



**Lewiston Public Works Advisory Commission  
REGULAR MEETING AGENDA  
October 16, 2024 - 12:00 PM  
Bell Building – Second Floor Conference Room – 215 D Street  
Lewiston, Idaho 83501**

Seating will be available on a first-come, first-served basis.

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**I. CALL TO ORDER**

**II. CITIZEN COMMENTS**

This is an opportunity for citizens to address the Commission on agenda items or other items they wish to bring to the attention of the Commission or Staff. In consideration of others wishing to speak, please limit your remarks to three minutes.

**III. CONSENT AGENDA**

All items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issues unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Moved from the Consent Agenda".

**A. APPROVAL OF SEPTEMBER 18, 2024 MEETING MINUTES: - Action Item**

**IV. DIRECTOR'S REPORT**

Concise updates on items from previous meetings and notices of upcoming projects, efforts, etc. Questions are permitted but not intended for discussion by, or action from, the commission.

**V. ACTIVE AGENDA**

**A. [DRAFT POLICY] TEMPORARY TRAFFIC CONTROL IN THE RIGHT-OF-WAY:  
Soliciting feedback on the content of the draft policy, application, and guidelines for temporary closures of City roadways within city limits. - Action Item (Luke Antonich)**

**VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item**

**VII. UNFINISHED & NEW BUSINESS**

**A. COMMISSIONER COMMENTS: Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion. **Council Liaisons should use this time to share comments, if any.** - Action Item**

**B. STAFF LIAISON COMMENTS: Comments should not be related to an item currently before the Commission or an item that may come before the Commission in the foreseeable future, and should be limited to comments, not discussion. - Action Item**

**C. FUTURE AGENDA ITEMS:** - Action Item

**VIII. ADJOURNMENT** - Action Item

*The City of Lewiston is committed to providing access and reasonable accommodation in its services, programs, and activities and encourages qualified persons with disabilities to participate. If you anticipate needing any type of accommodation or have questions about the physical access provided at this meeting, please contact Nikki Province, ADA Coordinator, at least forty-eight (48) hours in advance of the meeting at 208-746-3671 x 6211.*

The PUBLIC WORKS ADVISORY COMMISSION (PWAC) met in the Bell Building 2nd Floor Meeting Room at 215 “D” Street. Council Liaison and Chair Kathy Schroeder called the meeting to order at approximately 12:04 p.m.

**I. CALL TO ORDER**

*COMMISSIONERS PRESENT:* Laura Wright, Brent Bourassa, Lytonia “LT” Gardee, and Kayleigh Philippi

*CITY COUNCIL LIAISONS PRESENT:* Chair and Councilor Kathy Schroeder

*STAFF MEMBERS PRESENT:* Dustin Johnson, Public Works Director and Haley Kelley, Public Works Specialist

*OTHERS PRESENT:* Melissa Cleveland, PE, Senior Project Manager with Welch Comer & Associates

**II. CITIZEN COMMENTS**

None.

**III. CONSENT AGENDA**

Chair Schroeder explained that all items on the Consent Agenda are considered routine by the Commission and will be enacted by one motion. There will be no separate discussion on these issue unless a Commissioner so requests, in which case the item will be removed from the Consent Agenda and considered under “Items Moved From the Consent Agenda.”

Commissioner Bourassa and Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 4-0.

**A. APPROVAL OF AUGUST 21, 2024 MEETING MINUTES: - Action Item**

**IV. DIRECTOR'S REPORT**

Director Johnson provided updates and answered questions on previous agenda topics with a focus on the Main Street Reconstruction Project.

**V. ACTIVE AGENDA**

**A. MAIN STREET RECONSTRUCTION PROJECT - TRAFFIC CIRCULATION: - Presentation**

Director Johnson provided a brief overview and explanation that the project was being pursued under a General Obligation (GO) bond which will be voted on in May 2025. He introduced Melissa Cleveland, PE, Senior Project Manager with Welch Comer & Associates to the commission for a high level presentation on the preliminary traffic for the project.

Ms. Cleveland explained that models presented today are at 10% design level and are dependent on feedback from the community, impacted property owners, the steering committee, and staff. She said that the next public meeting was scheduled for October 1st and would be focused on businesses and property owners along Main and D Streets.

