



Administrative Committee Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

3:00 PM

Council Chambers

June 25, 2018

206 E. Third St.

Action Items

1. Approval Of Administrative Committee June 11, 2018 Minutes – Laurie M. Hopkins

Documents:

[MINUTES OF ADMIN 6-11-18.PDF](#)

2. Paradise Creek Floodplain Study Application Fee Approval - Bill Belknap

The City and Moscow Urban Renewal Agency have worked collaboratively on a flood study of a portion of Paradise Creek located between the South Main and Highway 8 crossings to update the regulatory floodplain to reflect the removal of several bridge structures which occurred 20 years ago. Staff is seeking authorization to fund the Letter of Map Revision (LOMR) application fee to allow the LOMR application to proceed.

After discussion with the City Supervisor, he is recommending that the additional \$8,000 could be funded from, the Non-Prioritized Projects line item, which has \$15,000 remaining, after prior Council-authorized commitments.

PROPOSED ACTIONS: Recommend authorization of \$8,000 from the Legislative Non-Prioritized Projects line item to fund the LOMR application fee; or provide staff further direction.

Documents:

[PARADISE CREEK FLOODPLAIN STUDY.PDF](#)

3. Small Office Commercial Sanitary Sewer Rate Pilot Program - Gary J. Riedner

The commercial sanitary sewer rate structure consists of classifications of rates based upon the type of commercial business, and the effect of the sanitary sewer discharge from that business upon the sanitary sewer system. For instance, the rate structure for a restaurant is based partially upon the discharge of cooking fats, oils and grease (FOG), which requires significant increased levels of treatment, both in the sanitary sewer transmission

infrastructure and wastewater treatment. This results in a base sanitary sewer rate that is charged to each business in that class, and actual use of the system is measured in increments of water usage by the business. For example, a business pays the base sanitary sewer rate monthly, and is charged a volume-based use fee for each additional 100 cubic feet of water use.

This system works well in most cases, as the business use of the sanitary sewer system is typically tied directly to the water used by the business. The one situation which causes inequities is the case where a business does not fluctuate significantly in its year-round use of water, except in its use of irrigation. While the use of water for irrigation is appropriately billed through water rates, the inequity exists because the use of irrigation water does not enter the sanitary sewer system. Under the current rate structure, there is no mechanism for decoupling the use of water to the use of sanitary sewer.

Staff has identified several, mainly office-type businesses, which fall into this category. Typical water use for these businesses range from less than 100 cubic feet per month to approximately 600 cubic feet per month. Staff is proposing creation of a new class of sanitary sewer rate in which all businesses in this class would be billed the base commercial sewer fee, plus use rate equal to 200 cubic feet of water use. This class will be piloted during the current irrigation season, while staff gathers data for analysis for use in proposing continuation of the pilot class rate, or an alternative class rate based upon the experience of the pilot program.

PROPOSED ACTIONS: Authorize staff to proceed with the Small Office Commercial Sanitary Sewer Rate pilot program as outlined, or provide staff further direction.

Documents:

[SMALL OFFICE COMMERCIAL SANITARY SEWER RATE PILOT PROGRAM CCSR.PDF](#)

Reports

1. Poet Laureate Update – Kathleen Burns
2. Artwalk Recap – Kathleen Burns

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.



Administrative Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
June 11, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Art Bettge Councilmember, Anne Zabala Councilmember

OTHERS: Mayor Bill Lambert, Council President Kathryn Bonzo, Council Member Brandy Sullivan

STAFF: Jen Pfiffner, Kevin Lilly, Dwight Curtis, Bill Belknap, Mia Vowels, Kathleen Burns, Laurie M. Hopkins, Mike Ray (3:52), Leah Carlson (3:52), Sarah Banks (3:54)

1. Approval of Administrative Committee May 29, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Art Bettge, Anne Zabala

2. Discussion Regarding Educational Institutions in the Central Business District - Bill Belknap

During the recent Zoning Code update that was passed by the Council on May 21, questions were raised by Council regarding the allowance of Educational Institutions (colleges and universities) within the Central Business (CB) Zoning District. The City Council approved the Zoning Code amendment as presented, but requested that the Administrative Committee continue the discussion regarding the allowance of educational uses within the CB District. Staff will provide a presentation upon the history of the CB Zone and the 2005 City Code amendment that addressed educational uses including schools, commercial schools and educational institutions within the City's Commercial Zoning Districts and seek further Council direction.

