

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, January 28, 2019

3:00 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. **Approval of Public Works/Finance Committee minutes of January 14, 2019 (ACTION ITEM) - Laurie Hopkins**

PROPOSED ACTIONS: Approve minutes as presented or provide staff further direction.

2. **Public Meeting - Proposed Lot Line Adjustment and Lot Division: 1821-1831 East 'F' Street (ACTION ITEM) - Leah Carlson**

The applicant, Helene Rogalski, is requesting a lot line adjustment to expand the existing two parcels addressed 1821 and 1831 East 'F' Street from 13,210 sf to 14,615 sf. The applicant is also requesting a lot division to split the existing two parcels into four parcels of approximately 7,000 sf, 7,000 sf, 7,615 sf, and 7,615 sf in size. The parcels are located within the Medium Density Residential (R-3) Zoning District. In the R-3 zoning district, the minimum lot area for any housing type is 7,000 sf and the minimum lot width is 60 feet. The proposed parcels meet these requirements. The parcels are currently undeveloped with no buildings on site. Property owners within 600 feet of the property have been notified of the proposed division and notice was posted on site seven (7) days prior to the public meeting date.

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

3. Proposed Lot Line Adjustments: 1627-1733 and 1745-1751 East Third Street (ACTION ITEM) - Leah Carlson

The applicant, Phil Rheingans, is requesting eight (8) lot line adjustments within the Harvest Hills development. The proposed lot line adjustments will affect the properties addressed 1627-1733 and 1745-1751 East Third Street. The applicant is requesting the lot line adjustments in order to better accommodate the design of twinhomes that are proposed to be constructed upon the subject properties. The existing lot configurations currently present challenges accommodating the proposed twinhome design with the required side yard setbacks. The subject properties are located within the Medium Density Residential (R-3) Zoning District. Within the R-3 Zoning District, twinhomes require a minimum lot area of 2,000 square feet and a minimum lot width of thirty feet (30'). All proposed lot areas and lot widths meet these requirements.

PROPOSED ACTIONS: Recommend approval and the lot line adjustment requests with no conditions; or recommend approval of the lot line adjustment requests with conditions; or recommend denial of the lot line adjustment requests; or provide staff further direction.

4. Annual report for the 2018 Moscow Farmers Market season and fee recommendation (ACTION ITEM) - Amanda Argona

The Moscow Farmers Market concluded the 2018 season on Saturday, October 27th. The annual market report includes data on vendors, shoppers, and general market operations. Included in this report is a list of projects the Farmers Market Commission has worked on including a fee recommendation for the 2019 season.

PROPOSED ACTIONS: Accept report and recommend approval of the fee recommendation, or provide staff further direction.

5. Area of City Impact Agreement Amendment (ACTION ITEM) - Bill Belknap

Last year the City Council adopted a significant update to the City's Zoning Code. After that action, City and County staff began a discussion related to updating the Area of City Impact (ACI) Agreement to adopt the City's updated Zoning Code, Comprehensive Plan and associated Future Land Use Map for the Area. An update to the existing ACI agreement was prepared and reviewed by both the City and County Planning Commissions during public hearings and recommended them for adoption to their respective governing bodies. The Board of County Commissioners approved the proposed update ACI agreement in December and it is now before the City Council for consideration and approval.

PROPOSED ACTIONS: Recommend proceeding with a public hearing upon the proposed Area of City Impact Agreement on February 19th; or provide staff direction.

6. U of I Parking Agreement Revisions (ACTION ITEM) - Tyler Palmer

The City has historically maintained an agreement with the University of Idaho to allow the University to regulate parking on some City-owned Streets that are within the campus. The University has requested that the agreement be amended to include two new areas; Railroad Avenue from College to Sweet, and College Avenue from Deakin to Railroad.

PROPOSED ACTIONS: Recommend approval of the attached amendment or provide staff further direction.

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
January 14, 2019

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Art Bettge Councilmember, Jim Boland Councilmember, Anne Zabala Councilmember

OTHERS: Mayor Bill Lambert, Council Member Gina Taruscio

STAFF: Gary J. Riedner, Sarah Banks, Nate Suhr, Tyler Palmer, Alisa Anderson, Kevin Lilly, Bob Buvel, Leah Carlson, Kyle Steele, Mia Vowels, Bill Belknap, Laurie M. Hopkins

Staff suggested an amendment to the agenda with a good faith reason that the public meeting notice for item 5 was noticed to come before PWF when the meeting was scheduled at 4:30. The meeting time was changed to 3:00 p.m. at the Council organization workshop which took place January 7. The hearing can still take place at the Administrative Committee at 4:30. Bettge moved to remove item 5 from the agenda. Zabala seconded. Vote was unanimous.

1. Selection of Committee Chair and Vice Chair

The Committee selected Jim Boland as Chair and Anne Zabala as Vice Chair.

2. Approval of Public Works/Finance Committee December 10, 2018 Minutes – Laurie M. Hopkins

The minutes were approved by consensus.

3. Disbursement Report for December 2018 – Sarah Banks

Staff will present the Accounts Payable Report for the month ending December 2018. This was reviewed, signed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the Disbursements Report for the month of December 2018.

Banks highlighted the major expenses. The Committee recommended approval and that it be placed on the Council consent agenda.

4. First Quarter Financial Report (10/1/2018 - 12/31/2018) for FY2019 – Sarah Banks

Staff will present the financial report for the first quarter of fiscal year 2019 (10/1/2018 - 12/31/2018). This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the report.

Banks explained city spending is at 13% for revenues and expenditures. Capital projects are on the low side as it is not construction season. All transfers are at approximately 100% as there are one time transfers at the beginning of the year for special revenue and internal service funds. The Committee recommended approval and that it be placed on the Council consent agenda.

5. Proposed Lot Division at 433 Southview Avenue (ACTION ITEM) – Leah Carlson

Nils Peterson and the Moscow Affordable Housing Trust are requesting a lot division for a 9,247 square foot parcel of land located at 334 Southview Avenue in the City of Moscow. The owner proposes to establish three townhouse lots of approximately 3,258 sf, 2,591 sf, and 3,398 sf from the original parcel. The subject property is located within the Medium Density (R-3) Zoning District. The minimum lot size for a townhouse lot in the R-3 Zoning District is 2,000 sf and the minimum lot width is 20 feet. The three proposed lots are sufficiently sized to meet these requirements. Property owners within 600 feet of the subject property have been notified of the proposed division and notice of the public meeting was posted on site seven (7) days prior to the public meeting date. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

PROPOSED ACTIONS: Approve the lot division request with no conditions.

This item was removed from the agenda.

6. 710 Pullman Road & 805 West A Street Lot Line Adjustment – Leah Carlson

The applicant, Whipple Consulting Engineers, is proposing a lot line adjustment between two parcels located at 710 Pullman Road and 805 West A Street. The owner is proposing to reduce the parcel addressed 710 Pullman Road from 41,208 square feet to 34,415 square feet and expand the parcel addressed 805 West A Street from 21,506 square feet to 28,303 square feet. This proposal follows a lot division that was approved on April 2, 2018 for the same property, which split the original 62,714 square foot parcel into two parcels of 21,506 square feet and 41,208 square feet in size. The applicant is now requesting a lot line adjustment to better accommodate for the proposed buildings. Both subject properties are located within the Motor Business (MB) Zoning District, where no minimum lot size or lot width exist. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve the lot line adjustment request with no conditions.

Carlson introduced the item. Having no questions, the Committee recommended approval and that it be placed on the Council consent agenda.

7. Stormwater Phase II Agreement with Aspect Consulting – Kyle Steele

In October 2016, the firm Cardno-GS (now Aspect Consulting) of Yakima, Washington was selected to assist the City of Moscow in the structuring and eventual implementation of a Storm Water Utility. Due to budget limitations at the time, the work to accomplish this goal was planned to be conducted in phases with two professional services agreements. The work under this agreement will accomplish the remaining tasks, toward formation of the utility, that were not completed under Phase I of the project. It will include the preparation of a storm water utility customer billing database, a final storm water management program budget and financial plan, development of a storm water user fee ordinance, and technical assistance with various public involvement meetings and workshops. The attached Task Order 2 for professional services in the amount of \$185,000 is for Aspect Consulting to perform this work. The cost of the Task Order exceeds the amount budgeted in the FY2019 budget for the project. Because of the impending approval of the EPA NPDES Storm Water Permit, staff is recommending that City Council approve the Task Order in order move the project forward. The additional funding will be reallocated from the Sewer Fund's FY2019 Professional Services fund in accordance with the attached memo. This was reviewed and recommended for approval by the Public Works/Finance Committee on January 14, 2019.

ACTION: Approve Task Order 2 for the professional services of Aspect Consulting in an amount not to exceed \$185,000.

Steele introduced the item as written above. Riedner explained Moscow need to meet the permit within

five years and have a plan together for implementation. As the budget was developed, it was difficult to pin down where phase one and two began. Data collection and public outreach can be done in-house. Class of property determination is complex as well as Paradise Creek flowing in and out of University of Idaho property, who have to have their own permit. An appeal and credit process will also be developed. The Committee recommended approval and that it be placed on the Council regular agenda.

8. Local Highway Safety Improvement Program (LSHIP) FY21 Grant Application - Alisa Anderson

The Highway Safety Improvement Program (HSIP) is a federally funded program aimed at reducing Fatal and Serious Injury crashes on the roadway systems. Local Highway Jurisdictions (LHJs) receive approximately \$8.5 million of the state HSIP funds through the Local Highway Safety Improvement Program (LHSIP), a program administered through the Local Highway Technical Assistance Council (LHTAC). LHJs, such as the City of Moscow, with a Fatal and/or Serious (Type A) crash from 2013 - 2017 are eligible for the program. This federally funded program requires a local match not to exceed 7.34%.

In review and analysis of the citywide crash and accident data for 2013 - 2017, staff has identified a project located on Public Avenue designed to address the high rate of injury crashes and a fatality in this corridor. The project will provide systemic improvements on Public Avenue to extend 2,200 feet from Polk Street to Orchard Avenue. This proposed project will include widening of both lanes from approximately 12 feet with minimal shoulder and adjacent ditch to a full road cross section that includes a 17 foot travel lane (12 feet vehicle and 5 foot bicycle), 5 foot green strip, and 5 foot sidewalk. The project will include the installation of a storm sewer pipe to underground drainage areas that are currently located in roadside ditches, wider asphalt lanes, curb and gutter, green strip, and sidewalk. Additional work may include minor utility adjustments and retaining wall installation where necessary. Total project costs are estimated not exceed to \$1,850,000 requesting \$1,714,000 in federal funding with a local match of 7.34% not to exceed \$136,000. The grant application deadline was Thursday, January 17, 2019. The item was reviewed by the Public Works/Finance Committee on January 14, 2019 and the application was approved for submittal. Staff will seek ratification by the City Council at the January 22, 2019 City Council meeting.

ACTION: Ratify submittal of the grant request for the Local Highway Safety Improvement Program (LHSIP) FY21 Application for the Public Avenue Safety Improvement Project with total project costs estimated not exceed to \$1,850,000, federal funding request of \$1,714,000 with a local match of 7.34% not to exceed \$136,000.

Anderson introduced the item as written above. Suhr added this project is data driven based on crashes and fatalities. The project includes piping the ditch, extending the cross section for a bike lane, and a tree lawn with sidewalk. The intersection of Public and Polk will include a concrete island for to assist with turning locations. The cost benefit ratio is 16.4 to 1 where typical funding runs from 11.7 and 5.3. Staff needs to submit the application Thursday with announcement in April and addition to the transportation improvement plan with funding for design in FY2022. The Committee recommended approval and that it be placed on the Council consent agenda.

Reports

3rd Street Pedestrian/Bicycle Bridge Update - Tyler Palmer

Palmer said final designs are expected Wednesday. The geotechnical work is complete. With the government shut down staff is unable to update the permit with the Corps but hopes they will expedite the permit once they are back in the office. Staff doesn't anticipate the timeline being affected. The bridge should be constructed mid-April and will be delivered to the location and placed. The Transportation Commission (TC) did discuss the alignment and was unanimous for the north lane aligning with the bike

lanes which was staff recommendation. Approximately parking four stalls will be removed. Two of the residents were at the TC meeting and gave input. There is a tree in channel that overhangs where the bridge will go. The south side of the tree aligns with the north side of the bridge and staff will need to determine whether it needs to be pulled out.

Adjourn

The meeting was closed at 3:40 PM

COMMITTEE STAFF REPORT

DATE: Monday, January 28, 2019



RESPONSIBLE STAFF

Leah Carlson, Planner I

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Public Meeting - Proposed Lot Line Adjustment and Lot Division: 1821-1831 East 'F' Street (ACTION ITEM) - Leah Carlson

DESCRIPTION

The applicant, Helene Rogalski, is requesting a lot line adjustment to expand the existing two parcels addressed 1821 and 1831 East 'F' Street from 13,210 sf to 14,615 sf. The applicant is also requesting a lot division to split the existing two parcels into four parcels of approximately 7,000 sf, 7,000 sf, 7,615 sf, and 7,615 sf in size. The parcels are located within the Medium Density Residential (R-3) Zoning District. In the R-3 zoning district, the minimum lot area for any housing type is 7,000 sf and the minimum lot width is 60 feet. The proposed parcels meet these requirements. The parcels are currently undeveloped with no buildings on site. Property owners within 600 feet of the property have been notified of the proposed division and notice was posted on site 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

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

FISCAL IMPACT

No Fiscal Impact.

PERSONNEL IMPACT

No Personnel Impact.

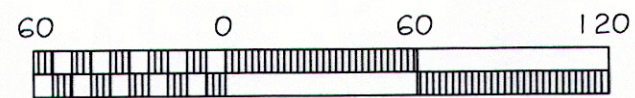
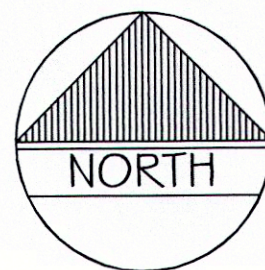
ATTACHMENTS

1. Site Plan
2. Parcel Descriptions

T 39 N, R 5 W, S 9

RECORD OF SURVEY

A Boundary Line Adjustment &
Division of Land located in Lot 15 of
Schumacher's Addition to Moscow
Section 9, T39N, R5W, Boise Meridian
City of Moscow, Latah County, Idaho



ORIGINAL SCALE : 1" = 60 FEET
CADD FILE : Rogalski.BLA 2018.RD5.dwg

LEGEND

- Set 5/8" X 30" long rebar w/ aluminum cap LS 10162
- Found Property Corner: 5/8" dia. rebar LS 10162 or as Noted
- Calculated Position - Nothing Found or Set
- ✱ Found Section or 1/4 Section Corner
- (M) Measured
- (R) Record Per Schumacher's Addition
- Subject Property Boundary Line
- Section Line
- City Street Centerline
- City Street Right of Way Line
- Existing Lot Lines
- Easement

BASIS OF BEARINGS

The Basis of Bearings for this survey is the Idaho Coordinate System, West Zone, NAD 83, as shown between the found west quarter corner and the found northwest corner of Section 9, said bearing being N 00°14'31" E.

SURVEY REFERENCES

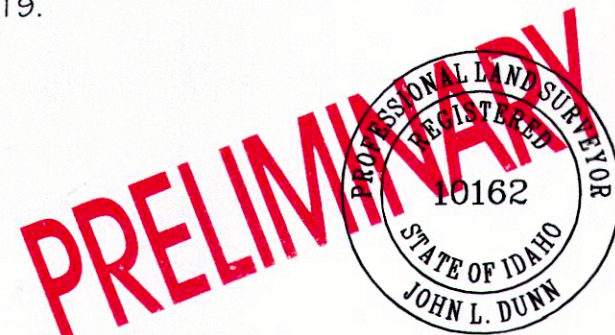
1. Personal Representative's Deed, Instrument Number 543587
2. Quit Claim Deed, Instrument Number 524966
3. Plat of Schumacher's Addition to Moscow, Instrument Number 37010
4. Val Halla Addition, Instrument Number 260848
5. Lund's Subdivision, Instrument Number 294602
6. Record of Survey, Instrument Number 453767, PLS 7013, 2000
7. Record of Survey, Instrument Number 577973, PLS 10162, 2016

SURVEYOR NOTES

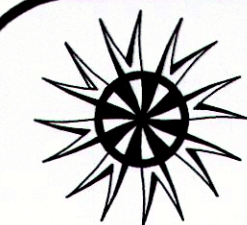
1. The purpose of this survey is to extend the boundary lines of Parcels 1 & 2 south (approximately 17 feet) and to subdivide said parcels to create four new parcels, in compliance with City of Moscow Ordinance as depicted hereon.

SURVEYOR CERTIFICATION

This map correctly represents a survey made by me or under my direction in conformance with the Survey Recording Act and at the request of Helene Rogalski in January, 2019.



John L. Dunn - Idaho Professional Land Surveyor



RIM ROCK CONSULTING, INC.

