

Moscow City Council



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Tuesday, January 18, 2022

7:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. Attendees are subject to any protocols established by Governor Little's Stay Healthy Guidelines of the Idaho Rebounds Plan. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council January 3, 2022 Minutes - Laurie M. Hopkins

B. Disbursement Report December 2021 - Sarah Banks

Staff presented the December 2021 Accounts Payable Report to the Public Works/Finance Committee on January 10, 2022. The Committee received the report and approved the disbursements as presented.

ACTION: Receive the Disbursements Report for the month of December 2021.

C. First Quarter Financial Report October 1, 2021 to December 31, 2021 for FY2022 - Sarah Banks

Staff presented the financial report for the first quarter of Fiscal Year 2022 to the Public Works / Finance Committee on January 10, 2022. The Committee received the report.

ACTION: Receive the FY2022 First Quarter Report.

D. Transportation Alternatives Program (TAP) Grant Application #1 - Nate Suhr / Alisa Anderson

The City of Moscow staff have identified the area of Mountain View Road from 'F' Street to Slonaker Drive as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 1,600 LF of curb & gutter, green strip, and sidewalk on the west side of Mountain View Road from 'F' Street to Slonaker Drive. The proposed improvements would close the second largest gap in the Mountain View pedestrian corridor and connect two existing pieces of pedestrian

infrastructure, creating an additional north-south pathway for non-motorized road users. This was reviewed by Public Works/Finance Committee at its meeting on January 10, 2022 and recommended for approval.

ACTION: Authorize City staff to submit a Transportation Alternatives Program Grant request of \$500,000 with total project costs not to exceed \$865,000.

E. Transportation Alternatives Program (TAP) Grant Application #2 - Nate Suhr / Alisa Anderson

The City of Moscow staff have identified the area of Mountain View Road from Joseph Street to Heron's Hideout as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 900 feet of curb, gutter and sidewalk on both sides of Mountain View Road, the installation of a pedestrian warning beacon where Paradise Path meets Mountain View Road and 900 feet of sidewalk along the Latah Fairgrounds access road. This corridor will connect to the south end of the Mountain View road project that is scheduled to be completed in Fall of 2022 and will close a gap in the pedestrian infrastructure between Joseph Street and White Avenue. Closing that gap will create a 1.2 mile long continuous pedestrian pathway on Mountain View Road from 'F' Street to White Avenue and will expand the north-south pathway options for non-motorized users. The maximum grant request is \$500,000 and the current project costs are estimated at approximately \$845,000. This was reviewed by Public Works/Finance Committee at its meeting on January 10, 2022 and recommended for approval.

ACTION: Authorize City staff to submit a Transportation Alternatives Program request of \$500,000 with total project costs not to exceed \$845,000.

F. Request for Support and Financial Participation for Park Improvements to Virgil Phillips Farm Park - David Schott

In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of \$63,000 to complete trail improvements at the park. These improvements include maps and signage, weed treatment, and general access and amenity upgrades. Specifically, adding directional and informational signage along all trails, including an overlook sign at the top of the hill. Installing additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improving access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increasing and improving parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots. Latah County is seeking the City's support for the project and has requested the City of Moscow to contribute \$5,000 in cash matching funds. This was reviewed by the Public Works/Finance Committee on January 10, 2022 and recommended for approval.

ACTION: Approve park improvements and financial participation of \$5,000 in grant matching funds.

G. Idaho Commission on the Arts Grant Applications Public Programs in the Arts - Megan Cherry

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk. If the application is successful, funds are typically

available at the end of the City of Moscow's FY22, and would be held back for use in FY23. This was reviewed by the Public Works/Finance Committee on January 10, 2022 and recommended for approval.

ACTION: Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

REGULAR AGENDA

2. Staff Recognition Report - Bill Belknap

3. Mayors Appointments (ACTION ITEM)

4. Public Comment and Mayor's Response Period (limit 15 minutes)

5. PUBLIC HEARING: 1825 N Polk Street Ext. Annexation, Comprehensive Plan Land Use Designation, and Zoning Designation (ACTION ITEM) - Mike Ray

The applicant, Gary Peterson, is proposing to rezone and retain the existing Comprehensive Plan land use designation for a 10,091 square foot property proposed to be annexed into the City of Moscow and located at 1825 North Polk Street Extension. The current Comprehensive Plan Land Use Designation is Suburban Residential and the applicant is proposing to retain that designation. The zoning on the subject property is currently Agriculture Forestry (AF) and the proposal is to rezone to the Multiple Family Residential (R-4) Zone. The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Comprehensive Plan land use designation and rezone on December 8, 2021 and recommended approval with no conditions.

PROPOSED ACTIONS: Conduct the public hearing upon the annexation, Comprehensive Plan land use designation, and zoning designation and upon consideration of any testimony presented:

1. Approve the Annexation Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary; or consider the Annexation Ordinance on first reading; or reject the Annexation Ordinance; or take such other action deemed appropriate.

2. If the Annexation Ordinance is approved, approve the proposed Comprehensive Plan Land Use Designation Resolution and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or reject the proposed Comprehensive Plan Land Use Designation Resolution and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

3. If the Annexation Ordinance is approved and the Comprehensive Plan Land Use Designation Resolution is approved, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(F) - THE MEETING WILL NOT RECONVENE.

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.

Moscow City Council



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday
January 3, 2022**

7:00 PM

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

The meeting was called to order at 7:00 p.m.

PRESENT: Mayor Bill Lambert, Art Bettge, Sandra Kelly, Maureen Laflin, Brandy Sullivan, Gina Taruscio, Anne Zabala

STAFF: Gary J. Riedner, Mia Bautista, Bill Belknap, Sarah Banks, Megan Cherry, Sarah Banks Jen Piffner, Amy Petit, Brian Nickerson, Cody Riddle, James Fry, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Mayor Lambert led the Pledge of Allegiance.

PROCLAMATION - Law Enforcement Appreciation Day

Mayor Lambert read the proclamation and presented it to Chief Fry. Fry thanked Mayor, Council and staff.

REGULAR AGENDA

1. Approval of Moscow City Council December 20, 2021 Minutes (ACTION ITEM) - Laurie M. Hopkins

Bettge moved and Taruscio seconded approval of the minutes as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

2. Staff Recognition Report - Gary J. Riedner

Riedner reminded the community the snow is an inconvenience but acknowledged the street crew and police crews moving snow and assisting accidents.

3. 2022 City Limits Ordinance (ACTION ITEM) - Scott Bontrager

Idaho Code Section 63-215 states that taxing districts that alter their boundaries must prepare and file the legal description and map of the new district boundary within 30 days of the amendment or no later than the tenth day of January of the year following the alteration. The City recently amended the City boundary through the annexations of the Edington subdivision property on June 7th, 2021, the Thompson Development property (East Robinson Park Rd) on September 7th, 2021, and the Woodbury subdivision property on December 6th, 2021. Staff has prepared a new City Limits ordinance which includes the updated legal description and boundary map for the Council's approval and transmission to the State Tax Commission and Latah County Recorder and Assessor offices. This matter has been scheduled for consideration by the Council at the Council's upcoming January 3, 2022 meeting.

PROPOSED ACTIONS: Approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

Riddle introduced the item as written above. Having no questions, Bettge moved and Taruscio seconded to approve the Ordinance under suspension of the rules requiring three complete and separate readings

and that it be read by title and published by summary. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert read Ordinance 2022-01 by title:

AN ORDINANCE AMENDING ORDINANCE NO. 2021-01 OF THE CITY OF MOSCOW, IDAHO, ESTABLISHING AND DECLARING IN THIS ORDINANCE CORPORATE LIMITS OF THE CITY OF MOSCOW, LATAH COUNTY, IDAHO, IN ACCORDANCE WITH THE PROVISIONS OF THE LAWS OF THE STATE OF IDAHO RELATING TO THE ESTABLISHMENT OF THE BOUNDARIES AND THE ANNEXATION OF ADJACENT AND CONTIGUOUS TERRITORY; PROVIDING FOR REPEAL OF ANY OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; PROVIDING A SEVERANCE AND SAVINGS CLAUSE; AND FOR THE EFFECTIVE DATE OF THIS ORDINANCE.

4. Portable Collection Deaccession (ACTION ITEM) - Megan Cherry

The City of Moscow Portable Collection currently houses 95 pieces, and with its first accession in the mid-1980s, it is the longest-standing of all City Public Art collections. The pieces are displayed in different locations according to accessibility to the public as well as staff interest. Frank Werner's wooden duck decoy was donated to the City Portable Collection by Samuel and Lois Butterfield in 2004, and has been on display in City Supervisor Gary Riedner's office since that time. With Riedner's retirement approaching in January 2022, the MAC discussed on October 12, 2021 and voted on November 9, 2021 to implement the deaccession process in order to present the decoy as a farewell gift. Commission members noted that Portable Collection deaccessions are not anticipated as a standard practice for City staff retirement celebrations, and added that their recommendation for gifting the duck is based upon Riedner's length of service, appreciation of and proximity to the duck, as well as his support of the arts in Moscow.

PROPOSED ACTIONS: Deaccession and gift duck decoy to Gary Riedner, provide staff further direction, or take such other action deemed appropriate.

Cherry introduced the item as written above. The Moscow Arts Commission reviewed the deaccession and recommended approval of the deaccession. Cherry said acronyms play a big part in government and created an acronym in honor of the deaccession of the duck to Riedner. Staff presented thoughts on how Riedner embodies the Q.U.A.C.K (Quality, Understanding, Activates, Community, Kindness) principle.

Sullivan moved to approve the deaccession and gift duck decoy to Gary Riedner. Kelly seconded. Sullivan said she was the liaison to MAC and there was a lot of research and a lot of discussion for this decision. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Mayor Lambert presented Riedner with the duck. Riedner said he was totally overwhelmed. The gift and the Moscow community means a lot to him. It takes special people to do public service well and Moscow has that in staff and elected officials. He has felt extremely fortunate to have served Moscow over the years.

5. Oath of Office for Bill Belknap as City Supervisor - Laurie M. Hopkins

The Oath of Office was administered to Bill Belknap.

6. Reports - Reports will be taken from the Mayor and City Council Members regarding commission and committee meetings which have occurred since the December 20, 2021 City Council meeting

No meetings to report on.

7. Recognition of Mayor Bill Lambert and Council Member Brandy Sullivan

Riedner presented Sullivan a vase and Mayor Lambert a clock.

Sullivan said she was fortunate to serve in this capacity and it was rewarding working with staff and commissions. The wealth of knowledge is vital. She thanked the citizens of Moscow for voting, providing public comment and volunteering. When reflecting back on the last four years, she said she took for granted what it takes to run a City. She highlighted issues the Council worked on: commitment to inclusiveness; conversion of public restrooms to be all-gender; addition of affordable housing as a major challenge area in the strategic plan; allocation of funds for affordable housing and nonprofits affected by COVID; measures for unique downtown zoning and entertainment district; inclusion of science in decision making such as COVID. She said she was proud of how the Council remained flexible.

Lambert said this Council understood the priority-based budgeting. He congratulated Bill Belknap and thanked Gary Riedner. The staff is amazing. Commissions and volunteers make Moscow great. He said the present Council has been steadfast and dealt with some tough stuff yet never made decisions for themselves. Decisions were made for the community. He said he was humbled to be the mayor for eight years and thanked his family.

Jenny Ford, ICCU, recognized Sullivan, Lambert and Riedner.

Sullivan said Lambert has been a stellar at being nonpartisan. He did what was best for the community. He is industrious and hardworking and has a sense of humor that catches people off guard. He is a genuine, honest communicator and speaks from the heart. He loves and cares about Moscow is apparent in every meeting.

8. Oath of Office Administered by City Clerk and Certificate of Election Presented to Art Bettge, Hailey Lewis, Julia Parker, and Gina Taruscio

The Oath of Office was administered to Art Bettge, Hailey Lewis, Julia Parker, and Gina Taruscio.

ADJOURN 2021 CITY COUNCIL

The 2021 City Council meeting adjourned at 8:14 p.m.

RECONVENE 2022 CITY COUNCIL

The City Council took their new seats and the meeting was reconvened at 8:18 p.m.

9. Council Organization (ACTION ITEM) - Sandra Kelly, 2021 Council Vice President

Kelly presented the City Council assignments, including Kelly as President; Laflin as Vice President; Taruscio, Lewis and Laflin serving on the Public Works/Finance Committee; Zabala, Parker and Kelly serving on the Administrative Committee. Also listed were the boards, commissions and committees the members would serve on. Taruscio moved to accept the City Council assignments. Laflin seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

10. Public Comment and Mayor's Response Period (limit 15 minutes)

Victoria Seever (Moscow) acknowledged and recognized Gary Riedner, Brandy Sullivan and Bill Lambert.

11. Mayors Appointments (ACTION ITEM)

Mayor Bettge put forward the following appointments: Sandra Kelly to the 1912 Center Facility Committee; Hailey Lewis to the 1912 Center Use Committee; Jon Kimberling to the Airport Board; Sandra Kelly and Maureen Laflin to the Urban Renewal Agency Board Member. Lewis moved, Laflin seconded to approve the appointments as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Riedner said staff found Ordinance #17, passed on April 15, 1888. This ordinance set the salaries of City

officials. The trustees of the Town of Moscow shall receive for their services the distinguished honor of receiving the growls and curses of the citizens at large and no other compensation whatsoever.

ADJOURN TO RECEPTION HONORING NEWLY ELECTED OFFICIALS, OUTGOING ELECTED OFFICIALS, AND CITY SUPERVISOR

It was moved, seconded and mutually agreed upon to adjourn at 8:27 p.m.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

COMMITTEE STAFF REPORT

DATE: Tuesday, January 18, 2022



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report December 2021 - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending December 31, 2021. A summary of the major expenditures has been approximated by category and represents 96% of the total expenditure of \$2,615,347.44

Payroll	\$1,622,953.00
Professional Services	\$101,121.00
Sanitation	\$342,276.00
Capital Outlay	\$17,034.00
Capital Outlay-Improvements	\$37,562.00
Capital Outlay-Buildings	\$95,403.00
Supplies	\$111,588.00
Utilities	\$75,736.00
Contractual Payments	\$45,986.00
ACH Wells Fargo	\$66,961.00
ACH's	\$147.00
Total	\$2,516,767.00

STAFF RECOMMENDATION

Approve the disbursement report and use of digital signatures to sign the Disbursements Report for the month of December 2021.

PROPOSED ACTIONS

ACTION: Receive the Disbursements Report for the month of December 2021.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Disbursement Report for December 2021
2. Revenue Report December 2021
3. Cash & Investments Dec 2021
4. Major Expenditures Reports December 2021

DISBURSEMENTS REPORT FOR DECEMBER 2021													
	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	WELLSFARGO CC ACH	ACCOUNTS PAYABLE ACH	VOID CHECKS	PAYROLL	PAYROLL	PAYROLL	GRAND TOTALS
DATE		12/2/2021	12/9/2021	12/16/2021	12/22/2021	12/29/2021	12/3/2021	12/16/2021		12/3/2021	12/17/2021	12/30/2021	
BATCH #		AP 12.3.2021	AP 12.10.2021	AP 12.17.2021	AP 12.22.2021	AP 12/30/2021	12/17/2021 12/31/2021 AP 12/3/2021 AP 12/17/2021 AP 12/31/2021	AP 12.17.2021		ID26	ID27	ID28	
CHECK #'s		100085-100139	100140-100227	100228-100292	100293-100317	100318-100359	December CC ACH's	December ACH's		21508-21509	21510-21513		
Fund #													
101	GENERAL	3,144.19	49,334.41	9,356.47	750.89	21,774.03	28,063.83			338,643.11	354,696.79	306,380.31	1,112,144.03
105	STREETS	924.45	31,015.44	202.85	795.11	241.77	618.58			24,130.84	23,631.28	22,585.48	104,145.80
120	RECREATION AND CULTURE	7,544.01	9,656.56	5,911.53	468.25	241.79	7,437.30			53,010.90	55,745.18	48,750.66	188,766.18
121	MSD COMM. PLAY FIELDS	135.38	61.77	16.19		598.60				2,362.60	2,329.96	1,979.45	7,483.95
123	1912 CENTER	10,750.00											10,750.00
128	TRANSIT CENTER		234.62	107.18		1,071.05	75.42						1,488.27
220	WATER	4,751.31	49,723.23	12,262.12	6,354.50	1,248.58	1,584.04			46,873.27	48,407.66	40,054.19	211,258.90
230	SEWER	13,200.82	28,970.16	40,646.37	4,086.14	7,829.01	7,078.64	18,131.38		45,086.91	46,575.85	40,499.85	252,105.13
235	STORMWATER	872.87	6,033.58	168.42	1,504.60		179.27			8,370.77	8,534.68	7,463.34	33,127.53
240	SANITATION	12,838.66	108,174.03					216,426.17		7,227.30	7,326.75	6,447.30	358,440.21
290	FLEET	353.07	21,165.19	3,367.13	3,075.61	3,379.85	2,412.87			11,850.32	12,252.54	11,102.54	68,959.12
295	INFORMATION SYSTEMS	22,499.06	27,100.80	9,567.95	6,000.00	4,115.60	15,219.70			18,113.25	11,945.65	10,574.28	125,136.29
320	WATER CAPITAL PROJECTS	301.98		147.72									449.70
330	SEWER CAPITAL PROJECTS	901.26											901.26
340	SANITATION CAPITAL PROJ												0.00
350	CAPITAL PROJECTS	39,081.29	107.90	39,136.34		57,426.80	4,291.43	147.31					140,191.07
355	LID CONSTRUCTION												0.00
380	HAMILTON - PARKS & REC												0.00
590	BONDS & INTEREST												0.00
	TOTAL	117,298.35	331,577.69	120,890.27	23,035.10	97,927.08	66,961.08	234,704.86	0.00	555,669.27	571,446.34	495,837.40	2,615,347.44

WIRE Transfers:

_____ Maureen Laflin

_____ Anne Zabala

_____ Art Bettge

_____ Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR DECEMBER 2021

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	472,506.29	103,383.77	42,217.35	0.00	137,708.96	14,874.47	25,060.51	47,330.50	0.00	6,709.17	849,791.02
105	STREETS	63,698.36	0.00	0.00	0.00	24,910.43	0.00	0.00	0.00	0.00	0.00	88,608.79
120	RECREATION AND CULTURE	0.00	0.00	150.00	0.00	8,826.14	0.00	0.00	39.16	0.00	0.00	9,015.30
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,721.92	0.00	0.00	0.00	0.00	0.00	0.00	5,721.92
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,510.82	0.00	0.00	0.00	0.00	0.00	1,510.82
220	WATER	0.00	0.00	0.00	0.00	463,257.93	0.00	504.37	50.00	0.00	0.00	463,812.30
230	SEWER	0.00	0.00	0.00	0.00	589,234.39	0.00	224.44	549.04	0.00	0.00	590,007.87
235	STORMWATER	0.00	0.00	0.00	0.00	48,298.27	0.00	0.00	0.00	0.00	0.00	48,298.27
240	SANITATION	0.00	0.00	0.00	0.00	492,800.17	0.00	0.00	0.00	0.00	0.00	492,800.17
290	FLEET	0.00	0.00	0.00	0.00	75,240.26	0.00	0.00	1,661.66	0.00	0.00	76,901.92
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	118,153.00	0.00	0.00	0.00	0.00	0.00	118,153.00
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	627.05	0.00	0.00	0.00	627.05
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	167.98	0.00	0.00	0.00	167.98
590	BOND & INTEREST	75,149.85	0.00	0.00	0.00	0.00	0.00	1.70	0.00	0.00	0.00	75,151.55
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	611,354.50	103,883.77	42,367.35	5,721.92	1,959,940.37	14,874.47	26,586.05	49,630.36	0.00	6,709.17	2,820,567.96