PROPOSED ACTIONS: Receive report and provide Staff further direction.

Belknap said during a broad zoning code update, questions were raised regarding the allowance of educational institutions within the Central Business Zoning District (CBD). Zoning was developed to restrict the use of private land and segregate those thought to be incompatible. In recent years there is more push to integrate zones. Belknap described the forms of zoning with Moscow based on the Euclidean zoning. Moscow has quite a few residential and commercial districts.

Moscow's first zoning ordinance for downtown was passed in 1933 and included a Commercial and Business zone. The second zoning ordinance was passed in 1957 and where the CBD was created. This district allowed private schools conducted for gain. Also in the 1957, an amendment to the R-3 zone included Institutions For Higher Education. In 1971, the CBD becomes Community Business and the first appearance of a definition of Educational Institution is included. In a 1981 ordinance, the Educational Institution definition did not appear, although a University zoning district was created. The next code revision was 1990 and reverted back to CBD and Education Institution definition reappears.

In 2004-2005, two educational uses were allowed in commercial districts using a particular land use category and interpretation by the zoning administrator. Education Institutions was defined in the code and would have addressed the private college use. Commercial Schools was also defined but is different than schools in general. Council referred the matter to Planning and Zoning Commission (PZC) and Council adopted the recommendations through Ordinance 2005-33. This ordinance allowed commercial

Minutes Acceptance: Minutes of Jun 11, 2018 3:00 PM (Regular Items)

schools and educational institutions as a conditionally permitted use in CBD.

Belknap went through the purpose, principal uses and conditional uses, of the CBD. See attached presentation. He also listed the conditional use criteria and showed a map of the downtown and surrounding zoning. The existing education institution uses in the CBD are New Saint Andrews in two locations and the University of Idaho WWAMI program. Belknap described the history of the two applications in the last 12 months. A question was included in the fall 2017 Commission Survey to understand the community's opinion on the topic of educational institutions in the CBD. There are some concerns regarding the wording of the question and how respondents interpreted the question. PZC discussed educational institutions and reviewed the commission survey question results during the recent code update before forwarding on the Council. Staff is looking for what new information the Council would like PZC to consider. Belknap gave some options for the Council to consider to gain a better understanding of the community's opinion.

Zabala asked about the potential of a medical district. Belknap responded that they have discussed the subject more as a branding option. Unless it was entirely Gritman property, a specific zone would have to be carefully considered as there are private property owners in the area. A good majority of Gritman property is actually GB, not CBD but they are similar other than BG requires off-street parking.

Bettge said he liked idea of asking more direct questions in the survey to get the feel of the community. Relative to the CUP process, Bettge has had a hang up on the degree of mitigation. With the example of parking, the mitigation then impacts the surrounding districts.

Taruscio prefers to do a survey at large as well as business owners downtown. She thinks the CUP process has proved to be effective.

The Committee agreed to forward this presentation onto council when all six members will be present.

Reports

Public Art Update - Kathleen Burns

Burns provided a presentation illustrating new art installed around town. The bus shelter at Wallace Complex on Sixth Street has a new design. Many vinyl wraps are being switched out. The public library dedication for the Melissa Cole public art is on June 14 and is already installed. The install took approximately a week and Ms. Cole will be at the dedication. The ITC sculpture garden has also been switched out. The art is developed by U of I students in the sculpture lab.

