

# Administrative Committee



## Regular Meeting ~Agenda~

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Laurie M. Hopkins  
City Clerk

208.883.7015

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Tuesday, May 28, 2019

4:30 PM

Council Chambers  
206 E. Third St.

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### REGULAR AGENDA

**1. Approval of May 13, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge**

Minutes presented for approval.

**PROPOSED ACTIONS:** Approve May 13, 2019 minutes, or provide staff further direction.

**2. Tiny Home Construction and Development Standards Ordinance (ACTION ITEM) - Justin Goodwin**

In July of 2018 the Idaho State Building Code Board adopted a new appendix pertaining to tiny homes, Appendix R. A tiny home is defined as a dwelling that is 400 square feet or less in floor area. Appendix R allowed for certain building code exceptions for tiny homes. On November 27, 2018 the City of Moscow Building Code Advisory Committee conducted a meeting to review the proposed appendix and recommended approval with two amendments. The proposed ordinance would adopt Appendix R with the two modifications proposed by the Building Code Advisory Committee. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming June 3, 2019 meeting.

**PROPOSED ACTIONS:** Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming June 3, 2019 meeting, or provide staff further direction.

**3. Request Adoption of Parks and Recreation Master Plan Update 2019 (ACTION ITEM) – Dwight Curtis**

Work began on the Parks and Recreation Master Update 2019 in early 2018. Through numerous Commission meetings, two public workshops, and a citizen survey, fourteen (14) Actionable Items were identified, and are the focus of *Update 2019*. The Actionable Item subjects are from across the spectrum. Attached is a memorandum from the Parks and Recreation Director, Dwight Curtis, a quick reference summary sheet of the Actionable Items, and the draft Master Plan *Update 2019*. *Update 2019* Actionable Items are meant to be thorough, common-sense and most importantly, "doable." The next Master Plan update is scheduled for 2025.

**PROPOSED ACTIONS:** Recommend adoption of the City of Moscow Parks and Recreation Master Plan Update 2019, or provide staff further direction.

**4. Beer Garden Request for Corn Hole Extravaganza (ACTION ITEM) -Dwight Curtis**

A local business, Tapped, is requesting approval to have a beer garden at their new community event, the Moscow Annual Corn Hole Extravaganza. The event is open to the public and is scheduled to take place on June 22, 2019 (see attached letter and event map from Tapped). The event involves a corn hole tournament, other games, food trucks and music. All revenue from the tournament will be donated to Palouse Cares Network. The beer garden is small, similar to the Renaissance Fair event's beer garden, with security by Moscow Police officers, time paid for by Tapped. The Police Chief has reviewed the request, as well as safety requirements addressed in the agreement, and had no issue with this request.

**PROPOSED ACTIONS:** Review Beer Garden Request by Tapped for the Moscow Annual Corn Hole Extravaganza event to be held on June 22, 2019 in East City Park and recommend approval; or recommend denial of the request, or provide staff further direction.

**5. Airport Grant – Runway Realignment (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of completing Phase 4 of the Runway Realignment Project (grant offer AIP 3-53-0051-051). The amount of the grant is \$46,000,000 with a local match of \$3,735,200.00 from multiple sources, which includes a possible Washington State Department of Transportation (WSDOT) Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman, as co-sponsor of PMRA, passed a similar resolution at its City Council meeting on May 14, 2019.

**PROPOSED ACTIONS:** Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (grant offer AIP 3-53-0051-051) and adopt the attached resolution, or provide staff further direction.

**6. Small Community Air Service Development Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

The City of Moscow is a co-sponsor, with the City of Pullman, of the Pullman-Moscow Regional Airport (PMRA). Tony Bean, Executive Director of PMRA is seeking the support of the City of Moscow for a grant from the U.S. Department of Transportation Small Community Air Service Development Program (SCASD) to the City of Pullman for the purpose of securing Revenue Guarantee Funds to support additional Air Service. The amount of the grant is up to \$1,000,000 with a local match of approximately \$300,000.00 from multiple public and private sources. The match pledges are being collected by PMRA and both the Pullman and Moscow Chambers of Commerce from various public and private entities. To facilitate the SCASD grant, it is appropriate to request the City of Moscow act as an Interstate Municipal partner supporting the City of Pullman as the administrative sponsoring partner. The attached

Resolution has been prepared for that purpose. The City of Pullman passed a resolution preauthorizing acceptance of the SCASD grant at its City Council meeting on May 14, 2019.

**PROPOSED ACTIONS:** Recommend City Council adopt the attached Resolution supporting the City of Pullman as the administrative sponsoring partner for the U.S. Department of Transportation Small Community Air Service Development Program Grant, or provide staff further direction.

**7. Airport Grant – FAA Equipment Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport**

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of acquiring various pieces of airport equipment and fencing. The amount of the grant is \$2,400,000 with a local match of \$229,042.00 from Airport Revenues. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman will consider adoption of a similar resolution at a future City Council meeting.

**PROPOSED ACTIONS:** Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program in the amount of \$2,400,000 with a local match of \$229,042 from airport revenues and adopt the attached Resolution, or provide staff further direction.

**REPORTS**

**1. Bond Reimbursement Resolution - Gary J. Riedner**

**ADJOURN**

**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.