

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

Monday, April 12, 2021

4:30 PM

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

The meeting was called to order at 4:30 p.m.

PRESENT: Sandra Kelly, Gina Taruscio, Maureen Laflin (Virtual)

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Anne Zabala (Virtual),

STAFF: Mike Ray, Gary Riedner, Chief James Fry, Captain Roger Lanier, Megan Cherry, Kyle Steele (Virtual), Mia Bautista (Virtual), Tyler Palmer (Virtual), Bill Belknap (Virtual), Laurie Hopkins, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee March 22, 2021 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. One World Café Request for Expanded Sidewalk Café Configuration (ACTION ITEM) – Gary J. Riedner / Laurie Hopkins

In 2007, the City Council formalized a process for the licensing of sidewalk cafes in the Central Business Zoning District. Minimum standards for all sidewalk cafes are included in the Moscow City Code, including the requirement of maintaining an unobstructed pedestrian access on the sidewalk of not less than four contiguous feet. The owners of One World Cafe, located at 6th and Main Streets, have been working with the University of Idaho, Art and Architecture Design/Build studio to create an updated outdoor dining space around the exterior of the building. Because the nature of the proposal is a more robust, yet still a non-permanent improvement, staff is bringing the proposal to City Council for approval. Tyler Palmer, Deputy City Supervisor of Public Works and Services and Steve Schulte Public Utility Manager-Streets/Stormwater have reviewed the drawings and met with the owners and architect on how this proposal can work within the guidelines of the code, as well as maintaining the safety of the public and ADA requirements. The packet includes drawings that meet the requirements of the City Code and the ability to remove all right-of-way encumbrances with reasonable ease and the prohibition on anchoring into the sidewalk.

PROPOSED ACTIONS: Recommend approval of the sidewalk cafe proposal, or provide staff further direction.

Riedner introduced the item as written above and explained it is similar to a previous project brought before Council in 2018 by Colter's Creek. Riedner introduced Sarabeth Pritchett, part owner of One World Café and Scott Lawrence, Assistant Professor, Architecture at the University of Idaho. Pritchett explained the process of working with the U of I Design/Build Studio and that the building owner has an interest in the proposal. Lawrence shared projects the architect students have worked on in the past. The One World project includes various outdoor seating zones; open seating, similar to the existing seating now, corralled seating with ADA accessibility, and fold-out seating with dividers to help control direct sunlight and wind. Each aspect of this project is detachable and non-permanent, and a user's manual shows how the setup and take-down process works. All outdoor seating will be for customers only and will adhere to COVID regulations and social distancing. The estimated time for this project includes 2-3 weeks of onsite construction since most of the materials are pre-fabricated and made offsite to reduce

setup and take downtime. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Lee Newbill Safety Fair Donation Request (ACTION ITEM) - Gary J. Riedner

The Lee Newbill Safety Fair was not held in 2020, due to the COVID-19 pandemic response. This year, the Safety Fair is proposed to be held in some form. Staff discussed several pandemic related issues that could impact a decision by the City to allow the event or allow City employees to participate in the event. Part of that discussion included the possibility that the City could participate in the purchase of bicycle helmets if the event was held. The bicycle helmet program, whereby the Moscow Police Department gives away helmets to young riders, is the center piece of the Safety Fair. The Safety Fair Committee met to discuss several options and MPD Captain Roger Lanier presented the potential for both a revised Safety Fair format, and City participation in the purchase of bicycle helmets for the give away. The Safety Fair Committee decided it was too risky to plan for a full scale Safety Fair at this time, even if it was held later in the summer. The Committee also agreed that going two years in a row without distributing helmets to Moscow children doesn't serve the needs of kids in our community. After deliberations the Committee agreed that several smaller events will be held at the schools to address helmet giveaways. The Safe Routes to Schools program will use a format they have used successfully in the past, and will coordinate with Moscow School District to set up the events. MPD will participate as available with bike and patrol officers and various services clubs will also provide volunteers.