Artwalk Update - Kathleen Burns

Burns said Erica Wagner's art will be installed this afternoon. This years Artwalk includes 74 businesses, 125 artists, and 4-5 more businesses that did not make the deadline. She went through the music at Friendship Square and First and Main Streets. The art installed at Wells Fargo Bank is from the Idaho Commission on the Arts and is students from Lena Whitmore and Troy schools.

Jenny Ford came forward and gave details on the collaborative project for Law Enforcement Appreciation week. Family members of law enforcement created more than 80 tile mosaics to be installed at the Latah County Courthouse on Friday. Chalk artist Chris Carlson will do a presentation Wednesday evening. He will be working on his chalk art in front of the Chamber office all day Thursday and Friday.

The Artwalk brochure comes out Friday in the newspaper and can also be found around town.

Adjourn

The meeting was closed at 3:55 AM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 06/25/2018**Title:** Paradise Creek Floodplain Study Application Fee Approval**Responsible Staff:** Bill Belknap

Information

DESCRIPTION: The City and Moscow Urban Renewal Agency have worked collaboratively on a flood study of a portion of Paradise Creek located between the South Main and Highway 8 crossings to update the regulatory floodplain to reflect the removal of several bridge structures which occurred 20 years ago. In prior discussions with FEMA it appeared that the bridge removal which the Idaho Transportation Department completed in 1998/1999, occurred prior to the most recent FEMA flood study and publication of the current Flood Insurance Rate Map (FIRM) on April 15, 2002. As a result, FEMA representatives had indicated that if the basis for the floodplain change was to correct erroneous data or provide more accurate data, there would be no application fee. On April 15, 2018 the City Council authorized funding on half of the application preparation cost in the amount of \$2,000 from the Council's Non-Prioritized Projects line item. Staff submitted the application for the Letter of Map Revision (LOMR) on April 27, 2018. On June 15 Staff received a request for additional information from FEMA along with a statement that the survey and hydraulic study that was the basis of the 2002 FIRM map was actually completed in 1997 (prior to the bridge removals). Therefore the basis of the LOMR request had been reclassified as being related to a bridge/structure removal and as a result the City would be required to pay the LOMR application fee of \$8,000.

After discussion with the City Supervisor, he is recommending that the additional \$8,000 could be funded from, the Non-Prioritized Projects line item, which has \$15,000 remaining, after prior Council-authorized commitments.

STAFF RECOMMENDATION: Recommend approval to authorize the use of \$8,000 from the Legislative Non-Prioritized Projects line item to fund the LOMR application fee.

PROPOSED ACTIONS: Recommend approval to authorize the use of \$8,000 from the Legislative Non-Prioritized Projects line item to fund the LOMR application fee; or provide staff further direction.

Necessary Resources/Impacts

<Type your fiscal/personnel/miscellaneous impacts here or N/A>

Attachments

FEMA Request for Additional Information



NATIONAL FLOOD INSURANCE PROGRAM

FEMA PRODUCTION AND TECHNICAL SERVICES CONTRACTOR

June 15, 2018

Mr. Bill Belknap
Community Development Director
206 E. Third Street
Moscow, ID 83843

IN REPLY REFER TO:
Case No.: 18-10-1024P
Community: City of Moscow, ID
Community No.: 160090

316-AD

Dear Mr. Belknap:

This responds to your request dated April 27, 2018 that the Department of Homeland Security's Federal Emergency Management Agency (FEMA) issue a revision to the Flood Insurance Rate Map (FIRM) for the above-referenced community. Pertinent information about the request is listed below.

Identifier:	2018 Paradise Creek LOMR
Flooding Source:	Paradise Creek
FIRM Panel Affected:	1600900002D

We have reviewed your request and determined that additional data are required to complete our review. The data required to complete our review, which must be submitted within 90 days of the date of this letter, are listed on the enclosed summary.

