

October 16, 2024

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 12:00 p.m. Councilor Forsmann arrived at approximately 12:08 p.m. and a quorum was reached.

Public Works Advisory Commission meetings are recorded live. To view the video, go to <https://www.youtube.com/watch?v=EMfVXD7wGV8>

I. CALL TO ORDER

COMMISSIONERS PRESENT: Laura Wright, Ryan Rehder, and Kayleigh Philippi

COMMISSIONERS ABSENT: Vice-Chair Kevin Kelly, Brent Bourassa, and Lytonia “LT” Gardee

CITY COUNCIL LIAISONS PRESENT: Chair and Councilor Kathy Schroeder; Councilor Kasse Forsmann

STAFF MEMBERS PRESENT: Dustin Johnson, PE, Public Works Director; Haley Kelley, Public Works Specialist; Luke Antonich, PE, City Engineer

II. CITIZEN COMMENTS

None.

IV. DIRECTOR'S REPORT

Director Johnson provided updates and answered questions on the Lead & Copper Rule, Main Street Reconstruction Project, and the Municipal Separate Storm Sewer System (MS4) Permit, and potential cancelations of commission meetings in November and December due to the holidays and difficulty reaching a quorum.

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.”

Councilor Forsmann and Commissioner Wright moved and seconded, respectively, approval of the Consent Agenda. The motion carried 3-0; Commissioner Rehder abstained due to his absence at the September 18, 2024 meeting.

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

V. ACTIVE AGENDA

A. [DRAFT POLICY] TEMPORARY TRAFFIC CONTROL IN THE RIGHT-OF-WAY:
- Action Item (Luke Antonich)

Luke Antonich, City Engineer introduced himself and provided a brief presentation on the draft document brought before the commission; this presentation can be found in Appendix A. The commission provided the following feedback to staff:

Lewiston Public Works Advisory Commission
REGULAR MEETING MINUTES
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Commissioner Comments	Staff Comments
Councilor Forsmann asked what spurred the creation of this document.	Mr. Antonich said that staff had received feedback from customers and emergency services that notice of non-emergency closures would be beneficial. This document establishes a process for improved communication.
Commissioner Rehder requested clarification on the process outlined in the document with regard to the existing request for right-of-way permit process. He suggested that it should be clearly communicated on the Request for Right-of-Way Permit form that a traffic control plan would be required if the proposed work impacts traffic.	Mr. Antonich agreed and said that the current right-of-way permit process does not incorporate the notification process outlined in the policy.
Ms. Forsmann asked why "Section 7. Consequences of Violations" was blank and whether leeway would be given to contractors that were not aware of the process and sought to be compliant.	Mr. Antonich said that the section was still being drafted and that staff had been reviewing City Code to see what's feasible and reasonable. He explained that a contractor would be notified of the necessary process to obtain a permit if they were found to be non-compliant and that they would be found in violation if they refused.
Ms. Forsmann asked if this policy applied to emergency closures.	Mr. Antonich said that the policy is intended for non-emergency closures only.
Mr. Rehder asked if approval of a right-of-way permit was contingent on approval of a traffic control plan.	Mr. Antonich said that the traffic control plan would be required before the right-of-way permit would be issued.
Councilor Schroeder suggested that staff create a slogan similar to "811 Call Before You Dig".	Mr. Antonich said that it was a good idea and would bring it to staff to brainstorm.
Commissioner Wright suggested providing contractors with a site-specific checklist for traffic control plans.	LA said that there are guidelines currently being drafted. Mr. Antonich said that there are draft guidelines included in the packet that would accompany the policy but liked the idea of a checklist.
Ms. Wright suggested consolidation of encroachment permits and the process outlined in the policy for temporary traffic control.	Mr. Antonich said that encroachment permits are completely separate from the policy's subject matter.
Ms. Wright requested that future policies be presented to the commission and followed by review of the document to assist the body in asking questions.	
Ms. Wright said that post-construction expectations should be clearly communicated.	Mr. Antonich said that there is verbiage in the right-of-way permit that City standards need to be adhered to when construction occurs.
Ms. Forsmann suggested a public comment period on the draft to allow feedback from the public and contractors.	Director Johnson said that the primary concern while drafting this document has been what works for citizens vs what works for a contractor to find a balance between a contractor's needs and an informed community.