The Safe Routes to School program has \$1000 to contribute toward purchasing helmets and the Safety Fair committee will contribute \$2000. The Committee is requesting the City of Moscow to contribute an additional \$2000 toward the purchase of helmets. The Moscow Police Department will coordinate the purchase of the helmets as the MPD has an established relationship with the vendor. Since the goal has always been to provide helmets to kids before the summer riding season, the funds are requested as soon as possible so helmets can be ordered and distributed. It is anticipated that events will be held in late April and in May before school is out for summer break.

It is proposed that funding be provided from Legislative Non-Prioritized Projects (101-010-10-670-16).

PROPOSED ACTIONS: Recommend approval of \$2,000 from Legislative Non-Prioritized Projects (101-010-10-670-16) for purchase of bicycle helmets for the 2021 Lee Newbill Safety Fair, or provide staff further direction.

Riedner introduced the item as written above. Captain Lanier stated that over the last few years, the Safety Fair has distributed between 500-600 helmets annually and provided a bicycle safety skills course to children. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

4. Stormwater User Fee Credits and Waivers Summary (ACTION ITEM) - Kyle Steele

The City Council established a Stormwater Utility with the adoption of Title 5, Chapter 19 earlier this year. The utility provides the City with the authorization to equitably allocate the operation, maintenance, improvement, and regulatory compliance expenses of the City's Stormwater Control System to users of the System in proportion to the level and type of services received from the System. It also allows the City to provide for the establishment of a system of stormwater user fees, and requires that the City provide a written system of user fee credits and exemptions to better individualize fees to reflect a customer's stormwater burdens and services. Staff is proposing a system of user fee credits and waivers for management practices and activities that reduce the costs to provide stormwater management related services, reduces a customer's burden on the City Stormwater Control System and therefore receives a lower level of City stormwater services.

PROPOSED ACTIONS: Recommend adoption of the stormwater user fee credits and waivers, or provide staff further direction.

Steele introduced the item by giving a brief history of the stormwater management program. In the packet, there is a summary of credits and waivers, a description of the different areas of impact, and the eligibility criteria. Waivers include non-use, vacant undeveloped property, public roads, city-owned buildings and facilities, city-owned buildings, public parks, open spaces, trails, and paths. Council asked to be provided a scale of the fees for additional detail. The Finance Department should receive the final numbers by July and be ready to execute in October. The Committee recommended approval and that it be placed on the Council regular agenda.

5. Ordinance Amending Title 4, Chapter 6 of Moscow City Code Regarding Amendments to the Outdoor Lighting Code for Public Art (ACTION ITEM) - Mike Ray

With the installation of the recent Homecoming public art project at the north couplet, there has been some discussion among staff regarding the lighting of public art in the City. Currently the majority of lighting is required to be full cut-off with up-lighting only permitted in certain circumstances. The Arts Department requested that the Planning and Zoning Commission review the current lighting ordinance to see if there's a possibility of providing an exemption from the full cut-off requirement for freestanding public art. The Commission conducted a special meeting on January 11, 2021 and reviewed different lighting options at the Helioterra public art installation. The Commission then directed Staff to prepare an ordinance amending the lighting code to allow up-lighting for public art. The Commission conducted a public hearing on the proposed ordinance on March 10, 2021 and recommended approval to City Council. The public hearing before the City Council has been scheduled for April 19, 2021.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming April 19, 2021 meeting; or provide staff further direction.

Ray introduced the item as written above and mentioned other public art which would benefit from the lighting. The Planning and Zoning Commission considered specific requirements and exceptions for outdoor and night-time lighting such as brightness, locations, safety hazards, and surrounding land trespassing. This amendment is a hybrid between the flag pole and sign lighting regulations. Needing no further discussion, the Committee recommended approval and that it be placed on the Council regular agenda.

ADJOURN

The meeting adjourned at 5:37 pm.