City of Moscow
Cash and Investments
Balances as of 12/31/21

Fund		Year to Date Balance
General Fund	\$	5,813,211.54
Street Fund	\$	2,023,737.89
Culture & Recreation	\$	1,186,547.74
MSDCPF	\$	197,525.23
1912 Fund	\$	57,141.54
Transit Center	\$	112,522.97
Water Fund	\$	2,709,170.81
Sewer / WRRF	\$	3,284,133.47
Stormwater	\$	(215,975.22)
Sanitation Fund	\$	3,331,289.65
Fleet Fund	\$	6,293,169.30
Information Systems	\$	4,831,802.57
Water Capital	\$	6,995,136.08
Sewer Capital	\$	15,645,835.13
Stormwater Capital	\$	418,600.00
Capital Projects	\$	5,451,169.31
Sanitation Capital	\$	6,861,732.04
LID construction	\$	26,618.57
Hamilton	\$	1,804,370.72
Bond & Interest	\$	444,369.34
LID Funds	\$	35,611.11
Payroll Service	\$	1,169,452.15
Total Cash & Investments	\$	68,477,171.94

Major Expenditures for December 2021

<u>Professional Service</u>		<u>Sanitation</u>		<u>Utilities</u>	
CDW Government, Inc.	\$ 3,940.00	Finley Buttes Landfill	\$ 107,718.03	Avista Utilities	\$ 75,735.73
NetMotion Annual Technical Support		Garbage		November 2021	
Financial Consulting Solutions Group	\$ 10,130.00	Latah Sanitation (ACH Payment)	\$ 234,557.55		
Rate Study update					\$ 75,735.73
Industrial Software Solutions	\$ 18,290.00				
Wonderware Software Annual Maintenance Sewer/Water			\$ 342,275.58	<u>Payroll</u>	\$ 1,622,953.01
J-U-B Engineers, Inc.	\$ 4,942.40				
WRRF facility plan professional services 8.22-9.30.2021		<u>Supplies</u>		<u>Contractual Payments</u>	
Latah Soil & Water	\$ 2,500.00	Hach Company	\$ 5,309.37	Heart of the Arts, Inc.	\$ 10,750.00
Contribution to the latah soil and water conservation district		CLT10 panel (budgeted item)		American Building Maintenance Co.	\$ 6,306.39
Sangria Moscow, Inc.	\$ 2,699.12	K C Enterprises	\$ 4,518.45	Civic Plus, Inc.	\$ 9,362.44
UB refund for Sangria		Reversible Sports Jerseys		Alta Science and Engineering Inc.	\$ 9,870.73
BeyondTrust Corporation	\$ 3,427.78	CDA Redi Mix & Precast, Inc.	\$ 9,896.50	Humane Society of the Palouse	\$ 4,434.67
Appliance Maintenance Renewal, Support Renewal Q-445985-3		Retaining wall block to be added to the retaining wall @ Well #10		Moscow Volunteer Fire Department	\$ 1,750.00
Coeur D'Alene Service Station Equipment, Inc.	\$ 10,437.03	Correct Equipment, Inc.	\$ 5,870.00	Infosend, Inc.	\$ 3,511.52
Repair Auto limiter and perform Primary Release Detection Equip.		Meter replacements for 20+ year old meters			
Evcac, Inc.	\$ 5,573.33	GMCO Corporation	\$ 6,661.60		
Janitorial services for multiple City locations		De-Icer (34.64 tons @ \$192.31/ea			\$ 45,985.75
Roach Construction Co.	\$ 5,700.00	H.D Fowler Company	\$ 6,529.82		
Soil Disposal		Meter boxes to replace yokes in system		<u>ACH Wells Fargo</u>	
Ziply Fiber	\$ 4,281.35	L.N. Curtis & Sons	\$ 25,698.80	Commercial Card Expense- November 26th	\$ 11,990.81
PRI phone lines and long distance and e911 - 11/19/21 - 12/18/21		10 sets of turnouts (jackets \$1468 ea. and pants \$1092 per pair)		Commercial Card Expense- December 3rd	\$ 5,479.03
Blue Logix, LLC	\$ 3,805.50	Metroquip, Inc.	\$ 3,520.57	Commercial Card Expense- December 10th	\$ 9,701.42
PLC Programming and support WaterDept SE Booster		Jack Assembly and 10" caster for #2-17 (Streets)		Commercial Card Expense- December 17th	\$ 13,663.44
ESO Solutions, Inc.	\$ 4,393.00	Oxarc, Inc.	\$ 2,629.88	Commercial Card Expense- December 24th	\$ 10,143.50
Emergency reporting - FIRE		Chlorine, SO2		Commercial Card Expense- December 31st	\$ 15,982.88
Pullman Softball Officials Association	\$ 4,642.00	Cues, Inc.	\$ 37,333.06		
December 15 2021 Basketball Official pay		Transporter Camera for sewer			\$ 66,961.08
Hatfield & Dawson Consulting Eng., LLC	\$ 6,000.00	Oxarc, Inc.	\$ 3,620.18		
Trunking analysis report, well 10 maps		Chlorine, Sulfur Dioxide		<u>ACH</u>	
HDR Engineering, Inc.	\$ 3,582.00			LCA Architects, LLC	\$ 147.31
Task Order 2 Eddington Development water modeling				Police Services Facility Design Services Nov 2021	
HDR Engineering, Inc.	\$ 2,503.00		\$ 111,588.23		
task order 3 SEL walter modeling		<u>Capital Outlay- Improvement</u>			
Ziply Fiber	\$ 4,274.30				\$ 147.31
PRI phone lines, long distance, e911-- 11/19/21 -12/18/21		HMH Engineering	\$ 3,927.62		
		Public Ave. Corridor safety improvement		<u>Capital Outlay- Buildings</u>	
	\$ 101,120.81	J-U-B Engineers, Inc.	\$ 11,429.51	City North American	\$ 2,887.50
<u>Capital Outlay</u>		Progress Report #5, Mountain View Rd.		Moving Services from Paul Mann/Annex to Haddock	
Germer Construction, Inc.	\$ 6,993.71	Motley-Motley, Inc.	\$ 13,842.95	Wellens Farwell, Inc.	\$ 35,351.54
3rd Street Emergency Sewer Repair		Ghormley Pickle Ball Courts		Police Services Facility Construction Pay Application #18	
VMI, Inc.	\$ 10,040.00	Motley-Motley, Inc.	\$ 2,836.55	K & G Construction	\$ 43,760.70
Council Chambers Video and Camera Upgrade		6th & Logan Asphalt Improvement Project 2021		Haddock Pay Application & Certificate #5	
		Gropp, LLC	\$ 5,525.00	K & G Construction	\$ 13,403.60
	\$ 17,033.71	FS3 heat tape project		Haddock Pay Application & Certificate #6	
			\$ 37,561.63		\$ 95,403.34

Large Expenditures		Major Expenditures	\$ 2,516,766.18	96%	of the total expenditures of	\$2,615,347.44
L.N. Curtis & Sons	\$ 25,698.80	K & G Construction	\$ 43,760.70			
10 sets of turnouts (jackets \$1468 ea. and pants \$1092 per pair)		Haddock Pay Application & Certificate #5				
Cues, Inc.	\$ 37,333.06	Wellens Farwell, Inc.	\$ 35,351.54			
Transporter Camera for sewer		Police Services Facility Construction Pay Application #18				
			\$ 142,144.10			

COMMITTEE STAFF REPORT

DATE: Tuesday, January 18, 2022



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

First Quarter Financial Report October 1, 2021 to December 31, 2021 for FY2022 - Sarah Banks

DESCRIPTION

Staff presented the financial report for the first quarter of Fiscal Year 2022 to the Public Works / Finance Committee on January 10, 2022.

STAFF RECOMMENDATION

Receive the first quarter report for Fiscal Year 2022.

PROPOSED ACTIONS

ACTION: Receive the FY2022 First Quarter Report.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 1st Qtr Financials FY22

City of Moscow
QUARTERLY FINANCIAL REPORT
Budget For Fiscal Year Ending 9/30/2022
SUMMARY FINANCIAL REPORT BY FUND - BUDGET AND ACTUAL

Fund	Original Budget	Final Budget	December-21 YTD	Percent of Year 25%
				Budget to Actual To Date
General Fund Revenues	18,625,348	18,625,348	3,458,471	18.57%
Salaries & Benefits	9,969,486	9,969,486	2,081,484	20.88%
Operations	4,183,651	4,183,651	749,159	17.91%
Capital Outlay	20,705	20,705	5,525	0.00%
Transfers	4,451,506	4,451,506	1,723,579	38.72%
Total General Fund Expenditures	18,625,348	18,625,348	4,559,747	24.48%
Street Department Revenues	3,453,593	3,453,593	388,057	11.24%
Salaries & Benefits	936,062	936,062	149,456	15.97%
Operations	1,299,881	1,299,881	201,524	15.50%
Capital Outlay	0	0	0	0.00%
Transfers	1,217,650	1,217,650	411,523	33.80%
Total Street Fund Expenditures	3,453,593	3,453,593	762,503	22.08%
Recreation & Culture Revenues	3,483,123	3,483,123	713,920	20.50%
Salaries & Benefits	2,077,936	2,077,936	325,666	15.67%
Operations	1,362,212	1,362,212	170,728	12.53%
Capital Outlay	29,300	29,300	3,150	0.00%
Debt Service	0	0	0	0.00%
Transfers	13,675	13,675	13,675	100.00%
Total Parks & Rec Expenditures	3,483,123	3,483,123	513,219	14.73%
MSD Community Playfields Revenues	157,331	157,331	35,336	22.46%
Salaries & Benefits	75,414	75,414	14,081	18.67%
Operations	77,906	77,906	5,153	6.61%
Transfers	4,011	4,011	4,011	100.00%
Total MSD Community Playfields	157,331	157,331	23,244	14.77%
1912 Center Revenues	156,700	156,700	34,806	22.21%
Operations	140,100	140,100	33,580	23.97%
Capital Outlay	16,600	16,600	0	0.00%
Total 1912 Center Expenditures	156,700	156,700	33,580	21.43%
Transit Center Revenues	30,946	30,946	23,162	74.85%
Operations	30,946	30,946	7,176	23.19%
Total Transit Center Fund	30,946	30,946	7,176	23.19%
Water Fund Revenues	7,198,234	7,198,234	1,502,549	20.87%
Salaries & Benefits	1,400,363	1,400,363	287,642	20.54%
Operations	2,230,890	2,230,890	324,843	14.56%
Capital Outlay	202,000	202,000	19,146	9.48%
Debt Service	268,222	268,222	97,438	0.00%
Transfers	3,096,759	3,096,759	896,088	28.94%
Total Water Fund Expenditures	7,198,234	7,198,234	1,625,156	22.58%
Sewer Fund Revenues	8,887,421	8,887,421	2,135,914	24.03%
Salaries & Benefits	1,331,675	1,331,675	276,860	20.79%
Operations	2,235,350	2,235,350	497,392	22.25%

Capital Outlay	168,000	168,000	46,898	27.92%
Debt Service	1,105,738	1,105,738	678,722	61.38%
Transfers	4,046,658	4,046,658	1,097,412	27.12%
Total Sewer Fund Expenditures	8,887,421	8,887,421	2,597,284	29.22%
Stormwater Fund Revenues	1,251,924	1,251,924	313,941	25.08%
Salaries & Benefits	444,500	444,500	40,806	9.18%
Operations	300,948	300,948	16,543	5.50%
Capital Outlay	25,000	25,000	0	0.00%
Debt Service	0	0	0	0.00%
Transfers	481,476	481,476	328,926	68.32%
Total Sewer Fund Expenditures	1,251,924	1,251,924	386,276	30.85%
Sanitation Fund Revenues	6,434,992	6,434,992	1,523,429	23.67%
Salaries & Benefits	192,284	192,284	43,534	22.64%
Operations	4,794,678	4,794,678	829,510	17.30%
Capital Outlay	0	0	0	0.00%
Transfers	1,448,030	1,448,030	362,018	25.00%
Total Sanitation Fund	6,434,992	6,434,992	1,235,062	19.19%
Fleet Management Revenues	4,283,466	4,283,466	1,876,443	43.81%
Salaries & Benefits	315,514	315,514	72,207	22.89%
Operations	2,878,452	2,878,452	69,559	2.42%
Capital Outlay	1,086,000	1,086,000	384	0.04%
Debt Service	3,500	3,500	0	0.00%
Transfers	0	0	0	0.00%
Total Fleet Management Expenditures	4,283,466	4,283,466	142,151	3.32%
Information Systems	3,936,689	3,936,689	838,554	21.30%
Salaries & Benefits	562,192	562,192	93,641	16.66%
Operations	1,707,230	1,707,230	251,417	14.73%
Capital Outlay	1,663,267	1,663,267	128,705	7.74%
Transfers	4,000	4,000	4,000	0.00%
Total Information Systems Expenditures	3,936,689	3,936,689	477,763	12.14%
Revenue for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,149,596	9.82%
Sewer Construction Fund	16,339,858	16,339,858	544,198	3.33%
Stormwater Capital Fund	74,400	74,400	418,600	562.63%
Sanitation Construcion Fund	7,237,293	7,237,293	94,817	1.31%
Capital Projects Fund	7,733,551	7,733,551	651,264	8.42%
LID Construction Fund	28,840	28,840	19	0.07%
Hamilton P & R	318,443	318,443	362	0.11%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	75,277	7.18%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Revenue	44,515,589	44,515,589	2,934,132	6.59%
Expenses for Miscellaneous Funds				
Water Construction Fund	11,703,861	11,703,861	1,852	0.02%
Sewer Construction Fund	16,339,858	16,339,858	1,278	0.01%
Stormwater Capital Fund	74,400	74,400	0	0.00%
Sanitation Construcion Fund	7,237,293	7,237,293	0	0.00%
Capital Projects Fund	7,733,551	7,733,551	461,483	5.97%
LID Construction Fund	28,840	28,840	0	0.00%
Hamilton P & R	318,443	318,443	294,449	92.47%
Bond & Interest Debt Service Fund	1,048,000	1,048,000	450	0.04%
LID Bonded Debt Service Fund	31,343	31,343	0	0.00%
Total Miscellaneous Fund Expenses	44,515,589	44,515,589	759,512	1.71%
Total City Revenue (1)	102,415,356	102,415,356	15,778,713	15.41%
Total City Expenses	102,415,356	102,415,356	13,122,672	12.81%

Note: Citizens are invited to inspect the detailed supporting records of the above financial statements.

(1) Revenues do not include beginning fund balance as a resource available in this report

CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 18, 2022



AGENDA ITEM TITLE

Transportation Alternatives Program (TAP) Grant Application #1 - Nate Suhr / Alisa Anderson

RESPONSIBLE STAFF REVIEWED BY

Alisa Anderson, Grants Manager, Nate Suhr, Senior Engineering Technician This was reviewed by Public Works/Finance Committee at its meeting on January 10, 2022 and recommended for approval.

ADDITIONAL PRESENTER(S) OTHER RESOURCES

DESCRIPTION

The City of Moscow staff have identified the area of Mountain View Road from 'F' Street to Slonaker Drive as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The purpose of the TAP, formerly known as Community Choices for Idaho, is to provide for a variety of alternative transportation projects to address the needs of non-motorized users while maximizing the use of federal funds. The program will provide a mechanism to solicit locally identified projects and leverage potential federal funding opportunities for sponsored projects. The Local Highway Technical Assistance Council (LHTAC) administers this program, including the solicitation and awarding of projects.

The current scope of the project includes the installation of approximately 1,600 LF of curb and gutter, green strip, and sidewalk on the west side of Mountain View Road from 'F' Street to Slonaker Drive. The proposed improvements would close the second largest gap in the Mountain View pedestrian corridor and connect two existing pieces of pedestrian infrastructure, creating an additional north-south pathway for non-motorized road users. This will provide increased pedestrian access to parks (Morgan's Orchard, Mountain View Park), recreation facilities (Hamilton Lowe Aquatic Center, Hamilton Indoor Recreation Center), and educational facilities (Moscow Middle School, Moscow Charter School, McDonald Elementary, St Mary's School).

The current project cost is not anticipated to exceed \$865,000 and the Transportation Alternatives Program has a maximum funding amount of \$500,000. The additional funding will come from the City's Roadway Improvement capital accumulation.

STAFF RECOMMENDATION

Authorize City staff to submit a Transportation Alternatives Program Grant request of \$500,000 with total project costs not to exceed \$865,000.

PROPOSED ACTIONS

ACTION: Authorize City staff to submit a Transportation Alternatives Program Grant request of \$500,000 with total project costs not to exceed \$865,000.

FISCAL IMPACT

The project costs are currently estimated at \$865,000 with a maximum grant award of \$500,000. The additional \$365,000 will be expended from Roadway Improvements capital accumulation.

PERSONNEL IMPACT

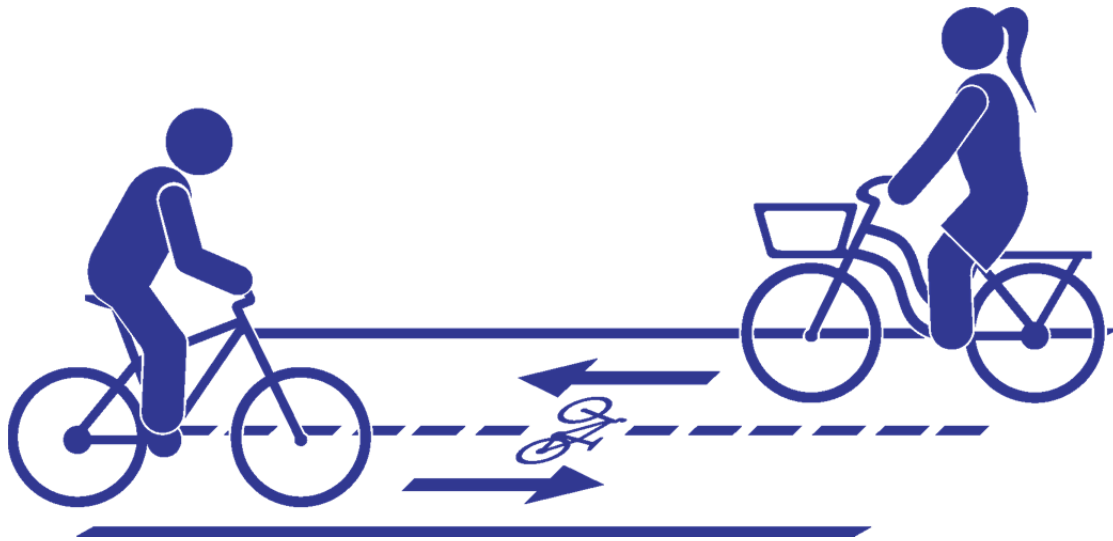
The project will be administered by LHTAC with support from City staff, designed and inspected by consultant staff to be determined at a later date.

ATTACHMENTS

1. TAP Application Info for Council

Transportation Alternatives Program (TAP): 2021 Application – Infrastructure Projects

Submittal Deadline: **Thursday, January 20, 2022, 4:00 pm MST**



Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
208-344-0565
Fax 208-344-0789



INCLUDED IN THIS PACKET

1. [APPLICATION INFORMATION](#)

- 1.1 [Program Background](#)

2. [PROGRAM GUIDANCE](#)

- 2.1 [Program Guidance for 2021](#)

3. [APPLICATION](#)

- 3.1 [Application Questions](#)

4. [SCORING](#)

- 4.1 [Suggested Scoring](#)

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2024 and 2025. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. \$3.5M is available each year with up to 95% going toward infrastructure projects with the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The \$3.5M annual funding allocation is based from the FAST Act. If Congress approves a new transportation funding bill, then the amount dedicated to TAP may change, impacting fiscal years 2022 and beyond.

ELIGIBLE PROJECTS:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway
- Connecting sidewalks/paths between two terminal points
- Curb ramps and other horizontal and vertical barriers to accessibility
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization
- Reconstructing an existing non-compliant pathway or sidewalk
- Pedestrian bridges or underpasses

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 20th at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to applications@lhtac.org. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2022.

Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at \$500,000 in Federal-aid (plus 7.34% local match). You may submit up to two applications, however only one application will be funded per Jurisdiction. If a new transportation bill increases the size of the TAP funding, jurisdictions with a second application will be allowed a second award this application cycle. Preliminary drafts of the new Federal transportation bill show the program funding increasing, beginning with FY22. Because of this, multiple applications are encouraged. Jurisdictions may submit one application for a Large TAP project (up to \$1M in federal funds), but if awarded, the jurisdiction would not be eligible for a standard TAP project award this application cycle. Competitive Large TAP projects are projects that are not easily scalable. Examples of Large TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Large TAP applications count toward the two-application limit per jurisdiction.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the Transportation Alternatives Program

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department

Proposed Guidelines and/or Rules:

Basic Structure:

- Application available by October 1, 2021
- Application due January 20, 2022
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% federal match
- Projects on a state route require coordination with the ITD District TAP coordinator prior to application submittal
- Projects off-system require coordination with LHTAC TAP coordinator prior to application submittal
- Projects outside of ITD Right-of-Way may use ISPWC standards

Application:

- Applications can be on the local system, state system, or both systems
- Limit of two applications per City, County, or Highway District (includes up to 1 Large TAP application)

TAP Coordinators:

- District 1 (North Idaho): Bill Roberson (208) 772-8019 (through 2021) or Marvin Fenn (208) 772-1208
- District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Trey Mink, (208) 886-7848
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Local roads statewide): Amanda LaMott, (208) 344-0565

Scoring:

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
 - TAP committee: 1 staff member from LHTAC, 1 Idaho Transportation Department Bike/Ped coordinator, 1 representative from the walk/bike community, and 1 additional subject matter expert
- LHTAC staff to provide project recommendations to the LHTAC Council in March 2022 and the ITD Board as part of the Idaho Transportation Investment Program (ITIP) at the June 2022 meeting.

Funding:

- Fund up to \$3.5M* in projects annually
 - *Amount of annual funding may increase with a new federal transportation bill*
- Funding available in 2024 & 2025 (2022 & 2023 if we get additional funds with a new transportation bill)
- Maximum award of \$500k for standard project. Maximum award of \$1M for Large project
- No in-kind match is allowed
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant

- Local jurisdictions may not complete the construction administration, but can augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match for projects up to \$500,000 in federal funds
- Project costs may exceed \$539,000 (\$500k + local match) but the local sponsor is required to pay all costs above the \$500k federal funding limit

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed)
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform the construction administration, but can help augment inspection on TAP projects.
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used to purchase ROW

Eligible applicants

- City, County, or Highway District
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- School district, local education agency, or school
- Tribal government

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria
- All Right-of-Way (ROW) is acquired and no environmental issues are known to exist
- This project doesn't impact any rail lines. If a track is being crossed, we have a documented agreement with the railroad and it's attached to this application
- Our budget accurately reflects the anticipated cost of the proposed project
- The information in the application accurately reflects available knowledge of our staff
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation
- The project must be brought to completion to receive funding
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay for 100% of all federal funds expended
- We accept responsibility for future maintenance and operating costs of the completed project

CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 18, 2022



AGENDA ITEM TITLE

Transportation Alternatives Program (TAP) Grant Application #2 - Nate Suhr / Alisa Anderson

RESPONSIBLE STAFF REVIEWED BY

Alisa Anderson, Grants Manager, Nate Suhr, Senior Engineering Technician This was reviewed by Public Works/Finance Committee at its meeting on January 10, 2022 and recommended for approval.

ADDITIONAL PRESENTER(S) OTHER RESOURCES

DESCRIPTION

The City of Moscow staff have identified the area of Mountain View Road from Joseph Street to Heron's Hideout as an excellent candidate for a Transportation Alternatives Program (TAP) grant. The current scope of the project includes the installation of approximately 900 feet of curb, gutter and sidewalk on both sides of Mountain View Road. This corridor will connect to the south end of the Mountain View road project that is scheduled to be completed in Fall of 2022 and will close a gap in the pedestrian infrastructure between Joseph Street and White Avenue. Closing that gap will create a 1.2 mile long continuous pedestrian pathway on Mountain View Road from 'F' Street to White Avenue and will expand the north-south pathway options for non-motorized users. This project will also install a pedestrian warning beacon for the Paradise Path crossing and 900 feet of sidewalk which will continue to the west and provide access to the fairgrounds and Lion's Park.

The area of focus for the proposed project is a high-use pedestrian route that provides access to shopping, entertainment, recreation, and low-income housing. Located between the Latah County Fairgrounds and the Joseph Street Playfields, this area experiences high volumes of pedestrian traffic, especially during games and events at the fairgrounds. The current project cost is not anticipated to exceed \$845,000 and the Transportation Alternatives Program has a maximum funding amount of \$500,000. The additional funding will come from the City's Roadway Improvement capital accumulation.

STAFF RECOMMENDATION

Authorize City staff to submit a Transportation Alternatives Program request of \$500,000 with total project costs not to exceed \$845,000.

PROPOSED ACTIONS

ACTION: Authorize City staff to submit a Transportation Alternatives Program request of \$500,000 with total project costs not to exceed \$845,000.

FISCAL IMPACT

The project costs are currently estimated at \$845,000 with a maximum grant award of \$500,000. The additional \$345,000 will be expended from Roadway Improvements capital accumulation.

PERSONNEL IMPACT

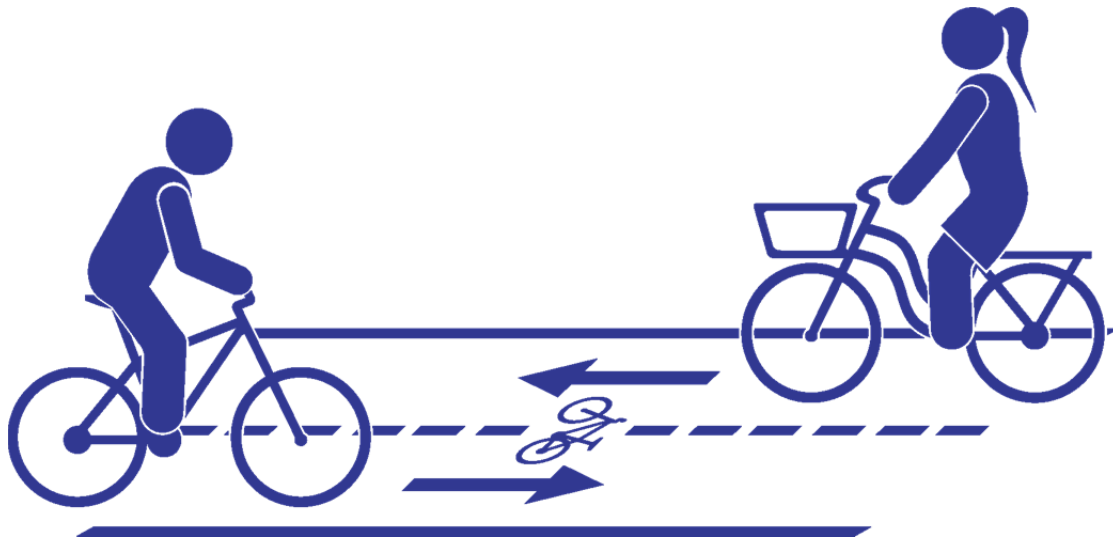
The project will be administered by LHTAC with support from City staff and will be designed and inspected by consultant staff to be determined at a later date.

ATTACHMENTS

1. TAP Application Info for Council

Transportation Alternatives Program (TAP): 2021 Application – Infrastructure Projects

Submittal Deadline: **Thursday, January 20, 2022, 4:00 pm MST**



Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
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- 4.1 [Suggested Scoring](#)

1. APPLICATION INFORMATION

1.1 PROGRAM BACKGROUND

The Local Highway Technical Assistance Council (LHTAC) in partnership with the Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to fiscal years 2024 and 2025. The purpose of TAP funding is to provide for a variety of alternative transportation projects and to advance ITD's strategic goals of Mobility, Safety and Economic Opportunity. The TAP program provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. \$3.5M is available each year with up to 95% going toward infrastructure projects with the rest funding non-infrastructure Safe Routes to School (SR2S) projects. The \$3.5M annual funding allocation is based from the FAST Act. If Congress approves a new transportation funding bill, then the amount dedicated to TAP may change, impacting fiscal years 2022 and beyond.

ELIGIBLE PROJECTS:

- Construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation.
- Construction, planning, and design of infrastructure-related projects and systems that will provide safe routes for non-drivers, including children, older adults, and individuals with disabilities to access daily needs.
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other nonmotorized transportation users.

Examples of eligible projects:

- Paths/sidewalks along or adjacent to an existing roadway
- Connecting sidewalks/paths between two terminal points
- Curb ramps and other horizontal and vertical barriers to accessibility
- Pedestrian crossing facilities across an existing roadway including signing and/or signalization
- Reconstructing an existing non-compliant pathway or sidewalk
- Pedestrian bridges or underpasses

APPLICATION:

The application for the Transportation Alternatives Program is included in this package, and can be found on the LHTAC website, www.LHTAC.org, under the Programs tab, then TAP Program.

The application is due Thursday January 20th at 4:00 p.m. (MST) and should be submitted electronically in a single PDF file to applications@lhtac.org. The applications will be scored by the Transportation Alternatives Program (TAP) Selection and Evaluation Committee. Applicants will be notified of award in March 2022.

Limit two applications per eligible applicant.

FUNDING:

Standard TAP infrastructure awards are capped at \$500,000 in Federal-aid (plus 7.34% local match). You may submit up to two applications, however only one application will be funded per Jurisdiction. If a new transportation bill increases the size of the TAP funding, jurisdictions with a second application will be allowed a second award this application cycle. Preliminary drafts of the new Federal transportation bill show the program funding increasing, beginning with FY22. Because of this, multiple applications are encouraged. Jurisdictions may submit one application for a Large TAP project (up to \$1M in federal funds), but if awarded, the jurisdiction would not be eligible for a standard TAP project award this application cycle. Competitive Large TAP projects are projects that are not easily scalable. Examples of Large TAP projects should include large elements like pedestrian bridges, underpasses, or pedestrian tunnels. Large TAP applications count toward the two-application limit per jurisdiction.

2. PROGRAM GUIDANCE

2.1 PROGRAM GUIDANCE FOR 2021

Statement of Purpose: To share guidelines for the Transportation Alternatives Program

Program Administration Team: Local Highway Technical Assistance Council and Idaho Transportation Department

Proposed Guidelines and/or Rules:

Basic Structure:

- Application available by October 1, 2021
- Application due January 20, 2022
- Applicant is required to submit a signed document stating everything in this application is accurate and they are able to pay the 7.34% federal match
- Projects on a state route require coordination with the ITD District TAP coordinator prior to application submittal
- Projects off-system require coordination with LHTAC TAP coordinator prior to application submittal
- Projects outside of ITD Right-of-Way may use ISPWC standards

Application:

- Applications can be on the local system, state system, or both systems
- Limit of two applications per City, County, or Highway District (includes up to 1 Large TAP application)

TAP Coordinators:

- District 1 (North Idaho): Bill Roberson (208) 772-8019 (through 2021) or Marvin Fenn (208) 772-1208
- District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- District 4 (South-Central Idaho): Trey Mink, (208) 886-7848
- District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- District 6 (East Idaho): Mark Layton, (208) 745-5626
- LHTAC (Local roads statewide): Amanda LaMott, (208) 344-0565

Scoring:

- Transportation Alternatives Program (TAP) Selection and Evaluation Committee to score applications
 - TAP committee: 1 staff member from LHTAC, 1 Idaho Transportation Department Bike/Ped coordinator, 1 representative from the walk/bike community, and 1 additional subject matter expert
- LHTAC staff to provide project recommendations to the LHTAC Council in March 2022 and the ITD Board as part of the Idaho Transportation Investment Program (ITIP) at the June 2022 meeting.

Funding:

- Fund up to \$3.5M* in projects annually
 - *Amount of annual funding may increase with a new federal transportation bill*
- Funding available in 2024 & 2025 (2022 & 2023 if we get additional funds with a new transportation bill)
- Maximum award of \$500k for standard project. Maximum award of \$1M for Large project
- No in-kind match is allowed
- Local jurisdictions may design the project in-house if they have a licensed engineer who can complete Federal-aid compliant design, but this work cannot be reimbursed by the TAP grant

- Local jurisdictions may not complete the construction administration, but can augment the construction engineering and inspection agreement by providing additional inspection. This work cannot be reimbursed by the TAP grant.
- All projects will require a 7.34% local match for projects up to \$500,000 in federal funds
- Project costs may exceed \$539,000 (\$500k + local match) but the local sponsor is required to pay all costs above the \$500k federal funding limit

Eligible use of Funds:

- Hire an engineer off the ITD term agreement list to complete the design to Federal-aid standards
- Fund construction of the project through federally compliant acquisition process (state and federal procurement rules must be followed)
- Fund construction engineering and inspection (CE&I) services by a consultant off the ITD term agreement list. Local sponsor cannot perform the construction administration, but can help augment inspection on TAP projects.
- CANNOT be used for salaries, equipment fees, or to reimburse sponsor agency for any work
- CANNOT be used for other project match, education, or outreach
- CANNOT be used to purchase ROW

Eligible applicants

- City, County, or Highway District
- Regional transportation authority
- Transit agency
- Natural resource or public land agency
- School district, local education agency, or school
- Tribal government

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria
- All Right-of-Way (ROW) is acquired and no environmental issues are known to exist
- This project doesn't impact any rail lines. If a track is being crossed, we have a documented agreement with the railroad and it's attached to this application
- Our budget accurately reflects the anticipated cost of the proposed project
- The information in the application accurately reflects available knowledge of our staff
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation
- The project must be brought to completion to receive funding
- If the applicant decides to remove this project after the project has begun, the sponsor may be required to pay for 100% of all federal funds expended
- We accept responsibility for future maintenance and operating costs of the completed project

CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 18, 2022



AGENDA ITEM TITLE

Request for Support and Financial Participation for Park Improvements to Virgil Phillips Farm Park - David Schott

RESPONSIBLE STAFF REVIEWED BY

David Schott, Assistant Parks and Recreation Director The Public Works / Finance Committee considered and recommended approval during the January 10, 2022 meeting.

ADDITIONAL PRESENTER(S) OTHER RESOURCES

DESCRIPTION

In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of \$63,000 to complete trail improvements at the park. These improvements include maps and signage, weed treatment, and general access and amenity upgrades. Specifically, adding directional and informational signage along all trails, including an overlook sign at the top of the hill. Installing additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improving access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increasing and improving parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots. Latah County is seeking the City's support for the project and has requested the City of Moscow to contribute \$5,000 in cash matching funds.

In April 2000, Latah County began leasing the Virgil Phillips Farm Park property from the City of Moscow in order to develop recreational programs, improve recreational facilities, and maintain the park for Latah County residents. Since then, with the help of the City of Moscow, Idaho Parks and Rec, US Forest Service, Idaho Native Plant Society, Latah County Historical Society, Palouse Audubon Society, Palouse-Clearwater Environmental Institute, Palouse Land Trust, Friends of Phillips Farm, and many other partners, Latah County has managed a park and made significant improvements that hundreds of citizens enjoy. Staff is supportive of the proposed project and recommends approval of the \$5,000 matching funding which would come from the City's Parks Improvement capital accumulations.

STAFF RECOMMENDATION

Approve park improvements and financial participation of \$5,000 in grant matching funds.

PROPOSED ACTIONS

ACTION: Approve park improvements and financial participation of \$5,000 in grant matching funds.

FISCAL IMPACT

This project and funding are not included in the FY2022 budget. However, with City Council approval, funding will come from FY2022 Parks Capital accumulation.

PERSONNEL IMPACT

ATTACHMENTS

1. Request for Match_Latah County_12.27.2021
2. PROJECT_RTP_Virgil-Phillips-Park

Latah County Grants Request for Funding

December 27, 2021

To: City of Moscow
Attn: Alisa Anderson
Grants Manager

To Whom It May Concern at the City of Moscow,

In April 2000, Latah County began leasing the Virgil Phillips Farm Park property from the City of Moscow in order to develop recreational programs, improve recreational facilities, and maintain the park for Latah County residents.

Since then, with the help of the City of Moscow, Idaho Parks and Rec, US Forest Service, Idaho Native Plant Society, Latah County Historical Society, Palouse Audubon Society, Palouse-Clearwater Environmental Institute, Palouse Land Trust, Friends of Phillips Farm, and many other partners, Latah County has managed a park and made significant improvements that hundreds of citizens enjoy.

Next year, we aim to make a few more. In partnership with the Friends of Phillips Farm, Latah County is preparing an application to the Idaho Department of Parks and Recreation's Recreational Trails Program in the amount of \$63,000 to complete the projects outlined in the attached document.

Of this request, Latah County plans to contribute \$7,680 in both cash (\$5,500) and in-kind (\$2,180) match and Friends of Phillips Farm plans to contribute \$1,400 in both cash (\$1,000) and in-kind (\$400) match.

We'd like to request the City of Moscow considers contributing \$5,000 in cash matching funds. If the City is amenable to this request, we've also attached a draft letter of commitment to this end.

Friends of Phillips Farm informally reports hundreds of regular recreators who reside in the City of Moscow, making up a significant portion of Phillips Farm trail and park users. Their board is also made up of Moscow residents. As the park is a critical community asset to Moscow residents, we hope you'll consider contributing to this improvement project.

If there is other documentation needed to support this request, please let me know.

Thank you in advance for your consideration of this request — we are grateful for your partnership.

Sincerely,

Christina Mangiapani
Grants, Latah County
grants@latah.id.us
208-310-0547

Public Comment

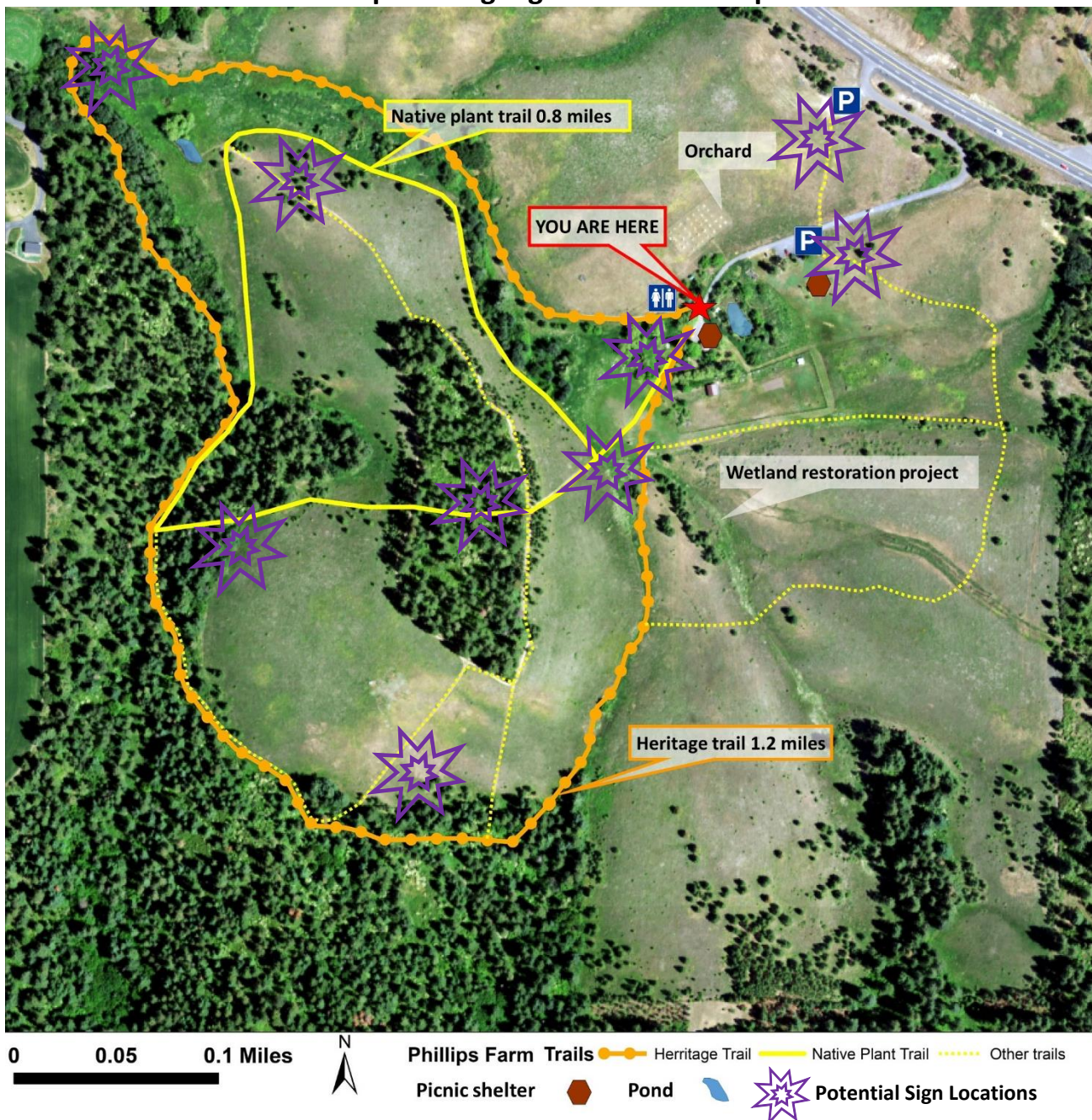
Proposed Project at Phillips Farm

Virgil Phillips Farm Park is located at 4709 Hwy 95 N., Moscow, ID.