Ms. Wright asked if this document would be coming back to this body. Director Johnson said that it would be brought back and because it is an administrative policy and not a change to City Code, it will not go to

City Council for approval. Ms. Forsmann clarified that administrative policies could be revised without City Council approval; Mr. Johnson concurred and said that if it evolved into an enforcement issue, then it could lead to codification.

VI. ITEMS MOVED FROM THE CONSENT AGENDA - Action Item

None.

VII. UNFINISHED & NEW BUSINESS

A. COMMISSIONER COMMENTS: - Action Item

None.

B. STAFF LIAISON COMMENTS: - Action Item

Director Johnson said that this body is scheduled to meet the week before the holidays in both November and December and that Public Works Specialist Kelley would send out a survey to gauge attendance. He said that the Temporary Traffic Control in the Right-of-Way policy would be brought back in November or December.

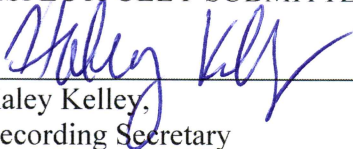
C. FUTURE AGENDA ITEMS: - Action Item

Commissioner Rehder asked about the City Code rewrites concerning development. Director Johnson said that it is tentatively scheduled to go to City Council for broad policy direction before it is brought to this body.

VIII. ADJOURNMENT - Action Item

There being no further business, Councilor Forsmann and Commissioner Rehder moved and seconded, respectively, to adjourn the meeting. The motion carried 4-0 and the Public Works Advisory Commission adjourned at approximately 12:56 p.m.

RESPECTFULLY SUBMITTED,




Haley Kelley,
Recording Secretary



Chairperson or Acting Chairperson
Public Works Advisory Commission

Approved this 18 day of December, 2024

Appendix A



Public Works- Temporary Traffic Control in the ROW Policy

FIRST DRAFT

Outline

- Background
- Policy No. 2024-200-XX - Temporary Traffic Control in the Right of Way Policy



Background

- Authority:
City Code Chapters 31 and 35



Background

- Past Practices
 - No application
 - No guidelines – hand-sketched plans for traffic control and detours
 - Lack of communication to the public and agencies about closures
- Current Practices
 - No Application
 - No guidelines – require plans to be created by a traffic control supervisor (TCS)
 - Use strength of Chapter 31 to require temporary traffic control plans (TTCP)
 - Sometimes miss key agencies and/or the public when notifying about closures

PW Policy No. 2024-200-XX

Temporary Traffic Control in the ROW Policy

What does it do?



Policy No. 2024-200-XX

What does it do?

- Provides a policy for staff to operate from when requiring TTCPs

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 while minimizing disruption to the traveling public through a focus on communication between City employees, an applicant, and the public.



Department Policy

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

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.

Policy No. 2024-200-XX

What does it do?

- Provides a framework for enforcing the requirements of Chapter 31.17 regarding barricades and warnings.
- It does not add to the current code.

Sec. 31-17. - Barricades and warnings required.



- (a) Any person digging, excavating, disturbing, obstructing or undermining any right-of-way pursuant to a right-of-way work permit granted under the provisions of this chapter shall place proper barricades and warning signs to prevent injury to persons and property. All barricades, warning signs, traffic-control devices, and methods shall be in accordance with Part 6, "Traffic Control of Street and Highway Construction and Maintenance Operation" of the "Manual on Uniform Traffic Control Devices."
- (b) If the permittee fails to place and maintain proper traffic-control devices, the city may take action to correct the deficiencies or revoke the permittee's right to continue work under the right-of-way work permit. Violations of this section within the travel lanes of the roadway shall constitute a public offense and are punishable as set forth in section of this Code. In addition to the penalty provision set forth in section of this Code, the public works director is authorized to immediately abate violations of this section by closing the traffic work zone until such time as the traffic zone is in compliance with this section. In the event costs are associated with correcting the problem, such costs shall be billed against the permittee.