The commission provided the following feedback to Ms. Cleveland and to staff:

<b>Commissioner Comments</b>	<b>Consultant &amp; Staff Comments</b>
<b>Commissioners Bourassa and Wright expressed concern over the length of the existing turn lane on the levee bypass.</b>	Ms. Cleveland said that traffic counts were not conducted at the D Street and levee bypass intersection but that it would be considered.
<b>Commissioners Wright and Gardee expressed frustration over the current quantity of parking stalls and shared concern that the redesign would exacerbate the issue.</b>	Ms. Cleveland said that Welch Comer would compare parking stall quantities between the existing and proposed configurations.  Mr. Johnson said that while there is a public perception of deficient parking, an inventory showed that the number of stalls for businesses is adequate but that increased wayfinding signs for public parking would be beneficial.
<b>Ms. Wright recommended increased green space from 9th Street to 11th Street.</b>	Ms. Cleveland said that a boulevard and sidewalk buffers were in the model presented today.
<b>Mr. Bourassa expressed concern over angled parking stalls and the difficulties posed by oversized vehicles.</b>	Ms. Cleveland explained that the steering committee is deliberating the parking stall configuration, but feedback has been that parking stalls should be consistent along the corridor.
<b>Ms. Wright expressed concern over the impact parking stall configuration would have on winter storm maintenance.</b>	
<b>Mr. Bourassa asked how the redesign would impact public events.</b>	Mr. Johnson said if Main and D Streets were two-way, it would ease traffic control for the events. Ms. Cleveland echoed Mr. Johnson.
<b>Mr. Bourassa questioned how an increase in bike paths would work with road switchbacks.</b>	Mr. Johnson said that the switchback on Snake River Avenue heading to Prospect Ave is being addressed in a separate project slated for next year.
<b>Ms. Wright said two-way traffic would necessitate new traffic signals.</b>	Ms. Cleveland said that the existing signals have outlived their lifespan and need updating regardless.
<b>Mr. Bourassa asked if there were opportunities to remove more cross-streets.</b>	Ms. Cleveland said that further discussion with adjacent businesses and property owners would be needed. Mr. Johnson echoed Ms. Cleveland.
<b>Ms. Wright questioned if feedback had been received on the feasibility of delivery trucks on a two-way Main Street.</b>	Ms. Cleveland said that this topic was expected to be discussed at the October 1st meeting but that preliminary ideas included time-restricted parking stalls which would require more concrete delivery schedules for businesses, but which is a common practice in other cities.

**VI. ITEMS MOVED FROM THE CONSENT AGENDA** - Action Item

**VII. UNFINISHED & NEW BUSINESS**

**A. COMMISSIONER COMMENTS:** - Action Item

None.

**B. STAFF LIAISON COMMENTS:** - Action Item

Director Johnson said that he would be leaning on the commission for feedback on the Main Street Reconstruction Project as it progresses.

**C. FUTURE AGENDA ITEMS:** - Action Item

**VIII. ADJOURNMENT** - Action Item

There being no further business, Commissioners Wright and Bourassa moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 1:14 p.m.

RESPECTFULLY SUBMITTED,

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Haley Kelley,  
Recording Secretary

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Chairperson or Acting Chairperson  
Public Works Advisory Commission

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024



# Department Policy

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<b>Policy No.:</b>	2024-100-XX
<b>Policy Title:</b>	Temporary Traffic Control in the Right-of-Way Policy
<b>Effective Date:</b>	
<b>Responsible Party:</b>	City Engineer
<b>Scope and Audience:</b>	Mayor, City Council, City Staff, Contractors, General Public
<b>Additional Authority:</b>	Lewiston City Code Chapter 31-1 through 31-32; Manual on Uniform Traffic Control Devices (MUTCD) 11th Edition along with Idaho Supplementary Guidance
<b>Related Information:</b>	City of Lewiston Guidelines for Temporary Traffic Control
<b>Approved:</b>	<hr/> <div style="text-align: right;">Dustin Johnson, PE, Public Works Director</div> <hr/>

## Policy Purpose

This Temporary Traffic Control in the Right-of-Way Policy (“Policy”) establishes an orderly means by which streets within the City of Lewiston may have temporary traffic modifications made with minimal disruption to the traveling public through a focus on communication between City employees, an applicant, and the public.

This Policy does not pertain to the Public Assembly or Parade application or review as outlined in Lewiston City Code Chapter 35, Articles IX and X, respectively.

## Policy Statement

The City seeks to enable the safety of the traveling public during temporary traffic control situations on City streets with this policy, through specific and consistent requirements, reviews, communication, and notifications.