Purpose: Idaho Department of Parks and Recreation's Recreational Trails Program application

Project Description: Trail and trailhead improvements at Virgil Phillips Farm Park to include maps and signage, weed treatment, and general access and amenity upgrades. Add directional and informational signage along all trails, including an overlook sign at the top of the hill. Install additional signage and protective plexiglass to complete the newly built kiosks that will be completed by Spring 2022. Improve access to the park, its trails, and its amenities by upgrading trash bins with animal-proof garbage enclosures, treating weeds along trails, and installing a new dock and safety ramp at the trailhead pond. Finally, increase and improve parking capacity and conditions by installing permeable pavement for the upper parking lot to include 6 parking spots.

Proposed Signage Placement Map



Proposed Weed Treatments (along trails)

Weed species

- Canada thistle
- field bindweed
- hawkweed
- houndstongue
- oxeye daisy
- rush skeletonweed
- white bryony

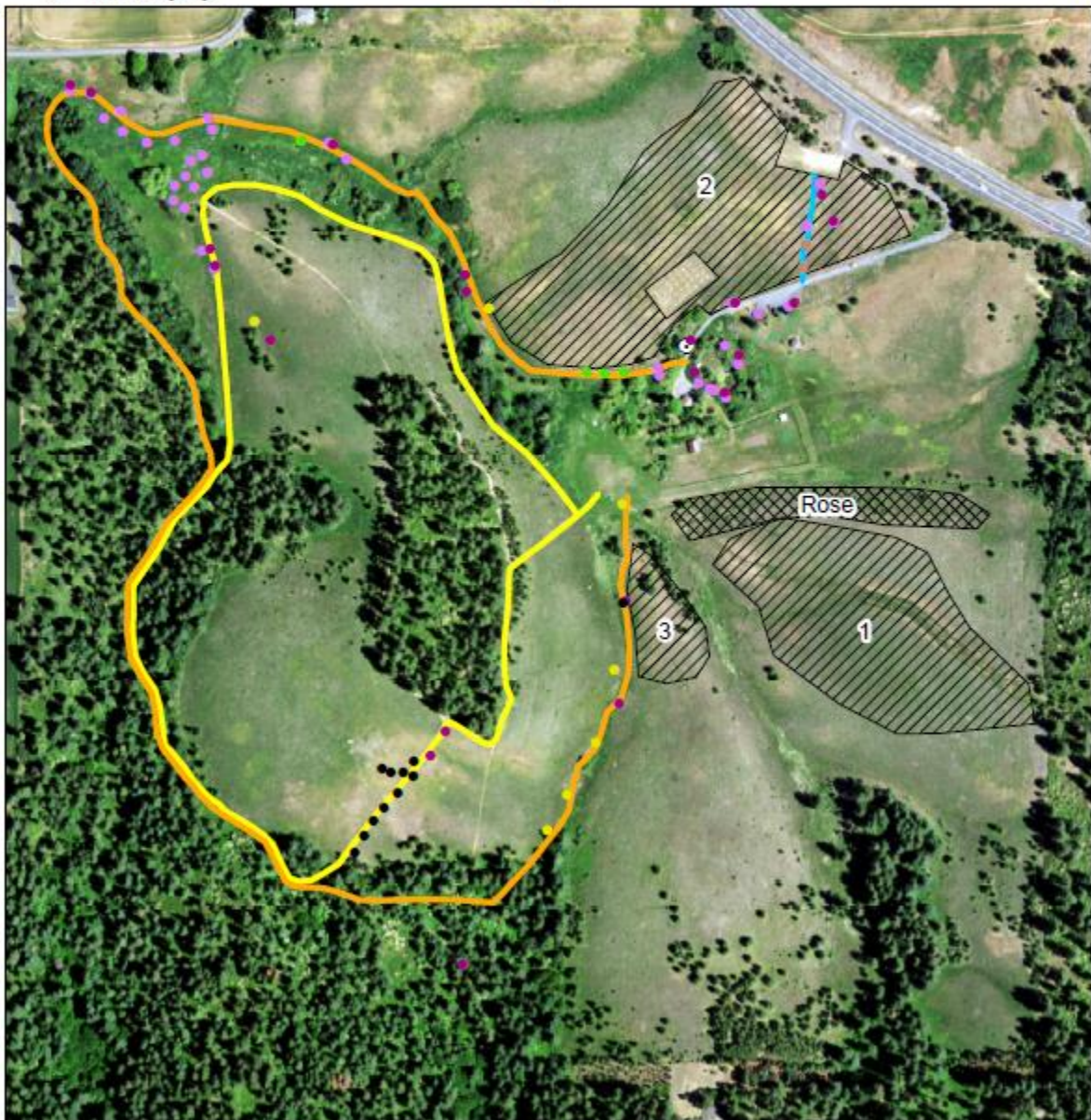
Trails to mow or maintain

- Heritage trail
- Native plant trail
- Parking lot trail

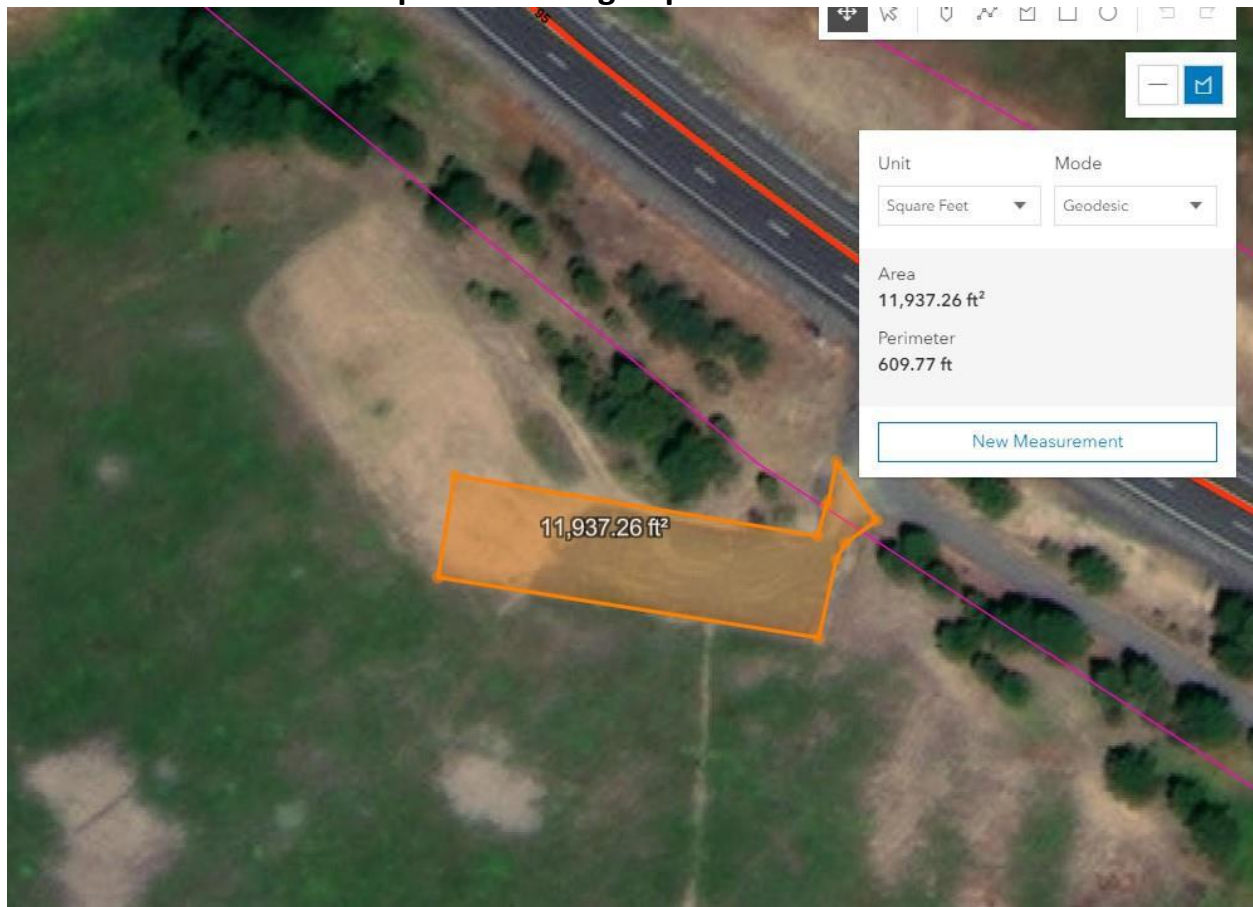
- ▨ Proposed Ventenata Treatment Areas, 3/31/19
- ▩ Proposed Rose Treatment Area



0 500 1,000
Feet



Proposed Parking Improvement Area



CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 18, 2022



AGENDA ITEM TITLE

Idaho Commission on the Arts Grant Applications Public Programs in the Arts - Megan Cherry

RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on January 10, 2022 and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

The Arts Department seeks approval to apply for an annual grant administered by the Idaho Commission on the Arts (ICA). The Public Programs in the Arts (PPA) grant program is intended to provide general operating support for arts organizations in Idaho. These funds will represent off-setting revenue in the production of Arts Department events including Entertainment in the Park and Artwalk. If the application is successful, funds are typically available at the end of the City of Moscow's FY22, and would be held back for use in FY23.

STAFF RECOMMENDATION

Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

PROPOSED ACTIONS

ACTION: Approve the Public Programs in the Arts (PPA) grant application for the current cycle.

FISCAL IMPACT

This grant program provides general operating support for arts organizations, and in the City of Moscow's case, would be used to offset the costs of producing Arts Department events during FY23. Grant awards are assigned by the ICA according to the Arts Department's annual budget and do not require matching funds. Based upon the award in FY22, the FY23 award amount may be up to \$6000.

PERSONNEL IMPACT

ATTACHMENTS

1. 2023_ICA_PPA_Program Description
2. 2023_ICA_PPA_Application BLANK

Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
No existing applications		

Opportunity Details

[Copy Existing Application](#) | [Start a New Application](#)

04800-Public Programs in the Arts - FY 2023

Entry Track / PPA

Application Deadline: 01/31/2022 11:59 PM

Award Amount Range: Not Applicable

Project Start Date: 07/01/2022

Project End Date: 06/30/2023

Award Announcement Date:

Program Officer: Michael Faison

Phone: 208-334-2119 x

Email: michael.faison@arts.idaho.gov

Description

Description

Purpose

This annual grant opportunity supports Idaho's established arts organizations that provide public programs in the arts by assisting them in business stabilization. An organization must first apply in Entry Track before being eligible for PPA as determined by staff and panel recommendation.

Process

Applications are adjudicated by a panel of community arts professionals. Award amounts depend on available funds. A final report is due July 31 to remain eligible for future funding.

Amount

Grant amounts are based on a funding formula that includes a panel review assessment, organizational budget, and past Commission funding.

Program Dates

July 1, 2021 – June 30, 2022

Eligibility and Restrictions

- Applicant must be a nonprofit, IRS tax exempt 501(c)(3) organization or applying through a fiscal agent; or be a unit of local, county, tribal, or state government, including schools and school districts. Nonprofit organizations must have a valid 501(c)(3) Determination Letter with an effective date at least three years prior to the grant application deadline date.
- Applicant must have a minimum of a three-year program history as of the grant application deadline date.
- Applicant must compensate professional artists and administrators.
- The organization's primary purpose must be the production, presentation, or support of the arts and it must demonstrate a history of maintaining high artistic standards.
- Applicant must have completed at least one year of Entry Track funding and have received notification of PPA status.
- Applicant must have submitted all final reports for past Commission grants

PPA CYCLE

New PPA recipients may enter during any year of the cycle once PPA notification has been received from staff. PPA is reviewed on a three-year cycle.

	FY 2022	FY 2023	FY 2024
January	application due	application due	application due

	FY 2022	FY 2023	FY 2024
April	interim (staff) review	full panel review	interim (staff) review
July	final report due	final report due	final report due

(cycle repeats)

Evaluation Criteria

Artistic Merit (40 points)

- Organization produces programs of artistic merit appropriate to its mission
- Describes process used to ensure excellence in artistic programs and services

Community Involvement and Access (40 points)

- Identifies the community served and understands the needs of that community
- Describes how new, nontraditional, and underserved audiences are reached
- Provides evidence of community support for programs, as demonstrated by initiatives, partnerships, or collaborations
- Complies with ADA and Section 504 accessibility requirements

Management (20 points)

- Provides organizational structure, board and staff responsibilities, and consistent volunteer involvement
- Planning is appropriate for reaching the target audience (marketing, audience development, long range, etc.)
- Evaluation methods indicate programs are effective
- Budget is clear and indicates stability and diverse income sources
- Explains significant changes in budget amounts, deficits, multi-year grants, etc.

IDAHO COMMISSION ON THE ARTS

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Application

Application: 04856 - City of Moscow Arts Department

Program Area: Entry Track / PPA

Opportunities: 04800 - Public Programs in the Arts - FY 2023

Application Deadline: 01/31/2022 11:59 PM

Instructions

Click "Edit" to change your answers, "Save" as you go, and "Mark as Complete" when finished.

Eligibility

Verify your eligibility to apply.

We are a 501(c)(3) nonprofit, or a school, or unit of local, county, tribal, or state government, and have had this tax exempt status for 36 months prior to the application deadline*

☐ Yes ☐ No

We employ paid administrative staff*

☐ Yes ☐ No

Summary

In 50 words or less, describe what you will do with grant funding.*

Budget

Enter the most recently completed fiscal year (actual)

Annual Operating Revenue

This is the only information required for the PPA application. When finished, "Save", then "Mark as Complete" and submit the application.

[Return to Top](#)

CITY COUNCIL STAFF REPORT

DATE: Tuesday, January 18, 2022



AGENDA ITEM TITLE

PUBLIC HEARING: 1825 N Polk Street Ext. Annexation, Comprehensive Plan Land Use Designation, and Zoning Designation (ACTION ITEM) - Mike Ray

RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

REVIEWED BY

Planning and Zoning Commission

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

The applicant, Gary Peterson, is proposing to rezone and retain the existing Comprehensive Plan land use designation for a 10,091 square foot property proposed to be annexed into the City of Moscow and located at 1825 North Polk Street Extension. The current Comprehensive Plan Land Use Designation is Suburban Residential and the applicant is proposing to retain that designation. The zoning on the subject property is currently Agriculture Forestry (AF) and the proposal is to rezone to the Multiple Family Residential (R-4) Zone. The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Comprehensive Plan land use designation and rezone on December 8, 2021 and recommended approval with no conditions.

STAFF RECOMMENDATION

Conduct the public hearing upon the annexation, Comprehensive Plan land use designation, and zoning designation and upon consideration of any testimony presented:

1. Approve the Annexation Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary.
2. If the Annexation Ordinance is approved, approve the proposed Comprehensive Plan Land Use Designation Resolution and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.
3. If the Annexation Ordinance is approved and the Comprehensive Plan Land Use Designation Resolution is approved, approve the proposed Zoning Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.

PROPOSED ACTIONS

PROPOSED ACTIONS: Conduct the public hearing upon the annexation, Comprehensive Plan land use designation, and zoning designation and upon consideration of any testimony presented:

1. Approve the Annexation Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary; or consider the Annexation Ordinance on first reading; or reject the Annexation Ordinance; or take such other action deemed appropriate.
2. If the Annexation Ordinance is approved, approve the proposed Comprehensive Plan Land Use Designation Resolution and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or reject the proposed Comprehensive Plan Land Use Designation Resolution and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.
3. If the Annexation Ordinance is approved and the Comprehensive Plan Land Use Designation Resolution is approved, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the

Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Staff Report
2. Packet
3. NPH LUP2021-0046 - 1825 N Polk ANX RZ - CC 01-18-22
4. LUP2021-0046 - 1825 N Polk St Ext RZ - PZ - 12-08-21
5. LUP2021-0046 - 1825 N Polk Ext CP - PZ 12-08-21
6. minPZC20211208
7. Resolution 2022 - Peterson Comprehensive Plan_final
8. Ordinance 2022 - Peterson Annexation_final
9. Ordinance 2022 - Peterson Rezone_final

COMMUNITY PLANNING AND DESIGN DEPARTMENT STAFF REPORT

HEARING DATE: January 18, 2022

GENERAL INFORMATION

Hearing Body: City Council

Subject: Proposal for a Comprehensive Plan Land Use Designation and Zoning Designation for an 10,091 square foot Property to be Annexed into the City of Moscow and Located at 1825 N Polk Street Extension: Permit Application LUP2021-0046.