If we do not receive the required data within 90 days, we will suspend our processing of your request. Any data submitted after 90 days will be treated as an original submittal and will be subject to all submittal/payment procedures, including the flat review and processing fee for requests of this type established by the current fee schedule. A copy of the current fee schedule is available for your information on the FEMA Web site at <https://www.fema.gov/flood-map-related-fees>.

FEMA receives a very large volume of requests and cannot maintain inactive requests for an indefinite period of time. Therefore, we are unable to grant extensions for the submission of required data/fee for revision requests. If a requester is informed by letter that additional data are required to complete our review of a request, the data/fee **must** be submitted within 90 days of the date of the letter.

If you have general questions about your request, FEMA policy, or the National Flood Insurance Program, please call the FEMA Map Information Exchange (FMIX), toll free, at 1-877-FEMA MAP (1-877-336-2627). If you have specific questions concerning your request, please contact your case reviewer, Ms. Debbie Berlin, by e-mail at dberlin@primeeng.com or by telephone at (410) 654-3790, or the Revisions Coordinator for your request, Mr. Sudhanshu Mishra, P.E., GISP, CFM at smishra@primeeng.com or at (410) 654-3790.

Sincerely,



Alex Haptemariam, P.E., CFM
MT-2 Process Manager
STARR II

cc: Ms. Susan Firor, P.E.
Alta Science and Engineering, Inc.

Ms. Maureen O'Shea, CFM
State NFIP Coordinator
Idaho Dept. of Water Resources

Attachment: FEMA Request for Additional Information (1748 : Paradise Creek Floodplain Study Application Fee Approval)



NATIONAL FLOOD INSURANCE PROGRAM

FEMA PRODUCTION AND TECHNICAL SERVICES CONTRACTOR

Summary of Additional Data Required to Support a Letter of Map Revision (LOMR)

Case No.: 18-10-1024P

Requester: Mr. Bill Belknap

Community: City of Moscow, ID

Community No.: 160090

The issues listed below must be addressed before we can continue the review of your request.

1. The submitted Duplicate Effective and Corrected Effective hydraulic models use a different cross-section numbering convention than the Existing Conditions hydraulic model and do not appear to clearly correspond to the cross-sections used in the effective Flood Insurance Rate Map (FIRM) or Flood Insurance Study (FIS). Please provide clarification so that the Duplicate Effective and Corrected Effective models can be compared to the Effective FIS Profiles.
2. The submitted map entitled "Topographic Work Map," prepared by Alta Science & Engineering, Inc., dated April 16, 2018 does not provide essential information required to complete our detailed review of this request. Please submit a work map that includes the following information, which was omitted from the submitted topographic work map.
 - (a) Boundary delineations of the effective and proposed base (1-percent-annual-chance) and 0.2-percent-annual-chance floodplains and floodway and the tie-ins between the effective and proposed floodplain and regulatory floodway boundary;
 - (b) Orientation of roadways to match the cardinal orientation shown in the effective FIRM;
 - (b) Locations and alignments of all cross sections used in the hydraulic model, extended to both sides of the floodplain, with stations indicated and with references consistent with those shown in the models and on the FIRM panel;
 - (c) Flow line used in the hydraulic model; and
 - (d) Signature of certifying Professional Engineer.
3. The annotated FIRM entitled "Annotated FEMA FIRM Map," prepared by Alta Science & Engineering, Inc., dated April 16, 2018 does not provide essential information required to complete our detailed review of this request. Please submit an annotated Flood Insurance Rate Map (FIRM), at the scale of the effective FIRM, that includes the following information, which was omitted in the previous submittal.
 - (a) Boundary delineations of the effective and proposed base (1-percent-annual-chance), 0.2-percent-annual-chance floodplains and floodway and the tie-ins between the effective and proposed floodplain and floodway boundary;
 - (b) Orientation of roadways to match the cardinal orientation shown in the effective FIRM;
 - (c) Locations and alignment of all Cross Sections; and
 - (d) Signature of certifying Professional Engineer.