**SIDEWALK CAFE
DISASSEMBLY MANUAL**

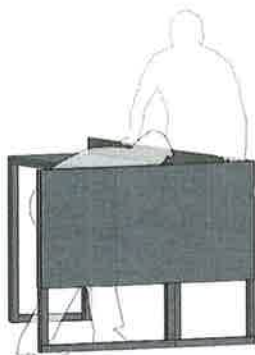
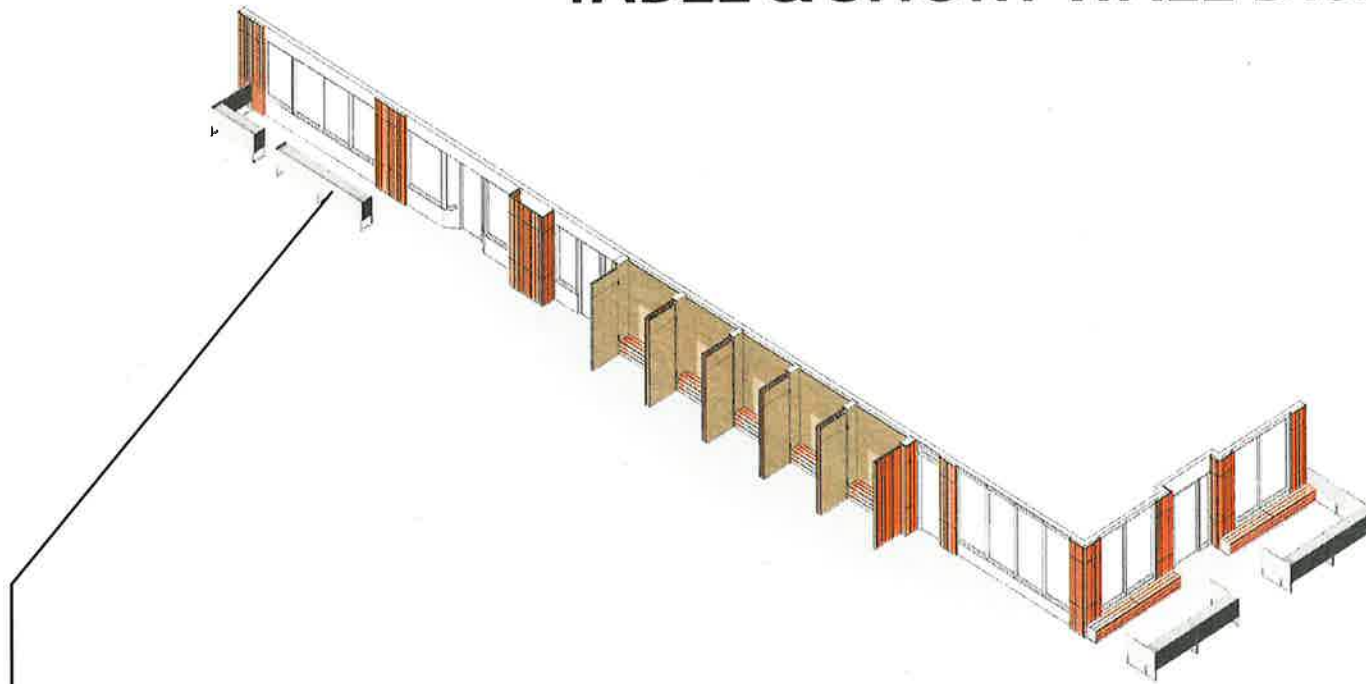


**University
of Idaho**

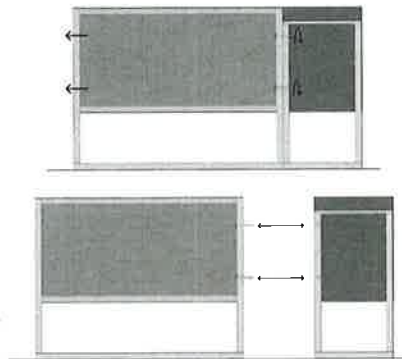
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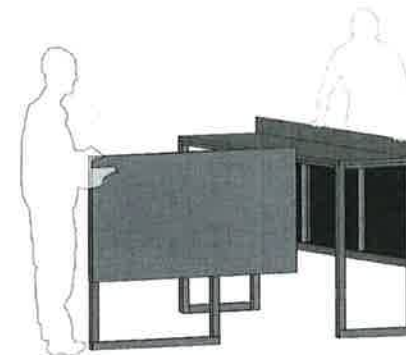
TABLE & SHORT WALL DISASSEMBLY