Attachments:

1. Notice of Public Hearing
2. Application for Rezone
3. Site Map
4. Legal Descriptions
5. Neighborhood Meeting Materials

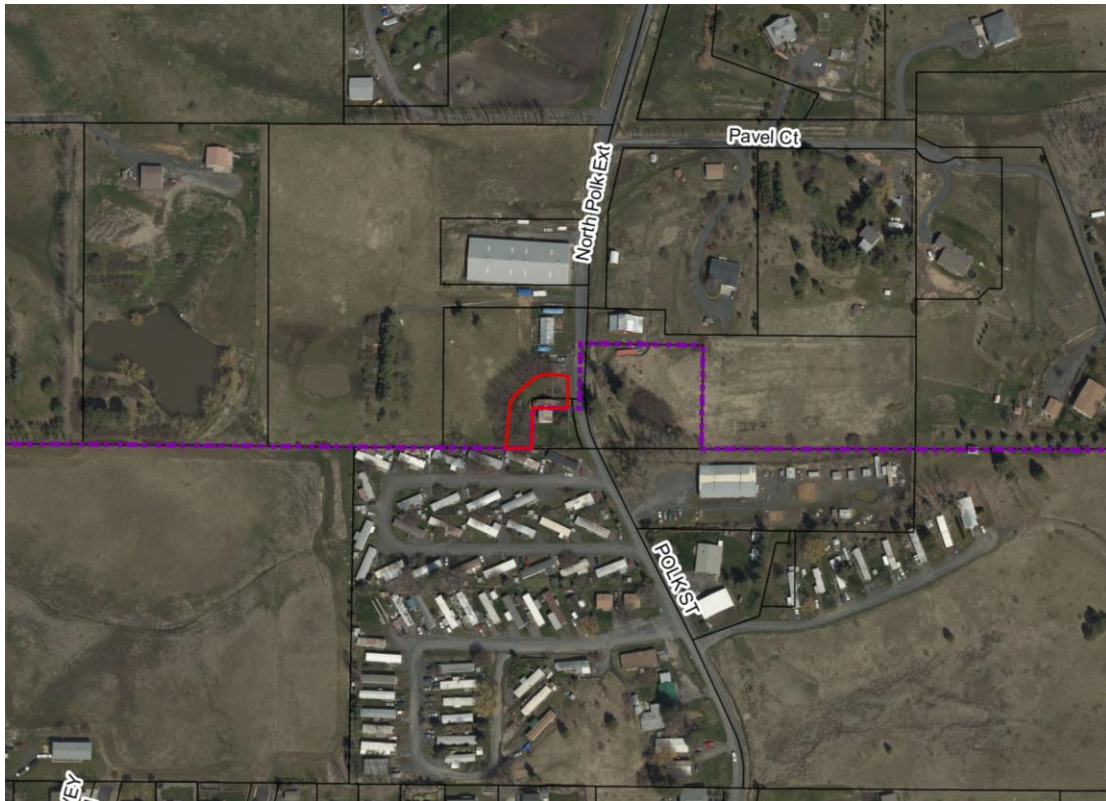
Prepared by: Mike Ray, AICP – Planning Manager

STAFF REVIEW

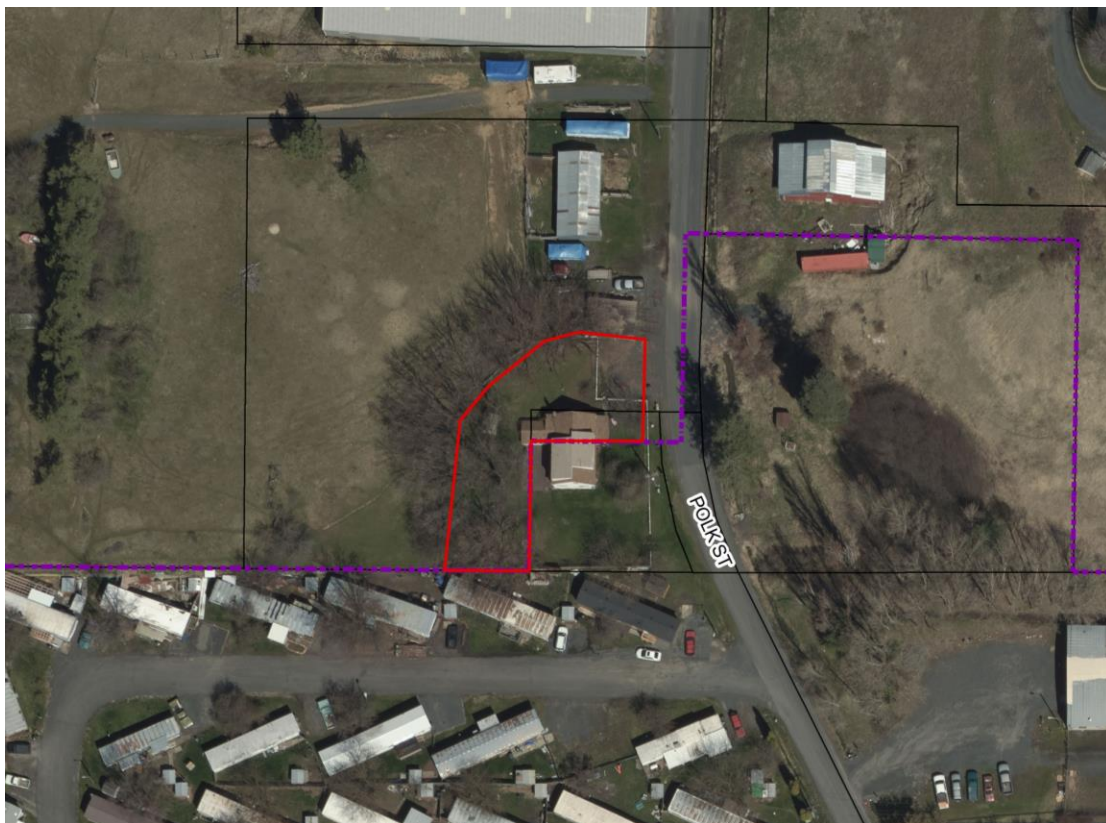
Proposal: The applicant, Gary Peterson, is proposing to rezone and retain the existing Comprehensive Plan land use designation for a 10,091 square foot property proposed to be annexed into the City of Moscow and located at 1825 N Polk Street Extension. The current Comprehensive Plan Land Use Designation is Suburban Residential (SR) and the applicant is proposing to retain that designation. The zoning on the subject property is currently Agriculture Forestry (AF) and the proposal is to rezone to the Multiple Family Residential (R-4) Zone.

Site and Area Land Use: The subject property is a 10,091 sf area of land that is currently adjacent to a 5,790 sf parcel that is within the City of Moscow and contains a single-family dwelling. The current City Limits boundary extends through a portion of the single-family dwelling, which is the reason why the applicant is requesting the annexation of a portion of the surrounding property. It appears that this issue was created in 1999 when the City annexed the North Polk Water and Sewer District, which established the current City Limits boundary. The applicant is proposing to establish the proposed property line along the existing fence that exists at the rear of the property.

The subject property is surrounded by primarily rural residential properties located within Latah County to the west and north, manufactured home parks to the south, and Moscow Hide and Fur to the east.



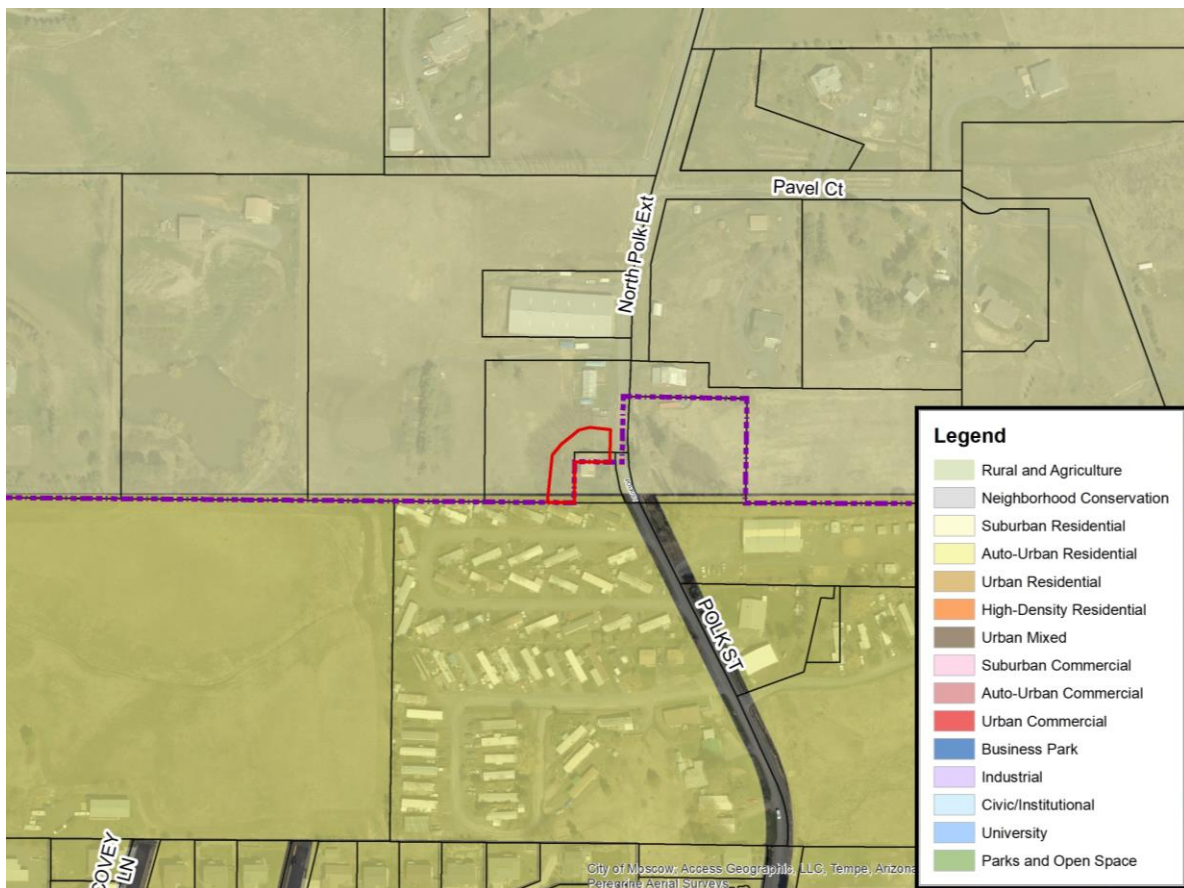
Vicinity Map



Aerial of Subject Property

Comprehensive Plan: Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Suburban Residential. According to the Comprehensive Plan, Suburban Residential designated areas are,

“areas appropriate for larger lots and fringe area development at gross densities ranging from 0.85 to 1.55 dwelling units per acre. These areas are generally located within the northern reaches of the City along north Polk Road and Almon/Mix Road where public services are limited, topography is somewhat challenging, and streets are currently developed to a lesser standard. Clustered development with preservation of open spaces and sensitive areas or steep topography should be promoted within these areas. The use of this designation should be limited to areas that will not impede more intense development in the future where such more intense development can be accommodated. The appropriate current zoning to be applied to Suburban Residential designated areas is Suburban Residential (SR).”



Current Comprehensive Plan Land Use Designations

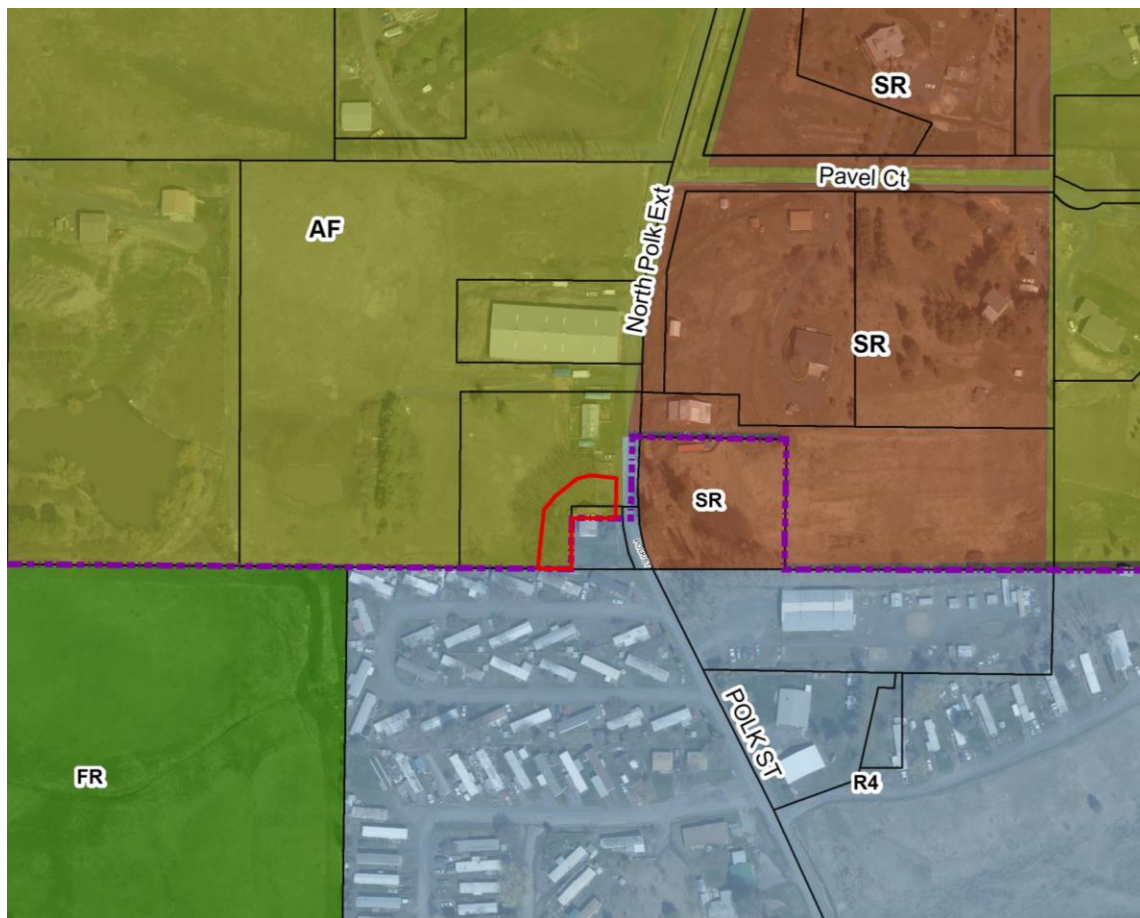
Zoning: The subject property and adjacent properties immediately to the north and west are located in Latah County and are currently zoned Agriculture/Forestry (AF). The properties to the east within the City Limits are designated as Suburban Residential (SR) and Multiple Family Residential (R-4). Properties to the south, also within the City Limits, are designated as Multiple Family Residential (R-4). The applicant is proposing to rezone the 10,091 sf area from the Agriculture/Forestry (AF) Zone to the Multiple Family

Residential (R-4) Zone to be consistent with the parcel that contains the majority of the single-family dwelling.

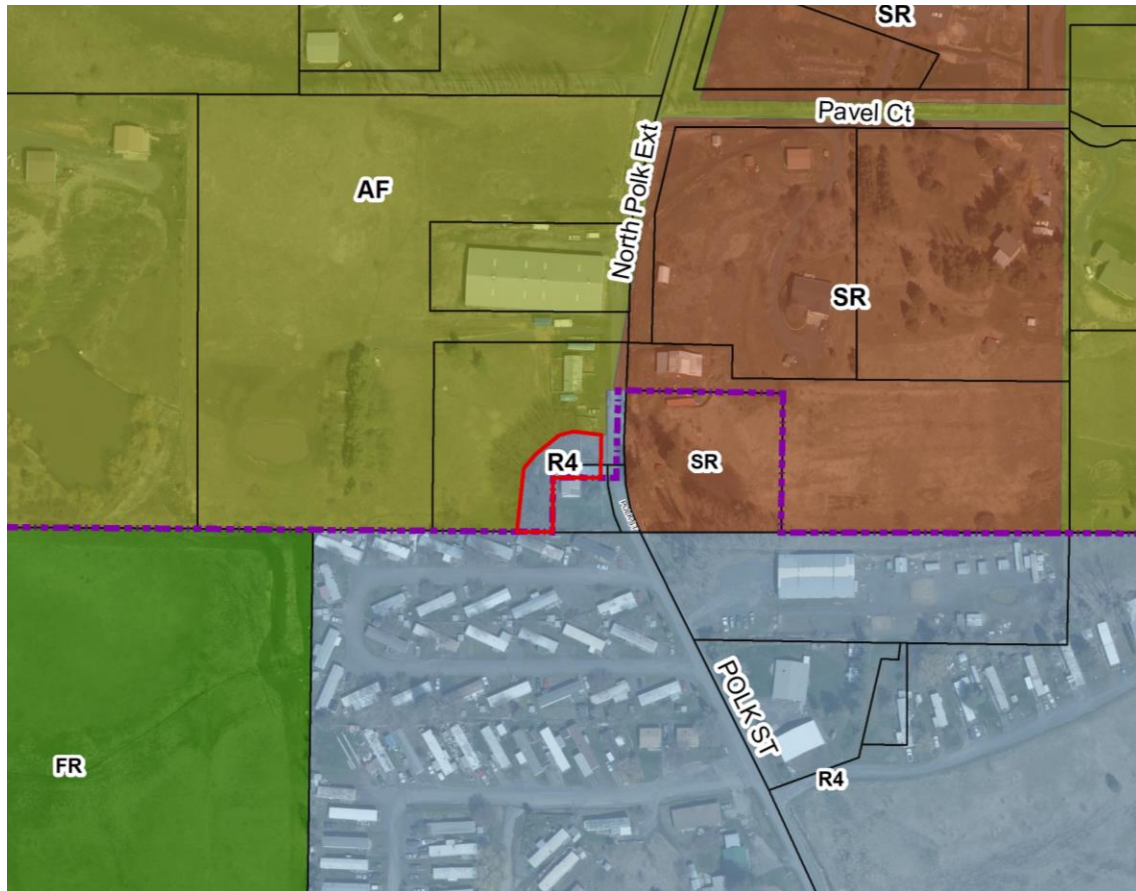
According to the City of Moscow Zoning Code, the R-4 Zone,

“provides for the most intense residential land uses permitted in the community. It is to be applied where activity levels are high and adequate public facilities are available, especially near the University of Idaho campus or the City Central Business Zoning District. Adequate transportation access should be given high priority in determining the appropriate location for R-4 zoning districts.”

Uses permitted within the R-4 Zone include single family dwellings, two family dwellings, twinhomes, townhouses, and multi-family dwellings. Also permitted are professional offices, bed and breakfasts, daycare facilities, and parking lots.



Existing Zoning



Proposed Zoning

Access, Streets, Traffic: The subject property has property frontage North Polk Street Extension, which is designated as a collector street and is developed as a 20-foot-wide paved roadway with two travel lanes and minimal gravel shoulders on both sides.

Utilities: Water and sanitary sewer mains are extended to the current City Limits boundary. Storm sewer in this area of North Polk Extension is conveyed via open ditches on both sides of the street.

Other Issues: The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on November 3, 2021 to discuss the proposal. All neighborhood meeting materials are attached to your packet.

RECOMMENDATIONS:

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Comprehensive Plan land use designation and rezone on December 8, 2021 and recommended approval with no conditions.

Conduct the public hearing upon the annexation, Comprehensive Plan land use designation, and zoning designation and upon consideration of any testimony presented:

1. Approve the Annexation Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary.
2. If the Annexation Ordinance is approved, approve the proposed Comprehensive Plan Land Use Designation Resolution and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.
3. If the Annexation Ordinance is approved and the Comprehensive Plan Land Use Designation Resolution is approved, approve the proposed Zoning Ordinance under suspension of the rule requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.

Radio Thrift LLC, Gary Peterson, Member
 115 E D Street
 Moscow, Idaho 83843

November 4, 2021

The Honorable Bill Lambert, Mayor, City of Moscow, and City Council
 206 E Third Street
 Moscow, Idaho 83843

Greetings Mr. Mayor and City Council;

I am applying to annex my house and third-acre lot at 1825 N Polk Ext. on the north boundary of the City, into the City of Moscow. I own this property through my sole-member Idaho company, Radio Thrift LLC. I propose no change to zoning, currently R4 —Multi-family.

The need and reason for the annexation is, as I understand it, that the north boundary of the sewer district divides the house and property, and since the City annexed the sewer district in 1999, the house and lot stand partly in the City, and partly in Latah County. This is important because a home-owner in the city has a right to rebuild a home lost to fire. The City has not extended this right for the house at 1825 N Polk. I have contracted to sell the house and lot to a young family, and I wish to resolve this issue before the sale.

On October 15, 2021, I invited nearby property owners to a neighbor meeting on the proposal (using City-provided names and addresses.) That meeting was held yesterday. (Invitation, sign-in sheet and Minutes attached.) Among the several neighbors attending, none opposed the annexation, and all agreed that the 1999 annexation dividing the house and lot seemed unusual. All either supported the annexation, or didn't care one way or another.

I ask that this proposal be added to the agenda for the next meeting of the Planning & Zoning Commission, and then placed on the agenda for the soonest meeting of the City Council thereafter. I need this annexation to resolve the uncertain status of the house and lot, and hope the Planning & Zoning Commission, the City Council, and you, Mr. Mayor will choose to approve this request.

Also attached are the completed Application for Zoning Amendment, the survey map and legal description, and the application fee.

Sincerely,



Gary Peterson, Member, Radio Thrift LLC





**CITY OF MOSCOW
COMMUNITY PLANNING
& DESIGN**

Ph.: 208-883-7035

Fax: 208-883-7033

jfleischman@ci.moscow.id.us

For City Use Only			
Date Received		Nov 10 2021	
Dept	Fee Type	Fees	Paid
CPD	Application Fee	\$1,000.00	
Receipt Number		WP2021-0046	



APPLICATION FOR ZONING AMENDMENT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: GARY PETERSON Telephone: 208-285-1258
115 E D STREET, MOSCOW, ID 83843
 (Home address)

Relationship to affected property (please check one):

Owner ☐ Purchaser ☐ Lessee ☐ Other ☒ (explain below)

MEMBER OF / AGENT FOR OWNER

2. Owner of Affected Property (if other than applicant)

Name: RADO THRIFT LLC Telephone: 208-285-1258
115 E D STREET, MOSCOW, ID 83843
 (Home address)

3. Location of Affected Property: 1825 N POLK EXT., MOSCOW, ID 83843

Legal Description: _____
 (Subdivision) (Block) (Lot)

If described by Metes and Bounds, please attach deed on a separate sheet.

INFORMATION ON REQUESTED REZONE

4. Proposal: The applicant requests a rezone on the above-described property as follows:

From: R4 to: R4
 (Current zoning) (Proposed zoning)

5. Reason: Applicant requests a rezone for the following reason(s): THE NORTH CITY LIMIT DIVIDES THE HOUSE AND LOT. A HOME-OWNER IN THE CITY HAS A RIGHT TO REBUILD A HOUSE LOST TO FIRE. THE ANNEXATION WOULD ENSURE THIS RIGHT.