## Definitions

The following terms and acronyms shall have the meaning as set forth:

**Applicant** – Any person, persons, corporation, partnership, or other singular or plural individuals submitting a Street or Lane Closure Application.

**Business Day** - Operational hours for the Public Works Department is Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding recognized holidays).

**City** – The City of Lewiston, State of Idaho.

**Engineering** – The Engineering Division of the Public Works department.

**Public right-of-way or right-of-way (“ROW”)** - Any improved or unimproved public property owned by, dedicated to, or deeded to the public or the public’s use for the purpose of providing vehicular, pedestrian, and other public use. Such property includes, but is not limited to, streets, alleys, sidewalks, and public easements (LCC § 31-2).

**Roadway** – The portion of a highway or street improved, designed, or ordinarily used for vehicular travel, exclusive of any sidewalk, berm, or shoulder (LCC § 37-3).

**Roadway/Street Classification System** – The functional classification system of roadways in Lewiston as Principal Arterials, Minor Arterials, Collectors, or Local Roads based on the intended use of the facility, balancing access and mobility. Arterials prioritize mobility to facilitate travel over greater distances while Collectors and Local Roadways prioritize land access to facilitate the comings and goings of residences, businesses, etc.

**Streets** - Any public way or other way which is an existing state, county, or municipal roadway; or a street or roadway shown on a plat heretofore approved pursuant to law or by official action; or a street or roadway, whether public or private; or a plat duly filed and recorded in the county recorder’s office. A street includes the land between the right-of-way lines, whether improved or unimproved, and may comprise pavement, shoulders, curbs, gutters, sidewalks, parking areas, and lawns (LCC § 32-4).

**Temporary Traffic Control Plan (TTCP)** - The primary function of a TTCP is to facilitate movement of road users through or around temporary traffic control zones while protecting road users, workers, responders to traffic incidents, and equipment (MUTCD 11th Edition, Section 6A.01.04). TTCP’s include, but are not limited to, application of site-specific device(s), lane marking(s), and pavement striping(s) meeting the minimum requirements of the most current edition of the MUTCD and must be signed and/or stamped by a Traffic Control Supervisor (TCS) or a licensed Professional Engineer (PE).

**Traffic Control Supervisor (TCS)** - An individual that has received a TCS certification on work zone standards, guidelines, installation and removal procedures, inspection, documentation, and supervisory skills from a traffic safety training organization (e.g. American Traffic Safety Services Association (ATSSA), Evergreen Safety Council, etc.) that is recognized by the Idaho Transportation Department (ITD) and is not expired.

## Street or Lane Closure Application

All street or lane closures shall be reviewed and approved through Engineering. The following outlines specifics of the Policy:

### 1. Requirements

The applicant shall fill out a **Street or Lane Closure Application** ("Application") which can be found at the Public Works department at 215 D Street or on the City website here: **<insert link>**.

The Application shall be filled out fully and include a TCCP demonstrating the size, types, and location of all signage and traffic channeling devices required for the closure. The TTCP shall:

- a. Be of a reproducible quality i.e. the plan is legible and can be copied without degrading;
- b. Meet the minimum requirements of the most current edition of the MUTCD; and
- c. Be signed or stamped by a certified TCS or licensed Professional Engineer (PE).

The Applicant is required to supply the Public Works Department with the required insurance, bond, and permit fee currently adopted by resolution of the City Council to obtain a right-of-way permit (LCC § 31-3 to 31-8).

Incomplete Applications will not be accepted and will be returned to the Applicant.

### 2. Review

This section defines review times for local residential, collector, and arterial TTCP's and minimum notification times. Notification time starts at the time an approved TTCP is emailed out to the following agencies: City of Lewiston – Police Department (Dispatch), Fire Department, Public Works Department (GIS and Streets), Public Information Office, and Transit; Nez Perce County Sheriff's Office, Asotin County Fire Department, Avista, Idaho Transportation Department, Lewiston School District (Bus Garage), United States Postal Service (USPS), Port of Entry, Lewiston Morning Tribune, KLEW, KOZE, Big Country News, and Saint Joe's Regional Medical Center (SJRMC).

**Table 1 - Timeline Matrix**

<b>Street Classification</b>	<b>Min. City Review Time</b>	<b>Min. Public Advanced Notification Before Construction Begins</b>
<b>Local Residential</b>	24 hours	48 hours
<b>Collector</b>	48 hours	48 hours
<b>Arterial</b>	5 Business Days	5 Business Days

\* Reviews may take longer depending on the impact and complexity of the closure.