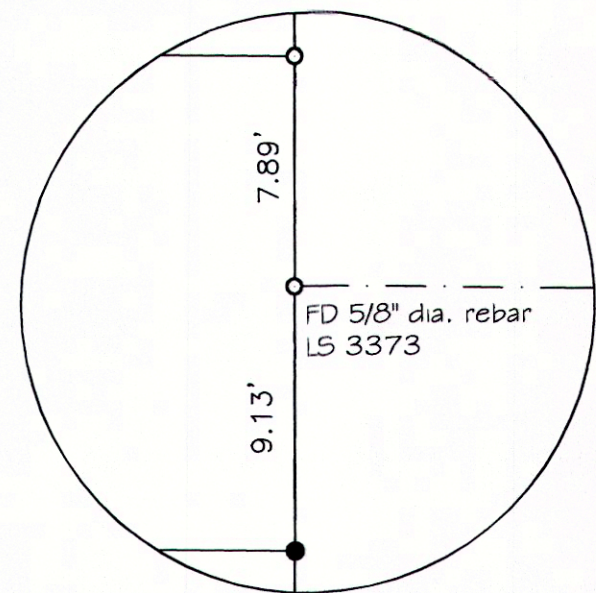
- Land Surveying
- Site Planning
- Mapping

129 West 3rd Street #102 Moscow, Idaho 83843 208-883-5339 rimrock@rimrockconsulting.net

SHEET
1
OF
1

LINE TABLE

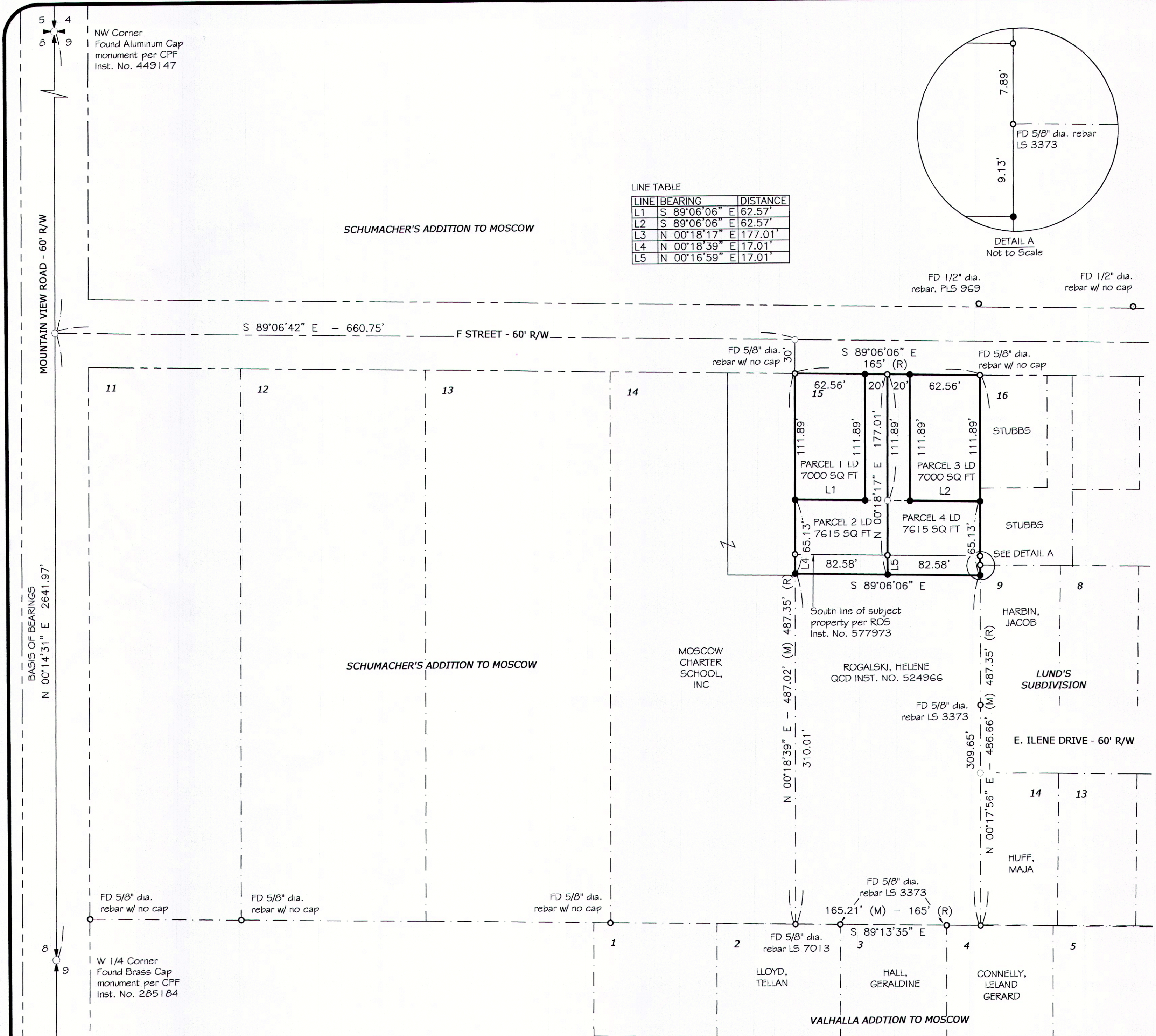
LINE	BEARING	DISTANCE
L1	S 89°06'06" E	62.57'
L2	S 89°06'06" E	62.57'
L3	N 00°18'17" E	177.01'
L4	N 00°18'39" E	17.01'
L5	N 00°16'59" E	17.01'



DETAIL A
Not to Scale

FD 1/2" dia.
rebar, PLS 969

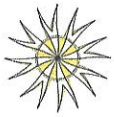
FD 1/2" dia.
rebar w/ no cap



COUNTY RECORDER CERTIFICATE

STATE OF IDAHO, COUNTY OF LATAH
RECORDED AT THE REQUEST OF _____
AT _____ THIS _____ DAY OF _____
RECORDER _____
DEPUTY _____

DATE	STATE	COUNTY	PROJECT	DRAWN BY
JANUARY 2019	ID	LATAH	ROGALSKI - BLA 2018	JLD/TMH



Rim Rock Consulting, Inc.

LUP2018-0035

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 HELENE ROGALSKI (LOT DIVISION PARCEL 4)

A parcel of land located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 82.56 feet to the **POINT OF BEGINNING**:

Thence S 89°06'06" E, 20.00 feet;
Thence S 00°18'17" W, 111.89 feet;
Thence S 89°06'06" E, 62.57 feet to a point on the east line of Lot 15;
Thence along said east line, S 00°17'56" W, 65.13 feet;
Thence N 89°06'06" W, 82.58 feet;
Thence N 00°18'17" E, 177.01 feet to the **POINT OF BEGINNING**.

Containing 0.17 acres (7615 square feet), more or less.

SUBJECT TO AND TOGETHER WITH: An easement for ingress, egress, and utilities located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 82.56 feet to the **POINT OF BEGINNING**:

A strip of land, 40 feet wide, lying 20 feet on each side of the following described centerline:

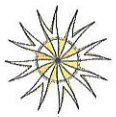
Thence S 00°18'17" W, 111.89 feet to the termination of this easement.

This description was prepared by John L. Dunn on January 4, 2019.

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



Received 1-7-19



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 HELENE ROGALSKI (LOT DIVISION PARCEL 3)

A parcel of land located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 102.56 feet to the **POINT OF BEGINNING**:

Thence continuing along said north line, S 89°06'06" E, 62.56 feet to the northeast corner of said Lot 15;

Thence along the east line thereof, S 00°17'56" W, 111.89 feet;

Thence N 89°06'06" W, 62.57 feet;

Thence N 00°18'17" E, 111.89 feet to the **POINT OF BEGINNING**.

Containing 0.17 acres (7000 square feet), more or less.

TOGETHER WITH: An easement for ingress, egress, and utilities located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 82.56 feet to the **POINT OF BEGINNING**:

A strip of land, 40 feet wide, lying 20 feet on each side of the following described centerline:

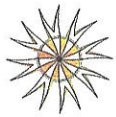
Thence S 00°18'17" W, 111.89 feet to the termination of this easement.

This description was prepared by John L. Dunn on January 4, 2019.

PRELIMINARY

129 West 3rd Street, #102 • Moscow, ID 83843
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DUANE E. PRIEST, PLS / ID
MICHAEL E. DAHLIN, PLS / ID, WA

PROPERTY DESCRIPTION FOR HELENE ROGALSKI (LOT DIVISION PARCEL 2)

A parcel of land located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 62.56 feet to the **POINT OF BEGINNING**:

Thence S 89°06'06" E, 20.00 feet;
Thence S 00°18'17" W, 177.01 feet;
Thence N 89°06'06" W, 82.58 feet to a point on the west line of said Lot 15;
Thence along the west line thereof, N 00°18'39" E, 65.13 feet;
Thence leaving said line, S 89°06'06" E, 62.57 feet;
Thence N 00°18'17" E, 111.89 feet to the **POINT OF BEGINNING**.

Containing 0.17 acres (7615 square feet), more or less.

SUBJECT TO AND TOGETHER WITH: An easement for ingress, egress, and utilities located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 82.56 feet to the **POINT OF BEGINNING**:

A strip of land, 40 feet wide, lying 20 feet on each side of the following described centerline:

Thence S 00°18'17" W, 111.89 feet to the termination of this easement.

This description was prepared by John L. Dunn on January 4, 2019.

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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 HELENE ROGALSKI (LOT DIVISION PARCEL 1)

A parcel of land located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

BEGINNING at the northwest corner of Lot 15;
Thence along the north line thereof, S 89°06'06" E, 62.56 feet;
Thence S 00°18'17" W, 111.89 feet;
Thence N 89°06'06" W, 62.57 feet to a point on the west line of said Lot 15;
Thence along said west line, N 00°18'39" E, 111.89 feet to the **POINT OF BEGINNING**.

Containing 0.16 acres (7000 square feet), more or less.

TOGETHER WITH: An easement for ingress, egress, and utilities located in Lot 15 of Schumacher's Addition, Section 9, Township 39 North, Range 5 West of the Boise Meridian, City of Moscow, Latah County, Idaho described as follows:

COMMENCING at the northwest corner of Lot 15; thence along the north line thereof, S 89°06'06" E, 82.56 feet to the **POINT OF BEGINNING**:

A strip of land, 40 feet wide, lying 20 feet on each side of the following described centerline:

Thence S 00°18'17" W, 111.89 feet to the termination of this easement.

This description was prepared by John L. Dunn on January 4, 2019.

PRELIMINARY

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



COMMITTEE STAFF REPORT

DATE: Monday, January 28, 2019



RESPONSIBLE STAFF

Leah Carlson, Planner I

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

No other resources.

AGENDA ITEM TITLE

Proposed Lot Line Adjustments: 1627-1733 and 1745-1751 East Third Street (ACTION ITEM) - Leah Carlson

DESCRIPTION

The applicant, Phil Rheingans, is requesting eight (8) lot line adjustments within the Harvest Hills development. The proposed lot line adjustments will affect the properties addressed 1627-1733 and 1745-1751 East Third Street. The applicant is requesting the lot line adjustments in order to better accommodate for the newly proposed twinhome design. The existing lot sizes do not currently accommodate for the proposed twinhome design and required setbacks. The subject properties are located within the Medium Density Residential Zoning District (R-3). Within the R-3 Zoning District, twinhomes require a minimum lot area of 2,000 square feet and a minimum lot width of thirty feet (30'). All proposed lot areas and lot widths meet these requirements.

STAFF RECOMMENDATION

Recommend approval and the lot line adjustment requests with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval and the lot line adjustment requests with no conditions; or recommend approval of the lot line adjustment requests with conditions; or recommend denial of the lot line adjustment requests; or provide staff further direction.

FISCAL IMPACT

No fiscal Impact.

PERSONNEL IMPACT

No personnel Impact.

ATTACHMENTS

1. Application Letter
2. Property Descriptions
3. Site Plans

January 15, 2019

Mayor Lambert and Moscow City Council
Moscow City Hall
206 East 3rd Street
Moscow, ID 83843

Re: Harvest Hills Lot Line Adjustments

Dear Mayor Lambert and City Council:

Phil Rheingans the owner of Harvest Hills Addition Phase 1 would like to adjust the twin home lot lines along the south side of Third Street. The purpose of this request is to realign the lot lines to better fit the newly proposed building design.

Enclosed is a proposed record of survey showing the existing and proposed lot lines. Also enclosed are legal descriptions for the revised lots.

Attached are the following:

1. Existing Plat
2. Proposed Record of Survey with existing and proposed property lines and building layouts
3. Proposed legal descriptions

Please do not hesitate to contact me if you have questions regarding the lot line adjustment request.

Sincerely,



Scott Becker, PE
Principal
Hodge and Associates Inc.

Enc.
Cc Phil Rheingans

11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel A

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 9 & 10, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Beginning at the south corner of Lot 9, Block 2 of Harvest Hills First Addition;
Thence N43°56'05"W, 134.27 feet to the west corner of said Lot 9 and the southerly right-of-way of Third Street;
Thence along said southerly right-of-way, N41°50'51"E, 40.00 feet to a point S41°50'51"W, 2.61 feet from the west corner of Lot 10, Block 2 of Harvest Hills First Addition;
Thence leaving said southerly right-of-way at a right angle, S48°09'09"E, 137.59 feet to the southeasterly line of said Lot 10;
Thence S46°03'55"W, 7.51 feet to the east corner of Lot 9, Block 2 of Harvest Hills First Addition;
Thence S46°03'55"W, 42.50 feet to the **Point of Beginning**.

Parcel contains 6,109 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel B

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 9, 10 & 11, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 50.01 feet to a point N46°03'55"E, 7.51 feet from the south corner of Lot 10, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence perpendicular to the south right-of-way of Third Street, N48°09'09"W, 137.59 feet to said southerly right-of-way and the northwesterly line of Lot 9, Block 2 of Harvest Hills First Addition;

Thence along said southerly right-of-way, N41°50'51"E, 2.61 feet to the west corner of Lot 10, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way N41°50'51"E, 38.39 feet to a point S41°50'51"W, 2.22 feet from the west corner of Lot 11, Block 2 of Harvest Hills First Addition;

Thence leaving said southerly right-of-way at a right angle, S48°09'09"E, 140.61 feet to the southeasterly line of said Lot 11;

Thence S46°03'55"W, 8.12 feet to the east corner of Lot 10, Block 2 of Harvest Hills First Addition;

Thence S46°03'55"W, 32.99 feet to the **Point of Beginning**.

Parcel contains 5,703 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel C

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 10, 11 & 12, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 91.12 feet to a point N46°03'55"E, 8.12 feet from the south corner of Lot 11, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence perpendicular to the south right-of-way of Third Street, N48°09'09"W, 140.61 feet to said southerly right-of-way and the northwesterly line of Lot 10, Block 2 of Harvest Hills First Addition;

Thence along said southerly right-of-way, N41°50'51"E, 2.22 feet to the west corner of Lot 11, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way N41°50'51"E, 38.78 feet to a point S41°50'51"W, 1.83 feet from the west corner of Lot 12, Block 2 of Harvest Hills First Addition;

Thence leaving said southerly right-of-way at a right angle, S48°09'09"E, 143.63 feet to the southeasterly line of said Lot 12;

Thence S46°03'55"W, 8.74 feet to the east corner of Lot 11, Block 2 of Harvest Hills First Addition;

Thence S46°03'55"W, 32.38 feet to the **Point of Beginning**.

Parcel contains 5,827 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel D

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 11, 12 & 13, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 132.23 feet to a point N46°03'55"E, 8.74 feet from the south corner of Lot 12, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence perpendicular to the south right-of-way of Third Street, N48°09'09"W, 143.63 feet to said southerly right-of-way and the northwesterly line of Lot 11, Block 2 of Harvest Hills First Addition;

Thence along said southerly right-of-way, N41°50'51"E, 1.83 feet to the west corner of Lot 12, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way N41°50'51"E, 39.17 feet to a point S41°50'51"W, 1.78 feet from the west corner of Lot 13, Block 2 of Harvest Hills First Addition;

Thence leaving said southerly right-of-way at a right angle, S48°09'09"E, 146.66 feet to the southeasterly line of said Lot 13;

Thence S46°03'55"W, 9.01 feet to the east corner of Lot 12, Block 2 of Harvest Hills First Addition;

Thence S46°03'55"W, 32.10 feet to the **Point of Beginning**.

Parcel contains 5,951 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

**Legal Description by Hodge & Associates
For Phil Rheingans
Parcel E**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 12 & 13, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 173.34 feet to a point N46°03'55"E, 9.01 feet from the south corner of Lot 13, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence perpendicular to the south right-of-way of Third Street, N48°09'09"W, 146.66 feet to said southerly right-of-way and the northwesterly line of Lot 12, Block 2 of Harvest Hills First Addition;

Thence along said southerly right-of-way, N41°50'51"E, 1.78 feet to the west corner of Lot 13, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way, and the northerly line of said Lot 13 the following two courses:

Thence N41°50'51"E, 10.77 feet;

Thence 52.15 feet along a curve to the right, said curve having a Delta = 13°53'49", Radius = 215.00 feet, Chord = 52.02 feet and a Chord Bearing = N48°47'46"E to the north corner of said Lot 13;

Thence leaving said southerly right-of-way, S31°12'08"E, 148.35 feet to the east corner of said Lot 13;

Thence S46°03'55"W, 20.99 feet to the **Point of Beginning**.

Parcel contains 6,319 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel F

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 15 & 16, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 224.33 feet to the southwest corner of Lot 15, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence N17°28'57"W, 139.90 feet to the northwest corner of said Lot 15 and the southerly right-of-way of Third Street;

Thence along said southerly right-of-way, 58.66 feet along a curve to the right, said curve having a Delta = 15°37'57", Radius = 215.00 feet, Chord = 58.48 feet and a Chord Bearing = N80°20'01"E to the northwest corner of Lot 16, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way and along the northerly line of said Lot 16, 5.49 feet along a curve to the right, said curve having a Delta = 1°27'44", Radius = 215.00 feet, Chord = 5.49 feet and a Chord Bearing = N88°52'51"E;

Thence leaving said southerly right-of-way and said northerly line, S0°29'35"W, 143.53 feet to the south line of Lot 15, Block 2 of Harvest Hills First Addition;

Thence N89°33'13"W, 19.87 feet to the **Point of Beginning**.

Parcel contains 5,949 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northerly boundary of this parcel, per the Plat of Harvest Hills First Addition.



11/15/2018

**Legal Description by Hodge & Associates
For Phil Rheingans
Parcel G**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 15 & 16, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence N46°03'55"E, 224.33 feet to the southwest corner of Lot 15, Block 2 of Harvest Hills First Addition, thence along the south line of said Lot 15, S89°33'13"E, 19.87 feet to the **Point of Beginning**:

Thence leaving said south line N0°29'35"E, 143.53 feet to the northerly line of Lot 16, Block 2 of Harvest Hills First Addition and the southerly right-of-way of Third Street;

Thence along said northerly line and said southerly right-of-way the following two courses:

Thence 3.31 feet along a curve to the right, said curve having a Delta = 0°52'51",

Radius = 215.00 feet, Chord = 3.31 feet and a Chord Bearing = S89°56'51"E;

Thence S89°30'25"E, 37.69 feet to the northeast corner of said Lot 16;

Thence leaving said southerly right-of-way, S0°29'35"W, 143.52 feet to the southeast corner of said Lot 16;

Thence N89°33'13"W, 30.44 feet to the southeast corner of Lot 15, Block 2 of Harvest Hills First Addition;

Thence N89°33'13"W, 10.57 feet to the **Point of Beginning**.

Parcel contains 5,885 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northerly boundary of this parcel, per the Plat of Harvest Hills First Addition.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel H

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lot 8, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Beginning at the south corner of Lot 9, Block 2 of Harvest Hills First Addition;
Thence along the southeasterly line of Lot 8, Block 2 of Harvest Hills First Addition
S46°03'55"W, 41.00 feet;
Thence, leaving said southeasterly line at a right angle, N43°56'05"W, 131.25 feet to the
northwesterly line of said Lot 8 and the southerly right-of-way of Third Street;
Thence along said southerly right-of-way, N41°50'51"E, 41.11 feet to the north corner of said
Lot 8, Block 2;
Thence leaving said southerly right-of-way, perpendicular to the southeasterly line of said Lot 8,
S43°56'05"E, 134.27 feet to the **Point of Beginning**.

Parcel contains 5,443 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a 10.00 utility easement along the southeasterly boundary of this parcel, per Easement, Instrument #474639.



11/15/2018

**Legal Description by Hodge & Associates
For Phil Rheingans
Parcel I**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 7, & 8, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, thence along the southeasterly line of Lot 8, Block 2 of Harvest Hills First Addition, S46°03'55"W, 41.00 feet to the **Point of Beginning**:

Thence S46°03'55"W, 1.50 feet to the south corner of said Lot 8;

Thence S46°03'55"W, 40.90 feet to a point N46°03'55"E, 4.66 feet from the south corner of Lot 7, Block 2 of Harvest Hills First Addition;

Thence at a right-angle, N43°56'05"W, 130.16 feet to the southerly right-of-way of Third Street and the northwesterly line of said Lot 7;

Thence along said southerly right-of-way and said northwesterly line the following two courses:

Thence 34.04 feet along a curve to the left, said curve having a Delta = 6°50'38",

Radius = 285.00, Chord = 34.02 feet and a Chord Bearing = N45°16'10"E;

Thence N41°50'51"E, 6.90 feet to the west corner of Lot 8, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way and along the northwesterly line of said Lot 8, N41°50'51"E, 1.50 feet;

Thence leaving said southerly right-of-way and said northwesterly line, perpendicular to the southeasterly line of said Lot 8, S43°56'05"E, 131.25 feet to the **Point of Beginning**.