6. Before the Moscow Planning and Zoning Commission can approve a zoning amendment request, the Commission must first make findings of compliance with the following five Relevant Criteria and Standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each item:

A. The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.

THIS HOUSE AND LOT IS ADJACENT TO THE NORTH CITY LIMIT AND IS IN FACT PARTLY IN THE CITY. THERE IS LITTLE OR NO IMPACT TO THE RELEVANT CRITERIA.

B. The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.

THE LAND USE WOULD NOT CHANGE AND CITY SERVICE ARE ALREADY PROVIDED AND/OR AVAILABLE.

C. The uses expected to occur as a result of the rezone will be compatible with the surrounding area.

NO CHANGE TO THE ALREADY COMPATIBLE USE.

D. The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.

NO DEVELOPMENT IS EXPECTED OUTSIDE OF THAT ALREADY PERMITTED.

E. The size, type, and density of development expected to occur as a result of the rezone can be adequately served by existing transportation network, public facilities and services.

THE HOUSE AND LOT ARE ALREADY SERVED BY THE EXISTING TRANSPORTATION NETWORK, PUBLIC FACILITIES AND SERVICES.

Notification: The Idaho Code requires that all property owners located within 300 feet of the affected property receive notification of the public hearing to be conducted by the Planning and Zoning Commission regarding any rezone request.

The Planning and Zoning Commission shall have the authority to require any additional information they consider necessary to render a fair decision and recommendation on a rezone request. The Commission may recommend and the City Council may require additional conditions and limitations as specified in Section 4-9-3C of the Moscow Code.

All questions addressed on this application and the application itself must be filed with the Moscow City Planner at least twenty-one (21) days prior to the hearing date. The applicant will be notified by the City as to the time and place of the hearing pertaining to this application. The applicant or his/her duly-appointed representative must be present at the public hearings held before both the Planning & Zoning Commission and the City Council.

The following materials must be included with this application:

1. Application fee.
2. If a legal description of the affected property is given by Metes and Bounds, a separate sheet containing that description.

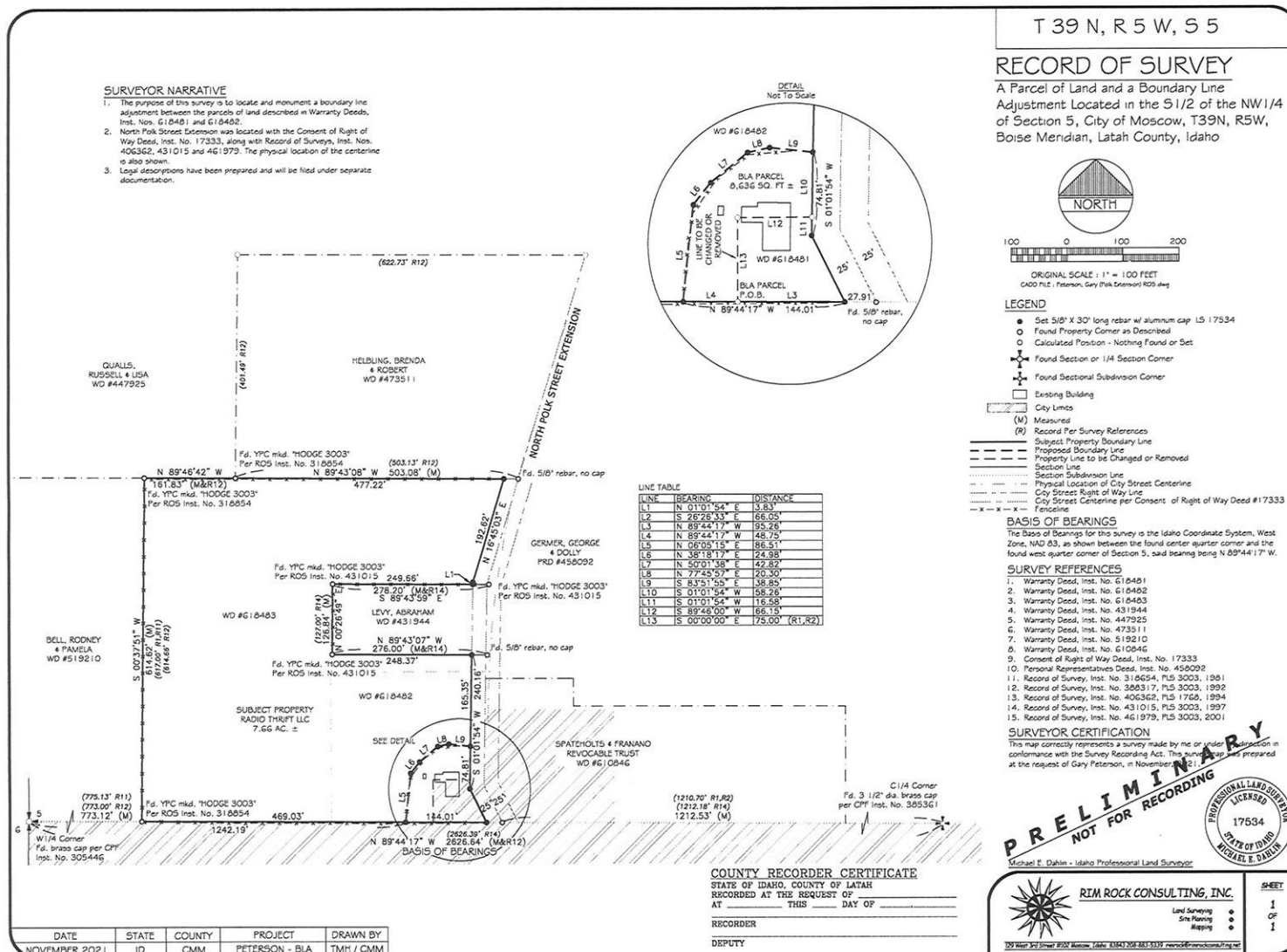
I understand this information is a public record and may be posted to a public website.

ARMY PETER
Applicant's Signature

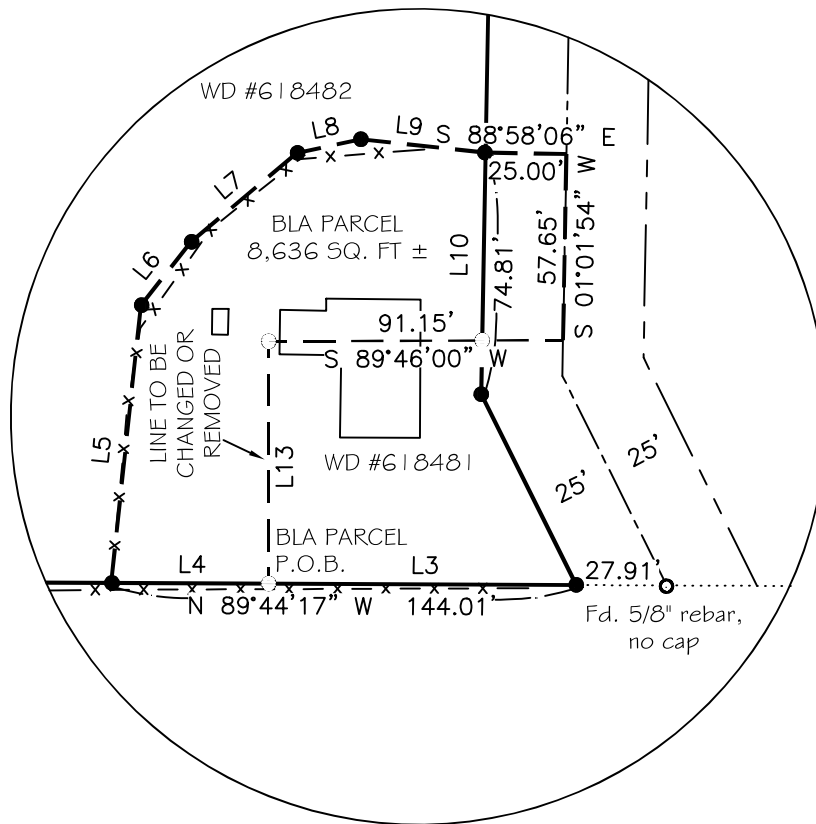
NOVEMBER 5, 2021
Date

ARMY PETER, MEMBER
Property Owner's Signature
RADIO THRIFT LLC

NOVEMBER 5, 2021
Date

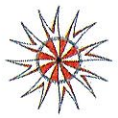


DETAIL
Not To Scale



LINE TABLE

LINE	BEARING	DISTANCE
L1	N 01°01'54" E	3.83'
L2	S 26°26'33" E	66.05'
L3	N 89°44'17" W	95.26'
L4	N 89°44'17" W	48.75'
L5	N 06°05'15" E	86.51'
L6	N 38°18'17" E	24.98'
L7	N 50°01'38" E	42.82'
L8	N 77°45'57" E	20.30'
L9	S 83°51'55" E	38.85'
L10	S 01°01'54" W	58.26'
L11	S 01°01'54" W	16.58'
L12	S 89°46'00" W	66.15'
L13	S 00°00'00" E	75.00' (R1,R2)



Rim Rock Consulting, Inc.

PROFESSIONAL LAND SURVEYORS
GIS & MAPPING SERVICES

JOHN L. DUNN, PLS / ID, WA / CFEDS
DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

PROPERTY DESCRIPTION FOR GARY PETERSON ANNEX PARCEL

A parcel of land located in the south half of the northwest quarter of Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southeast corner of the northwest quarter; Thence along the south line thereof, N 89°44'17" W, 1335.70 feet to the southwest corner of a parcel of land described in Warranty Deed, Inst. No. 618481, Latah County Records, and the **POINT OF BEGINNING**:

Thence continuing along said south line, N 89°44'17" W, 48.75 feet;

Thence N 06°05'15" E, 86.51 feet;

Thence N 38°18'17" E, 24.98 feet;

Thence N 50°01'38" E, 42.82 feet;

Thence N 77°45'57" E, 20.30 feet;

Thence S 83°51'55" E, 38.85 feet to a point on the westerly right of way line of North Polk Street Extension;

Thence S 88°58'06" E, 25.00 feet to a point on the centerline of North Polk Street Extension;

Thence along said centerline, S 01°01'54" W, 57.65 feet to the northeast corner of the parcel of land described in said Warranty Deed;

Thence along said north line, S 89°46'00" W, 91.15 feet to the northwest corner of said parcel;

Thence along the west line thereof, S 00°00'00" E, 75.00 to the **POINT OF BEGINNING**.

Containing 10,091 Square Feet, more or less.

This description was prepared by Michael E. Dahlin on December 8, 2021.

This description was revised by Michael E. Dahlin on December 21, 2021.



129 West 3rd Street, #102 • Moscow, ID 83843
(208) 883-5339 phone • (208) 883-4309 fax
rimrock@rimrockconsulting.net



**1825 N Polk Ext. Annexation
Into the City of Moscow
Neighborhood Meeting
November 3, 2021, 2 PM**



Minutes

Preliminaries: Meeting invitations (attached) were sent on October 15, 2021 to all property owners within 600 feet of proposed annexation. (Address list supplied by City of Moscow, attached.)

Attendees signed a sign-in sheet (attached.) List of attendees:

Susan Peterson for Dolly Germer
Bob Spateholts
Barb Franano
Rod & Pam Bell
Morgan & Deb Stage
Sam Devoe, agent for seller

Also attending: Gary Peterson, sole member, Radio Thrift LLC, property owner, and Eric Burnett, agent for buyers.

Gary Peterson called the meeting to order at 2:02 PM.

Peterson explained the scope of the proposed annexation: to include the house at 1825 N Polk Ext., and it's one-third acre lot, and that current R4 zoning would remain the same.

He also explained the reason for the proposed annexation. As he understands it, the north boundary of the sewer district divides the house and property, and since the City annexed the sewer district in 1999, the house and lot stand partly in the City, and partly in Latah County. This is important because a home-owner in the city has a right to rebuild a home lost to fire. The City will not extend this right for the house and land at 1825 N Polk which is partly in the County.

Peterson asked attendees for questions and concerns. Rod and Pam Bell requested and received assurance that the annexation applied only to the house and third-acre lot. Several attendees wondered how the 1999 annexation could have divided the house and lot. The consensus was this was unfortunate. Peterson asked if anyone opposed the annexation, and no one said they did. The consensus was that those in attendance either supported the annexation, or didn't care one way or another.

Peterson adjourned the formal meeting at 2:10 PM. However, the neighbors talked and visited for another half-hour. Minutes prepared by Gary Peterson and Sam Devoe.

1825 N POLK NEIGHBORHOOD DATE
 ANNEXATION MEETING NOV. 3, 2021
 SIGN UP SHEET

PRINTED NAME	WANT TO SPEAK YES/NO
Susana Peterson for Dolly Germer	+
Bob Spitzewitz	NO
Barb Francine	NO
Rob & Pam Bell	NO
Sam Devor	NO
Morgan & Deb Stage	NO

ALSO
 IN ATTENDANCE CARY PETERSON, OWNER
 SAM DEVOR - AGENT FOR OWNER (ABOVE)
 ERIC BURNETT - AGENT FOR BUYER



Gary Peterson
Radio Thrift LLC
115 E D ST.
Moscow, ID 83843



October 15, 2021

Residents near 1825 N Polk Extension

Greetings Neighbors;

I recently purchased 1825 N Polk and the adjacent land. It's the land that interests me, and I already live nearby, so I placed the home and it's third-acre lot back on the market.

In 1999, the City of Moscow annexed a sewer district with the north boundary running right through the lot and home—the home and lot are part in the City and part in the County.

I want to resolve this issue for the new buyer with a request to annex the rest of the home and lot into the City. Current zoning would stay the same. The first step is to have a meeting for neighbors to discuss the annexation, and express any concerns. The meeting is set for Wednesday, November 3rd, at 2 pm, outside the home at 1825 N Polk.

I'm a Pullman boy, but have lived in Idaho for the last 40 years. Radio Thrift is my company for managing property and my little antique store. You may have noticed me walking along North Polk every morning. I look forward to meeting you in person.

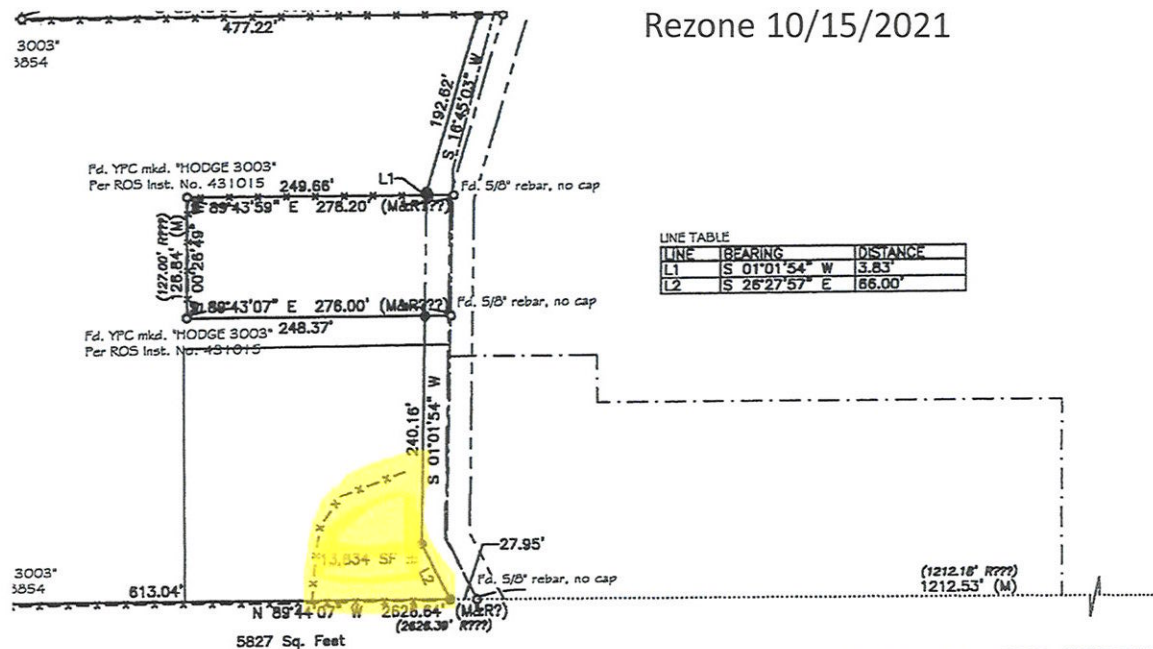
Sincerely,

Gary Peterson, Owner
Radio Thrift LLC

SD1



1825 Polk Ext, Moscow
Proposed lot line adjustment for
Rezone 10/15/2021



COUNTY RECORDER CERTIFICATE

SD1



Location of Public Meeting –
1825 Polk Ext, Moscow

**Wednesday November 3, 2021
@ 2:00pm (Front Lawn/Driveway Area)

LUP2021-0046

SCHROEDER, GARY
1289 HIGHLAND DR
MOSCOW, ID 83843

ELDRIDGE, KAREN
1700 N POLK EXT, TRLR #8
MOSCOW, ID 83843

RISBEY, TIM
1740 N POLK EXT
MOSCOW, ID 83843

GERMER, GEORGE
1825 N POLK EXT
MOSCOW, ID 83843

GERMER, GEORGE
1990 N POLK EXT
MOSCOW, ID 83843

BELL, PAMELA
2000 HIGHWAY 95 N
MOSCOW, ID 83843

HELBLING, BRENDA
2015 N POLK EXT
MOSCOW, ID 83843

LEVY, ABRAHAM
3940 MOSCOW MOUNTAIN RD
MOSCOW, ID 83843

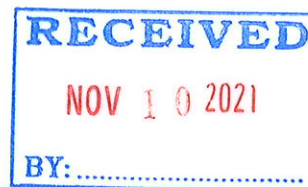
STAGE, MORGAN
562 PAVEL CT
MOSCOW, ID 83843

MC ISAAC, HUGH
585 PAVEL CT
MOSCOW, ID 83843

MC COY, JAY
626 S MAIN ST
MOSCOW, ID 83843

SPATEHOLTS & FRANANO REV LIV
PO BOX 1080
PRINEVILLE, OR 97602

LONG SHOT PROPERTIES, LLC
PO BOX 8405
COBURG, OR 97408



Received 11-10-2021

NOTICE OF PUBLIC HEARING

Proposal for Comprehensive Plan Land Use Designation and Zoning Designation for a 10,091 square foot Property Proposed to be Annexed into the City of Moscow and Located at 1825 N Polk Street Extension. Permit Application LUP2021-0046

A public hearing at which you may be present and speak will be conducted by the City Council of the City of Moscow at which time the following proposals will be considered:

1. Annexation of the 10,091 square foot property.
2. Retaining the current Comprehensive Plan Land Use Designation of Suburban Residential (SR).
3. Rezoning of the subject property from the Agriculture Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone.

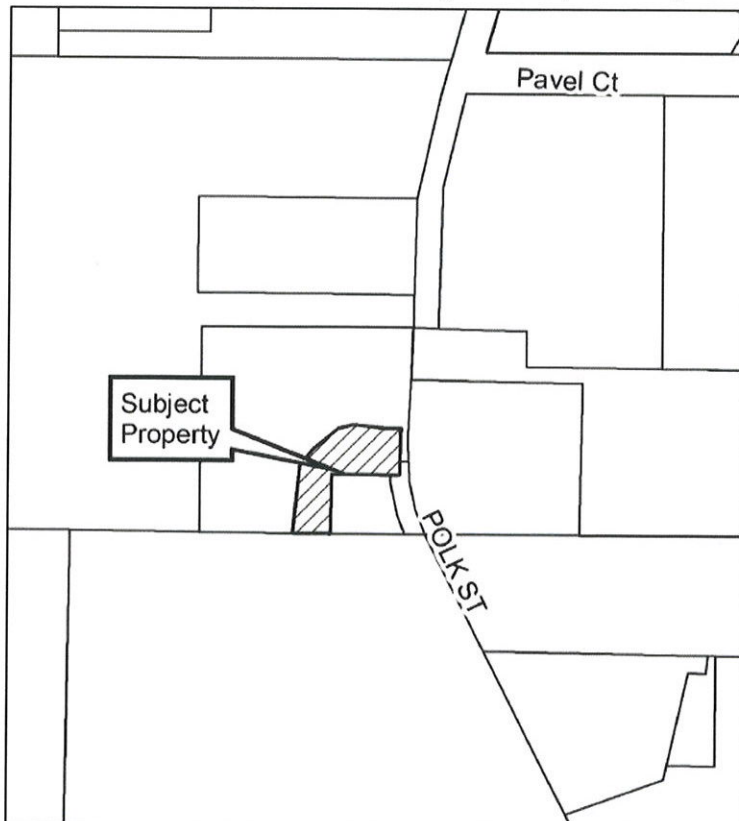
The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Comprehensive Plan Land Use Designation and Rezone on December 8, 2021 and recommended approval with no conditions.