\*\* Additional notifications such as sign boards, newspaper advertisements, etc. may be required depending on the impact of the closure.

\*\*\*All arterial closures shall require approval from the Public Works Director.

Review of the application shall be completed by a member of Engineering with the necessary knowledge of the project, experience, and qualifications to review such a closure. If this is a City project, this falls to the project manager or the construction coordinator.

The review may take up to the time allotted in *Table 1* from the time a completed application is received by Engineering. Review times in hours will be counted during a business day as defined in this Policy. For example: if an application to close a collector is submitted at 3:00 p.m. on a Friday, the review is not due until 3:00 p.m. the following Tuesday.

In the event Engineering issues comments for correction to the applicant, the applicant shall address said comments by updating and submitting the application, resetting the review time.

### **3. Approval**

An application is not considered complete until approved by the City Engineer or designee. The designee shall be a member of Engineering with the necessary knowledge of the project, experience, and qualifications to approve such a closure.

If the work is considered to have minimal impact to the traveling public by Engineering, then approval may be granted outside the time frames above. Traffic revisions which do not impact business or residential access, or do not create a detour, and/or are less than 12 hours in duration may require reduced notification with the approval of the Public Works Director.

An arterial street closure shall require the approval of the Public Works Director.

#### **4. Notification of the Affected Parties**

After an approval has been granted, the City shall email the Application to the parties outlined in Section 2 of this Policy.

Appropriate forms of public notification includes email, door hangers, newspaper/radio/media advertisements, and/or City press releases issued by the Public Information Office, as required for the work.

#### **5. Updating or Extending the Closure**

If an update or an extension to the closure is necessary, the applicant shall repeat the process outlined in Sections 1 through 5 of this Policy and include the reason(s) for the update/extension of the closure.

#### **6. Application Requirements**

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#### **7. Consequences for Violations**

## **Forms**

Street or Lane Closure Application

Right-of-Way Permit Packet

## **Frequently Asked Questions**

How long does the City need to review the traffic control plan?

See the table under bullet "2."

What will happen if an emergency closure is necessary?

If an emergency closure is necessary to protect the safety of the public, a closure shall be performed with the input and help of the City's Traffic Division and Police Department. If necessary, a formal application shall be submitted at the earliest opportunity and its review will be prioritized. The applicant shall make the necessary revisions to the closure upon receiving the review comments from the Approved City Representative.

### **Related Information**

Guidelines for Temporary Traffic Control - City of Lewiston

This policy does not negate the Public Assembly Permit/Policy already in place.

This policy does not replace a Right of Way Permit as required per City Code Chapter 31.

### **Last Review Date**

\_\_MONTH\_\_ XX, 20XX Maintained by the City Engineer

### **Revision History**

\_\_MONTH\_\_ XX, 20XX - Policy Creation

DRAFT

# STREET OR LANE CLOSURE FORM

## FOR CONSTRUCTION (REV: 4/2/2024)

### Lane Closure Details:

Today's Date:

Project Name:

Project No:

Dates of Closure: Beginning:

Ending:

Name of Street(s) and Direction of Lane (s) for closure:

*Must include a map of the area effected and traffic control plan in compliance with MUTCD*

Reason for Closure/Construction Activities:

Is Through Traffic Maintained? \_\_\_\_ Yes \_\_\_\_ No

If Not, Detour Needed? \_\_\_\_ Yes \_\_\_\_ No

Is Flagging Necessary? \_\_\_\_ Yes \_\_\_\_ No

**Any questions or requests for additional information may be directed to:**

Contractor:

Contact:

Phone #:

Engineer:

Contact:

Phone #:

City of Lewiston:

Contact:

Phone #:

Approved By City Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**At least 48 hours prior to closure, an executed copy of this form shall be emailed to the required agencies using the following address: [streetclosure@cityoflewiston.org](mailto:streetclosure@cityoflewiston.org)**

Emailing this form to [streetclosure@cityoflewiston.org](mailto:streetclosure@cityoflewiston.org) will automatically send the message to the required agencies below.