(Ord. No. 3726, § 2, 10-22-84; Ord. No. 4384, § 3, 11-28-05)

Policy No. 2024-200-XX

- Overview
- Parts and Pieces
- Supports Existing
ROW Permit



Policy No. 2024-200-XX

Overview

- ROW Permit
- Fill out an online application
- Review by Engineering
- Automated Email
- GIS Application

Policy No. 2024-100-XX

Temporary Traffic Control in the Right-of-Way

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:

- Be of a reproducible quality i.e. the plan is legible and can be copied without degrading;
- Meet the minimum requirements of the most current edition of the MUTCD; and
- 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 –

Policy No. 2024-200-XX

Parts and Pieces

- City Code and the MUTCD
- Guidelines for TTC
- Online Application
- Existing ROW Permit



Policy No. 2024-200-XX

Guidelines for Temporary Traffic Control in Lewiston

[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.

Policy No. 2024-200-XX

Sample of the information required for the online application.

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

Emailing this form to 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: _____

Policy No. 2024-200-XX

Existing ROW Permit



Request for Right of Way Permit

PLEASE NOTE: Traffic Control Plans are required to be submitted for all work in the City of Lewiston right of way **a minimum of 48 hours prior to the date of requested implementation.** Traffic Control Plans (TCP's) must meet the minimum requirements of the most current edition of the Manual on Uniform Traffic Control Devices. As per the Manual on Uniform Traffic Control Devices, traffic control plans must be signed and or stamped by a Certified Traffic Control Supervisor (TCS) or a licensed Professional Engineer (PE). Implementation of approved TCP's in the public right of way must be done by a TCS or a licensed and Certified Traffic Control Company.

Today's Date: 8/19/24 Date Work Will Be Done: 9/9/24

Contractor Name: Associated Construction

Contractor Phone: 509-489-0563 Email: Justin@ACI Spokane, Com

Work Location/Address: 711 21st ST both lot entrances and some paving to replace on Bth after fence.

Street or Alley (Circle One)

Which Side of Street: North South West East (Circle all applicable)

Type of Work:

Parking lot entrance improvements, fire line tap into main water line on Bth.

Select:	Base Fee	Applies to all permits
Pave Driveway Sq. Ft.	<u>500 SF</u>	
Paved area in ROW	<u>100 SF</u>	
Approach Width @ ROW	<u>8'</u>	
Aerial Length	<u> </u>	
Trench Length	<u>15'</u>	
Push Length	<u> </u>	
Street Cut Length/Width	<u>150' LF</u>	
C/G/SW Length	<u> </u>	
Manhole Extension	<u> </u>	
Main Line Length	<u> </u>	
Bellhole Quantity	<u> </u>	Length/Width <u> </u>

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Policy No. 2024-200-XX

Existing ROW Permit

Applicants for permits to occupy city property with utilities, or holders of granted franchise right contemplating work upon, along, over, under across any City road, bridge, wharf, trestle, public place, street, avenue or alley on property in the City, shall first file with the Department of Public Works his/her application to do such work. Such applications shall be in duplicate and, may be required to be accompanied with drawings and/or specifications also in duplicate as required by the Department of Public Works. Drawings shall be to a working scale, showing position and location of work, names or numbers and width of road, streets, etc., showing their location in plats or subdivisions of sections, township, and range; showing the relative position of such work to existing utilities constructed, laid, installed, or erected upon such roads, streets, or public places. The applicant shall specify the type of construction by submitting plans showing the class of material and the manner in which the work is to be accomplished. Concrete for curbs, gutters, and sidewalks shall be tested for air content, slump, and compressive strength when the linear footage exceeds 100ft for commercial properties and 200ft for residential properties. All such materials and equipment shall be of the highest quality and the manner of excavation, fills, construction installation, erection of temporary structures, traffic turnouts, road obstructions, barricades, etc., shall meet with the standards of the City of Lewiston, and shall require approval by the Department of Public Works. Traffic Control Plans are required to be submitted for all work in the City of Lewiston right of way a minimum of 48 hours prior to the date of requested implementation. Traffic Control Plans (TCPs) must meet the minimum requirements of the most current edition of the Manual on Uniform Traffic Control Devices. As per the Manual on Uniform Traffic Control Devices, traffic control plans must be signed and stamped by a Certified Traffic Control Supervisor (TCS) or a licensed Professional Engineer (PE). Implementation of approved TCPs in the public right of way must be done by a TCS or a licensed and Certified Traffic Control Company. The applicant shall pay to the City all costs of, and expenses incurred in the examination, inspection, and supervision of such work on account of the granting of said permits. The actual location of the work to be done under this permit, its depth below or above surface or grade of any City structure, road, street, avenue, alley, or public right-of-way, shall be approved by the Department of Public Works before any work shall be done by the petitioner.

