



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
August 13, 2018

4:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:30 PM

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

OTHERS: Bill Lambert, Mayor; Brandy Sullivan, Council Member

STAFF: Jen Pfiffner, Amanda Argona, James Fry, Mia Vowels, Mike Ray, Bill Belknap,
Laurie M. Hopkins

1. Approval of Administrative Committee July 23, 2018 Minutes – Laurie M. Hopkins

The minutes were approved.

2. Third Street Interpretive Sign Project – Michael Ray

The Historic Preservation Commission has undertaken a project to create interpretive signage for the larger institutional buildings along the Third Street corridor which are on the National Register of Historic Places. The buildings that have been identified are the 1912 Center, City Hall, Carnegie Library, and the Methodist Church. The interpretive signs are intended to be installed adjacent to the public sidewalk and convey important historical information about the buildings.

PROPOSED ACTIONS: Recommend authorization for the Historic Preservation Commission to proceed with ordering and installing the interpretive signs which have been budgeted in FY2018 and FY2019, or provide staff further direction.

Ray explained bronze plaques were installed on contributing buildings within the downtown historic district. The Commission envisioned the next step would be the Third Street corridor with interpretive signs on the historic buildings. The 1912 Center was identified as the first building to have a sign installed. The location is the southeast corner of the Pall Plaza adjacent to the sidewalk for citizens to be able to walk up to it from the sidewalk. Ray described the sign that includes specifics on architectural detail and the adaptive uses from a high school to community center. The interpretive sign for City Hall is proposed to be located in the grass area to the east of the south entrance. Ray described the sign and pedestal base and went through the budget with a close of the project in 2020. The Methodist Church sign is still tentative.

The 1912 sign is in final draft. The City Hall sign is still in draft. Zabala suggested a different font on the City Hall sign as it is difficult to read. The sign will be printed at a size of 27x36 where the font may be easier to read but Ray will take the suggestion back to the Commission. The Committee recommended approval and that it be placed on the Consent Agenda.

3. Moscow School District Agreement for School Resource Officer – James Fry

The City of Moscow, through the Moscow Police Department, has been employing a School Resource Officer (SRO) position for over 18 years to provide a law enforcement presence and additional resources to the Moscow School District to assist in providing and maintaining a safe and healthy student environment. Taking into account recent incidents of violence in schools across the nation, the District has requested that the City provide an additional School Resource Officer. The City will continue to bear the cost of the first School Resource Officer and Moscow School District shall

provide funding to City to support the second SRO position. If approved, the agreement shall commence on the first day of October, 2018 and will provide 70% funding of the additional position for the first year, 85% the second year and 100% the third year and each subsequent year.

PROPOSED ACTIONS: Recommend approval of the Memorandum of Understanding for Professional Services between the City of Moscow, Idaho and the Moscow School District No. 281 or provide staff further direction.

Fry introduced the item as written above. The payment will be tiered over the next three years. There will be one School Resource Officer at the high school, one at the middle school and they will divide their time between the elementary schools. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Public Hearing: Amendment of Title 4, Chapters 4, 7, 8, and 10 of M.C.C. Regarding Various Zoning Code Amendments - Michael Ray

The Planning and Zoning Commission has been working over the past few months on minor revisions to various sections of the Zoning Code within Title 4, Chapters 4, 7, 8, and 10. The proposed amendments pertain to Planned Unit Developments, lot frontage and access requirements, expiration periods for certain land use actions, and public notice requirements. The Commission conducted a public hearing on this proposed ordinance on July 25, 2018 and unanimously recommended approval to City Council. This was reviewed by the Administrative Committee on August 13, 2018.

PROPOSED ACTIONS: Forward the item for public hearing upon the proposed ordinance at the Council's upcoming August 20, 2018 meeting; or provide staff further direction.