**AGENCIES RECEIVING THE EMAIL:**

**EMS/Hospital???? Include Tri-State**  
Phone:

**Asotin County Fire Department**  
Phone Number:

**Nez Perce County Sheriff's Dept.**  
Phone Number:

**Avista**  
Phone Number:

**Idaho Transportation Department**  
Phone Number:

**School District (Bus Garage)**  
Phone Number:

**Port of Entry**  
Phone Number:

**City of Lewiston – Police/Dispatch,  
Engineering, Utilities, Public Works,  
GIS Dept., Public Information  
Officer, Fire Dept., Transit**  
Phone Number:

**United States Postmaster**  
Phone Number:

**The Lewiston Tribune**  
Phone Number:

**Radio Stations KLEW/KOZE/  
KATW/KZBG???**  
Phone Number:

**Big Country News**  
Phone Number:

When within the City of Lewiston City Limits, temporary traffic control is required. Due to the different traffic conditions such as variable speed and traffic densities, no one standard can apply to all situations. The temporary traffic control zone (work zone) shall be designed and arranged to fit the specific situation and location. If questions arise, please feel free to contact the City of Lewiston Public Works, Engineering Div. office;

Phone: (208) 746-1346

Email: publicworks@cityoflewiston.org

1. Road users movement should be inhibited as little as practical.
2. Road users should be guided in a clear and positive manner while approaching and traversing the work zone.
3. All Traffic Control Plans (TCP) submitted and work zones must conform to the Manual on Traffic Control Devices (MUTCD).
4. A certified Traffic Control Supervisor (TCS) or other qualified person using standard signs and symbols in a digital format must prepare all TCPs.
5. A TCP must be reviewed and approved before a permit to work in the City of Lewiston right of way will be issued. Note: a TCP may be required even if the work does not impact traffic.
6. When using flaggers on a project that will last more than one day, a site specific TCP will have to be kept on the jobsite. Typical MUTCD applications can be attached to the site specific TCP. Flaggers shall have in their possession a valid Idaho traffic control flagger card (or other state card that has reciprocity agreement with Idaho). It is the responsibility of the permit holder to adhere to all rules governing the use of flaggers.
7. If closing a street or lane as part of the TCP, advanced public notice is required.

Street Classification	Min. City Review Time	Min. Public Advanced Notification
Local Residential	24 hours	48 hours
Collector	48 hours	48 hours
Arterial	5 Business Days	5 Business Days

8. Additionally, all road closures require notice to the following agencies: City of Lewiston – Police/Dispatch, Fire Department, Public Works, GIS, PIO, Transit; Nez Perce County Sheriff’s Dept., Asotin County Fire Dept., Avista, ITD, School District (Bus Garage), USPS, Port of Entry, The Lewiston Tribune, KLEW, KOZE, Big Country News, and SJRMC. All road closures and detours shall be approved through the City Engineer’s office.

In order to insure that proper notification has taken place, the contractor will be required to fill out a “Closure Form” and submit a TCP through the City’s [online application system](#). Public Works will not issue a Right of Way Permit until this form has been accepted by the City Engineers office.

**Commented [LA1]:**  
**Commented [LA2]:** Provide link once IT has this set up.

9. All Traffic control devices shall conform to the MUTCD.
10. High-visibility safety apparel; all workers and flaggers shall wear high visibility apparel that meet or exceed ANSI / ISEA 107-2004 standards. The necessary personal protective equipment shall be used.
11. All warning signs shall be covered or removed when work is completed or are no longer necessary.
12. Warning signs in construction areas shall have a black legend on a fluorescent orange background (type X sheeting) and conform to the MUTCD for size and design.
11. When the work requires a paved roadway to utilize grooved pavement, abrupt lane edges, steel plates or gravel/earthen surface; the appropriate condition sign shall be posted in conjunction with a “motorcycle use extreme caution” sign or plaque.

# FUTURE AGENDA ITEMS

## UPDATED 10/8/2024

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**Important:** If there is specific information that you would like staff to assemble and present, please communicate that request during regular meetings and/or via email at least two weeks before the next meeting.

**October 16, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 10/8\*\***

- [Draft Policy] Temporary Traffic Control in the Right-of-Way

**November 20, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 11/12\*\***

- Lead & Copper Rules

**December 18, 2024 – 12:00 p.m. – Regular – Bell Building \*\*CivicClerk deadline 12/10\*\***

- TBD

**Future Meetings**

- WSDOT Presentation on Blue Bridge Stormwater Drainage
- Revised Policy 2012-3
- East Orchards Sewer Project
- Design Standards (right-of-way, engineering, stormwater, and development code)
- LOID overview (relationship with City water system)
- Streets/Roads