Parcel contains 5,522 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a utility easement along the southeasterly and southwesterly boundaries of this parcel, per Easement, Instrument #474639.



11/15/2018

**Legal Description by Hodge & Associates
For Phil Rheingans
Parcel J**

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 6, & 7, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, Thence S46°03'55"W, 83.40 feet to a point N46°03'55"E, 4.66 feet from the south corner of Lot 7, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence S46°03'55"W, 4.66 feet to the east corner of Lot 6, Block 2 of Harvest Hills First Addition;

Thence along the southerly boundary of said Lot 6 the following 3 courses;

Thence S46°03'55"W, 36.69 feet:

Thence N15°33'31"W, 15.93 feet;

Thence S63°27'30"W, 24.73 feet to the southwest corner of said Lot 6;

Thence N33°52'08"W, 114.71 feet to the west corner of said Lot 6 and the southerly right-of-way of Third Street;

Thence along said southerly right-of-way, 32.92 feet along a curve to the left, said curve having a Delta = 6°37'05", Radius = 285.00, Chord = 32.90 feet and a Chord Bearing = N52°56'17"E to the west corner of Lot 7, Block 2 of Harvest Hills First Addition;

Thence continuing along said southerly right-of-way and along the northwesterly line of said Lot 7, 4.66 feet along a curve to the left, said curve having a Delta = 0°56'16", Radius = 285.00 feet, Chord = 4.66 feet and a Chord Bearing = N49°09'37"E;

Thence leaving said southerly right-of-way and said northwesterly line, perpendicular to the southeasterly line of said Lot 7, S43°56'05"E, 130.16 feet to the **Point of Beginning**.

Parcel contains 6,117 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.

Also Subject to: a utility easement along the northwesterly, northeasterly and southeasterly boundaries of this parcel, per Easement, Instrument #474639.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel K

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 4, & 5, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, Thence S46°03'55"W, 124.74 feet to the south corner of Lot 6, Block 2 of Harvest Hills First Addition, Thence along the south boundary of said Lot 6 the following 2 courses;
 Thence N15°33'31"W, 15.93 feet;
 Thence S63°27'30"W, 24.73 feet to the east corner of Lot 5, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence along the southeasterly line of said Lot 5, S63°27'30"W, 39.32 feet;
 Thence leaving said southeasterly line, N33°52'08"W, 112.45 feet to the northwesterly line of Lot 4, Block 2 of Harvest Hills First Addition and the southerly right-of-way of Third Street;
 Thence along said southerly right-of-way, 6.21 feet, along a curve to the left, said curve having a Delta = 1°14'56", Radius = 285.00 feet, Chord = 6.21 feet and a Chord Bearing = N63°29'20"E to the west corner of Lot 5, Block 2 of Harvest Hills First Addition;
 Thence continuing along said right-of-way, 32.92 feet along a curve to the left, said curve having a Delta = 6°37'03", Radius = 285.00 feet, Chord = 32.90 feet and a Chord Bearing = N59°33'21"E to the north corner of said Lot 5;
 Thence leaving said southerly right-of-way, S33°52'08"E, 114.71 feet to the **Point of Beginning**.

Parcel contains 4,412 square feet, more or less.

Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.



11/15/2018

Legal Description by Hodge & Associates
For Phil Rheingans
Parcel L

A legal description for a parcel of land, located in the SW1/4 of the SW1/4 of Section 9, T39N, R5W, B.M., being a portion of Lots 4, & 5, Block 2 of Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. Being more particularly described as follows:

Commencing at the south corner of Lot 9, Block 2 of Harvest Hills First Addition, Thence S46°03'55"W, 124.74 feet to the south corner of Lot 6, Block 2 of Harvest Hills First Addition, Thence along the southerly boundary of said Lot 6, N15°33'31"W, 15.93 feet to an angle point in said southerly boundary;
Thence S63°27'30"W, 64.05 feet to a point N63°27'30"E, 6.76 feet from the south corner of Lot 5, Block 2 of Harvest Hills First Addition and the **Point of Beginning**:

Thence, S63°27'30"W, 6.76 feet to the east corner of Lot 4, Block 2 of Harvest Hills First Addition;
Thence S63°27'30"W, 45.95 feet to the south corner of said Lot 4;
Thence N20°37'31"W, 113.70 feet to the west corner of said Lot 4 and the southerly right-of-way of Third Street;
Thence along said southerly right-of-way and along the northwesterly line of said Lot 4, 26.70 feet along a curve to the left, said curve having a Delta = 5°22'02", Radius = 285.00 feet, Chord = 26.69 feet, and a Chord Bearing = N66°47'49"E,
Thence leaving said southerly right-of-way and said northwesterly line, S33°52'08"E, 112.45 feet to the **Point of Beginning**.

Parcel contains 4,449 square feet, more or less.

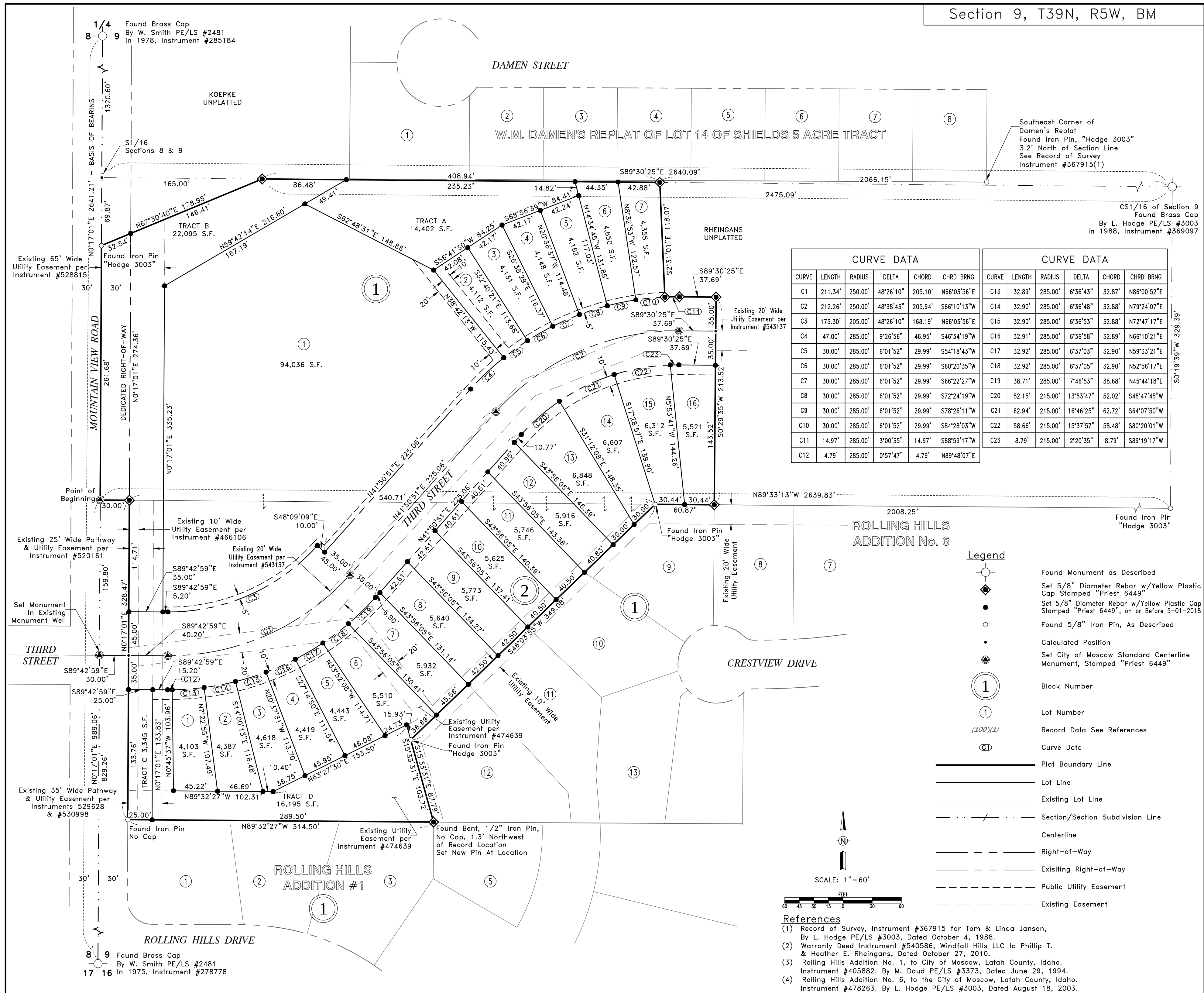
Subject to: a 10.00 foot wide public utility easement along the northwesterly boundary of this parcel, per the Plat of Harvest Hills First Addition.



Harvest Hills First Addition
to the City of Moscow
Latah County, Idaho

1 of 2

Received 1-15-19



A parcel of land located in the Southwest 1/4 of Section 9, T39N, R5W, B.M., and being more particularly described as follows:

Commencing at the Southwest Corner of said Section 9, thence along the westerly line of said Section 9, N0°17'01"E, 989.06 feet, to the POINT OF BEGINNING;

Thence continuing along said westerly line, N0°17'01"E, 261.68 feet;
Thence departing said westerly line, N67°30'40"E, 178.95 feet, to a point on the the northerly line of the South 1/2 of the Southwest 1/4 of Section 9;
Thence along the said northerly line, S89°30'25"E, 408.94 feet;
Thence departing said northerly line, S2°31'01"E, 118.07 feet;
Thence 14.97 feet, along a non-tangent curve to the right,
Radius = 285.00 feet, Delta = 3°00'35", Chord = 14.97 feet, and
Chord Bearing = N88°59'17"E;
Thence S89°30'25"E, 37.69 feet;
Thence S0°29'35"W, 213.52 feet, to a point on the northerly line of Rolling Hills Addition No. 6 To The City Of Moscow, Latah County, Idaho;
Thence along the northerly line of said Rolling Hills Addition No. 6, N89°33'13"W, 60.87 feet, to the Northwest Corner of said Rolling Hills Addition No. 6;
Thence along the northwesterly line of said Rolling Hills Addition No. 6, S46°03'55"W, 349.08 feet, to the West Corner of said Rolling Hills Addition No. 6;
Thence along the southwesterly line of said Rolling Hills Addition No. 6, S15°33'31"E, 87.79 feet, to the Northeast Corner of Lot 3, Block 1, of Rolling Hills Addition No.1, City of Moscow, Latah County, State of Idaho;
Thence along the northerly line of said Rolling Hills Addition No. 1, N89°32'27"W, 314.50 feet, to the easterly right-of-way of Mountain View Road;
Thence along said easterly right-of-way, N0°17'01"E, 328.47 feet;
Thence departing said easterly right-of-way, N89°33'13"W, 30.00 feet, to the POINT OF BEGINNING.

Parcel Contains 7.44 Acres±

Know all persons by these presents, that Harvest Hills Development Corporation, owner of the land and premises described above, has caused said land to be subdivided and platted as shown hereon as an addition to the City of Moscow, Latah County, Idaho, to be known as Harvest Hills First Addition to the City of Moscow, Latah County, Idaho. The easements as shown on this plat are hereby reserved for public utility purposes as designated hereon and no permanent structures are to be erected within the lines of said easements. The owner certifies that all lots within this plat will be eligible to receive water service from an existing water system, be the water system municipal, a water district, a public utility subject to the regulation of the Idaho public utilities commission, or a mutual or nonprofit water company, and the existing water distribution system has agreed in writing to serve all of the lots in the subdivision (Section 50-1334, Idaho Code). The owner does herewith declare to offer for dedication to the public for public use the street right-of-ways, tracts A and D for stormwater Detention and tracts B and C for Park Land Purposes.

In witness thereof, the undersigned has set his hand and seal.

Harvest Hills Development Corporation
Phil Rheingans, President

State of _____
County of _____

On this _____ day of _____, 2017, before me, the undersigned Notary Public in and for the State of _____, personally appeared Phil Rheingans, known or identified to me to be the president of the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.

In witness whereof, I hereunto set my hand and official seal.

Notary Public, _____

Residing in _____

My Commission Expires_____

Moscow Planning and Zoning Commision

Approval of this plat by the City of Moscow certifies agreement to allow connection of the above described property to the municipal water system and satisfies Section 50-1334, Idaho Code. Examined and approved by action of the Moscow Planning and Zoning Commission at a regular meeting with a quorum present
this _____ day of _____, 2017.

Chairman, Planning and Zoning Commission

Moscow City Council

Examinated and approved by action of the Moscow City Council at a regular meeting with a quorum present this day of 2017.
Dedication of all public streets, easements, and parkland described on this plat is hereby accepted in accordance with Section 50-1313, Idaho Code.

Clerk	Mayor, City of Moscow
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City Engineer, City of Moscow

Examined and approved by the City Engineer this _____ day of _____ 2017.

City Engineer, City of Moscow

Latah County Surveyor

Examined and approved by the Latah County Surveyor this _____ day of _____ 2017.

Latah County Surveyor

Latah County Treasurer

I hereby certify that taxes and assessments on property shown hereon have been paid for 2017 and preceding years as of this _____ day of _____ 2017.

Latah County Treasurer

Public Health – Idaho North Central Health District

Sanitary restrictions as required by Idaho Code, Title 50, Chapter 13 have been satisfied. Sanitary restrictions may be reimposed, in accordance with Section 50-1326, Idaho Code, by the issuance of a certificate of disapproval.

Public Health – Idaho North Central Health District, Senior Environmental Health Specialist	Date
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I, Duane Priest, P.L.S. #6449, State of Idaho, hereby certify that the above platted and described property represents a survey performed by me or under my supervision in accordance with the laws of the State of Idaho, and that the streets, lots, distances, and monuments have been measured and located as shown thereon.

The interior monuments will be set in accordance with Idaho Code 50-1303, on or before 5-01-2018, as referenced on the plat and approved by the City of Moscow.

Witness my hand and seal this _____ day of _____ 2017.

Duane Priest, PLS #6449

The Basis of Bearings for this survey is the west line of the Southwest 1/4 of Section 9, shown hereon as N0°17'01"E, per GPS observation.

NO. _____
AT THE REQUEST OF:

DATE & HOUR:

HENRIANNE WESTBERG
LATAH COUNTY RECORDER

FEE \$ _____ BY _____

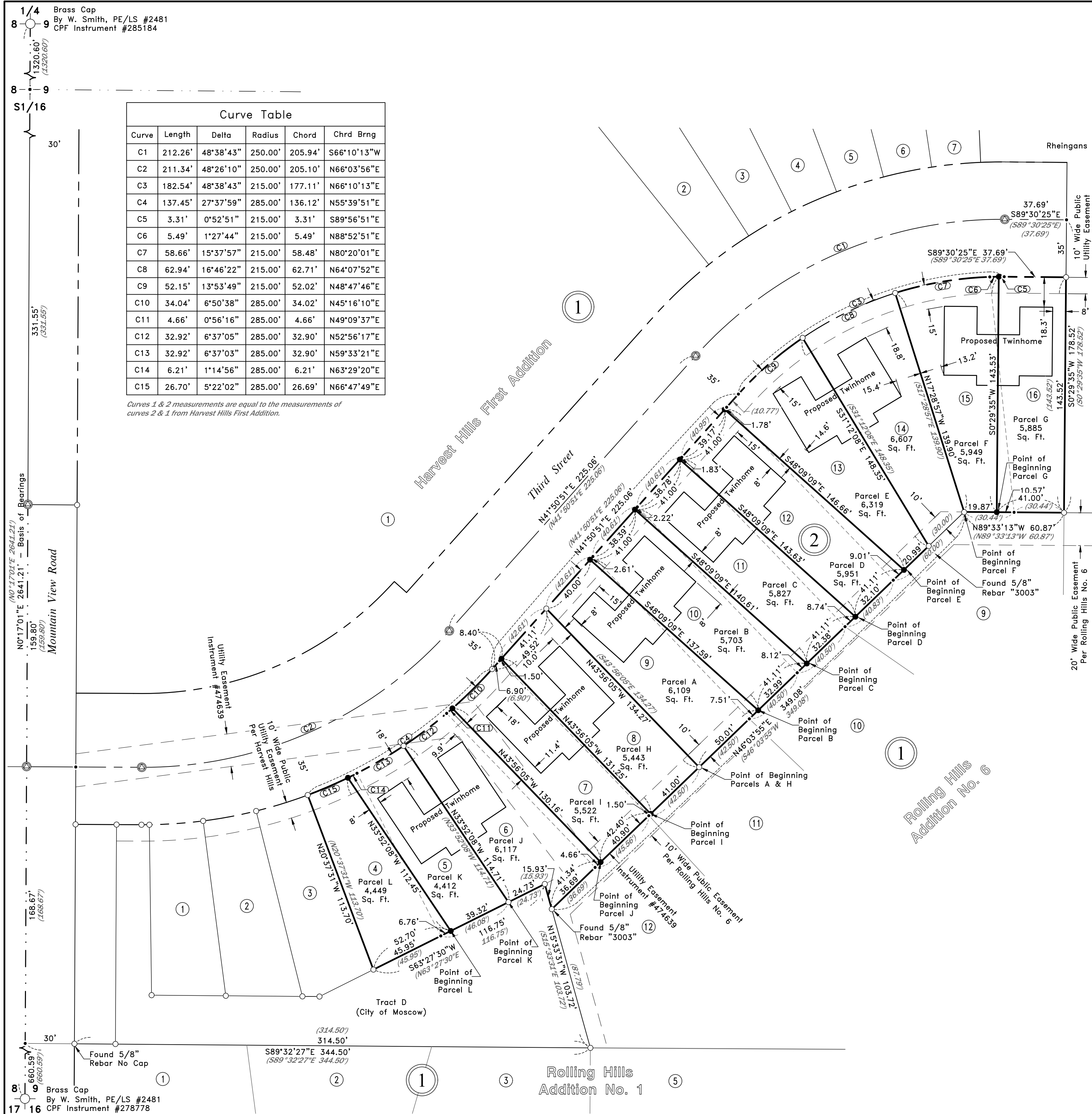
Harvest Hills First Addition

Drafted by:	SW
Checked by:	MT/DEP
File Name:	3831 Final Plat
Tab:	Sign
Plot Style	Default.ctb
Project:	3831-07-13
Date:	10/27/17

Section 9, T39N, R5W, BM

Curve Table					
Curve	Length	Delta	Radius	Chord	Chrd Brng
C1	212.26'	48°38'43"	250.00'	205.94'	S66°10'13"W
C2	211.34'	48°26'10"	250.00'	205.10'	N66°03'56"E
C3	182.54'	48°38'43"	215.00'	177.11'	N66°10'13"E
C4	137.45'	27°37'59"	285.00'	136.12'	N55°39'51"E
C5	3.31'	0°52'51"	215.00'	3.31'	S89°56'51"E
C6	5.49'	1°27'44"	215.00'	5.49'	N88°52'51"E
C7	58.66'	15°37'57"	215.00'	58.48'	N80°20'01"E
C8	62.94'	16°46'22"	215.00'	62.71'	N64°07'52"E
C9	52.15'	13°53'49"	215.00'	52.02'	N48°47'46"E
C10	34.04'	6°50'38"	285.00'	34.02'	N45°16'10"E
C11	4.66'	0°56'16"	285.00'	4.66'	N49°09'37"E
C12	32.92'	6°37'05"	285.00'	32.90'	N52°56'17"E
C13	32.92'	6°37'03"	285.00'	32.90'	N59°33'21"E
C14	6.21'	1°14'56"	285.00'	6.21'	N63°29'20"E
C15	26.70'	5°22'02"	285.00'	26.69'	N66°47'49"E

Curves 1 & 2 measurements are equal to the measurements of curves 2 & 1 from Harvest Hills First Addition.