Ray explained the proposed ordinance includes minor amendments to different chapters with Title 4 of the Moscow City Code. The first proposed change is that every lot abuts a public street right-of-way with some exceptions including flag pole lots to allow for infill development. Because the current flag lot doesn't adequately address larger properties in more rural zones, access easements within the rural zones of Agriculture/Forestry, Farm Ranch, and Suburban Residential may be greater than one hundred fifty feet so long as sufficient fire access is provided. Within the Planned Unit Development (PUD) regulations, base densities will be inserted in appropriate commercial zones. The current code also doesn't state which zones are eligible for PUD's. An eligibility section is proposed to be inserted. The third proposed amendment deals with appeals, variances, and SUP's with the elimination of special uses. The expiration of CUP's and variances are currently tied to a building permit. Other jurisdictions had a two year expiration period. The Planning & Zoning Commission suggests a two year approval, two year extension upon the request of the Zoning Administrator, and another two year extension through the Board of Adjustment with no public hearing unless certain factors exist. Ray described the factors. The fourth proposed amendment is the public hearing notice requirements. Ray went through the process for a public hearing which takes approximately four months. The proposed amendment is to reduce the 30 day notice for the City Council hearing to 15 days. Ray said the ice rink has come back and reapplied but some projects have just not taken off. If the applicant feels the project is still viable, they will request an extension but staff won't extend unless it is requested. The Committee forwarded the ordinance on for public hearing at the Council's upcoming August 20, 2018 meeting.

5. Vandal Town Block Party Resolutions - Jen Pfiffner

The City of Moscow, University of Idaho and Moscow Chamber of Commerce are hosting the annual Vandal Town Block Party September 7, 2018 in downtown Moscow. The event will welcome back students while celebrating our important community partnerships. The block party is held on Main Street and features live music and local vendors. In years past, local businesses have been provided the

opportunity to join the Block Party by hosting beer/wine gardens in the Main Street area and through allowed expansion of permitted sidewalk cafés during the event. Both activities require resolutions. Staff has prepared proposed resolutions for Council consideration.

PROPOSED ACTIONS: Review the resolutions, and:

- A. Recommend approval of the resolution allowing beer/wine gardens during the 2018 Vandal Town Block Party; or provide staff further direction.
- B. Recommend approval of the resolution allowing expansion of Sidewalk Cafés during the 2018 Vandal Town Block Party; or provide staff further direction.

Pfiffner introduced the item as written above. Taruscio said this is a very positive moment for the businesses downtown. The Committee recommended approval of both resolutions and that they be placed on the Council consent agenda.

Reports

Animals in the Market Implementation Report – Jen Pfiffner

Pfiffner explained in 2012 a resolution was passed to limit dogs and animals to the eastern sidewalk of the Farmers Market, and they were allowed to cross the market as it was a public right-of-way. ADA service animals were allowed within the Market. In 2017, approximately 12-15 non-service dogs were within the market. A Midas the Guide Dog campaign was launched to educate patrons. In 2018, Council passed a resolution allowing dogs on both sidewalks to provide easier messaging to redirect dogs.

Argona said citizens are more than willing to be redirected to the sidewalks but staff is still working on the public education aspect. Each Market averages approximately 13 dogs needing to be redirected. Tracking all approaches to patrons with dogs whether it is an ADA service dog or not. The biggest issue seems to be small dogs that can be put in a backpack or carried. Staff has had incidents where more than one staff has talked to a patron. Flyers have been created to help education dog owners. The signage at entrances have been updated to show both sides are okay. Staff sees many patrons that come from out of the area and aren't aware. Staff is still learning what is considered an ADA dog.

Taruscio feels safety for patrons should not be compromised. She doesn't want staff deciding what disability is allowable or not. Argona responded staff asks if the patron has a disability that requires the animal and the patron can answer yes or no. Second question is what the animal provides. Emotional and therapy dogs do not qualify under the service dog definition. That is when staff quotes the code and directs them to the sidewalks. There has not been any unsafe incidents (biting, tripping) but has had health concerns (poop, sneezing). Staff will begin to track them.

Taruscio said she still does not think this fixes the safety issues and wants to look at the problem as a whole. She doesn't think dogs should be in the market as there are too many unknowns.

Adjourn

The meeting was closed at 5:20 PM