① Unbolt

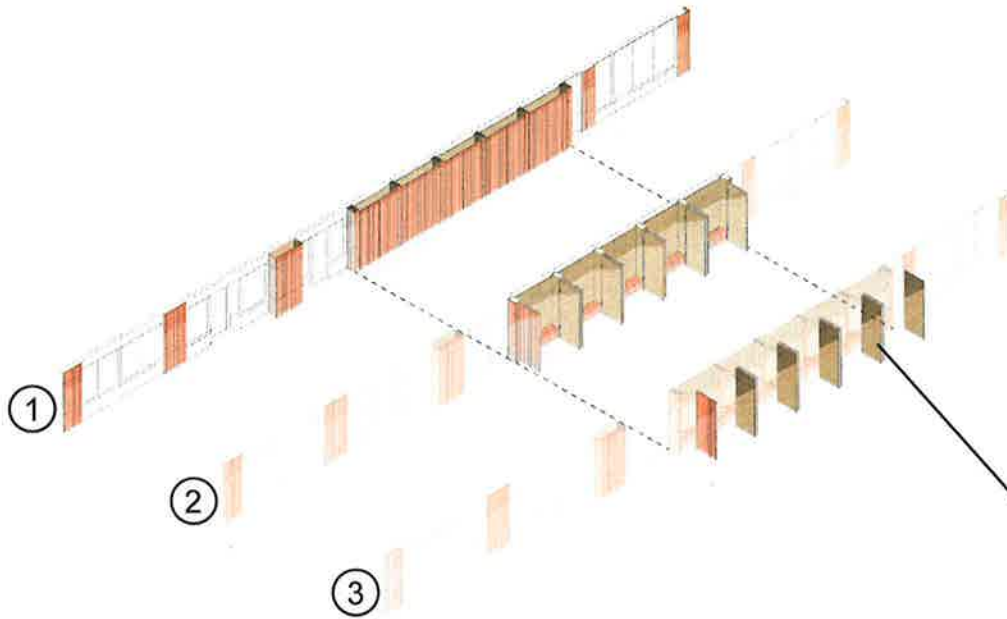


Unscrew connection bolts

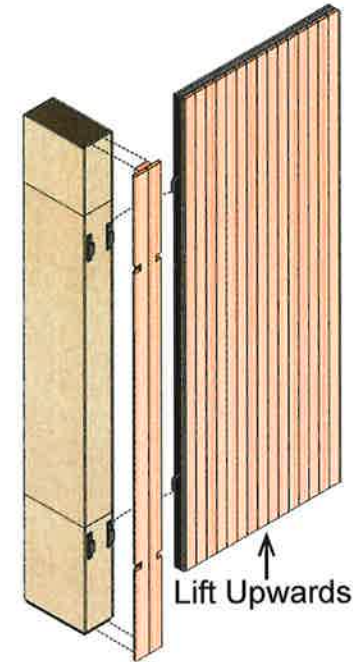


② Separate Short Wall From Table

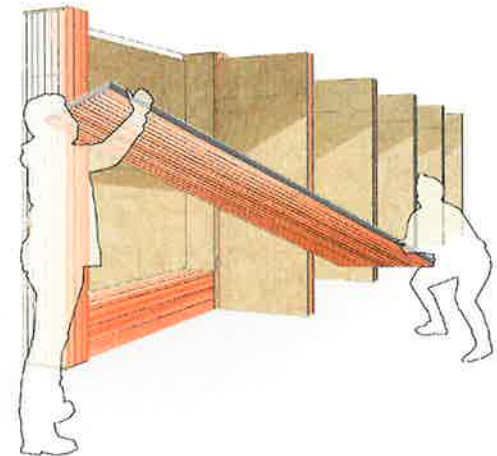
SWING DOOR REMOVAL



- ① Open Doors