Survey Reference

Harvest Hills First Addition to the City of Moscow, Instrument #594141, by D. Priest PLS #6449.

Surveyor's Certificate

I, Duane Priest, PLS #6449, State of Idaho, do hereby certify that the survey represented by this map was performed by me or under my supervision in accordance with the laws of the State of Idaho and at the request of Phil Rheingans in October 2018.

Basis of Bearings

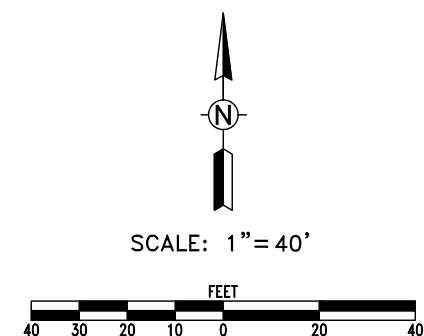
The Basis of Bearings for this survey is the west line of the SW1/4 of Section 9, shown hereon as N0°17'01"E per GPS observation.

Purpose Of Survey

To adjust the boundaries of Lots 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15 & 16, Block 2 of Harvest Hills First Addition to the City of Moscow, in order to accommodate the construction of town houses of a certain layout, as shown hereon.

Legend

- Found Monument as Described
- Set 5/8" Diameter Rebar w/Yellow Plastic Cap Stamped "Priest 6449"
- Found 5/8" Diameter Rebar "Priest 6449" or as Described
- Calculated Position
- Found Centerline Monument "Priest 6449"
- Block Number
- Lot Number
- Record Data, Harvest Hills First Addition
- Proposed Boundary Line
- Lot Line
- Original Harvest Hills Addition Lot Line Adjusted This Survey
- Section/Section Subdivision Line
- Centerline
- Right-of-Way
- Easement



NO. _____ AT THE REQUEST OF: _____

DATE & HOUR: _____

HENRIANNE WESTBERG
LATAH COUNTY RECORDER

FEE \$ _____ BY _____

Phil Rheingans, Inc.
P.O. Box 8728
405 S. Washington Street
Moscow, ID 83843
(208) 882-3525

Lead Surveyor
Site Mapping

RIM ROCK CONSULTING, INC.

PRELIMINARY
NOT FOR RECORDING

PROFESSIONAL LAND SURVEYOR
STATE OF IDAHO
6449
DUANE E. PRIEST

Record of Survey for:
Phil Rheingans
Latah County, Idaho

Drafted by: SW

Checked by: DEP

File Name: 3831 BLA.dwg

Tab: Layout

Plot Style: Default.ctb

Project: 3831-07-13

Date: 11/15/18

1 of 1

COMMITTEE STAFF REPORT

DATE: Monday, January 28, 2019



RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

ADDITIONAL PRESENTER(S)

Jen Pfiffner, Assistant City Supervisor, Jamie Hill

OTHER RESOURCES

Farmers Market Commission

AGENDA ITEM TITLE

Annual report for the 2018 Moscow Farmers Market season and fee recommendation (ACTION ITEM) - Amanda Argona

DESCRIPTION

The Moscow Farmers Market concluded the 2018 season on Saturday, October 27th. The annual market report includes data on vendors, shoppers, and general market operations. Included in this report is a list of projects the Farmers Market Commission has worked on including a fee recommendation for the 2019 season.

STAFF RECOMMENDATION

Accept report and recommend approval of the fee recommendation.

PROPOSED ACTIONS

PROPOSED ACTIONS: Accept report and recommend approval of the fee recommendation, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

N/A

ATTACHMENTS

None

COMMITTEE STAFF REPORT

DATE: Monday, January 28, 2019



RESPONSIBLE STAFF

Bill Belknap, Community Development Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Area of City Impact Agreement Amendment (ACTION ITEM) - Bill Belknap

DESCRIPTION

Last year the City Council adopted a significant update to the City's Zoning Code. After that action, City and County staff began a discussion related to updating the Area of City Impact (ACI) Agreement to adopt the City's updated Zoning Code, Comprehensive Plan and associated Future Land Use Map for the Area. The County also requested that County's Agriculture Forestry (AF) Zoning regulations and a few other administrative provisions of their zoning code be adopted within the Area to ease administration of the Area and increase consistency of land use regulation as 88% of the Area is zoned AF. City Staff also requested an expanded notice and comment opportunity for any land use action proposed within $\frac{3}{4}$ of a mile of the City limits as well as to retain the current minimum lot size and division regulations within the AF zone to minimize fragmentation of property immediately adjacent to the City which can inhibit the logical and orderly growth of the City. An update to the existing ACI agreement was prepared and reviewed by both the City and County Planning Commissions during public hearings and recommended them for adoption to their respective governing bodies. The Board of County Commissioners approved the proposed update ACI agreement in December and it is now before the City Council for consideration and approval. The City Council has the option of conducting a public hearing on the proposed ACI Agreement update and staff is recommending that Council conduct a hearing for that purpose at the Council's upcoming February 19th meeting.

STAFF RECOMMENDATION

Recommend proceeding with a public hearing upon the proposed Area of City Impact Agreement on February 19th.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend proceeding with a public hearing upon the proposed Area of City Impact Agreement on February 19th; or provide staff direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Ltr from Latah County 12.21.18
2. Draft ACI Agreement 12.21.18

3. MINPZC20181212



Latah County
BOARD OF COUNTY COMMISSIONERS

P.O. Box 8068 ♦ 522 South Adams ♦ Moscow, Idaho 83843
(208) 883-7208 ♦ fax (208) 883-2280 ♦ e-mail bocc@latah.id.us
Thomas C. Lamar ♦ David McGraw ♦ Richard Walser

To: Gary Riedner, City Supervisor
City of Moscow

From: Kara N. Egan 
Deputy Clerk and Administrative
Assistant to the Board

Date: December 21, 2018

Re: Moscow Area of City Impact Agreement

Enclosed please find the original Moscow Area of City Impact Agreement as signed by the Latah County Board of Commissioners. Please forward along for signature by Mayor Lambert and return a copy to me.

Thank you.

MOSCOW AREA OF CITY IMPACT AGREEMENT

This AGREEMENT, by and between LATAH COUNTY, a political subdivision of the State of Idaho, and the CITY OF MOSCOW, a municipal corporation of the State of Idaho, provides for an Area of City Impact around the City of Moscow, Idaho.

WHEREAS, the Local Land Use Planning Act as enacted by the Idaho Legislature, I.C. 67-6501 *et seq.*, requires adoption of an "Area of City Impact" around each city; and

WHEREAS, Latah County and the City of Moscow adopted an Area of City Impact in January, 1993, and have coordinated land use planning since that date, as provided by that Agreement, including modifications in 2003, 2004, 2006, and 2016; and

WHEREAS, in 2018, City and County agreed to modify the Agreement and the Comprehensive Plan and Zoning Codes to apply within the Area of City Impact as specified herein;

NOW THEREFORE, City of Moscow and Latah County hereby agree as follows:

SECTION 1: AREA

This AGREEMENT shall affect the unincorporated area of Latah County within the following Sections: Sections 4, 5, 6, 7, 9, 16, 19, 20, and 21, Township 39 North, Range 5 West, B.M.; Sections 12 and 13, Township 39 North, Range 6 West, B.M.; and Section 32, Township 40 North, Range 5 West, B.M., as depicted on the attached map, and as provided in Latah County Ordinance 246 and Moscow City Ordinance No. 2004-02, which have been adopted pursuant to the provisions of I.C. § 67-6526(a).

SECTION 2: DEFINITIONS

For purposes of this Agreement, the following words when used herein shall have these meanings:

- 2.1 ADMINISTRATIVE REQUESTS shall mean applications, requests, determinations, or interpretations other than quasi-judicial and legislative actions as defined herein, such as land or lot divisions, zoning determinations, floodplain determinations, zoning interpretations of the Zoning Administrator or designee, recreational vehicle design reviews, mobile home park design reviews and other administrative actions.
- 2.2 AGREEMENT shall mean this Agreement as adopted by Ordinance by the Latah County Board of Commissioners.
- 2.3 AREA shall mean the City of Moscow's Area of City Impact as legally described within Section 1 of this AGREEMENT.
- 2.4 BOARD shall mean the Board of Latah County Commissioners.
- 2.5 CITY shall mean the City of Moscow.

- 2.6 COMPLAINTS shall mean written requests for enforcement under the ordinances adopted pursuant to Section 3 of this AGREEMENT.
- 2.7 COUNTY shall mean Latah County.
- 2.8 LEGISLATIVE ACTIONS shall mean amendments to the zoning map or ordinances, and other similar decisions by a governing board sitting in a legislative capacity, where its decision produces a general rule or policy applicable to an open class of individuals, interests, or situations.
- 2.9 NON-AREA COUNTY ORDINANCES shall mean all other Latah County Ordinances, such as the Latah County Land Use Ordinance, the Latah County Hearing Procedures Ordinance, and any other ordinance hereafter adopted which supersedes or replaces any of those Ordinances, but not such Ordinances specifically adopted by this AGREEMENT for the AREA.
- 2.10 QUASI-JUDICIAL APPLICATIONS shall mean applications for decisions or determinations regarding property located within the AREA, which are made by a governing board or its designee sitting in a quasi-judicial capacity, where its decision involves the application of a general rule or policy to specific individuals, interests, or situations, including, but not limited to, conditional use permits, special use permits, planned unit developments, subdivisions, variances, rezones, and other quasi-judicial proceedings.

SECTION 3: GOVERNING PLAN AND ORDINANCES

- 3.1 The following ordinances and plans shall be adopted, as set forth herein, for the AREA:
- A. CITY's Comprehensive Plan as adopted on December 7, 2009, excepting the land use map; adopting the land use map attached hereto and incorporated herein as Attachment 1.
 - B. CITY's Subdivision, and Mobile Home and RV Park Ordinances in place on December 1, 2018 as modified herein:

No fee-in-lieu provisions shall be available in the AREA.
 - C. CITY's Zoning Ordinance, under Title 4 of the Moscow City Code, in place on December 1, 2018 as modified herein:
 - 1. Title 4, Chapter 1, Section 7 "Nonconformities" is hereby deleted.
 - 2. Title 4, Chapter 5 "Flood Hazard Areas" is hereby deleted.
 - 3. Title 4, Chapter 7 "Planned Unit Development" is hereby deleted.
 - 4. Title 4, Chapter 6, Section 7 "Moscow Sign Code" is amended as follows:

In Title 4, Chapter 6, Section 7, Delete subsections A.5; A.6.; C.2.; D.1.a through d and replace all with “Signs installed by the Idaho Transportation Department, local highway district, or other governmental agency for purpose of directing the safe and convenient flow of traffic are exempt from these restrictions”; the phrase “noticing the lot on which the sign is posted for sale or lease” in all subsections D; G; H; I; K; L; N.1; and, in subsections N and O, replace the phrase “permitted institutional, public service, or utility facility” with the phrase “permitted use”.

- D. CITY’s “Animals and Fowl” regulations, Title 10, Chapter 4, Section 12, for use in all of the zoning designations, except for the Agriculture Forest zone.
- E. COUNTY’s Land Use Ordinance Sections 3.01, 4.01, 5.01, 8.01.11, 9.01, 9.03, as modified herein:
 - 1. Section 3.01.03.15 is hereby deleted.
 - 2. Section 3.01.01.2 and Section 3.01.03.2 are modified to fifty (50) animal units.
 - 3. Delete the current language under Section 3.01.04 “Size and Setback Requirements”, and replace with the following:
 - a. The minimum parcel size for all existing parcels, defined as all parcels of land recorded or approved by the Latah County Planning Department or the Moscow City Council on or before January 1, 1997 (and as further defined within the Latah County Land Use Ordinance), shall be one (1) acre. The minimum parcel size for any new parcels shall be forty (40) acres subject to the following small parcel division exception as described herein.
 - b. Small parcel division exception. No more than one (1) parcel of land may be divided from an existing parcel of forty (40) acres or more in accordance with the standards contained herein. Any small parcel division shall be submitted to the Latah County Planning Department who shall forward the proposed small parcel division to the City of Moscow Community Development Department to provide any recommendations upon the request. The City of Moscow Community Development Department shall provide any comments within ten (10) days of receipt of the request. Upon receipt of the any recommendations from the City of Moscow Community Development Department, or the expiration of the ten (10) day comment period if no comments are received, the Latah County Planning Department shall proceed to take final action upon the request in accordance with the standards contained herein and the Latah County Land Use Ordinance, including:
 - i. The small parcel shall be at least one (1) acre in area.
 - ii. The small parcel and remnant parcel shall have a designated building site that is no larger than two (2) acres where all residential structures shall be placed. The building site and all structures shall

be placed in a manner to preserve productive farm land, streams, riparian areas, and other unique natural features, allow for the logical extension of existing and planned roadways, to ensure that natural resources are protected and the City of Moscow can grow in an efficient, logical and orderly manner.

iii. The applicant shall submit a site plan for each parcel, drawn to scale. The site plan shall include the size, dimensions, and location of each parcel and building site, the potential or actual location and plans for the wells or water system, septic systems, residences, other structures, easements, driveways and regulatory setbacks. Each two (2) acre building site shall be placed so it will accommodate all regulatory setbacks, the septic system, a residence, any accessory structures related to the residential use.

iv. All properties, access roads, and driveways shall comply with all applicable COUNTY standards.

- c. All accessory structures shall be a minimum of ten feet (10') from any property line. All other structures shall be a minimum of thirty-five feet (35') from any property line not abutting a public right-of-way. All structures shall be a minimum of twenty feet (20') from the boundaries of any public right-of-way or sixty feet (60') from the center line of any road placed within the boundaries of a public right-of-way, whichever is greater. When the setback distance is disputed, the Latah County Planning Department may require the property owner to have the property line established by a professional surveyor licensed in the State of Idaho. A detached accessory building may be built to the side or rear lot lines provided a written mutual agreement of the abutting property owners on the property lines affected be recorded in the Latah County Recorder's Office. Fences, bridges, retaining walls, roads, driveways, in-ground scales, poles, signs, access ramps, and mailboxes (respecting rights-of-way and easements) are exempt from setback requirements.

- 4. Section 8.01.11 "NON-CONTIGUOUS SAME OWNERSHIP PARCELS" shall apply as written, but shall only allow transfers of eligibilites as specified from eligible parcels within the AREA to eligible parcels outside of the AREA. This section shall not allow any transfers into the AREA or within the AREA.

3.2 The ordinance and plans adopted above shall be applied in the following manner:

- A. All ordinances and plans shall be applied as adopted and as further clarified in this Section.
- B. The design standards set forth by CITY and COUNTY ordinances shall apply, but may sometimes be duplicative, as determined by staff. COUNTY shall ensure that when the regulations are duplicative, that the most relevant regulation applies.

- C. COUNTY's Agriculture/Forest zoning designation and ordinance, as adopted above (Latah County Land Use Ordinance Section 3.01), shall apply in the sections of the AREA that are zoned Agriculture/Forest. When referenced, any uses in this zoning designation shall be further subject to regulations, policies and definitions as stated in the Latah County Land Use Ordinance. CITY's zoning designations and associated ordinance shall apply in all other zoning districts within the AREA. All other sections of CITY's Code, as adopted, shall apply within the AREA, other than as specified herein.
 - D. COUNTY's non-conforming uses as described in Section 4.01, and flood hazard areas as defined in Section 5.01 of the Latah County Land Use Ordinance, shall apply within the AREA.
 - E. Processes for applications and hearings are as specified herein. Additionally, processes as set forth in Moscow City Code Title 4, Chapter 10, Sections 3, 4, and 5, and in the Latah County Hearings Procedures Ordinance, Latah County Ordinance #253, shall also apply as required.
 - F. CITY's "Animals and Fowl" regulations, pursuant to Title 10, Chapter 4, Section 12, shall be used in all of the zoning designations except Agriculture/Forest, which shall use COUNTY's Agriculture/Forest animal limits as amended by this AGREEMENT.
- 3.3 No amendments to the Comprehensive Plan or the Zoning, Subdivision, Mobile Home and RV Park Ordinances, shall be effective in the AREA until such amendments are adopted by CITY and, thereafter, adopted by COUNTY.
- 3.4 COUNTY has adopted this AGREEMENT via Latah County Ordinance.

SECTION 4: ADMINISTRATION OF THE AREA OF CITY IMPACT

- 4.1 BOARD authorizes CITY to administer the Comprehensive Plan and Ordinances for the AREA, as identified in Section 3.1 of this AGREEMENT, and to initially review and make recommendations regarding applications, requests for permits, and inquiries made regarding property within the AREA.
- 4.2 All applications and requests for quasi-judicial permits within three quarters ($\frac{3}{4}$) mile of the boundaries of CITY at the time of application, but not located within the AREA, shall be forwarded to CITY no less than fifteen (15) days prior to COUNTY's hearing to consider the application or request to allow CITY the opportunity to provide comment upon the matter to COUNTY. For variances, the time period shall be seven (7) days. COUNTY shall consider any comment or reply from CITY as part of its hearing process.
- 4.3 All applications, requests for permits, and inquiries regarding property located within the AREA, which are made pursuant to the ordinances adopted under Section 3 of this AGREEMENT, shall be made to COUNTY. COUNTY shall charge and collect a fee based upon the attached fee schedule. The completed application, request, or inquiry shall

be forwarded to CITY within seven (7) days of receipt. COUNTY shall also forward fifty percent (50%) of each collected fee to CITY without unreasonable delay.

4.4 Following the receipt by COUNTY of an application, request, or inquiry for property in the AREA, a joint application conference may be held with the applicant and staff from CITY and COUNTY to review and discuss the application, request or inquiry.

4.5 Applications, requests, and inquiries shall be processed as follows:

A. Administrative Requests.

1. Within fifteen (15) days of receipt of an administrative request, CITY shall make a recommendation and shall forward that recommendation, along with all relevant supporting documentation, to the COUNTY, which shall render a final determination.
2. CITY and COUNTY recognize that some administrative requests are informal and can be addressed by CITY without the need of the referral procedure described in Section 4.2 and 4.4.A.1 of this AGREEMENT. In such situations, CITY agrees that it will advise the requestor that CITY's interpretation is not final and that, if the person wishes to receive a final determination, CITY will refer the matter to COUNTY.