MEETING DATE: Tuesday, January 18, 2022

HEARING LOCATION: Council Chambers, Second Floor, Moscow City Hall
206 East Third Street, Moscow, Idaho

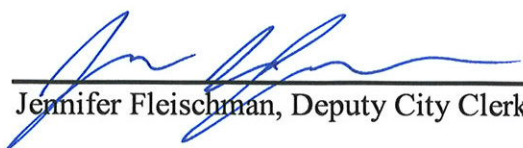
MEETING TIME: 7:00 p.m.

Note: Meeting start time is not necessarily indicative of the hearing start time for the proposal advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting. The file containing information on this matter is available for public review at the Community Development Department located in the Haddock Building, 504 S. Washington Street, Moscow, Idaho. Call 883-7035 to get a meeting agenda and further information about the matter.



Verbal testimony at the hearing is generally limited to three (3) minutes time. Minor amounts of written materials (less than two (2) pages) may be submitted to the hearing body at any time prior to the close of comments, as determined by the hearing body. More in-depth written materials require at least five (5) calendar days for review prior to the hearing. You may obtain further information about the public hearing process and procedures on the City's Website at: <https://www.ci.moscow.id.us/593/Public-Hearing-Notices>

Laurie M. Hopkins, Moscow City Clerk


Jennifer Fleischman, Deputy City Clerk

Publish: January 1, 2022

**BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO**

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR THE REZONE OF AN EIGHT THOUSAND SIX HUNDRED AND THIRTY-SIX (8,636) SQUARE FOOT PROPERTY PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND LOCATED AT 1825 NORTH POLK STREET EXTENSION FROM THE AGRICULTURE FORESTRY (AF) ZONE TO THE MULTIPLE FAMILY RESIDENTIAL (R-4) ZONE.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on November 10, 2021; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on December 8, 2021; and

WHEREAS, having reviewed the application, including all exhibits entered, and having considered the issues presented by the applicant and the opponents:

THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION, HEREBY CONCLUDES:

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is an eight thousand six hundred and thirty-six (8,636) square foot property proposed to be annexed into the City of Moscow and located at 1825 N Polk Street Extension.
3. Under Idaho Code, prior to the annexation of the property within the City, the Planning and Zoning Commission is required to review the subject property and provide the City Council with a recommendation regarding the appropriate future land use designation and zoning designation to be applied to the subject property upon annexation.
4. The subject property is an 8,636 sf area of land that is currently adjacent to a 5,790 sf parcel that is within the City of Moscow and contains a single-family dwelling.
5. The current City Limits boundary extends through a portion of the single-family dwelling, which is the reason why the applicant is requesting the annexation of a portion of the surrounding property. It appears that this issue was created in 1999 when the City annexed the North Polk Water and Sewer District, which established the current City Limits boundary. The applicant is proposing to establish the proposed property line along the existing fence that exists at the rear of the property.

6. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Suburban Residential, which the applicant is proposing to retain.
7. According to the 2019 Comprehensive Plan, Suburban Residential designated areas are,
“areas appropriate for larger lots and fringe area development at gross densities ranging from 0.85 to 1.55 dwelling units per acre. These areas are generally located within the northern reaches of the City along north Polk Road and Almon/Mix Road where public services are limited, topography is somewhat challenging, and streets are currently developed to a lesser standard. Clustered development with preservation of open spaces and sensitive areas or steep topography should be promoted within these areas. The use of this designation should be limited to areas that will not impede more intense development in the future where such more intense development can be accommodated. The appropriate current zoning to be applied to Suburban Residential designated areas is Suburban Residential (SR).”
8. The subject property and adjacent properties immediately to the north and west are located in Latah County and are currently zoned Agriculture/Forestry (AF).
9. The properties to the east within the City Limits are designated as Suburban Residential (SR) and Multiple Family Residential (R-4). Properties to the south, also within the City Limits, are designated as Multiple Family Residential (R-4).
10. The applicant is proposing to rezone the 8,636 sf area from the Agriculture/Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone to be consistent with the parcel that contains the majority of the single-family dwelling.
11. According to the City of Moscow Zoning Code, the purpose of the R-4 Zoning District,
“provides for the most intense residential land uses permitted in the community. It is to be applied where activity levels are high and adequate public facilities are available, especially near the University of Idaho campus or the City Central Business Zoning District. Adequate transportation access should be given high priority in determining the appropriate location for R-4 zoning districts.”
12. Uses permitted within the R-4 Zone include single family dwellings, two family dwellings, twinhomes, townhouses, and multi-family dwellings. Also permitted are professional offices, bed and breakfasts, daycare facilities, and parking lots.
13. The subject property has property frontage North Polk Street Extension, which is designated as a collector street and is developed as a 20-foot-wide paved roadway with two travel lanes and minimal gravel shoulders on both sides.
14. The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on November 3, 2021 to discuss the proposal.

BASED ON THE ABOVE RELEVANT FACTS AND CONCLUSIONS, THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW HEREBY FINDS THE FOLLOWING RELEVANT CRITERIA AND STANDARDS:

II. RELEVANT CRITERIA AND STANDARDS

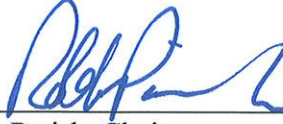
1. **The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed rezone is generally consistent with the 2019 Comprehensive Plan. While the proposed rezone to R-4 is not entirely consistent with the Comprehensive Plan land use designation of Suburban Residential, it is justified given the current circumstance of the City limits boundary extending through a portion of the single-family dwelling that is partially on the subject property and partially on the adjacent property.
2. **The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.** The proposed R-4 Zone is consistent with the adjacent property to the southeast which contains a portion of the single-family dwelling which extends into the subject property. The manufactured home park to the south of the subject property is also within the R-4 Zoning District. The proposed zoning and uses are consistent with the surrounding area and will not unduly burden the neighborhood of public infrastructure.
3. **The uses expected to occur as a result of the rezone will be compatible with the surrounding area.** The proposed zoning is consistent with adjacent zoning districts and will create a logical and orderly zoning configuration for the subject area. The surrounding properties are primarily within the Multiple Family Residential (R-4) Zone to the south, southwest, and southeast.
4. **The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The subject property is a rather small property and the proposed zoning and uses are suitable for the area and will not unduly burden the area of public infrastructure.
5. **The size, type, and density of development expected to occur as a result of the rezone can be adequately served by the existing transportation network, public facilities and services.** The subject property has street access via North Polk Street Extension, which can adequately serve a property the size of the subject property. Water and sanitary sewer mains are extended to the current City Limits boundary. Storm sewer in this area of North Polk Extension is conveyed via open ditches on both sides of the street.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the rezone request for the eight thousand six hundred and thirty-six (8,636) square foot property from the Agriculture Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this

12th day of January, 2022.



Robb Parish, Chair
Planning and Zoning Commission

**BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO**

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING THE REVIEW OF AN EIGHT THOUSAND SIX HUNDRED AND THIRTY-SIX (8,636) SQUARE FOOT PROPERTY PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND LOCATED AT 1825 NORTH POLK STREET EXTENSION.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on November 10, 2021; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on December 8, 2021; and

WHEREAS, having reviewed the application, including all exhibits entered, and having considered the issues presented by the applicant and the opponents:

THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION, HEREBY CONCLUDES:

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is an eight thousand six hundred and thirty-six (8,636) square foot property proposed to be annexed into the City of Moscow and located at 1825 N Polk Street Extension.
3. Under Idaho Code, prior to the annexation of property within the City, the Planning and Zoning Commission must conduct a public hearing and make a recommendation to the City Council as to the appropriate land use designation and zoning designation to be applied to the property upon annexation.
4. The subject property is an 8,636 sf area of land that is currently adjacent to a 5,790 sf parcel that is within the City of Moscow and contains a single-family dwelling.
5. The current City Limits boundary extends through a portion of the single-family dwelling, which is the reason why the applicant is requesting the annexation of a portion of the surrounding property. It appears that this issue was created in 1999 when the City annexed the North Polk Water and Sewer District, which established the current City Limits boundary. The applicant is proposing to establish the proposed property line along the existing fence that exists at the rear of the property.

6. The subject property is surrounded by primarily rural residential properties located within Latah County to the west and north, manufactured home parks to the south, and Moscow Hide and Fur to the east.
7. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Suburban Residential, which the applicant is proposing to retain.
8. According to the 2019 Comprehensive Plan, Suburban Residential designated areas are,
“areas appropriate for larger lots and fringe area development at gross densities ranging from 0.85 to 1.55 dwelling units per acre. These areas are generally located within the northern reaches of the City along north Polk Road and Almon/Mix Road where public services are limited, topography is somewhat challenging, and streets are currently developed to a lesser standard. Clustered development with preservation of open spaces and sensitive areas or steep topography should be promoted within these areas. The use of this designation should be limited to areas that will not impede more intense development in the future where such more intense development can be accommodated. The appropriate current zoning to be applied to Suburban Residential designated areas is Suburban Residential (SR).”
9. The subject property and adjacent properties immediately to the north and west are located in Latah County and are currently zoned Agriculture/Forestry (AF).
10. The properties to the east within the City Limits are designated as Suburban Residential (SR) and Multiple Family Residential (R-4). Properties to the south, also within the City Limits, are designated as Multiple Family Residential (R-4).
11. The applicant is proposing to rezone the 8,636 sf area from the Agriculture/Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone to be consistent with the parcel that contains the majority of the single-family dwelling.
12. The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on November 3, 2021 to discuss the proposal.
13. Based upon the availability of public services, constructed adjacent roadway, access and surrounding land use patterns, the Commission concludes that it is appropriate for the property to be designated Suburban Residential upon annexation into the City of Moscow.

BASED ON THE ABOVE RELEVANT FACTS AND CONCLUSIONS, THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW HEREBY FINDS THE FOLLOWING RELEVANT CRITERIA AND STANDARDS:

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed Comprehensive Plan amendment is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed and existing Suburban Residential designation for the subject property is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan and is consistent with the surrounding properties, as well as the surrounding land use and development patterns.
2. **The proposed Comprehensive Plan amendment would provide for the logical and orderly location of land uses, community services and facilities.** The Commission finds that the proposed designation of Suburban Residential is logical and harmonious with the surrounding land

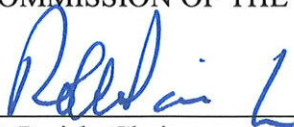
uses and development, and is consistent with the land use designations of the surrounding property to the north, south, and east of the subject property.

3. **The uses expected to occur as a result of the Comprehensive Plan amendment will be compatible with the surrounding area.** The zoning districts that are consistent with the Suburban Residential designation exist within the current Area of City Impact to east and northeast. The surrounding properties are primarily residential with the exception of a taxidermy business to the southeast.
4. **The size, type, and density of development expected to occur as a result of the Comprehensive Plan amendment will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The proposed designation is suitable for the area and will not unduly burden the neighborhood of public infrastructure. The subject property has direct access to North Polk Street Extension which is designated as a collector street, as well as sufficient and available public utility services to meet the needs of existing and future development.
5. **The proposed Comprehensive Plan amendment is deemed to be appropriate in consideration of changing conditions within the community that are not reflected within the current Comprehensive Plan (such as new development or re-development, land use patterns and/or trends, traffic patterns and/or volume, market demands, community vision and/or needs, capital improvements, or new or revised City plans).** The subject property is currently designated as Suburban Residential, which will be the proposed designation upon annexation.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the City of Moscow Planning and Zoning Commission recommends approval of retaining the existing Suburban Residential Comprehensive Plan Land Use Designation for the eight thousand six hundred and thirty-six (8,636) square foot property located at 1825 N Polk Street Extension with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this 12th day of January, 2022.



Robb Parish, Chair
Planning and Zoning Commission

PLANNING & ZONING COMMISSION



Robb Parish
Commission Chair
P&Z@ci.moscow.id.us

Regular Meeting ~Minutes~

Mike Ray
Staff Liaison
208.883.7008

<https://www.ci.moscow.id.us/457/Planning-Zoning-Commission>

Wednesday
December 8, 2021

7:00 PM

Council Chambers
206 E Third Street

The meeting was called to order at 6:59 PM

MEMBERS PRESENT: Robb Parish, Chair; Rich Beebe, Scott Gropp, Joel Hamilton, Mike Nelsen, Nels Reese, Victoria Seever, Dennis Wilson
MEMBERS ABSENT: Drew Davis
OTHERS: Maureen Laflin
STAFF: Jennifer Fleischman, Mike Ray, Cody Riddle

REGULAR AGENDA

1. Approval of September 22, 2021 Minutes (ACTION ITEM)

Wilson moved for approval of the minutes as presented, seconded by Seever. Vote by Acclamation; Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. Public Hearing: Proposal for Comprehensive Plan Land Use Designation and Zoning Designation for an 8,636 square foot Property Proposed to be Annexed into the City of Moscow and Located at 1825 N Polk Street Extension (ACTION ITEM)

1. Retaining the current Comprehensive Plan Land Use Designation of Suburban Residential (SR).
2. Rezoning of the subject property from the Agriculture Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone.

Ray presented the proposed application as described above, and recommended approval to City Council with no conditions.

Public Hearing opened at 7:07 PM

Gary Peterson (applicant), Moscow, explained the process of acquiring the property and his decision to sell the parcel that the house is located on, which includes needing to annex it into the City completely.

Public Hearing closed at 7:09 PM

Hamilton moved to recommend approval of the proposed Comprehensive Plan Land Use Designation and Rezone request with no conditions, seconded by Gropp. Vote by Acclamation; Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

Nelsen moved for Staff to prepare the Relevant Criteria and Standards for the Comprehensive Plan Land Use Designation and Rezone, seconded by Wilson. Vote by Acclamation; Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

4. Election of Officers (ACTION ITEM)

Nominate and elect a Chair, Vice Chair, and Second Vice Chair for 2022.

Seever nominated Parish for Chair, Wilson for Vice Chair, and Nelsen as Second Vice Chair, who all accepted. Beebe seconded the motion. Vote by Acclamation: Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Transportation Commission meeting report.

Next meeting scheduled for Thursday December 9, 2021.

ANNOUNCEMENTS

- Future meeting at the end of January or early February will have Tyler Palmer as guest speaker.
- Continuing Education materials added to next meeting's agenda.
- Cody Riddle was introduced as new Deputy City Supervisor.
- Maureen Laflin's last meeting as Council Liaison.

UPCOMING EVENTS/MEETINGS

The regular meeting scheduled for December 22, 2021 has been cancelled. The next Planning & Zoning Commission meeting is set for January 12, 2022.

The meeting adjourned at 7:17 PM



Robb Parish, Chair

**BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO**

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING THE REVIEW OF AN EIGHT THOUSAND SIX HUNDRED AND THIRTY-SIX (8,636) SQUARE FOOT PROPERTY PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND LOCATED AT 1825 NORTH POLK STREET EXTENSION.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on November 10, 2021; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on December 8, 2021; and

WHEREAS, having reviewed the application, including all exhibits entered, and having considered the issues presented by the applicant and the opponents:

THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION, HEREBY CONCLUDES:

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is an eight thousand six hundred and thirty-six (8,636) square foot property proposed to be annexed into the City of Moscow and located at 1825 N Polk Street Extension.
3. Under Idaho Code, prior to the annexation of property within the City, the Planning and Zoning Commission must conduct a public hearing and make a recommendation to the City Council as to the appropriate land use designation and zoning designation to be applied to the property upon annexation.
4. The subject property is an 8,636 sf area of land that is currently adjacent to a 5,790 sf parcel that is within the City of Moscow and contains a single-family dwelling.
5. The current City Limits boundary extends through a portion of the single-family dwelling, which is the reason why the applicant is requesting the annexation of a portion of the surrounding property. It appears that this issue was created in 1999 when the City annexed the North Polk Water and Sewer District, which established the current City Limits boundary. The applicant is proposing to establish the proposed property line along the existing fence that exists at the rear of the property.

6. The subject property is surrounded by primarily rural residential properties located within Latah County to the west and north, manufactured home parks to the south, and Moscow Hide and Fur to the east.
7. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Suburban Residential, which the applicant is proposing to retain.
8. According to the 2019 Comprehensive Plan, Suburban Residential designated areas are,

“areas appropriate for larger lots and fringe area development at gross densities ranging from 0.85 to 1.55 dwelling units per acre. These areas are generally located within the northern reaches of the City along north Polk Road and Almon/Mix Road where public services are limited, topography is somewhat challenging, and streets are currently developed to a lesser standard. Clustered development with preservation of open spaces and sensitive areas or steep topography should be promoted within these areas. The use of this designation should be limited to areas that will not impede more intense development in the future where such more intense development can be accommodated. The appropriate current zoning to be applied to Suburban Residential designated areas is Suburban Residential (SR).”
9. The subject property and adjacent properties immediately to the north and west are located in Latah County and are currently zoned Agriculture/Forestry (AF).
10. The properties to the east within the City Limits are designated as Suburban Residential (SR) and Multiple Family Residential (R-4). Properties to the south, also within the City Limits, are designated as Multiple Family Residential (R-4).
11. The applicant is proposing to rezone the 8,636 sf area from the Agriculture/Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone to be consistent with the parcel that contains the majority of the single-family dwelling.
12. The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on November 3, 2021 to discuss the proposal.
13. Based upon the availability of public services, constructed adjacent roadway, access and surrounding land use patterns, the Commission concludes that it is appropriate for the property to be designated Suburban Residential upon annexation into the City of Moscow.

BASED ON THE ABOVE RELEVANT FACTS AND CONCLUSIONS, THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW HEREBY FINDS THE FOLLOWING RELEVANT CRITERIA AND STANDARDS:

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed Comprehensive Plan amendment is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed and existing Suburban Residential designation for the subject property is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan and is consistent with the surrounding properties, as well as the surrounding land use and development patterns.
2. **The proposed Comprehensive Plan amendment would provide for the logical and orderly location of land uses, community services and facilities.** The Commission finds that the proposed designation of Suburban Residential is logical and harmonious with the surrounding land

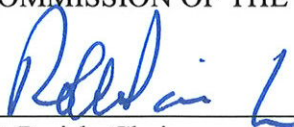
uses and development, and is consistent with the land use designations of the surrounding property to the north, south, and east of the subject property.

3. **The uses expected to occur as a result of the Comprehensive Plan amendment will be compatible with the surrounding area.** The zoning districts that are consistent with the Suburban Residential designation exist within the current Area of City Impact to east and northeast. The surrounding properties are primarily residential with the exception of a taxidermy business to the southeast.
4. **The size, type, and density of development expected to occur as a result of the Comprehensive Plan amendment will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The proposed designation is suitable for the area and will not unduly burden the neighborhood of public infrastructure. The subject property has direct access to North Polk Street Extension which is designated as a collector street, as well as sufficient and available public utility services to meet the needs of existing and future development.
5. **The proposed Comprehensive Plan amendment is deemed to be appropriate in consideration of changing conditions within the community that are not reflected within the current Comprehensive Plan (such as new development or re-development, land use patterns and/or trends, traffic patterns and/or volume, market demands, community vision and/or needs, capital improvements, or new or revised City plans).** The subject property is currently designated as Suburban Residential, which will be the proposed designation upon annexation.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the City of Moscow Planning and Zoning Commission recommends approval of retaining the existing Suburban Residential Comprehensive Plan Land Use Designation for the eight thousand six hundred and thirty-six (8,636) square foot property located at 1825 N Polk Street Extension with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this 12th day of January, 2022.



Robb Parish, Chair
Planning and Zoning Commission

**BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO**

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR THE REZONE OF AN EIGHT THOUSAND SIX HUNDRED AND THIRTY-SIX (8,636) SQUARE FOOT PROPERTY PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND LOCATED AT 1825 NORTH POLK STREET EXTENSION FROM THE AGRICULTURE FORESTRY (AF) ZONE TO THE MULTIPLE FAMILY RESIDENTIAL (R-4) ZONE.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on November 10, 2021; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on December 8, 2021; and

WHEREAS, having reviewed the application, including all exhibits entered, and having considered the issues presented by the applicant and the opponents:

THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION, HEREBY CONCLUDES:

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is an eight thousand six hundred and thirty-six (8,636) square foot property proposed to be annexed into the City of Moscow and located at 1825 N Polk Street Extension.
3. Under Idaho Code, prior to the annexation of the property within the City, the Planning and Zoning Commission is required to review the subject property and provide the City Council with a recommendation regarding the appropriate future land use designation and zoning designation to be applied to the subject property upon annexation.
4. The subject property is an 8,636 sf area of land that is currently adjacent to a 5,790 sf parcel that is within the City of Moscow and contains a single-family dwelling.
5. The current City Limits boundary extends through a portion of the single-family dwelling, which is the reason why the applicant is requesting the annexation of a portion of the surrounding property. It appears that this issue was created in 1999 when the City annexed the North Polk Water and Sewer District, which established the current City Limits boundary. The applicant is proposing to establish the proposed property line along the existing fence that exists at the rear of the property.

6. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Suburban Residential, which the applicant is proposing to retain.
7. According to the 2019 Comprehensive Plan, Suburban Residential designated areas are,

“areas appropriate for larger lots and fringe area development at gross densities ranging from 0.85 to 1.55 dwelling units per acre. These areas are generally located within the northern reaches of the City along north Polk Road and Almon/Mix Road where public services are limited, topography is somewhat challenging, and streets are currently developed to a lesser standard. Clustered development with preservation of open spaces and sensitive areas or steep topography should be promoted within these areas. The use of this designation should be limited to areas that will not impede more intense development in the future where such more intense development can be accommodated. The appropriate current zoning to be applied to Suburban Residential designated areas is Suburban Residential (SR).”
8. The subject property and adjacent properties immediately to the north and west are located in Latah County and are currently zoned Agriculture/Forestry (AF).
9. The properties to the east within the City Limits are designated as Suburban Residential (SR) and Multiple Family Residential (R-4). Properties to the south, also within the City Limits, are designated as Multiple Family Residential (R-4).
10. The applicant is proposing to rezone the 8,636 sf area from the Agriculture/Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone to be consistent with the parcel that contains the majority of the single-family dwelling.
11. According to the City of Moscow Zoning Code, the purpose of the R-4 Zoning District,

“provides for the most intense residential land uses permitted in the community. It is to be applied where activity levels are high and adequate public facilities are available, especially near the University of Idaho campus or the City Central Business Zoning District. Adequate transportation access should be given high priority in determining the appropriate location for R-4 zoning districts.”
12. Uses permitted within the R-4 Zone include single family dwellings, two family dwellings, twinhomes, townhouses, and multi-family dwellings. Also permitted are professional offices, bed and breakfasts, daycare facilities, and parking lots.
13. The subject property has property frontage North Polk Street Extension, which is designated as a collector street and is developed as a 20-foot-wide paved roadway with two travel lanes and minimal gravel shoulders on both sides.
14. The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on November 3, 2021 to discuss the proposal.

BASED ON THE ABOVE RELEVANT FACTS AND CONCLUSIONS, THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW HEREBY FINDS THE FOLLOWING RELEVANT CRITERIA AND STANDARDS:

II. RELEVANT CRITERIA AND STANDARDS

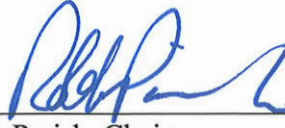
1. **The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed rezone is generally consistent with the 2019 Comprehensive Plan. While the proposed rezone to R-4 is not entirely consistent with the Comprehensive Plan land use designation of Suburban Residential, it is justified given the current circumstance of the City limits boundary extending through a portion of the single-family dwelling that is partially on the subject property and partially on the adjacent property.
2. **The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.** The proposed R-4 Zone is consistent with the adjacent property to the southeast which contains a portion of the single-family dwelling which extends into the subject property. The manufactured home park to the south of the subject property is also within the R-4 Zoning District. The proposed zoning and uses are consistent with the surrounding area and will not unduly burden the neighborhood of public infrastructure.
3. **The uses expected to occur as a result of the rezone will be compatible with the surrounding area.** The proposed zoning is consistent with adjacent zoning districts and will create a logical and orderly zoning configuration for the subject area. The surrounding properties are primarily within the Multiple Family Residential (R-4) Zone to the south, southwest, and southeast.
4. **The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The subject property is a rather small property and the proposed zoning and uses are suitable for the area and will not unduly burden the area of public infrastructure.
5. **The size, type, and density of development expected to occur as a result of the rezone can be adequately served by the existing transportation network, public facilities and services.** The subject property has street access via North Polk Street Extension, which can adequately serve a property the size of the subject property. Water and sanitary sewer mains are extended to the current City Limits boundary. Storm sewer in this area of North Polk Extension is conveyed via open ditches on both sides of the street.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the rezone request for the eight thousand six hundred and thirty-six (8,636) square foot property from the Agriculture Forestry (AF) Zone to the Multiple Family Residential (R-4) Zone with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this

12th day of January, 2022.



Robb Parish, Chair
Planning and Zoning Commission

RESOLUTION 2022 -

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING THE DESIGNATION OF A TEN THOUSAND NINETY-ONE (10,091) SQUARE FOOT PROPERTY, LEGALLY DESCRIBED AND INCORPORATED HEREIN BY THIS REFERENCE, AS SUBURBAN RESIDENTIAL; PROVIDING THAT THIS RESOLUTION BE IN EFFECT UPON ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

WHEREAS, Radio Thrift, LLC, the owner of a ten thousand ninety-one (10,091) square foot parcel, has requested to be annexed into the City of Moscow; and

WHEREAS, in accordance with Idaho Code § 50-222 and Chapter 65, Title 67, the City must determine the appropriate Comprehensive Plan Land Use Designation for the subject property upon annexation; and

WHEREAS, the subject property is currently located within the City of Moscow Area of City Impact and is designated as Suburban Residential upon the City of Moscow Comprehensive Plan; and

WHEREAS, the Planning and Zoning Commission, after conducting a duly noticed public hearing on December 8, 2021, recommended that the Comprehensive Plan Land Use Designation of the subject property be Suburban Residential upon annexation into the City of Moscow; and

WHEREAS, the Moscow City Council conducted a public hearing on January 18, 2022 and passed a motion to approve the designation of the subject property as Suburban Residential upon Annexation;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Moscow, Idaho as follows:

That the Comprehensive Plan Land Use Designation of the ten thousand ninety-one (10,091) square foot property legally described below, be designated as Suburban Residential upon annexation into the City of Moscow, Idaho.

A parcel of land located in the south half of the northwest quarter of Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southeast corner of the northwest quarter; Thence along the south line thereof, N 89°44'17" W, 1335.70 feet to the southwest corner of a parcel of land described in Warranty Deed, Inst. No. 618481, Latah County Records, and the POINT OF BEGINNING:

Thence continuing along said south line, N 89°44'17" W, 48.75 feet;

Thence N 06°05'15" E, 86.51 feet;

Thence N 38°18'17" E, 24.98 feet;

Thence N 50°01'38" E, 42.82 feet;

Thence N 77°45'57" E, 20.30 feet;
 Thence S 83°51'55" E, 38.85 feet to a point on the westerly right of way line of North Polk Street Extension;
 Thence S 88°58'06" E, 25.00 feet to a point on the centerline of North Polk Street Extension;
 Thence along said centerline, S 01°01'54" W, 57.65 feet to the northeast corner of the parcel of land described in said Warranty Deed;
 Thence along said north line, S 89°46'00" W, 91.15 feet to the northwest corner of said parcel;
 Thence along the west line thereof, S 00°00'00" E, 75.00 to the POINT OF BEGINNING.

Containing 10,091 Square Feet, more or less.

SEVERABILITY. Provisions of this Resolution shall be deemed severable and the invalidity of any provision of this Resolution shall not affect the validity of the remaining provisions.

EFFECTIVE DATE. This Resolution shall be effective upon its passage and approval.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

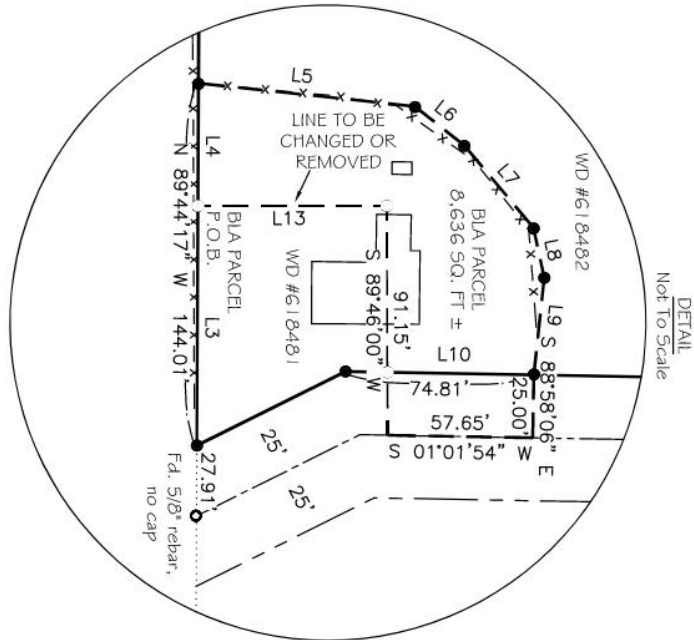
ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of January, 2022.

 Art Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2022 and attest to the Mayor's signature.

 Laurie M. Hopkins, City Clerk

EXHIBIT "A"



LINE TABLE

LINE	BEARING	DISTANCE
L1	N 01°01'54" E	3.83'
L2	S 26°26'33" E	66.05'
L3	N 89°44'17" W	95.26'
L4	N 89°44'17" W	48.75'
L5	N 06°05'15" E	86.51'
L6	N 38°18'17" E	24.98'
L7	N 50°01'38" E	42.82'
L8	N 77°45'57" E	20.30'
L9	S 83°51'55" E	38.85'
L10	S 01°01'54" W	58.26'
L11	S 01°01'54" W	16.58'
L12	S 89°46'00" W	66.15'
L13	S 00°00'00" E	75.00' (R1,R2)

ORDINANCE NO. 2022-

AN ORDINANCE OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING THAT LAND DESCRIBED IN SECTION 1 OF THIS ORDINANCE, AND GENERALLY SHOWN ON EXHIBIT "A" ATTACHED HERETO AND INCORPORATED HEREIN BY THIS REFERENCE, BE ANNEXED TO THE CITY OF MOSCOW; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER PASSAGE, APPROVAL, AND PUBLICATION ACCORDING TO LAW.

WHEREAS, land described in Section 1 of this Ordinance is adjacent to City limits on four (4) sides; and

WHEREAS, the owner of the ten thousand ninety-one (10,091) square foot parcel, Gary Peterson, has requested the land be annexed into the City of Moscow; and

WHEREAS, Idaho Code §50-222 authorizes City annexation of tracts of land adjacent to the City; and

WHEREAS, the Moscow Planning and Zoning Commission held a public hearing regarding this matter on December 8, 2021; and

WHEREAS, the Moscow Mayor and City Council held a public hearing regarding this matter on January 18, 2022;

NOW THEREFORE, be it ordained by the Mayor and Council of the City of Moscow as follows:

SECTION 1: LEGAL DESCRIPTION. This Ordinance shall apply to the following described lands in Moscow, Latah County, Idaho, to-wit:

A parcel of land located in the south half of the northwest quarter of Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southeast corner of the northwest quarter; Thence along the south line thereof, N 89°44'17" W, 1335.70 feet to the southwest corner of a parcel of land described in Warranty Deed, Inst. No. 618481, Latah County Records, and the POINT OF BEGINNING:

Thence continuing along said south line, N 89°44'17" W, 48.75 feet;

Thence N 06°05'15" E, 86.51 feet;

Thence N 38°18'17" E, 24.98 feet;

Thence N 50°01'38" E, 42.82 feet;

Thence N 77°45'57" E, 20.30 feet;

Thence S 83°51'55" E, 38.85 feet to a point on the westerly right of way line of North Polk Street Extension;

Thence S 88°58'06" E, 25.00 feet to a point on the centerline of North Polk Street Extension;

Thence along said centerline, S 01°01'54" W, 57.65 feet to the northeast corner of the parcel of land described in said Warranty Deed;

Thence along said north line, S 89°46'00" W, 91.15 feet to the northwest corner of said parcel;
Thence along the west line thereof, S 00°00'00" E, 75.00 to the POINT OF BEGINNING.

Containing 10,091 Square Feet, more or less.

SECTION 2: ANNEXATION. The land described in Section 1 of this Ordinance be and the same hereby is annexed to the City of Moscow, Idaho and declared a part of the City of Moscow, Idaho; and, the City Engineer is hereby ordered to make the necessary amendments to the official maps of the City of Moscow which are currently on file at 504 South Washington Street, Moscow, Idaho.

SECTION 3: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions.

SECTION 4: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

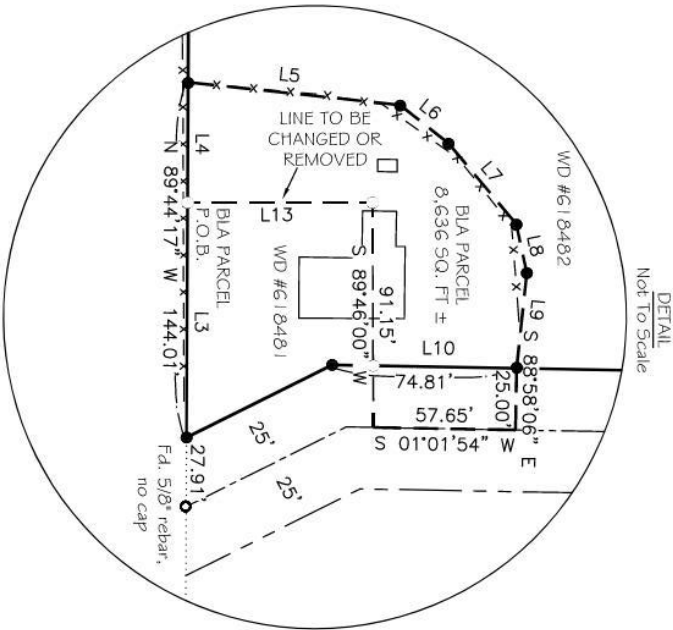
ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of January, 2022.

Art Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2022 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

EXHIBIT “A”



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 01°01'54" E	3.83'
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L8	N 77°45'57" E	20.30'
L9	S 83°51'55" E	38.85'
L10	S 01°01'54" W	58.26'
L11	S 01°01'54" W	16.38'
L12	S 89°46'00" W	66.15'
L13	S 00°00'00" E	75.00' (R1,R2)

ORDINANCE NO. 2022 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE ZONING OF A TEN THOUSAND NINETY-ONE (10,091) SQUARE FOOT PROPERTY, DESCRIBED IN SECTION 1 AS MULTIPLE FAMILY RESIDENTIAL (R-4); PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the land described in Section 1 of this Ordinance is located within the City of Moscow Area of City Impact; and

WHEREAS, the land described in Section 1 of this Ordinance is currently zoned Agriculture/Forestry (AF); and

WHEREAS, the proposed change is to adopt the Multiple Family Residential (R-4) designation; and

WHEREAS, the proposed changes for the property described is generally consistent with the 2019 Comprehensive Plan; and

WHEREAS, the proposed uses that would be allowed by the proposed zoning are consistent and compatible with the surrounding land uses; provide for the logical, orderly and efficient development of the subject property; and are consistent with the City of Moscow Comprehensive Plan; and

WHEREAS, on December 8, 2021, Moscow Planning and Zoning Commission held a duly noticed public hearing and recommended approval of zoning the subject property R-4; and

WHEREAS, the Moscow City Council conducted a duly noticed public hearing and passed a motion to approve this zoning on January 18, 2022;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: LEGAL DESCRIPTION.

This Ordinance shall apply to the following described lands in Moscow, Latah County, Idaho, to-wit:

A parcel of land located in the south half of the northwest quarter of Section 5, Township 39 North, Range 5 West of the Boise Meridian, Latah County, Idaho, described as follows:

COMMENCING at the southeast corner of the northwest quarter; Thence along the south line thereof, N 89°44'17" W, 1335.70 feet to the southwest corner of a parcel of land described

in Warranty Deed, Inst. No. 618481, Latah County Records, and the POINT OF BEGINNING:
 Thence continuing along said south line, N 89°44'17" W, 48.75 feet;
 Thence N 06°05'15" E, 86.51 feet;
 Thence N 38°18'17" E, 24.98 feet;
 Thence N 50°01'38" E, 42.82 feet;
 Thence N 77°45'57" E, 20.30 feet;
 Thence S 83°51'55" E, 38.85 feet to a point on the westerly right of way line of North Polk Street Extension;
 Thence S 88°58'06" E, 25.00 feet to a point on the centerline of North Polk Street Extension;
 Thence along said centerline, S 01°01'54" W, 57.65 feet to the northeast corner of the parcel of land described in said Warranty Deed;
 Thence along said north line, S 89°46'00" W, 91.15 feet to the northwest corner of said parcel;
 Thence along the west line thereof, S 00°00'00" E, 75.00 to the POINT OF BEGINNING.

Containing 10,091 Square Feet, more or less.

SECTION 2: ZONING. That the property described in Section 1 of this Ordinance be and the same hereby is zoned Multiple Family Residential (R-4); and, the City Engineer is hereby ordered to make the necessary amendments to the official maps of the City of Moscow which are on file at 504 South Washington Street, Moscow, Idaho.

SECTION 3: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions.

SECTION 4: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of City of Moscow, Idaho Municipal Code, the definition contained within those portions of the Moscow Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 5: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

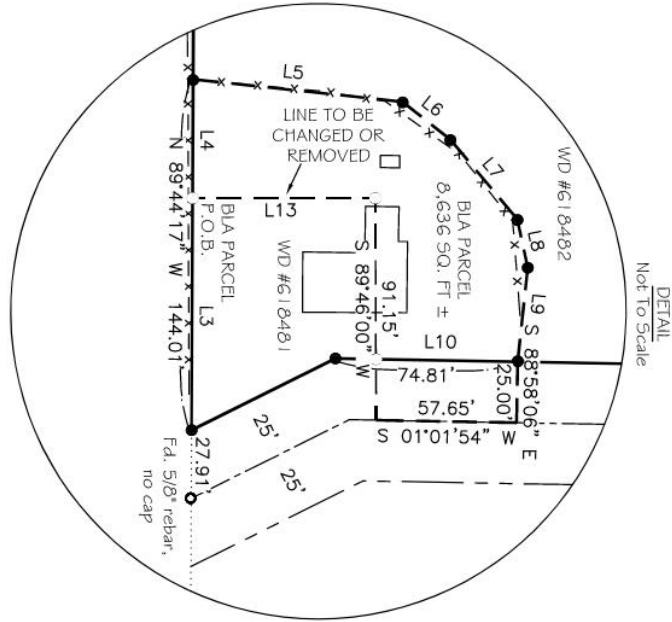
ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this _____ day of January, 2022.

Art Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2022 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

EXHIBIT "A"



LINE	BEARING	DISTANCE
L1	N 01°01'54" E	3.83'
L2	S 26°26'33" E	66.05'
L3	N 89°44'17" W	95.26'
L4	N 89°44'17" W	48.75'
L5	N 06°05'15" E	86.51'
L6	N 38°18'17" E	24.98'
L7	N 50°01'38" E	42.82'
L8	N 77°45'57" E	20.30'
L9	S 83°51'55" E	38.85'
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