- ② Remove Hinge Joint Cladding Panel
- ③ Lift and Remove Doors

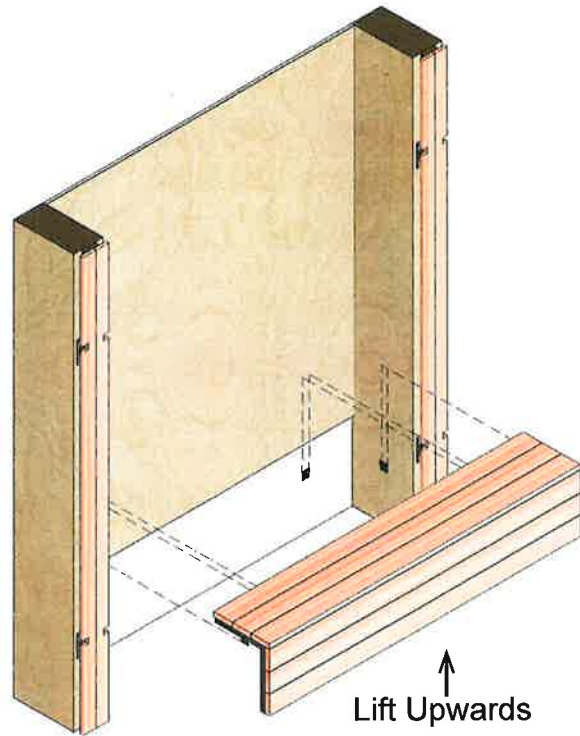


- ② Remove Hinge Joint Cladding Panel

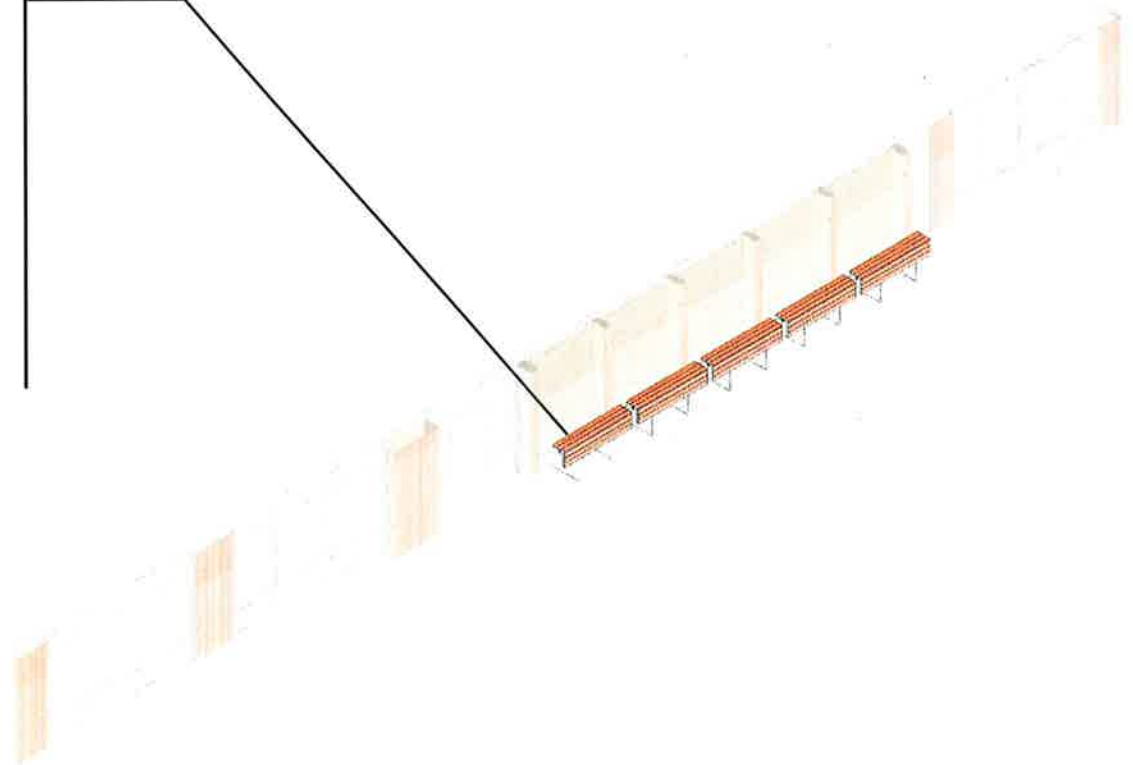


- ③ Lift and Remove Door

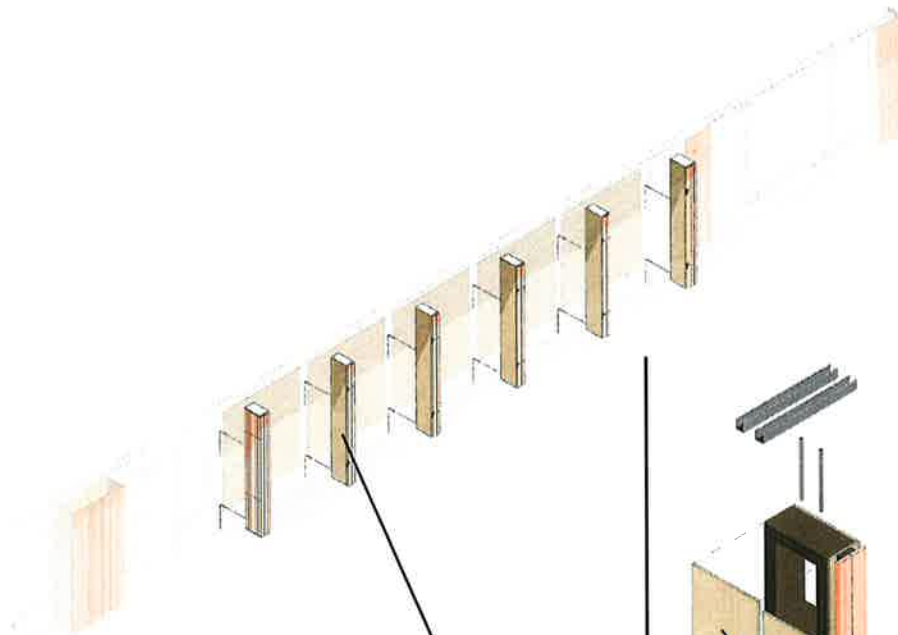