B. Quasi-judicial applications.

1. Quasi-judicial applications shall be reviewed by CITY and scheduled for a single public hearing before CITY's Board of Adjustment, Planning and Zoning Commission, or Council.
2. CITY's public hearing shall be video-recorded. Any failure of the recording shall not require that the public hearing be repeated, provided that a transcribable record has been otherwise preserved as required by law.
3. The hearing body shall provide a written recommendation which shall be forwarded, with the record and all supporting materials, to COUNTY within twenty-three (23) days of the close of the hearing.
4. COUNTY may accept, reject, or modify CITY's recommendation in whole or in part. In doing so, COUNTY may rely on the record of CITY's public hearing, or may hold its own public hearing before COUNTY's Zoning Commission or Board of Commissioners. No new testimony will be taken unless a duly noticed public hearing is held. Any public hearing before COUNTY shall be conducted in accordance with the applicable NON-AREA COUNTY Ordinance and other relevant legal provisions. In the event COUNTY intends to modify CITY's recommended conditions, COUNTY agrees that it will hold a public hearing before doing so, unless the BOARD or COUNTY Zoning Commission unanimously agrees that a public hearing is not necessary.
5. Appeals of final decisions by COUNTY Zoning Commission, regarding conditional and special use permits, may be made to the BOARD pursuant to the appeal procedures contained within Section 5 of this AGREEMENT.

- C. Inspections. Development or establishment of a land use, resulting from approval of a permit application in the AREA, shall be inspected. CITY and COUNTY shall work cooperatively in performing inspections to verify compliance with applicable development standards and special conditions of approval. Unless otherwise mutually agreed, COUNTY shall inspect, as part of the building permit inspection process, compliance with building related standards of the Zoning and Mobile Home Codes, such as setbacks, building height, and building size. Further, unless otherwise mutually agreed, CITY shall inspect for compliance with other standards of the Zoning, Subdivision, Mobile Home, and Recreational Vehicle Park Codes, or any conditions of approval of an associated quasi-judicial permit application that are not directly related to building construction. Examples of such standards include, but are not limited to, landscaping, open space, fencing, parking, paving, outdoor lighting, curbing, sidewalks, flood plain, and trash dumpsters. When a technical inspection of such improvement is needed, CITY may conduct the inspection or require the applicant to provide a written statement of compliance from an engineer certified in the State of Idaho. Public improvements shall be inspected by the respective public agency which permits or oversees such improvements. COUNTY retains authority over recognizing the approval of all inspections and certificates of occupancy.
- D. Complaints. Complaints shall be received in writing by COUNTY. COUNTY shall forward the complaint to CITY within seven (7) days of receipt. CITY shall conduct an initial investigation and forward the relevant information collected, with an enforcement recommendation, to COUNTY within thirty (30) days of receipt of the complaint from COUNTY. All recommendations regarding complaints shall be forwarded to COUNTY, even if CITY recommends no enforcement.
- 4.6 COUNTY shall issue building permits and mobile home installation permits in the AREA and shall forward copies of these applications to CITY prior to issuance. CITY shall review these applications for compliance with the applicable Ordinances. CITY shall indicate compliance or non-compliance to COUNTY within seven (7) days from receipt of the permit application.
- 4.7 If an application for a Zoning District Amendment, Comprehensive Plan Amendment, or Subdivision Plat for land located within in the AREA is received in conjunction with a request for annexation, the application shall be presented, by the applicant, directly to CITY. CITY shall collect the current applicable CITY fee as adopted within CITY Fee Resolution in effect at the time of receipt of the application. Once CITY approves annexation of the subject property, CITY may proceed to take final action upon the associated application as though the property had been within the City at the time the application was made. In the event that the annexation is not approved by CITY, CITY shall take no further action upon the associated applications and such applications shall be considered null and void.

SECTION 5: APPEALS PROCESS

- 5.1 There shall be no appeal of CITY recommendations, determinations, or interpretations, because such recommendations are not final determinations. Appeals from COUNTY actions shall be governed by the appeal provisions of NON-AREA County Ordinances. Appeals from Special Use Permits shall follow the same appeal process and procedures contained in NON-AREA County Ordinances related to Conditional Use Permits.
- 5.2 Final decisions by COUNTY made under this AGREEMENT may be subject to judicial review.

SECTION 6: ENFORCEMENT

The County Prosecuting Attorney may take legal action to enforce land use regulations within the AREA. CITY will make its staff available and will fully cooperate with COUNTY's enforcement efforts. In certain circumstances, the County Prosecuting Attorney may, upon consent of the City Attorney, appoint the City Attorney to take enforcement action in the AREA. Any enforcement action taken by the City Attorney shall be on behalf of, and pursuant to the direction of, COUNTY.

SECTION 7: CONFLICT WITH OTHER ORDINANCES

To the extent that the processes contained in this AGREEMENT conflict with processes contained in CITY Ordinances or in NON-AREA COUNTY Ordinances, the processes contained in this AGREEMENT shall control. To the extent that the adopted codes have duplicate regulations, other than as specified in a different section of this AGREEMENT, whichever is more restrictive shall control.

SECTION 8: RENEGOTIATION

- 8.1 This AGREEMENT shall be renegotiated at any time upon written request of either Party in accordance with Idaho Code § 67-6526(d).
- 8.2 It is the intent of the Parties that the governing boards shall, at least every ten (10) years, undertake a review of this AGREEMENT to determine whether renegotiations are in the best interests of the citizenry.

IN WITNESS WHEREOF, CITY, by and through its Mayor and City Clerk, and COUNTY, by and through the Board of County Commissioners, have executed this AGREEMENT to be effective as dated.

LATAH COUNTY:


Thomas C. Lamar, Chair


David McGraw, Commissioner


Richard Walser, Commissioner

ATTEST:

DATE:


Clerk/Deputy Clerk

12-17-18

CITY OF MOSCOW:

Bill Lambert, Mayor

ATTEST:

DATE:

Laurie M. Hopkins, City Clerk

FEE SCHEDULE

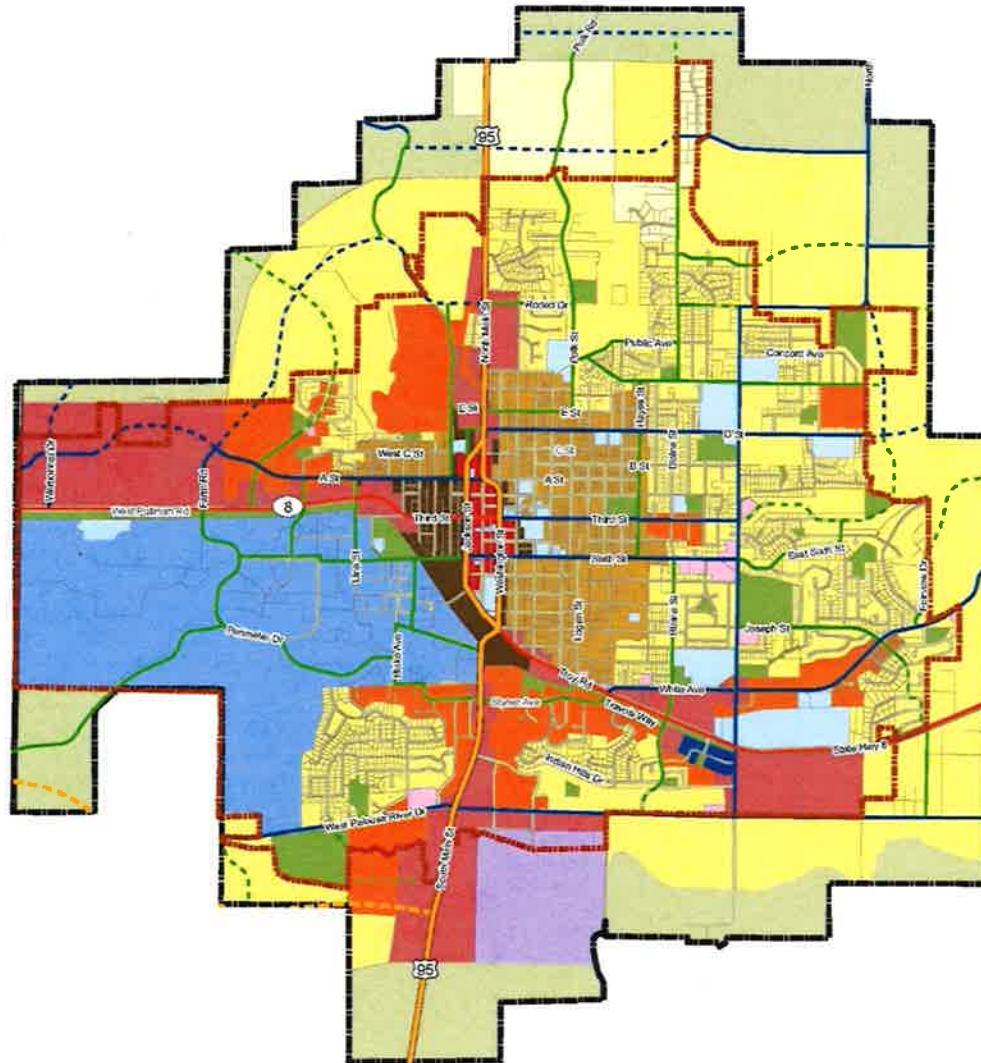
<u>ITEM</u>	<u>FEE</u>
Development Permit	\$40
Administrative Zoning Permit	\$300
Conditional Use Permit/Special Use Permit	\$300
Rezone.....	\$550
Variance	\$200
Co-Location	\$50
Comprehensive Plan Amendment.....	\$1,000
Land or Lot Division.....	\$250 plus \$50 for each additional lot
Land Division/Building Permit Transfers.....	\$250 plus \$50 for each additional lot
Land Division/Transfer Amendments.....	\$50
Vacations.....	\$500
Subdivision	\$1,000
Appeals	\$200
Mobile Home Parks	\$375 plus \$5 per lot
RV Parks	\$300
Additional Fee for Zoning Activities Started Prior to Issuance	\$300
Reconsideration	\$200
Rural Addressing	\$50
Status Inspection	\$50
Zoning Placement for Agricultural Buildings.....	\$50

Fees adopted by other any other Latah County resolution or ordinance shall apply to all applicable items and activities within the Moscow Area of City Impact, excepting those fees adopted by this resolution.

Future Land Use and Growth Plan

Moscow Area of City Impact

comprehensive PLAN



FUTURE LAND USE

- Rural and Agriculture
- Neighborhood Conservation
- Suburban Residential
- Auto-Urban Residential
- Urban Residential
- High-Density Residential
- Urban Mixed
- Suburban Commercial
- Auto-Urban Commercial
- Urban Commercial
- Business Park
- Industrial
- Civic/Institutional
- University
- Parks and Open Space

THOROUGHFARE PLAN

- National Highway
- Alt Highway 8 Align
- Alt Highway 95 Align
- Principal Arterial
- Minor Arterial
- Proposed Minor Arterial
- Collector
- Proposed Collector

BOUNDARIES, WATER, & INFRASTRUCTURE

- City Limits
- State Border
- Area of City Impact

Note: Proposed future roadway locations are approximate and ultimate roadway locations will be determined at the time of development based upon topography, existing development, property boundaries and proposed development needs.

0 0.15 0.3 0.6 Miles



PLANNING & ZONING COMMISSION



Wendy McClure
Commission Chair

~Meeting Minutes~
December 12, 2018

Mike Ray
Staff Liaison

p&z@ci.moscow.id.us

<http://id-moscow.civicplus.com/agendacenter>

208.883.7008

The meeting was called to order at 7:02 PM.

MEMBERS PRESENT: Wendy McClure, Chair; Scott Gropp, Joel Hamilton, Kurt Obermayr (via phone), Nels Reese, Victoria Seever, Dennis Wilson

MEMBERS ABSENT: Mike Nelsen, Robb Parish

ALSO IN ATTENDANCE: Bill Belknap (for Mike Ray), Anne Peterson

1. Approval of minutes from November 28, 2018

Wilson moved approval of the minutes as presented.

RESULT:	ACCEPTED BY ACCLAMATION [UNANIMOUS]
MOVER:	Wilson
SECONDER:	Seever

2. Correspondence

None.

3. Transportation Commission Meeting Report

The Commission meets tomorrow. Agenda items include discussion of a joint bike share program with the University of Idaho and placement considerations of the Third Street pedestrian bridge.

4. Public Comment

None.

5. Public Hearing: Area of City Impact Agreement [ACTION ITEM]

Belknap reviewed code requirements governing the ACI and the proposed changes within the agreement as discussed during previous meetings. Hamilton inquired whether the City has always had an advisory role on applications within $\frac{3}{4}$ mile of the ACI border. Belknap said that was a new accommodation rather than changing the ACI boundary. Reese asked how other cities administer their ACIs, and Belknap responded that it primarily depends on the working relationship between the cities and counties, which has been very positive in Moscow/Latah County. He said there tends to be more conflict in more highly populated and faster growth areas. McClure asked about PUDs in the ACI and Belknap explained the County feels strongly that developments of any significant density should be within City limits where they can access adequate City services, and therefore the land should first be annexed.

Public hearing opened at 7:31pm. There was no public comment so the hearing closed immediately. Seever pointed out a few formatting issues. Hamilton moved to recommend approval of the agreement with those corrections.

RESULT:	APPROVED BY ACCLAMATION [UNANIMOUS]
MOVER:	Hamilton
SECONDER:	Seever

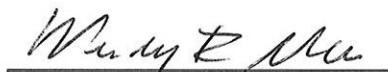
6. Final Review of Comprehensive Plan Update Draft [ACTION ITEM]

Belknap reviewed the changes incorporated from last meeting's discussion of citizen comments. Commissioners were pleased with how the citizen comments were addressed and supported setting a hearing date for the Comp Plan Update. Belknap said it would likely be the January 23rd meeting.

7. Small Cell Wireless Facilities Report

Belknap introduced the topic of small cell wireless facilities which will be the upcoming mechanism for 5G service and will require modification of Moscow's current telecommunication code. 5G service will provide much higher data speeds and traffic but will require significantly more short-distance towers. Most of Moscow's current antennae are on tall existing structures (Theophilus Tower, McConnell Building, F Street and Residence Street water towers) and three free-standing towers (on Peterson Drive, behind Eastside Marketplace, and by Creekside Apartments on South Highway 95). Small cell antennae will need to be located about 500 feet apart so will likely be on utility poles and luminaires. The FCC has established strict guidelines on what jurisdictions can/cannot regulate and the processing fees/timelines for small cell deployment processes. Belknap illustrated examples of how other municipalities have codified concerns such as visual clutter, design standards, effects on the tree canopy, minimizing the number of towers, etc. Hamilton asked if the City will need to maintain codes for both tall tower and small cell towers, and Belknap said yes because tall towers will serve <5G phones and the rural areas. Gropp suggested this could be a good opportunity to partner with Avista to update power poles. Seever preferred the luminaire towers over antennae on wooden utility poles. Belknap thought the City would have to accommodate a variety of installations depending on the location and tree canopy. Belknap surmised that in this market the most cost-effective installation will be a network serving multiple carriers. He said the City has already had multiple inquiries and staff are working on an initial code draft.

The meeting adjourned at 8:21 p.m.



Wendy McClure, Chair

COMMITTEE STAFF REPORT

DATE: Monday, January 28, 2019



RESPONSIBLE STAFF

Tyler Palmer, Deputy Director - Operations

ADDITIONAL PRESENTER(S)

Rebecca Couch

OTHER RESOURCES

AGENDA ITEM TITLE

U of I Parking Agreement Revisions (ACTION ITEM) - Tyler Palmer

DESCRIPTION

The City has historically maintained an agreement with the University of Idaho to allow the University to regulate parking on some City-owned Streets that are within the campus. The University has requested that the agreement be amended to include two new areas; Railroad Avenue from College to Sweet, and College Avenue from Deakin to Railroad.

STAFF RECOMMENDATION

Recommend approval of the attached amendment.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the attached amendment or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. MOU;UI-CityStreets;Parking;2019(pm2) (003)mv-RC

**MEMORANDUM OF UNDERSTANDING
FOR CITY/UNIVERSITY PARKING PROGRAM
BETWEEN UNIVERSITY OF IDAHO AND
CITY OF MOSCOW, IDAHO**

THIS MEMORANDUM OF UNDERSTANDING FOR CITY/UNIVERSITY PARKING PROGRAM (hereinafter “MOU”) is entered into this _____ day of _____, 2019, by and between City Of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”), and The Regents of The University of Idaho, a public corporation, state educational institution and body politic and corporate organized and existing under the Constitution and laws of the State of Idaho, 875 Perimeter Drive MS 3168, Moscow, Idaho, 83844-3168 (hereinafter “UNIVERSITY”).

WHEREAS, CITY and UNIVERSITY entered into a Memorandum of Understanding for a CITY/UNIVERSITY Parking Program in 2008; and

WHEREAS, CITY and UNIVERSITY are interested in continuing the CITY/UNIVERSITY Parking Program to allow UNIVERSITY to provide parking enforcement services for CITY on certain CITY streets and public rights-of-way as identified on the attached map; and

WHEREAS, Moscow City Council has taken action allowing UNIVERSITY to enforce parking regulations of certain CITY streets and public rights-of-way;

THEREFORE, in consideration of the mutual promises below, CITY and UNIVERSITY agree as follows:

1.0 UNIVERSITY’S OBLIGATIONS

1.1 Scope of UNIVERSITY’s Authority

UNIVERSITY shall administer permits and enforcement of UNIVERSITY parking program on CITY streets and public rights-of-way within the area in and around UNIVERSITY and as identified on the map incorporated as Exhibit “A”. Upon mutual written agreement, CITY and UNIVERSITY may amend Exhibit “A”.

1.2 UNIVERSITY’s Parking Regulations

UNIVERSITY’s parking regulations, incorporated as Exhibit “B”, detail UNIVERSITY’s process and rules for enforcement, collection, and issuance of parking permits in the areas covered by this MOU. Permits issued by UNIVERSITY for CITY streets and public rights-of-way will be Purple, Gold¹ and Red, and such Permit holders shall be subject to all UNIVERSITY parking regulations applicable to other UNIVERSITY permit holders, except as discussed hereinbelow. Upon mutual written agreement, CITY and UNIVERSITY may amend Exhibit “B”.

¹ Parking Permits listed as Gold are shown on the Exhibit “A” Map as Brown in color.

Exemptions to the Purchase of Permits

The following vehicle and property owners or occupants are not required to purchase UNIVERSITY permits in order to park in the Purple, Gold and Red parking areas, as shown on Exhibit A:

All properly marked Federal, State, and CITY vehicles on official business.

1.3 Dedicated CITY Streets

UNIVERSITY acknowledges that this MOU is not intended to be construed in any way to void, limit, or restrict CITY's jurisdiction, control, or authority over dedicated CITY streets or public rights-of-way.

1.4 Collections and Use of Revenue

UNIVERSITY agrees to pay CITY twenty thousand dollars (\$20,000) per year for use of CITY streets for UNIVERSITY parking. UNIVERSITY shall collect revenues associated with regulation and enforcement of the CITY/UNIVERSITY Parking Program, as described in this MOU, on dedicated CITY streets and public rights-of-way. UNIVERSITY agrees that revenues generated from parking enforcement, encompassed by this MOU, shall be specifically accounted for and used exclusively on public transportation or maintenance and improvement of CITY streets and public rights-of-way as directed by CITY. UNIVERSITY may deduct reasonable costs directly attributable to enforcement or collection of parking revenue from the amount of revenue collected.

1.5 Parking and Traffic Control Signs

UNIVERSITY shall install and maintain traffic and parking control devices on designated CITY streets and public rights-of-way described in accordance with the Manual on Uniform Traffic Control Devices and applicable State and local laws. CITY Director of Public Works shall approve regulatory traffic and parking devices on CITY streets and public rights-of-way before being posted by UNIVERSITY. UNIVERSITY shall correct any inadequate or improper signage or markings at the direction of CITY's Director of Public Works.