The revised annotated FIRM should use current effective FIRM as a base map to show revised conditions floodplain and floodway boundary delineations.

4. Please provide as-built information for the realignment of Main Street/U.S. 95 completed in 2000. The plans must be certified by a registered professional engineer and include the title, page numbers, legend, scale, and north arrow.
5. Please resubmit a copy of the public notice distributed by City of Moscow stating their intent to revise the regulatory floodway, or provide a statement that the City officials have notified all affected property owners, in compliance with Paragraph 65.7 (b)(1) of the National Flood Insurance Program regulations. These notices must include the extent of revision, the changes to the regulatory floodway including maximum increase and maximum decrease in water surface elevation and respective locations, and contact information for any interested parties. An example of public notice can be found in Figure 3 of the MT-2 instructions, which may be accessed at <https://www.fema.gov/media-library/assets/documents/1343?id=1493>.
6. Please resubmit documentation of the individual legal notices that were sent to property owners who are affected by any increases in width and/or shifting of the floodplain of the flood having a base (1-percent-annual-chance) floodway of being equaled or exceeded in any given year (base flood) and increase in Base Flood Elevations. Legal notice may take the form of certified mailing receipts or certification that all property owners have been notified, with an accompanying mailing list and a copy of letter sent. Examples of individual notices can be found on pages 12 through 17 of the instructions for the MT-2 application/certification forms, which may be accessed at <http://www.fema.gov/library/viewRecord.do?id=1493>

Effective February 20, 2015, FEMA revised the fee schedule for reviewing and processing requests for conditional and final modifications to published flood information and maps. A copy of the notice summarizing the current fee schedule, which was published in the *Federal Register*, is available for your information on the FEMA Web site at <https://www.fema.gov/flood-map-related-fees>. In accordance with this schedule, the fee for your request is \$8,000 and must be submitted before we can continue processing your request. Since the hydraulic study for the effective FIS was completed in 1997, prior to the removal of the old bridge and construction of the new bridge, this request is considered a “LOMR Based on Bridge, Culvert, Channel, Hydrology, or Combination Thereof” rather than a “LOMR Based Solely on Submission of More Detailed Data.”

Payment of this fee must be made in the form of a check or money order, payable in U.S. funds to the National Flood Insurance Program, or a credit card payment (Visa or MasterCard only). For identification purposes, the case number referenced above must be included on the check or money order. We will not perform a detailed technical review of your request until we receive this payment.

Please send the required data and fee directly to us at the address shown at the bottom of the first page attention to Debbie Berlin, STARR II. For identification purposes, please include the case number referenced above on all correspondence.

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 06/25/2018**Title:** Small Office Commercial Sanitary Sewer Rate Pilot Program**Responsible Staff:** Gary J. Riedner

Information

DESCRIPTION: The commercial sanitary sewer rate structure consists of classifications of rates based upon the type of commercial business, and the effect of the sanitary sewer discharge from that business upon the sanitary sewer system. For instance, the rate structure for a restaurant is based partially upon the discharge of cooking fats, oils and grease (FOG), which requires significant increased levels of treatment, both in the sanitary sewer transmission infrastructure and wastewater treatment. This results in a base sanitary sewer rate that is charged to each business in that class, and actual use of the system is measured in increments of water usage by the business. For example, a business pays the base sanitary sewer rate monthly, and is charged a volume-based use fee for each additional 100 cubic feet of water use.

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STAFF RECOMMENDATION: Authorize staff to proceed with the Small Office Commercial Sanitary Sewer Rate pilot program as outlined.

PROPOSED ACTIONS: Authorize staff to proceed with the Small Office Commercial Sanitary Sewer Rate pilot program as outlined, or provide staff further direction.

Necessary Resources/Impacts

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