BENCH REMOVAL



- ① Lift Up from Hanger to Remove Bench



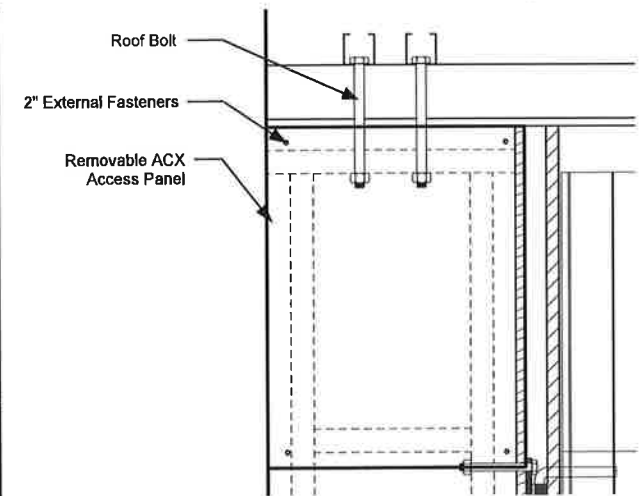
WING WALL REMOVAL



③ Lift Wing Wall away from Pebbledash



② Unbolt Wing Wall from Roof Connection



① Remove ACX Access Panel

EXTERIOR AFTER REMOVAL