1.6 Liability Coverage Provisions

The Parties are governmental entities subject to statutory and constitutional restrictions concerning the acceptance of liability. The Parties' liabilities are further governed by the Idaho Tort Claims Act. It is the intention of the Parties that each will be responsible for its own acts and omissions and those of its officers and employees acting within the course and scope of their employment.

Further, the Parties understand that the Idaho Tort Claims Act, Idaho Code § 6-903(2)(ii), states that each Party's liability is secondary to the obligation of an insurer or indemnitor of any automobile or other vehicle not owned or leased by the Party.

1.6.1 Each Party to this MOU shall be responsible for the negligent acts or omissions of its own employees, officers, or agents in the performance of this MOU. Neither Party shall be considered the agent of the other and neither Party assumes any responsibility to the other

Party for the consequences of any act or omission of any person, firm, or corporation not a party to this MOU.

1.6.2 Subject to the limits of liability specified in Idaho Code Sections 6-901 through 6-929, known as the Idaho Tort Claims Act, UNIVERSITY shall indemnify and hold CITY and its agents and assigns harmless from and/or against any and all claims, damages, and liabilities (including reasonable attorney's fees) that may be suffered or incurred and that arise as a direct result of and which are caused by UNIVERSITY's performance under this MOU.

1.6.3 Indemnitee shall promptly notify the University of Idaho, Attn. Risk Management Officer, 875 Perimeter Drive MS 2433, Moscow, Idaho, 83844-2433, of any such claim of which it has knowledge and shall cooperate fully with UNIVERSITY or its representatives in the defense of the same.

1.6.4 UNIVERSITY's liability coverage is provided through a self-funded liability program administered by the State of Idaho Office of Insurance Management. Limits of liability, and this indemnification, are five hundred thousand dollars (\$500,000) Combined Single Limits, which amount is UNIVERSITY's limit of liability under the Idaho Tort Claims Act.

1.6.5 UNIVERSITY shall indemnify, defend and hold CITY and the State of Idaho harmless from and against any and all claims, losses, damages, injuries, liabilities and all costs, including attorneys fees, court costs and expenses and liabilities incurred in or from any such claim, arising from any breach or default in the performance of any obligation on UNIVERSITY's part to be performed under the terms of this MOU, or arising from any act, negligence or the failure to act of UNIVERSITY, or any of its agents, subcontractors, employees, invitees or guests. UNIVERSITY, upon notice from CITY, shall defend CITY at UNIVERSITY's expense by counsel reasonably satisfactory to CITY. UNIVERSITY, as a material part of the consideration of CITY, hereby waives all claims in respect thereof against CITY.

1.7 Reporting Obligations

1.7.1 UNIVERSITY shall provide a report to CITY of any such claim of which it has knowledge, and shall cooperate fully with CITY or its representatives in the defense of the same.

1.7.2 UNIVERSITY shall provide an annual report to CITY summarizing the following: number of parking permits sold for CITY streets and public rights-of-way; revenue from permits sold for CITY streets and public rights-of-way; revenue generated from collection of tickets for CITY streets and public rights-of-way; locations and amount of each ticket for parking violations on CITY streets and public rights-of-way; and percentage of total UNIVERSITY parking ticket revenue collected from tickets for CITY streets and public rights-of-way.

2.0 CITY'S OBLIGATIONS

Grant of Authority

UNIVERSITY employees are hereby granted the authority to issue permits and tickets or citations and to enforce UNIVERSITY parking regulations on all CITY streets and public rights-

of-way shown on Exhibit "A" in the same manner as it does for all other parking areas regulated by UNIVERSITY.

3.0 GENERAL TERMS

3.1 Previous Agreements

This MOU shall replace all previously executed Memorandums of Understanding for the CITY/UNIVERSITY Parking Program.

3.2 Additional Acts

Except as otherwise provided herein, the Parties to this MOU shall perform, execute and/or deliver, or cause to be performed, executed and/or delivered, any and all such further acts and assurances as any Party to this MOU may reasonably require to execute the promises in this MOU.

3.3 Notices

Any notice under this MOU shall be in writing and be delivered in person or by public or private courier services (including U.S. Postal Service Express Mail), or certified mail with return receipt requested, or by facsimile. All notices shall be addressed to the Parties at the following addresses or at such other addresses as the Parties may from time to time direct in writing:

UNIVERSITY: Vice President for Finance and Administration
University of Idaho
875 Perimeter Drive MS 3168
Moscow, ID 83844-3168
Phone: (208) 885-6174
FAX: (208) 885-5504

Copy to Liaison: AVP Facilities Services
875 Perimeter Drive MS 2281
Moscow, ID 83844-2281
Phone: (208) 885-6246

CITY: Director of Public Works
CITY of Moscow
P O Box 9203
Moscow, ID 83843-1703
Phone: (208) 883-7028
FAX: (208) 883-7033

3.3 Term

The term of this MOU shall commence on the date it is executed by both Parties. This Agreement shall renew annually unless notification of termination is provided subject to paragraph 3.4, Termination.

3.4 Termination

Either Party may terminate this MOU by providing written notice one (1) year in advance of the proposed termination. Such notice shall occur by June 1st in the year prior to the termination date.

3.5 Modification

This MOU may be modified or amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the Parties.

3.6 Headings

The headings contained in this MOU are for reference purposes only and shall not in any way affect the meaning or interpretation hereof.

3.7 Entity Authority

Each individual executing this MOU on behalf of a Party hereto represents and warrants that he or she is duly authorized to execute and deliver this MOU on behalf of said Party in accordance with duly adopted organizational documents or agreement and, if appropriate, a Resolution of the Party, and that this MOU is binding upon said Party in accordance with its terms.

UNIVERSITY

CITY

Regents of the University of Idaho

City of Moscow

Julia McIlroy, Director
Contracts & Purchasing Services

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

ACKNOWLEDGMENT

STATE OF IDAHO)
) ss.
COUNTY OF LATAH)

On this _____ day of _____, 2019, before me, a Notary Public in and for said State, appeared Julia McIlroy, known to me to be the person named above and acknowledged that she executed the foregoing document as the duly authorized representative for Regents of the University of Idaho.

Notary Public for the State of Idaho
Residing at _____
My commission expires _____

Map

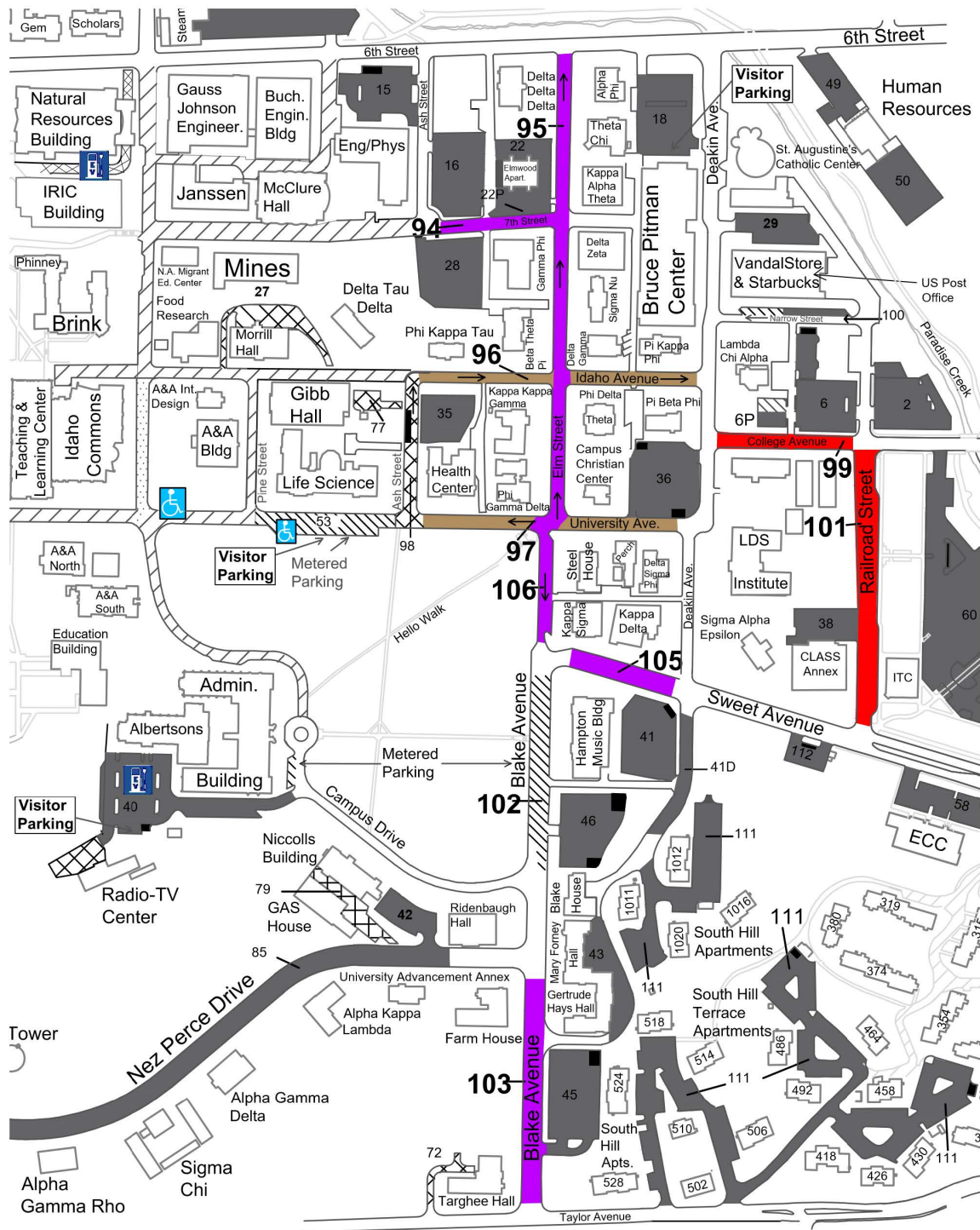


EXHIBIT “B”

UNIVERSITY OF IDAHO PARKING REGULATIONS

Updated August 2018

A. INTRODUCTION

- A.1. Authority**
- A.2. Definitions**
- A.3. Enforcement Schedule**
- A.4. Parking Committee**
- A.5. Exempt Plate Vehicle Parking**

B. GENERAL VIOLATIONS

- B.1. No Parking**
- B.2. Disability Space**
- B.3. Overtime Limit**
- B.4. Obstructing Traffic**
- B.4.D. Blocking Dumpster**
- B.5. Oversized Vehicle**
- B.6. Disabled Vehicle**
- B.7. Illegal Use**
- B.8. Failure to Comply**
- B.9. Restricted Area**
- B.10. Unregistered Vehicle**
- B.11. No Parking 2AM-6AM**
- B.12. Service Space**
- B.13. Delivery Space**
- B.14. Lost/Stolen Permit**
- B.15. Fire Lane**
- B.16. Department Reserved – Xplate (Exempt)**
- B.17. Wheel Lock**

C. DAYTIME VIOLATIONS

- C.1. Permit Violation**
- C.1.I. Improper Display**
- C.2. Reserved Space**
- C.3. Meter**
- C.4. Not a Motorcycle Space**

C.5. Specific Use Area

D. PARKING LOT or SPACE DESCRIPTIONS

- D.1. Gold Lots**
- D.2. Red Lots**
- D.3. Blue Lots**
- D.4. Purple Lots**
- D.5. Silver Lots**
- D.6. Green Lots**
- D.7. Meter Lots**
- D.8. Pay Station Lots**
- D.9. Restricted Areas**
- D.10. Reserved Spaces**

E. PARKING PERMITS

- E.1. Gold Permits**
- E.2. Retiree Permits**
- E.3. Orange Permits**
- E.4. Red Permits**
- E.5. Blue Permits**
- E.6. Purple Permits**
- E.7. Silver Permits**
- E.8. Green Permits**
- E.9. Disability Permits**
- E.10. Vendor Permits**
- E.11. Departmental Permits**
- E.12. Service and Delivery Permits**
- E.13. Flexible Permits**
- E.14. Daycare Permits**
- E.15. Visitor Permits**
- E.16. Media Permits**
- E.17. Overnight Permits**
- E.18. Early Morning Activity Permits**
- E.19. ROTC Permits**
- E.20. Reserved Permits**

F. OVERNIGHT PARKING

- F.1. Overnight Parking During Snowy Conditions**

G. RECIPROCAL PARKING AGREEMENTS

G.1. WSU and UI Permits

G.2. LCSC and UI Permits

G.3. UI-Idaho Falls

G.4. UI-Boise

H. VISITOR PARKING

I. DISABILITY PARKING

I.1. Permanent, State-issued Disability Permit Holder

I.2. Enforcement Schedule for Disability Parking

J. EVENT and RV PARKING

K. MOTORCYCLES

L. BICYCLES

M. CITATION PENALTIES AND ASSESSMENT

M.1. Citation Fine Schedule

M.2. Citation Payment Options

M.3. Discovery Fee

N. APPEAL PROCESS

O. IMMOBILIZATION AND IMPOUNDMENT

A. INTRODUCTION

Parking and Transportation Services is a self-sustaining unit within Facilities Services and our mission is to provide safe, convenient and cost effective services to the University of Idaho. We are committed to outstanding customer service; supporting the teaching, research, operational and public service goals of the community; and meeting the current and projected needs of the campus.

The University of Idaho Parking and Transportation Services office is located at 1006 Railroad Street, Moscow ID, 83844-4106 inside the Intermodal Transit Center. Parking and Transportation Services can be reached at (208) 885-6424 or parking@uidaho.edu; additional information may be found at www.uidaho.edu/parking.

Faculty, staff, students and visitors of the University of Idaho who park a vehicle on campus must pay to park. This can be done through the purchase and display of parking permits or through payment at meters and/or pay station lots. Regulations apply to all persons who park vehicles on the University of Idaho Moscow campus as designated by the parking map. Lack of familiarity with the regulations does not constitute a defense for failure to comply or cancellation of parking citations.

The university assumes no liability for loss of or damage to vehicles or their contents while on university property or within university-administered parking facilities.

Community businesses are not allowed to distribute flyers on windshields of vehicles located on University of Idaho property. Flyers or information on vehicles contributes to large amounts of litter on the ground. Persons or organizations known to be dispersing items will be asked to stop and remove items from vehicles. Organizations responsible for flyers will be contacted and warned. See [APM 40.29.E](#) for more information.

All university, city, and state traffic regulations apply to all vehicles including all civil and criminal procedures. Failure to comply may be cause for official action, including criminal prosecution and civil fines.

Non-university agencies with jurisdictions overlapping those of the University of Idaho are also authorized to enforce appropriate local, state, and federal regulations independently.

A.1. AUTHORITY

University of Idaho Parking and Transportation Services personnel have been empowered by the University of Idaho Board of Regents to manage the campus parking and transportation system and issue citations for violations of these regulations. The University of Idaho reserves the right to change these regulations as necessary.

A.2. DEFINITIONS

For the purpose of these regulations, the following words are defined.

Bicycle: A vehicle operated manually with the turn of pedals and no motor.

Campus Walkway System: A designated area in the core of campus that is restricted to only essential vehicular traffic in order to ensure a safe pedestrian walkway area. All vehicles including bicycles, scooters and skateboards must travel at a walk speed, adhering the right of way to pedestrians at all times while traveling on the campus walkway system.

Daytime Violations: Parking violations that are enforced Monday through Friday, 6 a.m. to 5 p.m. with the exception of individual spaces that may have different enforcement times as posted. [See Section C.](#)

Delivery Vehicle: On campus, delivery vehicles are considered vehicles owned and operated by university departments or commercial establishments. These vehicles require short-term delivery access for pick-up/drop-off of items. Parking in close proximity to the location of delivery is required due to size of items being delivered, amount of items being delivered or timing of delivery. All delivery vehicles must display a valid University of Idaho Delivery permit and park according to Delivery permit regulations.

Designated Parking Space: A parking space, defined by signage, concrete wheel stops, painted lines on ground, or a parking meter.

Dismissed/Waived: A decision made by the Parking Committee to waive the fine associated with an appealed citation. The submitted appeal statement provided a description that sufficiently explained the situation to warrant a dismissal of the fine.

Electric Vehicle (EV): Any motor vehicle that can be recharged from an external source of electricity and the electricity stored in the rechargeable battery packs drives or contributes to drive the wheels. Fully electric vehicles and plug-in hybrids are included in this definition.

Essential Business: The fundamental and crucial business that is necessary for the university to operate each day; the necessary functions that need to happen in order for the institution to fulfill its mission, in order for departments, research and teaching to be successful.

Essential Vehicle: A vehicle that needs to park at a specific location in order to successfully complete essential business for the university. Essential vehicles are transporting tools or supplies that are heavy or in large quantity, and the vehicle needs to park in close proximity to destination in order to conduct essential business.

General Violations: Parking violations that are enforced at all times and all days. See [Section B](#).

Home Lot: In reference to Departmental Permits, a home lot is the parking lot most commonly used or most convenient to use nearest the employee's office location.

Immobilize: To place a wheel lock on a vehicle so that it cannot be removed from the location it is currently parked. Reasons for immobilizing a vehicle are found in [Section O](#).

Impound: To relocate a vehicle from the location last parked using a tow truck. Reasons for impounding a vehicle are found in [Section O](#).

Meter: An electronic unit that requires payment in the form of U.S. quarters, nickels, dimes, dollar coins or debit/credit card. Meters are located at individual parking spaces, meters denote a parking space.

Motorcycle: Any motorized two-wheeled vehicle. Mopeds and motorized scooters are considered motorcycles for the purpose of these regulations.

Nuisance Vehicle: A vehicle that causes significant disruptions to parking operations or interferes with the mission of Parking and Transportation Services and/or essential university business. Examples of a nuisance vehicle are described in [Section O](#).

Park/Parking: The placement or standing of a vehicle, with or without a driver in attendance, and with or without the engine running.

Pay Station (or Pay and Display): An electronic unit that requires payment in the form of debit/credit cards, or U.S. quarters, nickels, dimes, or dollar coins. Pay station units are located centrally within lots that require payment. Upon payment receipts are printed and must be displayed on the inside of the driver's side window.

Permit Eligibility: Determines if it is appropriate for an individual to display and use a certain permit type. Permit eligibility is determined by the following:

- An individual's affiliation with the university; student, faculty/staff (board appointed or temporary), visitor.
- Location of an individual's residence
- Description of departmental or business parking needs on campus; justification of use statement

Service Vehicle: On campus, service vehicles include vehicles owned and operated by university departments or commercial establishments. These vehicles provide a service for the university and actively engage in service or maintenance of the buildings or grounds. Parking in close proximity to the area is required because the vehicle and/or equipment in the vehicle are essential to completing the service. All service vehicles must display a valid University of Idaho Service permit and park according to Service permit regulations.

Striping/Painting: Yellow, white or blue markings on the pavement that designate a space, a disability space, a curb or sidewalk edge, or the end of a row or designated parking area.

Specially Marked Spaces: Individual spaces designated by signage as spaces requiring a special permit. Examples of specially marked spaces include, but are not limited to, reserved spaces, service spaces, delivery spaces, disability spaces.

Uphold: A decision made by the Parking Committee to retain the fine associated with an appealed citation. The submitted appeal statement does not provide a description that sufficiently explains the situation to warrant a dismissal of the fine.

Uplift Fee: An increase in fine amount for repeated violations. See fine schedule in [Section M.1](#) for details.

Void: Elimination of the fine associated with a parking citation.

Walk Speed: Operating an automobile, bicycle, scooter, motorcycle, or skateboard at the pace of a walking pedestrian. Walk speed is approximately 3 miles/hour.

Walkway Access Permit: A permit that allows vehicular access onto the campus walkway system and is valid for parking in one or more of the designated spaces on the campus walkway.

Wheel Stops/Bumpers: Concrete objects (6" wide by 6' long) placed at the head of a parking space. Wheel stops/bumpers designate individual parking spaces. In gravel lots all spaces are designated by wheel stops/bumpers; if there is not a bumper in a gravel lot, then that area is not a valid parking space.

A.3. ENFORCEMENT SCHEDULE

General regulations are enforced at all times, 365 days per year; general regulations are explained in detail in [Section B](#).

Daytime regulations are enforced Monday through Friday, 6 a.m. to 5 p.m. although some individual spaces have specific enforcement times, see signage at individual lots and spaces; daytime regulations are explained in detail in [Section C](#).

Exceptions to the daytime regulations occur during academic breaks and university holidays (academic breaks include: fall, winter, spring and summer break – see [university calendar](#) for specific dates).

Enforcement during academic breaks and university holidays is as follows:

- Permits are not required in regular spaces in all Red, Blue, Silver, or Purple lots during summer and academic breaks
- Overnight parking not allowed on campus streets or in parking lots posted "No Parking 2 a.m. – 6 a.m."
- **Gold lots** require permits year-round
- **Green lots** require permits year-round
- **Meter and pay station payment is required** year-round
- **All specially marked spaces;** disability, reserved, service, delivery, timed, walkway spaces, no parking areas, fire lanes are enforced year-round and require valid permits
- **Disability spaces** are enforced at all times and require valid permits during academic breaks and university holidays, as follows:

- Any valid Disability permit (state-issued, or University-issued) must be displayed, but a University of Idaho-issued Disability permit **is not required** to be displayed in addition to a state-issued Disability permit during summer, academic breaks, university holidays, or after 5 p.m. during the academic year.
- Display of any valid Disability permit, during academic breaks, will validate parking in all designated disability parking spaces; valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

A.4. PARKING COMMITTEE

The University of Idaho Parking Committee serves as a judicial committee to Parking and Transportation Services. The committee membership is composed of three faculty members, three staff members, two students, and the PTS Director (or designee) as Ex-Officio. The Parking Committee reviews and provides comments and recommendations to Parking and Transportation Services on campus parking regulations and general parking improvements. All citation appeal decisions are made by the Parking Committee.

A.5. EXEMPT PLATE VEHICLE PARKING

Federal, state, local and University exempt plates may park in the following locations during the day (6 a.m. – 2 a.m.):

- Posted exempt plate parking/storage area at Facilities Management, lot 30 (off of Perimeter Drive), or at Lot 61 behind Art & Architecture East (off of College Avenue)
- Exempt reserved space purchased by the department associated with the vehicle
- Any regular space in any colored lot
- Designated "Valid Campus Walkway" spaces on the walkway
- Meters/timed spaces (no payment or time restrictions apply)

Exempt vehicles may park in the following locations overnight (2 a.m. – 6 a.m.):

- Posted exempt plate parking/storage area at Facilities Management, lot 30 (off of Perimeter Drive), or at Lot 61 behind Art & Architecture East (off of College Avenue)
- Exempt reserved space purchased by the department associated with the vehicle

Exempt plate vehicles are NOT allowed to park in any of the locations listed below. Parking in these areas may result in a citation and/or fine.

- Disability spaces
- Visitor spaces
- Service/Delivery spaces
- Reserved spaces for other departments or individuals
- Areas posted "No Parking 2 a.m. to 6 a.m."
- All areas not designated as a parking space (fire lane, yellow curb, etc)

B. GENERAL VIOLATIONS

General violations are enforced at all times, 365 days per year.

The violations outlined in this section (B.1 through B.17) are considered general regulations. Vehicles in violation of the general regulations, outlined below, are subject to citation and/or wheel lock/impound as outlined in [Section O](#). Immobilizing or impounding a vehicle for violating the general regulations will occur if Parking and Transportation Services determines it is necessary to ensure safety, maintain access or prevent damage. Flashing hazard lights on an illegally parked vehicle does not prevent that vehicle from being issued a citation.

Vehicles in continuous violation of an [Over Time Limit](#) or [Meter Violation](#) may receive a citation every two hours. All other citation types may only be issued to a vehicle once per day in the same parking space. If a vehicle relocates to a different space but is still in violation of the same citation type, another citation may be issued.

B.1. NO PARKING: Vehicles parked in areas not designated as a parking space will be issued a No Parking Citation. This includes but is not limited to the following areas: at the end of a row outside of the yellow striping, landscaped areas, yellow curbs, malfunctioning meters, spaces without wheel stops (in gravel lots), and areas posted as No Parking. No Parking Citations may also be issued to vehicles occupying more than one parking space or occupying an EV Charging Station parking space while not actively charging (even if meter is paid). In parallel parking areas, vehicles parked with left wheels to the curb may be cited for No Parking, except on one-way streets where parking on the left is acceptable. A designated parking space is defined in [Section A.2](#).

B.2. DISABILITY SPACE VIOLATION: Disability spaces are enforced at all times. Vehicles parked in disability spaces on campus and not displaying valid permit(s) as described below are eligible for a disability violation.

During the regular academic year (fall and spring semester), when classes are in session, disability parking in all areas of campus, is enforced as follows:

- **6 a.m. to 5 p.m. Monday through Friday:**
 - State-issued Disability permit or license plates must be displayed **in addition to** a University of Idaho-issued Disability permit, or Visitor permit
 - If an individual does not possess a state-issued Disability permit, then a temporary University of Idaho-issued Disability permit must be displayed
 - The above two Disability permit display options validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces
- **On Saturdays, Sundays, and after 5 p.m. Monday through Friday:**
 - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit
 - A state-issued, or temporary University-issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces
- **During all academic breaks and university holidays** (academic breaks include: fall, winter, spring and summer break – see [university calendar](#) for specific dates):
 - Any valid Disability permit (state-issued, or temporary University-issued) must be displayed, but a University of Idaho-issued annual Disability permit **is not required** to be displayed in addition to a state-issued Disability permit
 - A state-issued, or temporary University-issued Disability permit will validate parking in all designated disability parking spaces, valid campus walkway permit spaces on

the campus walkway, regular spaces in all colored lots, meters, and posted timed spaces

B.3. OVER TIME LIMIT: A permit is not required for areas posted as 10, 15, or 30-minute parking only; however, vehicles that remain parked longer than the posted time will be eligible for an Over Time Limit Citation. A vehicle may not be moved within the same timed area in order to avoid a penalty. Over Time Limit Citations may be issued in timed spaces every 2 hours for a continued violation, with a limit of two citations per day. Two or more Over Time Limit violations within 365 days will result in an uplift fine.

B.4. OBSTRUCTING TRAFFIC: No vehicle, including service vehicles, may park in such a manner as to impede access for emergency services, lot maintenance equipment, sanitation services, or in a manner which would restrict pedestrian or vehicular traffic. Vehicles in violation are subject to an Obstructing Traffic Citation and/or immediate vehicle impoundment.

B.4. D. BLOCKING DUMPSTER: Vehicles parked in a manner that obstructs access for garbage removal equipment or general access to a dumpster will be eligible for a Blocking Dumpster Citation.

B.5. OVERSIZED VEHICLE: All vehicles must fit within a single parking space. Any vehicle that cannot fit within a single space must obtain permission from Parking and Transportation Services and must be parked so that lines of sight necessary for safe driving are not blocked. Vehicles in violation are subject to an Oversized Vehicle Citation.

B.6. DISABLED VEHICLE: Vehicles that become disabled on campus must be reported to Parking and Transportation Services immediately. Disabled or inoperative vehicles may be cited 48 hours after notifying Parking and Transportation Services, even with a valid parking permit. Vehicles in violation are subject to a Disabled Vehicle Citation.

B.7. ILLEGAL USE: Display or possession of a permit for which the driver is not eligible, or any counterfeit or altered permit or pay station payment receipt, constitutes an illegal use. Acquiring a permit under false pretenses invalidates the permit and constitutes an illegal use. Personal use of a departmentally owned permit that is intended for work related use away from the office also constitutes illegal use of a permit. Vehicles in violation are subject to an Illegal Use Citation. Criminal prosecution may result.

B.8. FAILURE TO COMPLY: A failure by drivers to comply with specific instructions from parking personnel will constitute a Failure to Comply Citation.

B.9. RESTRICTED AREA: A restricted area is an area with access restricted as outlined in [Section D.9](#). Vehicles parked in restricted areas without a valid permit will be subject to a Restricted Area Citation.

B.10. UNREGISTERED VEHICLE: All vehicles parked on university property must display current license plates and registration tags. All expired license plates or unregistered vehicles are subject to enforcement by the Moscow Police Department and Parking and Transportation Services.

B.11. NO PARKING 2 AM – 6 AM: During weekdays, M-F, between the hours of 2 a.m. and 6 a.m., an Overnight permit is required of all parkers who either do not have an annual permit or hold a Red or Blue permit. Gold permit holders may park overnight in Gold lots only. Overnight permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway or an area not designated as a parking space. (See [Section F.1](#) for details regarding overnight parking during snow and ice conditions). See [Section F](#). for more details on overnight parking.

B.12. SERVICE SPACE VIOLATION: Service spaces are restricted to Service permits only. Service permits are limited to 2 hours in a service space; vehicles displaying Service permits and parked longer than 2 hours in a service space will be eligible for an [Over Time Limit Citation](#). Vehicles parked in a service space without a valid Temporary or Annual Service Permit will be eligible for a Service Space Citation. Service spaces are not to be used for long-term storage or overnight parking.

B.13. DELIVERY SPACE VIOLATION: Delivery spaces are restricted to Delivery and Service permits only. A Service or Delivery permit is limited to 1 hour in a delivery space; vehicles displaying a Service or Delivery permit and parked longer than 1 hour in a delivery space will be eligible for an [Over Time Limit Citation](#). Vehicles parked in a delivery space without a valid Temporary or Annual Service or Delivery permit will be eligible for a Delivery Space Citation.

B.14. LOST/STOLEN PERMIT: Once a permit is recorded as lost or stolen, that permit is no longer valid for use. Use and/or display of an individual permit recorded as "lost/stolen" will constitute a Lost/Stolen Citation and/or wheel lock/impound as outlined in [Section O](#). Criminal prosecution may result.

B.15. FIRE LANE: Parking for any length of time in a fire lane by vehicles other than emergency vehicles is prohibited. Vehicles in violation are subject to a Fire Lane Citation and/or Impound as outlined in [Section O](#).

B.16. DEPARTMENT RESERVED – XPLATE (Exempt): Exempt Reserved spaces are to be used only by tax-exempt vehicles owned by the department that purchased the reserved space; vehicle must have an exempt license plate. Only exempt vehicles are allowed to park in exempt reserved spaces; personal vehicles are NOT allowed in these spaces, regardless of reserved placard being displayed. Vehicles in violation are subject to an Exempt Reserved Space Citation.

B.17. WHEEL LOCK: A Wheel Lock Citation is issued to vehicles upon installation of a wheel lock. Refer to [Section O](#) for reasons vehicles may be immobilized on campus. Tampering or damaging a wheel lock will result in additional criminal/civil actions. Two or more Wheel Lock Citations issued to a single account will be subject to an uplift fee.

C. DAYTIME VIOLATIONS

Daytime violations are enforced Monday through Friday, 6 a.m. to 5 p.m. Some individual spaces have specific enforcement times; these spaces have enforcement times posted.

C.1. PERMIT VIOLATION: A vehicle parked in a permitted parking area, as designated by signage, must properly display a valid permit for that area. Vehicles without a permit or displaying an invalid permit for the area will receive a Permit Violation Citation. Six or more Permit Violations within 365 days will be subject to uplift fees.

C.1. I. IMPROPER DISPLAY OF PERMIT: Permits must be removed from the plastic package and fully visible from outside of the vehicle in the lower left hand corner of the windshield. If permit is displayed improperly or not completely visible from outside, vehicle will be eligible for an Improper Display Citation.

C.2. RESERVED SPACE VIOLATION: All vehicles that park in a reserved space must display an authorized reserved space placard and/or a tax-exempt license plate authorized for that parking space and/or meet vehicle requirements as indicated by signage; only Electric Vehicles (EVs) in an EV Charging Station parking space, for example. Non-electric vehicles parking in an EV Charging Station parking space will receive a Reserved Space Violation even if the meter is paid. Reserved

spaces are enforced 24 hours unless otherwise posted. Vehicles in violation are subject to a Reserved Space Citation and/or wheel lock/impound as outlined in [Section O](#).

C.3. METER VIOLATION: A vehicle may be parked in a metered space only when there is remaining time displayed on the meter, or when a permit that is valid in meter spaces is displayed. If the meter is showing no time remaining, the vehicle parked is eligible for a Meter Violation Citation. Vehicles in an EV Charging Station parking space will receive a Meter Violation Citation even when actively charging if the meter shows no time remaining. Meter Violations may be issued every two hours to a vehicle that continues to be in violation; limit of three per day. A malfunctioning meter automatically converts to a No Parking space if it is not located in a color permitted lot. If located within a color permitted lot, malfunctioning meters revert to a regular color permitted space; the proper permit for that area must then be displayed. Vehicles parked at a malfunctioning meter are eligible for a [No Parking Citation](#). There are no refunds given for coins put in meters. It is the responsibility of the driver to notify Parking Services immediately of any meter malfunction. After doing so, the driver must move to another vacant parking space. Individual enforcement times are posted at each meter. Four or more Meter Violations within 365 days will be subject to uplift fees.

C.4. NOT A MOTORCYCLE SPACE: Motorcycles must park only in designated motorcycle parking areas. Black areas shown on the parking map are reserved for motorcycle parking; permits are not required for motorcycle parking areas. Motorcycles accessing a regular color permitted parking space must clearly display a valid permit for the lot or will be eligible for a [Permit Violation Citation](#). Motorcycles parked outside of designated motorcycle parking areas will be eligible for a Not a Motorcycle Space Citation. Contact Parking Services for permit display options on motorcycles. Motorcycles are NOT allowed to drive or park on the campus walkway system. Motorcycles are NOT allowed to park in restricted areas or bicycle racks. Refer to [Section A.2](#) for a definition of a motorcycle for the purpose of these regulations. See [Section K](#) for additional regulations regarding motorcycles.

C.5. SPECIFIC USE AREA: Specific use areas, such as the Student Recreation Center (east lot 107 at all times, and west lot 108 from 6 a.m. to 9 a.m. and after 4 p.m.) and the Golf Course (lot 44) are to be used ONLY by those who currently qualify for their use and are legitimately/actively using these facilities. (*e.g. an individual who parks in the Student Recreation Center parking lot and walks towards the Wallace or LLC complex for any reason is in violation and is eligible for a Specific Use Citation*). In the winter months, (when the Golf course is closed to the public) lot 44 shifts from a Specific Use lot to a permitted lot; you must have a valid UI parking permit (any

color) to park. Individuals parking in these specific use areas and not utilizing the facility that the parking lot is designated for will be eligible for a Specific Use Citation. Any Specific Use Citation incurred by an individual within a 2 year period of an initial Specific Use Citation will be subject to an uplift fee. (See Citation Fine Schedule).

D. PARKING LOT DESCRIPTIONS

The classification and/or the identifying number of each parking lot is indicated on the parking map and posted at the entrances to each lot. Parking restrictions for each lot vary and are posted with signage located at entry points to parking lots. Some spaces within lots have specific parking restrictions; these spaces are individually signed. Valid permits must be displayed in their respective colored lots. Gold, Red and Blue lots are identified as commuter parking lots. Silver, Purple and Green lots are identified as residential parking lots.

D.1. GOLD LOTS: Gold permits are required in Gold lots. Lot Specific Gold Permits allow parking in particular Gold lots only as indicated on the permit itself. Gold lots are enforced Monday through Friday, 6 a.m. to 5 p.m. year round. Some individual spaces are enforced until 9 p.m.; these spaces have signage posted. No parking is allowed between 2 a.m. and 6 a.m. in Gold lots without a valid Gold permit or Overnight permit displayed. Restrictions apply to overnight parking in cases of snow and ice, see [Section F.1.](#) for more information on parking overnight during snowy conditions. Vehicles parked in Gold lots between 2 a.m. and 6 a.m. without a Gold permit or an Overnight permit issued by Parking and Transportation Services will be eligible for an [Overnight Parking Citation](#).

D.2. RED LOTS: Red or Gold permits are required in Red lots. Lot Specific Gold Permits allow parking in particular Red lots only as indicated on the permit itself. Red lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open. No permit is required to park in Red lots during summer and academic breaks. No parking is allowed between 2 a.m. and 6 a.m. in Red lots without an Overnight permit issued by Parking and Transportation Services.

D.3. BLUE LOTS: Blue, Red, Gold, Silver, Purple or Green permits are required in Blue lots. Blue lots are enforced from 6 a.m. to 5 p.m., Monday through Friday during the academic year when the university is open. No permit is required to park in Blue lots during summer and academic breaks. No parking is allowed between the hours of 2 a.m. and 6 a.m. in Blue lots without an Overnight permit issued by Parking and Transportation Services.

D.4. PURPLE LOTS: Purple or Silver permits are required in Purple lots. Purple lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open. Overnight parking is allowed with a Purple permit. Purple lots are only for current Greek members who are living in a house on campus. No permit is required to park in Purple lots during summer and academic breaks. No overnight parking is allowed in on-street Purple parking areas during summer and academic breaks.

D.5. SILVER LOTS: Silver or Purple permits are required in Silver lots. Silver lots are enforced Monday through Friday, 6 a.m. to 5 p.m. during the academic year when the university is open. Overnight parking is allowed with a Silver permit. Silver lots are only for current residents of University Residence Halls (Wallace, Theophilus Tower, LLC's or McConnell Hall). No permit is required to park in Silver lots during summer and academic breaks. No overnight parking is allowed in on-street Silver parking areas during summer and academic breaks.

D.6. GREEN LOTS: Green lots are enforced at all times, year-round. There are 2 different types of Green lots; each requires a specific Green permit. Green permits are non-transferable between units and lots associated with each housing area. *(e.g. University Apartments Green permits are not valid in Elmwood Green lots and vice versa).*

UNIVERSITY APARTMENTS GREEN LOTS: A University Apartments Green permit or a [University Apartments Visitor permit](#) is required in University Apartments Green parking lots at all times. Overnight parking is allowed with a University Apartments Green permit or a University Apartments Visitor permit. University Apartments lots are for current residents of University Apartments only. Individuals living in units near the "serpentine" walkway system may apply for access to the walkway system through University Housing. If access is granted, University Apartments Green permits must be displayed while on the University Apartments Walkway System (serpentine) and a limit of 30 minutes will be enforced for loading/unloading at all times. Vehicles parked on the serpentine in excess of 30 minutes will be eligible for an [Overtime Limit Citation](#).

