friday from 8:00 AM to 5:00 PM for events other than those conducted by the City or on behalf of the City, as well as street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way. This resolution is before the Council for consideration.

REVIEWED BY

Legal and Community Events

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the proposed Resolution, or provide staff further direction.

STAFF RECOMMENDATION

Recommend approval of the proposed Resolution.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. DBA Closure Letter
2. Resolution 2025 _ Downtown Street Closure Policy



03/11/2025

Bill Belknap
City of Moscow
206 East Third St.
Moscow, ID 83843

Dear Mr. Belknap,

I am writing on behalf of the Moscow Chamber of Commerce + Visitor Center (MCOC+VC) Downtown Business Alliance regarding City Code Title 10, Chapter 17, which governs street closures and related permitting.

We formally request an amendment to this code specifying that no permits involving street closures be issued within the Downtown Business Alliance/Central Business District footprint during regular business hours (Monday through Friday, 9:00 a.m. – 5:00 p.m.). Due to the limited availability of parking and the already constrained traffic patterns in the downtown core, street closures during these hours significantly deter access to businesses, disrupt regular commercial activity, and negatively impact both customers and business owners. When Main Street is closed, these effects are amplified, causing considerable strain on daily operations. This amendment intends to minimize these disruptions to our local businesses. For reference, MCOC+VC Downtown Business Alliance's footprint matches the City of Moscow's designated Entertainment District.

We appreciate the City's commitment to fostering a thriving downtown and would welcome the opportunity to discuss this proposed amendment further. Please let us know a convenient time to meet or if additional information is required to move this request forward.

Thank you for your time and consideration. We look forward to your response.

Sincerely,


Samantha Martinet
Executive Director
Moscow Chamber of Commerce + Visitor Center



Anthony Mangini
President
Moscow Chamber of Commerce & Visitor Center



RESOLUTION 2025-__

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, PROVIDING FOR THE ESTABLISHMENT OF STANDARDS FOR THE CLOSURE OF PUBLIC STREETS IN THE DOWNTOWN AREA; PROVIDING FOR SPECIFIC LIMITATIONS TO THE CLOSURE OF PUBLIC STREETS DURING NORMAL BUSINESS HOURS MONDAY THROUGH FRIDAY; AND PROVIDING THIS RESOLUTION SHALL BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the City of Moscow recognizes that Main Street and other public streets in downtown Moscow provide essential access and vehicle parking for the businesses and establishments within downtown Moscow; and

WHEREAS, the City of Moscow recognizes that frequent closures of Main Street and other public streets in downtown Moscow for public events may have a potential negative impact upon the downtown businesses by limiting public access and parking for patrons and the public; and

WHEREAS, the City of Moscow wishes to balance the public benefit of community events with the potential negative impact these events may have upon downtown businesses; and

WHEREAS, the City of Moscow believes that prohibiting the closure of Main Street and other public streets in downtown Moscow for events during normal business hours of 8:00 AM to 5:00 PM, local time, Monday through Friday, strikes an appropriate balance allowing the opportunity for community events with that limitation while reducing the potential negative impact upon downtown businesses when community events are held in downtown Moscow;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow that all matters stated above are true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following:

1. That the City of Moscow hereby establishes a policy to prohibit the closure of public streets within Downtown Moscow (defined as the area bounded by Lewis Street on the South, Washington Street on the East, A Street to the North, and Jackson Street on the West), for the purpose of holding public or private events, other than those conducted by the City or on behalf of the City, from 8:00 AM to 5:00 PM local time, Monday through Friday, excluding Federal Holidays. This prohibition shall not apply to street closures associated with City related emergency services and the maintenance, repair, or reconstruction of City roadways and utilities located within the public right-of-way.
2. That any City of Moscow Resolution inconsistent with this Resolution herein shall be and are hereby superseded by this Resolution.
3. That the provisions of this Resolution shall be deemed severable, and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

4. That this Resolution shall be effective upon its passage and approval.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of _____, 2025.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of the Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2025, and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk