



Public Works / Finance Committee

Regular Meeting

Laurie M. Hopkins

~Agenda~

City Clerk

www.ci.moscow.id.us

208.883.7015

Monday

4:30 PM

Council Chambers

October 8, 2018

206 E. Third St.

Action Items

1. **Approval Of Public Works/Finance Committee September 10, 2018 And September 24, 2018 Minutes (ACTION ITEM) – Laurie M. Hopkins**

Documents:

[MINUTES OF PWF.PDF](#)

2. **Disbursement Report For September 2018 (ACTION ITEM) - Sarah Banks**

Staff will present the Accounts Payable Report for the month ending September 2018.

ACTION: Approve and sign the Disbursements Report for the month of September 2018.

Documents:

[DISBURSEMENT REPORT FOR SEPT 2018.PDF](#)

3. **Public Meeting - Proposed Lot Division At 209 Rodeo Drive (ACTION ITEM) - Leah Carlson**

Cody Merrill is requesting a lot division to divide an existing 4.69 acre parcel into two parcels of approximately 2.11 acres and 2.58 acres in size. The lot division is intended to accommodate a Self-Storage Facility which was approved for a Conditional Use Permit by the Board of Adjustment on August 29th, 2018. The subject property is within the Motor Business (MB) Zoning District which has no minimum lot width or size requirements, therefore all proposed lots meet current requirements. Property owners within 600 feet of the property have been notified of the proposed division and the site was posted seven (7) days prior to the public meeting date.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Documents:

[LOT DIVISION RODEO DRIVE.PDF](#)

4. Palouse Regional Housing Needs Assessment (ACTION ITEM) - Jen Pfiffner

Communities and employers throughout the Palouse have voiced concerns regarding a lack of affordable housing. As housing impacts the well-being and economic security of every individual and family on the Palouse, attending to the region's housing challenges provides a significant opportunity for improving the quality of lives and the economy of the region.

The issue of affordable housing is not unique to Idaho, especially on the Palouse, considering the proximity of Idaho and Washington. Given the regional impacts of the issue, coupled with PEP's commitment and foundation in partnership and the severity of the issue as reported by members of PEP and highlighted in the ALICE Report developed by United Way, the organization looks forward to taking the lead in coordinating a Palouse Regional Housing Needs Assessment.

PEP is requesting the City of Moscow participate in the study and provide a financial commitment of \$10,000. The goal of the assessment is to provide a clear understanding of the affordable housing issue and to provide the information needed to begin working head on to address the problem.

PROPOSED ACTIONS: Recommend approval of financial participation in the Palouse Regional Housing Needs Assessment in the amount of \$10,000 or provide staff further direction.

Documents:

[PALOUSE REGIONAL HOUSING NEEDS.PDF](#)

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.



Public Works/Finance Committee

Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
September 10, 2018

4:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:30 PM

PRESENT: Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Bill Lambert, Council Member Art Bettge, Council Member Gina Taruscio

STAFF: Gary, Kevin Lilly, Mia Vowels, Bob Buvel, Dwight Curtis, David Schott, Sarah Banks, Laurie M. Hopkins

1. Approval of Public Works/Finance Committee August 27, 2018 Minutes – Laurie M. Hopkins

RESULT: ACCEPTED [UNANIMOUS]

AYES: Kathryn Bonzo, Jim Boland, Brandy Sullivan

2. Disbursement Report for August 2018 – Sarah Banks

The Accounts Payable Report for the month ending August 2018. This was reviewed and recommended for approval by the Public Works/Finance Committee on September 10, 2018.

ACTION: Sign the Disbursements Report for the month of August 2018.

Banks highlighted the major expenditures for the month including Third Street reconstruction, the slurry seal project, and a replacement vehicle for sewer. The Committee signed the report, recommended approval and that it be placed on the Council consent agenda.

RESULT: RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]

AYES: Kathryn Bonzo, Jim Boland, Brandy Sullivan

3. Itani Park Concrete Slab and Pathway Project – David Schott

The Parks and Recreation Department is requesting authorization to retain McCall's Classic Construction, Inc., for the Itani Park Concrete Slab and Pathway Project in the amount of \$49,877 with a ten percent contingency of \$4,987.70 for a total amount not to exceed \$54,864.70. The City issued a solicitation for bids to five (5) concrete contractors on August 24, 2018 for the Itani Park Concrete Slab and Pathway Project. One (1) bid proposal was received with a Base Bid of \$47,327 and Add Alternate No.1 in the amount of \$1,000 and Add Alternate No. 2 in the amount of \$1,550. The project includes a concrete pathway and concrete pad for the installation of a playground. The playground purchase was authorized by City Council on June 18, 2018. After completion of the concrete pathway and playground pad, the playground will be installed. Installation of the playground will be dependent upon seasonal construction conditions. The funding source is the Hamilton Fund, and was approved through the FY2018 budget. The budgetary line item for expenses will be Capital Projects 350-165-30-770-76. Per City Council Resolution 2017-07, individual projects will be authorized through the annual budget authorization. On September 10, 2018, the Public Works / Finance Committee reviewed and recommended approval.

PROPOSED ACTIONS: Recommend authorization to retain McCall's Classic Construction, Inc. and award the contract in the amount of \$49,877 for Base Bid, Add Alternative No. 1, and Add

Minutes Acceptance: Minutes of Sep 10, 2018 4:30 PM (Regular Items)

Alternate No. 2, and authorize staff approval for construction change orders in an amount not to exceed 10% of the contract amount with funding source from the Hamilton Fund, or provide Staff further direction.

Schott introduced the item as written above. Staff has been doing social media blasts encouraging donations for benches and trees. The cost for a bench, installation and a plaque is \$1,500. Staff works with the donor for site placement. Tree donations are also accepted with discussions on placement and type of tree. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

4. Urban Berm Addition Development Agreement – Bob Buvel

Tyler M. George has submitted to the City a final plat for the development of his property at 921 and 925 Public Avenue. On June 4, 2018, the City Council approved a preliminary plat for this property. The final plat is titled the Urban Berm Addition and will be presented for City Council approval on September 17th. Should the final plat be approved by City Council, a development agreement will be needed to address construction of the required public improvements, parkland dedication, and as-constructed drawings. The attached agreement covers these items. This was reviewed and recommended for approval by the Public Works/Finance Committee on September 10, 2018.

PROPOSED ACTIONS: Conditioned upon approval of the Final Plat, recommend approval of the Development Agreement with Tyler M. George for the Urban Berm Addition; or provide Staff further direction.

Buvel introduced the item as written above. This agreement accepts payment in lieu of property for the parkland requirement. The Committee recommended approval and that it be placed on the Council consent agenda.

RESULT:	RECOMMENDED TO COUNCIL CONSENT [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

5. Urban Berm Addition Monumentation Agreement (ACTION ITEM) – Scott Bontrager

Tyler M. George is the owner and developer of the proposed Urban Berm Addition on the lots currently addressed as 921 and 925 Public Avenue. The subdivision received preliminary plat approval on June 4, 2018 and the final plat is being presented for City Council consideration at the September 17, 2018 City Council meeting. If Council approves the final plat, the interior property corners will not be set until after the final plat has been filed, the earthwork has been completed, and the utilities have been installed. In such instances, an agreement obligating the establishment of these interior corners is required by Idaho Code. This was reviewed and recommended for approval by the Public Works/Finance Committee on September 10, 2018.

PROPOSED ACTIONS: Conditioned upon approval of the final plat at the September 17, 2018 City Council meeting, recommend approval of the Monumentation Agreement for the Urban Berm Addition with Tyler M. George, or provide Staff further direction.

Buvel introduced the item. The monument pins are postponed so that during construction they are not damaged. Once installed, staff inspects the pins. The Committee recommended approval and that it be placed on the Council consent agenda.

Riedner reported Engineering continues to look at the pedestrian bridge. With the adjustment of width to match the bike lanes, the City can purchase the bridge and abutments for \$47,588, which is under the bid

requirement. Issues to consider is design and approval of the bridge drawings, weather for concrete work and storage of the bridge. Staff recommendation is to enter into an agreement and pay for it now with construction and installation in the Spring. Fabrication is six weeks from the time drawings are approved. Delivery is 14 days after fabrication is complete. The decision on placement of the bridge has not been made. Abutments can be installed by staff this fall. Lilly explained wood decking versus concrete. The neighbors are fully in support of the pedestrian bridge and staff has explained it will be removed in the future. The Committee was in support of ordering the bridge with spring manufacturing and a report at the next meeting.

Adjourn

The meeting was closed at 4:59 PM

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Public Works/Finance Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
September 24, 2018

4:30 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 4:30 PM

PRESENT: Kathryn Bonzo Chair, Jim Boland Councilmember, Brandy Sullivan Councilmember

OTHERS: Mayor Bill Lambert, Council Member Taruscio, Council Member Bettge

STAFF: Jen Piffner, Bill Belknap, Kevin Lilly, Scott Bontrager, Leah Carlson, Laurie M. Hopkins

1. Proposed Lot Division at 401 E. Veatch Street (ACTION ITEM) - Leah Carlson

Brent Loney is requesting a lot division for a 20,985 square foot parcel of land located at 401 E. Veatch Street in the City of Moscow. The owner proposes to establish four parcels of approximately 4,082 sf, 4,985 sf, 6,684 sf, and 5,235 sf from the original parcel. There is no minimum or maximum lot size in the Motor Business (MB) Zoning District, therefore all proposed lots meet lot size requirements. There is one existing structure in the northwest corner of the existing subject property. Property owners within 600 feet of the property have been notified of the proposed division and the site was posted seven (7) days prior to the public meeting date. This was reviewed and recommended for approval by the Public Works/Finance Committee on September 24, 2018.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Carlson introduced the item as written above.

Scott Becker, Hodge and Associates, 405 S Washington Moscow, shared that the construction drawings show 19 shared parking spaces, which is more off street parking than what is required. Curb cuts will be access on Veatch, Adams and the alley.

Marissa Gibler, 425 Veatch St Moscow, wants to ensure that 19 parking spaces are available and on the property. There is a lot of congestion in the alley with delivery trucks, business patrons and residents from the apartment building smoking the alley. Her primary concern is more traffic in the alley and Becker said he believes the parking lot will be laid out so that traffic is more likely to use Adams and Veatch.

Belknap explained the property is zoned Motor Business and any allowed use in that zone would be allowed. Alleys are used for delivery and access to a property and the intensity of the use may determine the use of the alley. A speed limit is not posted in alley's.

Jerry Grzebielski, 412 Veatch Moscow, is also concerned about traffic as there are a lot of children in the neighborhood and when CD's Smoke Pit was open, parking was an issue.

Bonzo feels the item needs to be on the regular agenda for public comment. Belknap explained for lot divisions, the committee meeting is where the public input is taken. At the Council meeting, public input

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is at the discretion of the Mayor. Boland feels it should be recommended for approval as presented with no conditions as it meets the lot size requirements. The full Committee agreed.

Marcus Foudy, 423 E Veatch Moscow, asked how long construction would last. Becker said at this time the plan for Parcel C is demolition fairly quickly with an occupant in by the end of December.

RESULT:	RECOMMENDED TO COUNCIL REGULAR [UNANIMOUS]
AYES:	Kathryn Bonzo, Jim Boland, Brandy Sullivan

Reports

2018 Public Works Construction Projects Update – Scott Bontrager

Bontrager explained there were 15 active projects this summer and gave details about eight of them. See attached presentation. The Third Street Reconstruction Phase 2 project is in the paving phase and staff hopes Third Street will be open by the end of the week. The Paradise Path Underpass project should have asphalt in 2-3 weeks and will look more like a finished project. The channel was dredged, however it is estimated to flood three to four times a year which will require cleanup. The underpass will include white LED lights and should make it fairly bright for safety.

Lilly said the Third Street bridge will be the same bridge as the College Street bridge. The contractor can begin fabrication as soon as plans are viewed and approved by the City. A kickoff conference call is scheduled for tomorrow. Shop drawings are expected October 9, 2018 and City comments by October 19. Fabrication is scheduled to begin October 26 with a 4-6 week completion timeframe. Delivery would then be possible mid-December. Storage would be free until spring. A task order agreement for geotechnical work is in legal review. The City Street Department could pick up and install the foundations and would prevent a crane rental expense. Installation timeframe is weather dependent and discussion ensued regarding cold weather installation. Staff is still working on the bike lane design.

South Main Pedestrian Underpass Project Report – Bill Belknap

Belknap gave a background of the underpass project, assessment and studies to date. The conclusions of the study anticipates removal of the old Main Street bridge. Like the Styner/White underpass, the path is anticipated to be inundated 4.1 days per year. Total project cost is estimated at \$789,283. After review and discussion with the State Historic Preservation Office, the bridge is not considered to be eligible for the National Register. Gritman Medical Center owns approximately 80% of the bridge property and a portion of property between the creek and highway. They support the project and if City and MURA are willing to remove bridge, Gritman will be willing to donate the property necessary for the pathway and landscaping. There could be an opportunity to repurpose portions of the guardrail for a historical interpretative station. The project would also include sidewalks along south Main and extension of the Sweet Avenue creek restoration work. A TAP funding round is anticipated to occur in December with construction projects programed out 3-4 years after selection. MURA has \$175,000 in their 5-year Capital Improvement Plan for the underpass and staff would like to explore the potential of an application for the round of TAP funding with Administration and Finance to bring back a proposal for Council consideration. Sullivan asked for the report to be presented to the Historic Preservation Commission as well.

Adjourn

The meeting was closed at 5:35 PM

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 10/08/2018**Title:** Disbursement Report for September 2018 (ACTION ITEM)**Responsible Staff:** Sarah Banks

Information

DESCRIPTION: Presentation of the Accounts Payable Report for the month ending September 30, 2018. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$2,299,357.20.

Payroll	\$1,022,757.00
Professional Services	91,576.00
Sanitation	296,879.00
Contractual Payments	27,698.00
Supplies	68,528.00
Utilities	108,312.00
Capital Outlay	219,796.00
Capital Outlay- Vehicles	92,733.00
Capital Outlay-Improvements	205,573.00
<u>Wells Fargo ACH</u>	<u>44,350.00</u>
Total	\$2,178,202.00

STAFF RECOMMENDATION: Approve report.

ACTION: Approve and sign the Disbursements Report for the month of September 2018.

Necessary Resources/Impacts

\$2,299,357.20

Attachments

Disbursements Report for Sept 2018
 Cash & Investments Balances Sept 2018
 Revenue Report Sept 2018

DISBURSEMENTS REPORT FOR SEPTEMBER 2018

DATE	FUND NAME	ACCOUNTS PAYABLE							GRAND TOTALS
		ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACH	VOID CHECKS	PAYROLL	PAYROLL	
BATCH #		9/7/2018	9/13/2018	9/21/2018	9/14/2018	9/7/2018 9/19/2018 00002.09.2018	9/14/2018	9/28/2018	
		00001.09.2018	00030.09.2018	00004.09.2018	00005.09.2018		00100.09.2018	00200.09.2018	
CHECK #'s		88692-88767	88768-88841	88842-88959	Sept's CC ACHS		20786-20795	20796-20806	
Fund #									
	ACH for Wells Fargo to be Imported 10/1/18				27,222.09				27,222.09
101	GENERAL	33,518.14	14,294.82	72,586.72	5,817.36		300,224.26	311,264.49	737,705.79
105	STREETS	5,989.27	1,037.00	41,128.30	112.06		22,850.37	23,607.98	94,724.98
120	RECREATION AND CULTURE	5,735.48	9,003.87	33,575.79	5,180.08	(350.00)	57,494.80	55,822.76	166,462.78
121	MSD COMM. PLAY FIELDS	271.90	96.39	2,500.00			1,561.60	1,615.22	6,045.11
123	1912 CENTER		7,916.67						7,916.67
128	TRANSIT CENTER	151.54	1,902.39	901.70					2,955.63
220	WATER	51,774.81	16,367.89	69,086.24	2,277.35	(87.50)	44,312.85	45,332.61	229,064.25
230	SEWER	7,364.77	19,373.85	50,811.89	1,582.79	(87.50)	46,639.52	46,442.88	172,128.20
240	SANITATION	101,254.06	180,887.47	12,153.00			3,757.26	3,843.54	301,895.33
290	FLEET	12,502.59	2,428.69	98,845.08	1,378.37		12,019.24	12,230.17	139,404.14
295	INFORMATION SYSTEMS		20,633.69	3,434.05	671.05		16,906.96	16,830.02	58,475.77
320	WATER CAPITAL PROJECTS	29,471.66	3,705.00	10,631.94					43,808.60
330	SEWER CAPITAL PROJECTS		7,005.00	1,653.86					8,658.86
340	SANITATION CAPITAL PROJ								0.00
350	CAPITAL PROJECTS	80,522.82	138,169.67	84,088.24	108.27				302,889.00
355	LID CONSTRUCTION								0.00
380	HAMILTON - PARKS & REC								0.00
590	BONDS & INTEREST								0.00
	TOTAL	328,557.04	422,822.40	481,396.81	44,349.42	(525.00)	505,766.86	516,989.67	2,299,357.20

WIRE Transfers:

Kathryn Bonzo, Chair

Brandy Sullivan

Jim Boland

Sarah L. Banks, Finance Director

Attachment: Disbursements Report for Sept 2018 (1819 : Disbursement Report for September 2018

City of Moscow Cash and Investments Balances as of 09/30/2018		
Fund	Year to Date Balance	
General Fund	\$	5,655,635.29
Street Fund	\$	1,452,823.14
Culture & Recreation	\$	1,322,434.55
MSDCPF	\$	139,048.68
1912 Fund	\$	73,337.70
Art Fund	\$	-
Transit Center	\$	49,361.86
Water Fund	\$	3,077,982.70
Sewer/WWTP	\$	4,471,561.52
Sanitation Fund	\$	2,330,764.31
Fleet Fund	\$	2,418,311.65
Information Systems	\$	1,885,607.55
Water Capital	\$	6,231,924.73
Sewer Capital	\$	7,612,250.82
Capital Projects	\$	4,471,098.27
Sanitation Capital	\$	4,873,383.68
LID construction	\$	180,612.68
Hamilton	\$	2,576,636.31
Bond & Interest	\$	11,993.86
LID Funds	\$	24,058.09
Payroll Service	\$	540,760.12
Total Cash & Investments	\$	49,399,587.51

RECEIPTS REPORT FOR AUGUST 2018

RECEIPTS REPORT FOR AUGUST 2018												
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	16,488.21	92,186.09	105,186.84	9,604.54	126,958.97	15,773.46	36,119.46	2,192.74	0.00	4,236.27	408,746.58
105	STREETS	2,535.28	0.00	0.00	0.00	25,081.20	0.00	0.00	248.00	0.00	0.00	27,864.48
120	RECREATION AND CULTURE	0.00	0.00	0.00	435.00	22,888.29	0.00	0.00	3,142.36	19,070.00	0.00	45,535.65
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	6,631.55	0.00	0.00	0.00	0.00	0.00	0.00	6,631.55
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	1,379.54	0.00	0.00	0.00	0.00	0.00	1,379.54
220	WATER	0.00	0.00	0.00	0.00	709,217.59	0.00	48,914.73	0.00	0.00	0.00	758,132.32
230	SEWER	0.00	0.00	0.00	0.00	995,398.20	0.00	0.00	1,119.68	0.00	0.00	996,517.88
240	SANITATION	0.00	0.00	0.00	0.00	391,549.60	0.00	0.00	2,000.00	0.00	0.00	393,549.60
290	FLEET	0.00	0.00	0.00	0.00	76,034.67	0.00	0.00	498.40	0.00	0.00	76,533.07
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	97,568.34	0.00	0.00	3.66	0.00	0.00	97,572.00
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	0.00	80.00	0.00	0.00	80.00
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	4,667.10	0.00	0.00	0.00	4,667.10
590	BOND & INTEREST	524.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	524.77
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	19,548.26	92,186.09	105,186.84	16,671.09	2,446,076.40	15,773.46	89,701.29	9,284.84	19,070.00	4,236.27	2,817,734.54

Attachment: Revenue Report Sept 2018 (1819 : Disbursement Report for September 2018 (ACTION ITEM))

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 10/08/2018**Title:** Public Meeting - Proposed Lot Division at 209 Rodeo Drive (ACTION ITEM)**Responsible Staff:** Leah Carlson

Information

DESCRIPTION: Cody Merrill is requesting a lot division to divide an existing 4.69 acre parcel into two parcels of approximately 2.11 acres and 2.58 acres in size. The lot division is intended to accommodate a Self-Storage Facility which was approved for a Conditional Use Permit by the Board of Adjustment on August 29th, 2018. The subject property is within the Motor Business (MB) Zoning District which has no minimum lot width or size requirements, therefore all proposed lots meet current requirements. Property owners within 600 feet of the property have been notified of the proposed division and the site was posted seven (7) days prior to the public meeting date.

STAFF RECOMMENDATION: Take public comment if applicable and recommend approval of the lot division request with no conditions.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

Necessary Resources/Impacts

N/A

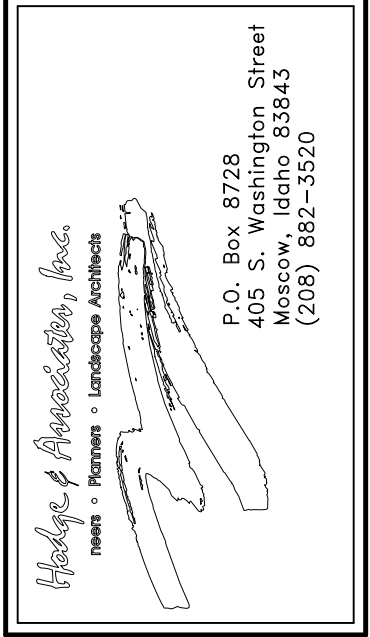
Attachments

209 Rodeo Drive LD Site Plan
 Parcel A - Legal Description
 Parent Parcel - Legal Description
 Remainder Parcel - Legal Description
 Lot Division Application letter

**PRELIMINARY
NOT FOR
RECORDING**

Drawn by:	SW
Checked by:	SB
File Name:	108 Site Plan.dwg
Tab:	Layout
Plot Style	OCE.ctb
Project:	4108-08-18
Date:	9/18/18

Packet Pg. 12



9-19-2018

Legal Description by Hodge & Associates For Cody Merrell – Parcel A

A legal description for a parcel of land located in the NW1/4 of the NW1/4 of Section 8, T39N, R5W, B.M., being a portion of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow, Latah County, Idaho and being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block 1 of Park View Estates Addition to the City of Moscow, also being the southwest corner of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow and the southwest corner of Correction Deed, Instrument #562596, thence along the west line of said Lot 1 and the east right-of-way of U.S. Highway 95, N0°41'52"E, 125.00 feet to the northwest corner of said Correction Deed, thence leaving said west line and said east right-of-way, S89°09'14"E, 302.26 feet, along the north line of said Correction Deed, to the **Point of Beginning**:

Thence leaving said north line, N0°50'46"E, 430.13 feet to the north line of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow and the south right-of-way of Rodeo Drive;

Thence along said north line and said south right-of-way the following two courses:

Thence 138.62 feet, along a curve to the left, said curve having a Delta = 5°01'06",

Radius = 1582.70 feet, Chord = 138.58 feet and a Chord Bearing = N87°04'54"E;

Thence 71.99 feet, along a curve to the right, said curve having a Delta = 2°43'36",

Radius = 1512.70 feet, Chord = 71.98 feet and a Chord Bearing = N85°56'09"E to

the northeast corner of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow;

Thence, leaving said north line and said south right-of-way, S0°50'46"W, 445.39 feet, along the east line of said Lot 1, to the northeast corner of Correction Deed, Instrument #562596;

Thence N89°09'14"W, 210.00 feet, to the **Point of Beginning**.

Parcel contains 2.11 acres, more or less.

Together With: an easement for storm water purposes, located in the NW1/4 of the NW1/4 of Section 8, T39N, R5W, B.M., in a portion of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow, Latah County, Idaho, being a 10 foot wide strip of land lying northerly and parallel with the following described line:

Commencing at the northwest corner of Lot 2, Block 1 of Park View Estates Addition to the City of Moscow, also being the southwest corner of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow and the southwest corner of Correction Deed, Instrument #562596, thence along the west line of said Lot 1 and the east right-of-way of U.S. Highway 95, N0°41'52"E, 125.00 feet to the northwest corner of said Correction Deed and the **Beginning of this Easement**.

Thence leaving said west line and said east right-of-way, S89°09'14"E, 302.26 feet, along the north line of said Correction Deed, to the **End of this Easement**.

Attachment: Parcel A - Legal Description (1813 : Public Meeting - Proposed Lot Division at 209 Rodeo Drive (ACTION ITEM))

9-19-2018

Legal Description by Hodge & Associates For Cody Merrell – Original Parcel

A legal description for a parcel of land located in the NW1/4 of the NW1/4 of Section 8, T39N, R5W, B.M., being a portion of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow, Latah County, Idaho and being more particularly described as follows:

Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition.

Excepting Therefrom: Correction Deed, Instrument #562596.

Also Excepting Therefrom: Warranty Deed, Instrument #567152.

Parcel contains 4.69 acres, more or less.

Subject to: Access and Sewer Easement, Instrument #567153,
Utility Easement per Instrument #567153 and
Storm Sewer Easement, Instrument #567154.

Attachment: Parent Parcel - Legal Description (1813 : Public Meeting - Proposed Lot Division at 209 Rodeo Drive (ACTION ITEM))

9-19-2018

Legal Description by Hodge & Associates For Cody Merrell – Remainder

A legal description for a parcel of land located in the NW1/4 of the NW1/4 of Section 8, T39N, R5W, B.M., being a portion of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow, Latah County, Idaho and being more particularly described as follows:

Commencing at the northwest corner of Lot 2, Block 1 of Park View Estates Addition to the City of Moscow, also being the southwest corner of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow and the southwest corner of Correction Deed, Instrument #562596, thence along the west line of said Lot 1 and the east right-of-way of U.S. Highway 95, N0°41'52"E, 125.00 feet to the northwest corner of said Correction Deed and the **Point of Beginning**:

Thence continuing along said west line and said east right-of-way, N0°41'52"E, 310.88 feet to the southwest corner of Warranty Deed, Instrument #567152;

Thence leaving said west line and said east right-of-way, S89°18'08"E, 150.00 feet to the southeast corner of said Warranty Deed;

Thence N0°41'52"E, 118.98 feet to the northeast corner of said Warranty Deed, on the north line of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition and the south right-of-way of Rodeo Drive;

Thence along said north line and said south right-of-way the following two courses:

Thence S88°54'39"E, 111.99 feet;

Thence 41.39 feet along a curve to the left, said curve having a Delta = 1°29'54",

Radius = 1582.70 feet, Chord = 41.39 feet and a Chord Bearing = S89°39'36"E;

Thence leaving said north line and said south right-of-way, S0°50'46"W, 430.13 feet to the north line of Correction Deed, Instrument #562596;

Thence N89°09'14"W, 302.26 feet, to the **Point of Beginning**.

Parcel contains 2.58 acres, more or less.

Subject to: an easement for storm water purposes, located in the NW1/4 of the NW1/4 of Section 8, T39N, R5W, B.M., in a portion of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow, Latah County, Idaho, being a 10 foot wide strip of land lying northerly and parallel with the following described line:

Commencing at the northwest corner of Lot 2, Block 1 of Park View Estates Addition to the City of Moscow, also being the southwest corner of Lot 1 of The Re-plat of Lot 1, Block 1 of Park View Estates Addition to the City of Moscow and the southwest corner of Correction Deed, Instrument #562596, thence along the west line of said Lot 1 and the east right-of-way of U.S. Highway 95, N0°41'52"E, 125.00 feet to the northwest corner of said Correction Deed and the **Beginning of this Easement**.

Thence leaving said west line and said east right-of-way, S89°09'14"E, 302.26 feet, along the north line of said Correction Deed, to the **End of this Easement**.

Also Subject to: Access and Sewer Easement, Instrument #567153,
Utility Easement per Instrument #567153 and
Storm Sewer Easement, Instrument #567154.



PALOUSE COMMERCIAL REAL ESTATE

(208) 882-3800
213 S. Main Street, Moscow, ID 83843
102 W Main Street Suite #9, Pullman, WA 99163
www.palousecommercial.com

August 30, 2018

Mayor Bill Lambert
Moscow City Council
C/O Ryan Cash
CITY OF MOSCOW
Community Development Department
221 East 2nd St
MOSCOW, ID 83843

Dear Mayor and Council Members:

I am hereby requesting a lot division, on behalf of G&G Development, LLC the owner of the land as shown on the attached plat. The City of Moscow Board of Adjustments approved a CUP at the hearing on August 29, 2018 for a storage facility proposed to be constructed on the land to be divided from of approximately 210 x 430. The legal description of the parcel requested to be divided from mother parcel is also attached.

Respectfully submitted,



Shelley L. Bennett
Owner/Broker

Attachment: Lot Division Application letter (1813 : Public Meeting - Proposed Lot Division at 209 Rodeo Drive (ACTION ITEM))

MOSCOW CITY COUNCIL AGENDA**Meeting Date:** 10/08/2018**Title:** Palouse Regional Housing Needs Assessment (ACTION ITEM)**Responsible Staff:** Jen Pfiffner

Information

DESCRIPTION: Communities and employers throughout the Palouse have voiced concerns regarding a lack of affordable housing. As housing impacts the well-being and economic security of every individual and family on the Palouse, attending to the region's housing challenges provides a significant opportunity for improving the quality of lives and the economy of the region.

The Partnership for Economic Prosperity (PEP), has heard this concern in virtually all partner communities through Latah County. Additionally, PEP has heard from employers throughout the region who have voiced their struggle with recruiting and the ability to hire quality employees due to a lack of affordable housing options.

The issue of affordable housing is not unique to Idaho, especially on the Palouse, considering the proximity of Idaho and Washington. Given the regional impacts of the issue, coupled with PEP's commitment and foundation in partnership and the severity of the issue as reported by members of PEP and highlighted in the ALICE Report developed by United Way, the organization looks forward to taking the lead in coordinating a Palouse Regional Housing Needs Assessment.

A proposal has been received from Thomas P. Miller and Associates to conduct the assessment which is anticipated to cost \$55,000. PEP has worked with regional partners in both Idaho and Washington and has received various levels of financial commitments from those partners listed below.

City of Pullman*

University of Idaho*

Washington State University*

Schweitzer Engineering Laboratories*

Partnership for Economic Prosperity*

Real Estate/Development Community*

Avista Corporation*

PEP also looks forward to working with the both Whitman and Latah County, local hospitals, Community Action Centers in both Idaho and Washington, as well as the Southeast Washington Economic Development Agency (SEWEDA) in order to gauge their interest and possible participation in the study.

PEP is requesting the City of Moscow participate in the study and provide a financial commitment of \$10,000. The goal of the assessment is to provide a clear understanding of the affordable housing issue and to provide the information needed to begin working head on to address the problem. Funds for participate in this project were appropriated in the FY2019 Budget under Non-Departmental, Professional Services. The total amount budgeted in that line item was \$25,000 with \$15,000 Consultant services in support of the Southeast Moscow Industrial Park Project and \$10,000 for affordable housing assessment participation.

STAFF RECOMMENDATION: Recommend approval of financial participation in the Palouse Regional Housing Needs Assessment in the amount of \$10,000.

PROPOSED ACTIONS: Recommend approval of financial participation in the Palouse Regional Housing Needs Assessment in the amount of \$10,000 or provide staff further direction.

Necessary Resources/Impacts

Non-Departmental Professional Services 101-140-10-642-10 - \$10,000

Attachments

PalouseRegionalHousingAssessmentMoscow2018

Palouse Regional Housing Needs Assessment

CITY OF MOSCOW UPDATE
OCTOBER 2018



PALOUSE REGIONAL HOUSING NEEDS ASSESSMENT

Given the pivotal role of housing in determining the well-being and economic security of every individual and family here on the Palouse, attending to the region's housing challenges should have primacy over many other matters that we debate every day in the public square.

Our housing policies and strategies must also recognize the diversity of conditions existing both within and across the region.

As such, our local governments, institutions and businesses have a central role to play in defining specific community needs, crafting policies, and marshaling resources to support housing solutions.



PALOUSE REGIONAL HOUSING NEEDS ASSESSMENT



Addressing the scale and complexity of need requires a ***renewed regional commitment*** to expand the range of housing options available for an increasingly diverse population.

Since we walk, talk, and act like a region, it's really important to approach housing in the same way.

Shared workforce, economy, and infrastructure makes it essential we view housing as a ***regional imperative***.

Additionally, the recently updated **ALICE Report** by United Way demonstrates that housing costs are the number one expense/driver for our working families, including many employees of Washington State University, University of Idaho, and Schweitzer Engineering Laboratories.

WHAT ARE THE CONSEQUENCES?

RISKS AND COSTS FOR ALICE...



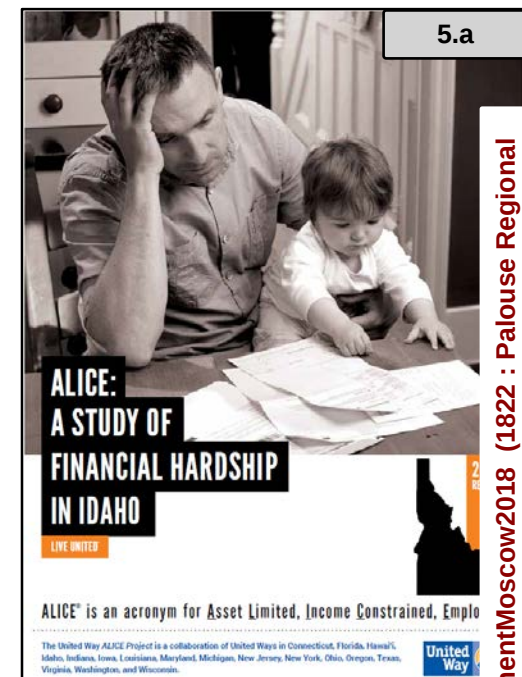
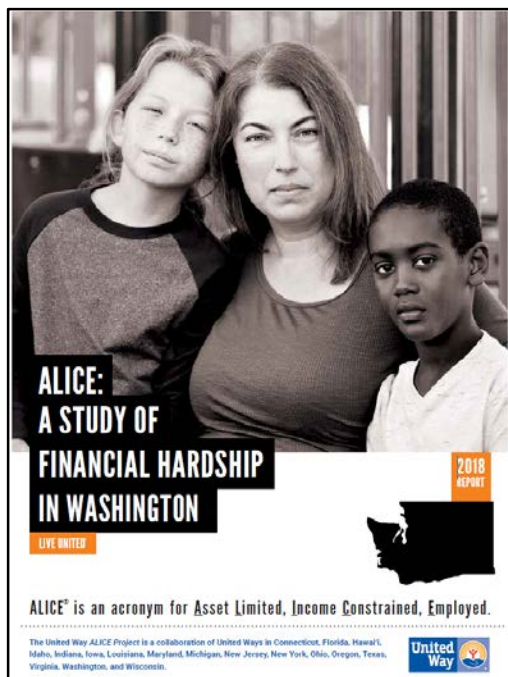
Housing for ALICE Families

5.a

A recent analysis from Harvard's Joint Center for Housing Studies projects that the housing burden for low and middle income households will become significantly worse over the next ten years.

Geography, economics, and in some place, zoning laws limit the potential for new small or low-cost housing units to be built in economically prosperous area.

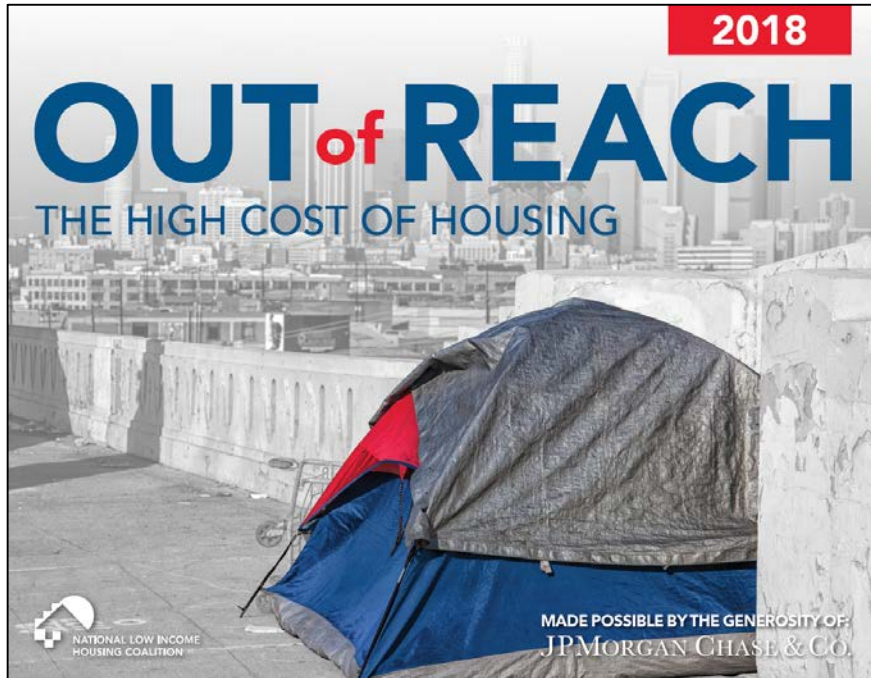
The local economy suffers because families have less to spend on other goods and services in the community.



For ALICE households across the country, housing and transportation are tightly linked, and the linkage can have a significant impact on the household budget.

People who live in neighborhoods with convenient access to jobs, services, transit, and amenities have lower transportation costs than those who don't (Center for Neighborhood Technology, 2003-2016).

Commuting long distances will only increase in the coming years as lack of affordable housing persists and pushes people away from employment centers.



A new study confirms what many Idahoans already know: **Housing costs are too great for a majority of Gem State residents.**

Among the growing list of Idahoans who earn less than the so-called “housing wage” are bank tellers, child care workers, preschool teachers, restaurant servers and nursing assistants.

These high housing costs can really impact a family’s budget and affect expenses such as food, medical bills and other necessities.

Also, businesses are finding that housing unaffordability [is] limiting their ability to grow.

In **Idaho**, the Fair Market Rent (FMR) for a two-bedroom apartment is **\$803**. In order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn **\$2,677** monthly or **\$32,122** annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an hourly Housing Wage of:

\$15.44
PER HOUR
STATE HOUSING
WAGE

FACTS ABOUT IDAHO:

STATE FACTS

Minimum Wage	\$7.25
Average Renter Wage	\$12.19
2-Bedroom Housing Wage	\$15.44
Number of Renter Households	185,569
Percent Renters	31%

85
Work Hours Per Week At
**Minimum Wage To Afford a 2-Bedroom
Rental Home (at FMR)**

66
Work Hours Per Week At
**Minimum Wage To Afford a 1-Bedroom
Rental Home (at FMR)**

2.1
Number of Full-Time Jobs At
**Minimum Wage To Afford a
2-Bedroom Rental Home (at FMR)**

1.6
Number of Full-Time Jobs At
**Minimum Wage To Afford a
1-Bedroom Rental Home (at FMR)**

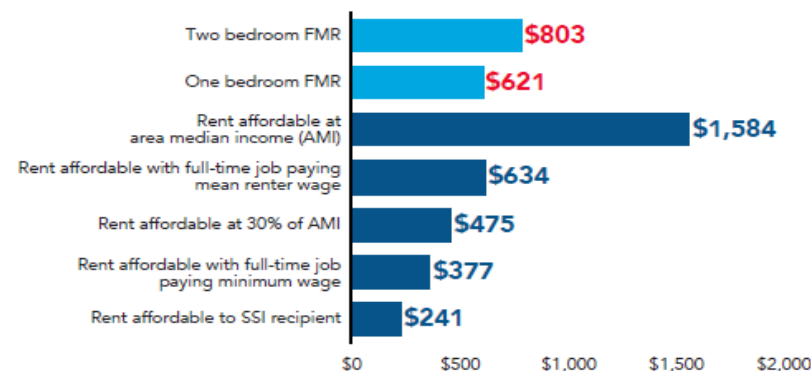
MOST EXPENSIVE AREAS

HOUSING WAGE

Blaine County	\$19.54
Teton County	\$16.75
Boise City HMFA	\$16.65
Coeur d'Alene MSA	\$16.31
Gem County HMFA	\$15.19

MSA = Metropolitan Statistical Area; HMFA = HUD Metro FMR Area.

* Ranked from Highest to Lowest 2-Bedroom Housing Wage. Includes District of Columbia and Puerto Rico.



OUT OF REACH 2018 | NATIONAL LOW INCOME HOUSING COALITION

In **Washington**, the Fair Market Rent (FMR) for a two-bedroom apartment is **\$1,397**. In order to afford this level of rent and utilities — without paying more than 30% of income on housing — a household must earn **\$4,657** monthly or **\$55,886** annually. Assuming a 40-hour work week, 52 weeks per year, this level of income translates into an hourly Housing Wage of:

\$26.87
PER HOUR
STATE HOUSING
WAGE

FACTS ABOUT WASHINGTON:

STATE FACTS

Minimum Wage	\$11.50
Average Renter Wage	\$18.91
2-Bedroom Housing Wage	\$26.87
Number of Renter Households	1,013,225
Percent Renters	38%

93

Work Hours Per Week At
Minimum Wage To Afford a **2-Bedroom**
Rental Home (at FMR)

75

Work Hours Per Week At
Minimum Wage To Afford a **1-Bedroom**
Rental Home (at FMR)

2.3

Number of Full-Time Jobs At
Minimum Wage To Afford a
2-Bedroom Rental Home (at FMR)

1.9

Number of Full-Time Jobs At
Minimum Wage To Afford a
1-Bedroom Rental Home (at FMR)

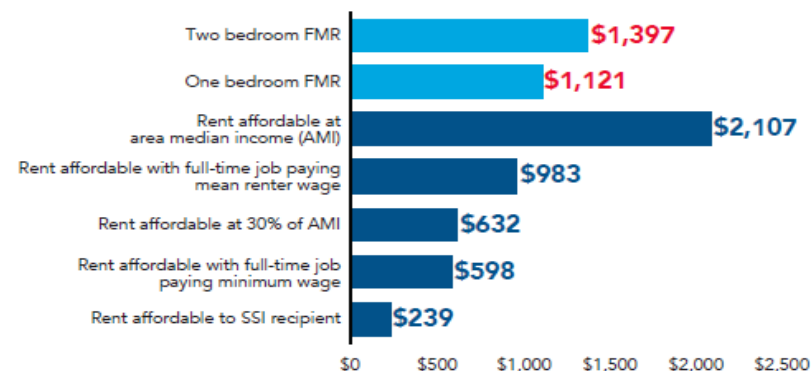
MOST EXPENSIVE AREAS

HOUSING WAGE

Seattle-Bellevue HMFA	\$36.12
Portland-Vancouver-Hillsboro MSA	\$25.58
Tacoma HMFA	\$22.02
Bremerton-Silverdale MSA	\$21.87
Olympia-Tumwater MSA	\$21.54

MSA = Metropolitan Statistical Area; HMFA = HUD Metro FMR Area.

* Ranked from Highest to Lowest 2-Bedroom Housing Wage. Includes District of Columbia and Puerto Rico.



OUT OF REACH 2018 | NATIONAL LOW INCOME HOUSING COALITION

PALOUSE REGIONAL HOUSING NEEDS ASSESSMENT



We need a more sophisticated understanding of the problem, so we can have a more sophisticated conversation about what to do

PALOUSE REGIONAL HOUSING NEEDS ASSESSMENT



Thomas P. Miller and Associates



PALOUSE AREA HOUSING NEEDS ASSESSMENT

Project Launch Meeting,
August 22nd, 2018



THOMAS P. MILLER & ASSOCIATE

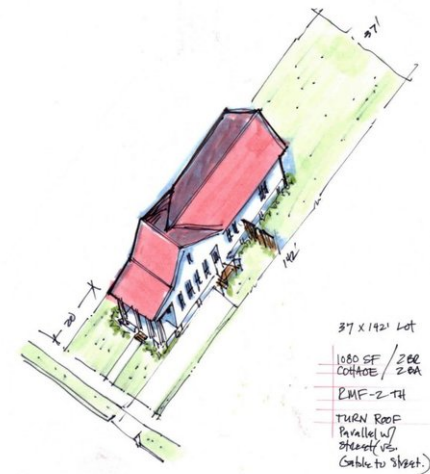
THOUGHTFUL
SOLUTIONS.
EMPOWERED
COMMUNITIES.

PALOUSE REGIONAL HOUSING NEEDS ASSESSMENT

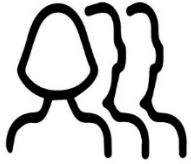
Stakeholders and Supporters:

- City of Pullman*
- City of Moscow*
- University of Idaho*
- Washington State University*
- Schweitzer Engineering Laboratories*
- Whitman and Latah counties
- Pullman Regional Hospital / Gritman Medical Center
- Community Action Center
- Partnership for Economic Prosperity*
- SEWEDA
- Real Estate/Development Community*
- Avista Corporation*
- Others

* denotes funding commitment



OUR AREAS OF EXPERTISE



EDUCATION &
WORKFORCE DEVELOPMENT

(Data-driven solutions to align
education systems and workforce needs)



NONPROFIT &
COMMUNITY IMPACT

(Planning strategically for vision focused
tactics to move the needle toward success)



ECONOMIC
DEVELOPMENT

(Targeted strategies to promote
strong and sustainable communities)

TAILORED SERVICES



RESEARCH



PLANNING



IMPLEMENTATION



EVALUATION



RESOURCE DEVELOPMENT



MARKETING

Selected Experience

Cal Poly- San Luis Obispo

Advanced Planning for Tech Park Expansion

Indiana Housing and Community Development Authority (IHCDA)

Strategic Planning & Grant Writing

Don Ryan Center for Innovation (SC)

Economic Development Strategic Plan

Dubois County (IN)

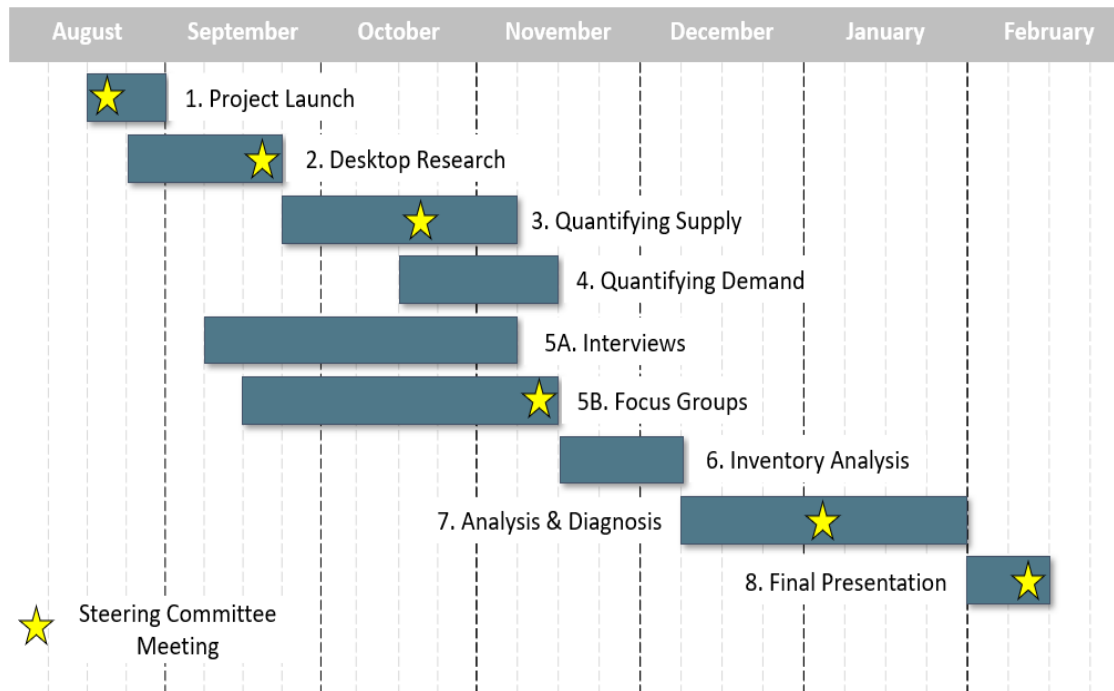
Workforce Housing Strategy

Durham, North Carolina

Downtown Durham Masterplan



Project Timeline



TASK 1: PROJECT LAUNCH

- Intro to team and project approach
- Intro of steering committee to project team
- Identification of people and resources needed throughout the study



TASK 2: DESKTOP RESEARCH

- Desktop review of existing plans, studies or databases
- Land use, strategy and growth plans for Counties, Cities, Universities, etc.
- National and regional housing analyses



TASK 3: QUANTIFYING SUPPLY

- Quantitatively review counts and costs of all varieties of housing
- Consider the future, i.e.: building permits and planned developments
- Consider affordability of housing options



TASK 4: QUANTIFYING DEMAND

- Population and economic growth
- Earnings growth and purchasing power
- Trends among student population and young adults
- Commuting patterns
- Migration patterns



TASK 5: STAKEHOLDER ENGAGEMENT

- Up to 15 interviews
- 2-4 focus groups
- Follow-ups by email/phone as necessary

DESIRED ATTENDEES

- Economic/Community Developers
- City & County Officials
- Banks/Credit Unions and Mortgage Brokers
- Builders/Developers
- Real Estate Brokers
- Major Employers
- Residents (especially young adults)

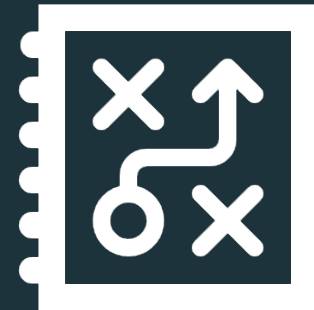
TASK 6: EVALUATION OF EXISTING INVENTORY

- Diagnosing qualitative aspects of housing
- Identifying gaps in existing offerings
- Infrastructure, transportation and environmental effects



TASK 7: ANALYSIS & DIAGNOSIS

- Synthesizing all primary and secondary research
- Gap analysis of all varieties of residential real estate
- Benchmarking to eight comparable communities
- SWOT analysis
- Recommendations for improvement



TASK 8: FINAL REPORTING

- Report
- Presentation
- Press Release (if requested)
- Ongoing Support



- What issues are you most curious about related to housing?
- Define success for this project.
- Any issues that we should be aware of that have not been discussed already?
- Is there anything we are missing?
- What are the next steps following this study?



QUESTIONS?