PERMIT CONDITIONS



City of Lewiston Construction Management
 215 D Street, PO Box 617
 Lewiston, ID 83501
 Ph: (208) 746-1316 x204 Fax: (208) 746-5595

Right of Way Permit

Address: 729 3RD ST
 Permit #: R24-000211
 Description of Work: ROW - OVERSIZED LOAD MOVED THROUGH TOWN ON 10/13/24; APPROVED BY LANTONCH AND JTHOMPSON

General
 Issue Date: 10/14/2024

Applicant:	BRIAN MCDERMOTT CONSTRUCTION	Company Name:	BRIAN MCDERMOTT CONSTRUCTION
Address:	LEWISTON, ID 83501	Address:	BRIAN MCDERMOTT LEWISTON, ID 83501
Phone:	20841 39304		
Fax:			

Owner: Name:
 Address:
 Phone:

Fees:	Description	Amount	Total Cost
Quantity	FY24 Base fee	94.45	94.45
1.0			Total: 94.45

Applicant agrees to perform the work in strict compliance to all City of Lewiston Right-of-Way Standards, LCC 31. If you have any questions or concerns, call Public Works @ 746-1316. DIG LINE: 1-800-342-1585. CALL BEFORE YOU DIG. Utility Damage is Costly.

*****THIS PERMIT EXPIRES 30 DAYS FROM THE DATE OF ISSUANCE.*****

- Pavement Cut
- Concrete Cut
- Concrete Repair
- New Concrete
- Extra Work



DATE	COMMENTS

INSTRUCTIONS FOR APPLICANTS

successors and assigns, shall have the right and authority to enter upon the right-of-way of the City road, permit form.

d, manner of erection or construction, safeguarding of public traffic during work or after doing same, it of work and shall be subject to the inspection of the Department of Public Works so as to assure

he granting of this permit. If, at the end of date stated in the right-of-way use permit, then the rights

aces and structures after installation and operation or removal of utility, in as good and safe a condition

grantee.

s, structures, or public property of any kind on account of said work by the grantee, he will at once repair

representatives may do, order, or have done any and all work considered necessary to restore to a safe

condition dangerous to a life or property resulting from the Grantee's facility or its installation as

city all costs of such work and material.

s, re-grade, plank, pave, improve, alter, or repair any road, street, public place, or structure, the grantee

representatives or agents, will, at his/her own sole cost and expense, raise, lower, change, move, or

templated or ordered by the City.

s the grantee fails to relocate any portion or the entire project as granted under this permit, the City, its

ne of the grantee, and all costs to remove or reconstruct same shall be borne by the grantee.

ntees shall be done in such manner as will cause the least amount of interference with any of the City's

original installation. The City shall not be held liable for any damage to the grantee by reason of any

an exclusive franchise, nor prohibit the City from granting other permits for franchise rights of like or

t the City from using any of its roads, streets, public places for any and all public use, or affect its

ents herein contained shall be binding upon the successors and assigns of the grantee and all privileges

r were specifically mentioned.

te this permit if grantee fails to comply with any or all of its provisions, requirements, or regulations as

o heed or comply with notices given him/her or if the work herein permitted, is not installed or operated

nd, modify, amplify, or terminate any of the conditions herein enumerated so as to conform to any state

health, or highway regulations as are, or may hereinafter be enacted, adopted, or amended, etc. The

any such changes.

check with all utilities regarding their installations before commencing work, together with private

aged through the performance of such work, and the applicant shall make all necessary arrangements

er shall have all utilities located prior to commencement of work and shall be prepared to provide the

and assigns agrees to protect and save harmless the City from all claims, actions, or damages of every

erson or persons, corporation, or property by reason of the performance of any such work, character of

tion or by the improper occupancy of rights of way or public place or public structure, and in case any

g, out of or by reason of any of the above causes, the petitioner, his/her successors, or assigns will upon

ne at his/her sole cost and expense and will fully satisfy any judgment after the said suit or action shall





