

Administrative Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, November 25,
2019

4:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

1. Approval of the September 23, 2019 Administrative Committee Minutes (ACTION ITEM) - Laurie Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Approval of the November 11, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

3. Professional Services Agreement for Construction Engineering and Inspection on the A Street Stage II Federal-Aid Project - Scott Bontrager

The Idaho Transportation Department (ITD), through the Local Highway Technical Assistance Council (LHTAC), funded a federal-aid project in FY2019 to improve segments of 'A' Street and Line Street. The project will completely reconstruct 'A' Street from 350 ft east of Peterson Drive to 200 feet east of Home Street, and Line Street from the Pullman Highway north through its current intersection with 'A' Street/Circle Drive. Circle Drive will be modified to include a cul-de-sac terminus north of 'A' Street. The project will include replacement of the existing road sections, retaining walls, sidewalks, water system upgrades, and sewer conveyance system upgrades. The construction contract for the project was awarded by the Idaho Transportation Board to Motley & Motley of Pullman, Washington in the amount of \$3,839,913.55. A request for qualifications was issued by the Idaho Transportation Department for construction engineering and inspection on September 4, 2019, and seven qualified engineering firms responded by the September 25th deadline. A five-person panel (two LHTAC engineers and three City Staff) independently rated the statements of qualification and a consensus was reached on the selection of Civil Science, Inc. of Twin Falls, Idaho. The attached professional services agreement between the City of Moscow and Civil Science, Inc. was negotiated on Tuesday, November 12, 2019 in the amount of \$637,182.00. This amount equates to 16.59% of the construction contract amount, which both the LHTAC and City Staff deem reasonable for contract administration and construction inspection on a federal-aid project of this complexity. The agreement has been reviewed and approved by the City Attorney.

PROPOSED ACTIONS: Recommend approval of the agreement and forward to City Council with recommendation to authorize Mayor's signature, or provide staff further direction.

4. Ordinance Amending Title 4, Chapter 6, Regarding Covered Parking Space Requirements and Miniature Golf Parking Requirements (ACTION ITEM) - Mike Ray

The Planning and Zoning Commission is proposing two amendments to the Off-Street Parking section of the Zoning Code. The first amendment pertains to eliminating the current covered parking requirements for single-family and two-family dwellings. The second amendment is regarding a proposal to amend the off-street parking requirements for miniature golf facilities. On October 23, 2019, the Commission conducted a public hearing upon the proposed ordinance and recommended approval to City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming December 2, 2019 meeting.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the City Council December 2, 2019 meeting; or provide staff further direction.

5. Ordinance Amending Title 4, Chapter 3, Regarding Accessory Dwelling Unit Minimum Lot Size and Utility Requirements (ACTION ITEM) - Mike Ray

On April 6, 2015, City Council approved Ordinance 2015-06 which permitted Accessory Dwelling Units (ADUs) in all residential zones and also established certain development standards. Since the ADU ordinance has been approved, there have been eight ADUs that have been constructed throughout the City. Staff has encountered a number of circumstances over the last four years with lots in older areas of town that have been ineligible for ADUs because of the minimum lot size requirement. Therefore, the Planning and Zoning Commission is proposing to eliminate the minimum lot size requirement to allow greater opportunities for all residential properties to have the option of developing ADUs. Additionally, the Commission is also proposing to amend the limitations on the use table to allow ADUs to have separate electric and water meters. On August 28, 2019, the Commission conducted a public hearing upon the minimum lot size amendment and on October 23, 2019, the Commission conducted a public hearing upon the limitations on use table amendment and recommended approval of both to the City Council. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming December 2, 2019 meeting.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the City Council December 2, 2019 meeting; or provide staff further direction.

REPORTS

Review of Finalist Proposals for Public Art Project at C & Main Streets – Megan Cherry

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.