ELMWOOD APARTMENT GREEN LOTS: An Elmwood Green permit is required in Elmwood Green parking lots at all times. Overnight parking is allowed with an Elmwood Green permit. Elmwood lots are only for current residents of Elmwood Apartments.

D.7. METER LOTS/SPACES: Metered parking is provided throughout campus and is only intended to be utilized for short-term parking. Meters are not intended to be used as a daily parking option. Meter enforcement times and maximum parking time allowed vary and are posted on individual meters. Meters accept credit/debit cards and United States quarters, nickels and dimes only. There

are no refunds given for transactions at meters. See [Section C.3.](#) for regulations regarding malfunctioning meters.

D.8. PAY STATION LOTS: Pay stations are available for use by faculty, staff, students and visitors to the University of Idaho. All vehicles parked in pay station areas must pay to park, with the exception of Departmental, Delivery, Service, Vendor, and Disability permits. Pay stations accept credit/debit cards, as well as United States dollar coins, quarters, nickels, and dimes. There are no refunds given for transactions made at pay station units. Pay station areas are enforced in the same manner as parking meters. Pay station areas are marked with signage. Vehicles parked in pay station areas must display a valid payment receipt on the driver's side window during enforcement times, as stated on signage and/or the pay station unit. Payment receipts are non-transferable between pay station lots; receipts are only valid and may only be used at the location where payment was made. Hourly rates and enforcement times vary depending on location; this information will always be posted on signage and on the pay station unit. Parking and Transportation Services may adjust hourly rates of pay station areas throughout the year in order to reach optimal utilization of spaces.

If a pay station unit is malfunctioning and one form of payment is out of order, users are expected to pay for parking via the alternative payment method. If the entire machine is reading out of order, users should pay to park using the second machine in the area; if there is no second machine in the area the pay lot will automatically convert to a No Parking area, until payment can be accepted again.

Vehicles parked in pay station areas and are not displaying valid payment receipts are eligible for a [Meter Violation Citation](#). Multiple citations may be issued every two hours for an expired payment receipt, with a limit of three per day. A vehicle displaying a pay station receipt that is altered in anyway will be eligible for an [Illegal Use Citation](#).

D.9. RESTRICTED AREAS:

Campus Walkway System: The University of Idaho is intended to be a pedestrian-oriented campus. The campus core streets are closed to unauthorized traffic to provide a safe pedestrian walkway system. Bicycles, scooters, skateboarders, and motor vehicles that share the walkway must always yield to pedestrians and travel at walk speed at all times. All moving violations on the walkway are enforced by the Moscow Police Department. Walkway Access permits are required

year-round, 24 hours a day to enter the Campus Walkway System. For the purpose of these regulations, a Walkway Access permit is defined as a permit that allows vehicular access onto the walkway and is valid for parking in one or more of the designated spaces within the campus walkway. Vendor, Service, Delivery and Disability permits are Walkway Access permits, as well as, reserved placards that are issued to individuals or departments who have designated reserved spaces within the walkway system. Parking on the Campus Walkway System is permitted only in designated/marked spaces. Spaces are marked by signage and/or paint striping. Vehicles not displaying a valid permit for walkway access, or that are not parked in a designated parking space will be eligible for a **Restricted Area Citation**.

For infrequent walkway access needs, temporary Delivery permits with time restrictions are available on a case-by-case basis during office hours at the Parking Office. University Faculty, Staff and Students may also request temporary Delivery permits online.

Exempt vehicles may access the walkway, but it is prohibited to store an exempt vehicle on the walkway for an extended period of time, unless it is in a designated reserved space.

Lot 26 and Lot 27: Lot 26, located south of the College of Natural Resources Building, and lot 27, located north of Morrill Hall are restricted areas. Vehicles displaying Disability, Service, or Delivery permits are allowed to access and park in these two locations. Exempt vehicles and vehicles displaying a reserved placard that is issued to individuals or departments who have designated reserved spaces in these areas may also access and park in these two locations.

Areas Restricted for Event Parking or Required Maintenance: Certain lots or spaces may be restricted or closed prior to special events or for maintenance; these areas will be posted with signage in advance. All lot users, including permit holders, must comply with posted signage.

D.10. RESERVED SPACES

There are a limited number of campus parking spaces to be reserved for and assigned to departments, individuals or specific uses.

Personal Reserved Spaces

As directed by university administration, the following positions within the university are automatically eligible for a Reserved Parking Space. The Vice President for Infrastructure has the authority to grant exceptions to this list.

1. President
2. Provost
3. Vice Presidents
4. Vice Provosts
5. College Deans
6. University Counsel

Department Reserved: X-plate (Exempt) Spaces

Department Reserved: X-plate (Exempt) spaces are reserved for specific x-plate vehicles only. These spaces are available for purchase by any university department that has x-plate vehicles requiring 24-hour parking. Exempt reserved spaces have signage indicating the department and that the space is for x-plates only. These spaces are enforced 24 hours. Any unauthorized vehicles parked in an exempt reserved space will be eligible for an Exempt Reserved Citation. Federal, state, local and university exempt plate vehicles are not allowed to be stored overnight on campus in any regular parking space; they must be stored overnight in a departmentally purchased reserved space or in the x-plate vehicle storage area at Facilities Services. Daytime parking (6 a.m. to 2 a.m.) for exempt vehicles is allowed in the x-plate vehicle storage area at Facilities Services, in a departmentally purchased exempt reserved space, in any regular space in any colored lot, in designated "valid campus walkway" spaces on the walkway, or at meters and/or timed spaces with no time restrictions. Exempt plate vehicles are not allowed to park in any of the following locations: disability spaces, visitor spaces, service/delivery spaces, reserved spaces for other departments or individuals, or any other specially marked space. To purchase an exempt reserved space, an exempt reserved space application must be completed and submitted to Parking and Transportation Services.

Department Reserved Space - General

General reserved parking spaces are distinct from XPLATE parking spaces; these spaces can only be occupied for approved purposes included in the Department's statement of justification, provided on the reserved space request form. Personal vehicles parked in these spaces that do not conform to those purposes are subject to a Reserved Space Citation. Parking & Transportation Services will make the final determination as to whether a justification warrants the issuance of a GENERAL parking permit. Such justifications may include but are not limited: to full-time university staff whose permanent office location is off-campus and needs routine access to campus to conduct university business; to an exceptional need to accommodate a certain type of

departmental visitor; to accommodate a certain class of non-xplated vehicles used solely to conduct university business.

Departmental Permit Reserved Space

Departmental permit reserved spaces are available for employee parking with display of a Departmental permit. These spaces are intended to provide parking for employees while attending meetings at a location away from the office. Departmental permits allow parking in the Departmental permit reserved spaces up to 2.5 hours. These spaces are enforced Monday – Friday, 6 a.m. to 5 p.m. and are located in various locations on campus.

Visitor Reserved Spaces

Spaces posted as Reserved – Visitor Permit Required, are available for visitor parking only and require display of a Visitor permit. These spaces are enforced Monday – Friday, 6 a.m. to 5 p.m. unless otherwise noted. Visitor reserved spaces are located throughout campus and as noted on the campus parking map.

E. PARKING PERMITS

Faculty, staff, and students of the University of Idaho who park a vehicle on campus must pay to park. This can be done through the purchase and display of parking permits or through payment at meters and/or pay station lots. A variety of permit products are available for purchase and are listed on the Parking and Transportation Services website at www.uidaho.edu/parking.

Permit ownership is non-transferrable; permits may be used in any vehicle that is transporting the permit owner. Under the permit holder's discretion, an individual who IS ELIGIBLE for the permit type may utilize that permit; however, the permit owner is responsible for all parking citations issued to that permit number. Using a permit that an individual is NOT eligible for may result in an **Illegal Use Citation**. Eligibility to purchase a permit may be revoked if the account status indicates there are unpaid fees, including citations and permit fees. Parking and Transportation Services may verify or request verification of permit eligibility at any time. Permit eligibility is defined in **Section A.2**.

Parking permits can be purchased online. Online permit purchase dates will be announced each year on Parking and Transportation Services website and via email. Permits correspond to color-coded parking areas as reflected on the parking map and described in **Section D**. The purchase of a

University of Idaho parking permit DOES NOT guarantee an individual a parking space in their location of preference; however, certain permit types are valid in more than one color permitted parking area. [See Section D](#) for more information.

Annual Permit Prorated Purchase and Refund Schedule: Annual parking permits may be purchased or refunded throughout the year at a prorated price based on the current year permit proration schedule. Short-term and temporary permits cannot be returned for a refund.

Annual permits may be refunded at full price anytime during the year if the request to refund the permit is received by Parking and Transportation Services within 24 hours of permit purchase and if the plastic permit package has NOT been opened. Additionally, Red, Purple, Silver, Blue, and Family Housing Visitor permits returned prior to the first day of fall semester may only be given full refund if plastic package has NOT been opened. If package has been opened, the refund given prior to first day of school will be equal to the first week of school refund amount. Gold and Green permits will never be refunded at full price (unless refunded within 24 hours of purchase and plastic permit package has NOT been opened) since they are required year-round and are valid for use at time of purchase. Refund amounts for less than \$20 will not be given for any permit type, and no refunds will be given after April; whichever comes first. Permit purchase rates will not be prorated until the first full week in October.

Permits must be displayed properly. Permits must be affixed to the driver's side windshield approximately 7 inches from the lower corner of the windshield and clearly visible from outside the vehicle. It is the responsibility of the driver to ensure the parking permit is displayed properly once parked. Vehicles displaying a permit that is not visible from outside of the vehicle will be eligible for an [Improper Display Citation](#).

Altering a parking permit in any way is a violation and may result in an [Illegal Use Citation](#). Altering a permit includes cutting in any way, writing on, taping/gluing material to, or in any way changing text on permit.

Sharing a permit is permissible by two or more drivers who are eligible for the permit type. The shared permit can be rotated between vehicles driven by the permit owners. The name registered as the permit owner with Parking and Transportation Services will be responsible for any citations received when that permit is displayed.

REPLACEMENT PERMITS: If a permit is lost or stolen, replacement permits for any individually purchased permit may be issued to the original permit holder for a \$15.00 charge. If the

identifiable remnants of the original permit are not turned in to Parking and Transportation Services, the owner must sign and complete a lost/stolen permit form.

PERMIT REVOCATION/INELIGIBILITY TO PURCHASE: Any of the following conditions may result in ineligibility to purchase a new permit or a current permit to be revoked:

1. Termination of the permit holder's eligibility for the type of permit concerned
2. False information given on the application for a parking permit or a replacement
3. Continued violation of regulations or nonpayment of penalties assessed
4. Use of a counterfeit parking permit or alteration of a permit
5. Improper or fraudulent use of a permit
6. Unpaid fees, including citations and permit fees*

* Accounts with parking debt will be restricted from purchasing a new parking permit. The account will be placed on hold until which time the account is cleared through full payment or negotiated settlement.

ACCOUNT HOLDER INELIGIBILITY TO USE A PERMIT: Account holders of account/s which have been placed on hold are ineligible to use a parking permit to park on campus.

E.1. GOLD PERMITS: Gold permits and Vandal Gold permits are one in the same, for the purpose of these regulations. When a Gold permit is referenced, it is including regular annual Gold permits and Vandal Gold permits, unless specified. Gold permits are available for purchase by board-appointed faculty and staff only. An individual faculty or staff member may purchase only one Gold permit. The Director of Parking and Transportation Services may grant a waiver of these restrictions on a case-by-case basis. Any employee who leaves a board-appointed position is no longer eligible to use a Gold permit. Gold permits are valid in all Gold, Red and Blue parking lots on campus. Gold permits validate overnight parking in Gold lots ONLY. Gold permits are NOT valid in Silver, Purple or Green lots, meters, pay station lots, any specially marked space, or on the campus walkway system.

Vandal Gold permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Gold permit owner leaves the University, he/she is still

responsible for and will continue to be billed the current price of a Vandal Gold permit until the permit is returned, unpaid balances owed will be submitted to collections.

NIGHT-TIME DIFFERENTIAL GOLD PERMITS: Available for half of the current price of a Gold permit to staff who work at night and receive a night-shift differential from the university, as specified in the [Faculty/Staff Handbook, Chapter 3440, Section F](#). These permits are valid only during the employee's regular work shift as specified on permit. Night-time differential permits will have special designations on the permit.

EMT/FIRE GOLD PERMITS: Available for purchase only by volunteer Fire or EMT officials currently enrolled or employed at the University of Idaho. EMT/FIRE Gold permits have the same parking restrictions as regular Gold permits.

LOT-SPECIFIC GOLD PERMITS: A limited number of Lot-Specific Gold permits may be made available to temporary or part-time University of Idaho employees and students each year. Lot-Specific Gold permits are only valid in certain Gold and Red lots as specified on permit; the permits are also valid in all Blue lots. Lot-Specific Gold permits are available on a first-come, first-serve basis in the parking office only; the sale dates will be announced each year via email. Employees or students who have already purchased a Red or Blue permit for the year may return their permit for a prorated refund and then purchase a Lot-Specific Gold permit. Lot-Specific Gold permits are NOT valid in the following areas:

- Any Gold lot not specified on the permit
- Any Red lot not specified on the permit
- Purple, Silver or Green lots
- Overnight in any campus lot
- Meters
- Any specially marked space or on the campus walkway system

E.2. RETIREE PERMITS: Complimentary retiree permits are available for University of Idaho honored or emeritus Retirees. If the retiree returns to the University of Idaho to a full-time position (as defined by Human Resources and as outlined in FSH 1565.E.3.i.) they are no longer eligible for Retiree parking and must purchase a permit to park on campus. Retiree permits are only to be used by the retiree or retiree's spouse; other family members, university employees, and students are not eligible to use a Retiree permit. Improper use of the permit constitutes illegal use. Upon the death of the retiree permit holder, an active permit may be transferred to the permit holder's spouse. Retiree permits have the same regulations as a Gold permit and are valid in all Gold, Red

and Blue lots on campus. Retiree permits are NOT valid in Silver, Purple or Green lots, meters, any specially marked space, or on the campus walkway system.

Annual Retiree permits may be ordered online if a Retiree permit was ordered for the previous year and the individual remains eligible for Emeriti status, as defined in the Faculty Staff Handbook (1565.E-3.a.). If it is the first year that an individual is ordering a Retiree permit, the Parking Office needs to be informed of the Retiree status by the Human Resources department prior to being able to order the permit online.

E.3. ORANGE PERMITS: Orange permits are available for purchase by any University of Idaho faculty, staff or student. Individuals may purchase only one Orange permit. Orange permits are valid in all Orange, Red, and Blue lots on campus. Orange permits are NOT valid in Gold, Silver, Purple or Green lots, meters, any specially marked space, or on the campus walkway system.

NIGHT-TIME DIFFERENTIAL ORANGE PERMITS: Available for half of the current price of Orange permits to staff who work at night and receive a night-shift differential from the university, as specified in the Faculty/Staff Handbook, Chapter 3440, Section F. These permits are valid only during the employee's regular work shift as specified on permit. Night-time differential permits will have special designations on the permit.

E.4. RED PERMITS: Red permits and Vandal Red permits are one in the same, for the purpose of these regulations. When a Red permit is referenced, it is including regular annual Red permits and Vandal Red permits, unless specified. Red permits are available for purchase by any University of Idaho faculty, staff or student. Individuals may purchase only one Red permit. Red permits are valid in all Red and Blue lots on campus. Red permits are NOT valid in Gold, Silver, Purple or Green lots, meters, any specially marked space, or on the campus walkway system.

Vandal Red permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Red permit owner leaves the University, he/she is still responsible for and will continue to be billed the current price of a Red permit until the permit is returned, unpaid balances owed will be submitted to collections.

NIGHT-TIME DIFFERENTIAL RED PERMITS: Available for half of the current price of Red permits to staff who work at night and receive a night-shift differential from the university, as specified in the Faculty/Staff Handbook, Chapter 3440, Section F. These permits are valid only

during the employee's regular work shift as specified on permit. Night-time differential permits will have special designations on the permit.

E.5. BLUE PERMITS: Blue permits and Vandal Blue permits are one in the same, for the purpose of these regulations. When a Blue permit is referenced, it is including regular annual Blue permits and Vandal Blue permits, unless specified. Blue permits are available for purchase by any University of Idaho faculty, staff or student. Blue permits are valid in all Blue lots on campus. Blue permits are NOT valid in any other colored lot, meters, any specially marked space, or on the campus walkway system.

Vandal Blue permits are non-expiring, and are available for purchase via payroll deduction only. Once purchased, the only way to stop payroll deduction for the permit is to return the physical permit to the Parking Office. If a Vandal Blue permit owner leaves the University, he/she is still responsible for and will continue to be billed the current price of a Blue permit until the permit is returned, unpaid balances owed will be submitted to collections.

E.6. PURPLE PERMITS: Purple permits are available for purchase by CURRENT Greek members who live on campus IN a sorority or fraternity house, as well as residents of Steel House. Off-campus Greek members are not eligible to purchase or use Purple permits. If a student moves out of Greek housing and to a residence off-campus, they are no longer eligible to use a Purple permit; the permit may be returned for a prorated refund, and a different permit type may be purchased for a prorated price. Purchasing another permit in addition to or in place of a Purple permit is permissible. Parking restrictions/rules for each individual permit will be applied. Purple permits are valid in all Purple, Silver, and Blue lots on campus. Purple permits are NOT valid in Gold, Red (with exception of lot 50), or Green lots (with exception of 111 South Hill Vista lot), meters, any specially marked space, or on the campus walkway system.

E.7. SILVER PERMITS: Silver permits are available for purchase by current residents of University Housing (Wallace Complex, Theophilus Tower, McConnell Hall or the LLC's). To be eligible to purchase a Silver permit, housing agreements must be completed. If an individual moves out of University Housing, they are no longer eligible to use a Silver permit. The permit may be returned for a prorated refund, and a different permit type may be purchased for a prorated price. Purchasing another permit in addition to or in place of a Silver permit is permissible. Parking restrictions/rules for each individual permit will be applied. Silver permits are valid in all Silver, Purple, and Blue lots on campus. Silver permits are NOT valid in Gold, Red, or Green lots, meters, any specially marked space, or on the campus walkway system.

E.8. GREEN PERMITS: Green permits are available for purchase by CURRENT residents of Elmwood Apartments and University Apartments (UA). To be eligible to purchase a Green permit, housing agreements must be completed. If a resident of Elmwood Apartments or UA moves elsewhere, they are no longer eligible for a Green permit. The permit may be returned for a prorated refund, and a different permit type may be purchased for a prorated price. Purchasing another permit in addition to or in place of a Green permit is permissible. Parking restrictions/rules for each individual permit will be applied. There is a limit of two UA Green permits per individual unit; a request for a third UA Green permit must be submitted to the Parking Office. The third permit may be restricted to specific parking areas to increase the availability of parking spaces close to apartments. More than one Elmwood Green permit may be purchased by residents based on current space availability. Green permits are specific to Elmwood and UA, and are only valid in Green lots located at permit owner's place of residence. Green permits are also valid in Blue lots. Green permits are NOT valid in Gold, Red, Silver or Purple lots, meters, any specially marked space, or on the campus walkway system. Green permits are required at all times. Refer to [Section D.6](#) for information on Green parking lots and access to the University Apartments Walkway System (Serpentine).

University Apartments VISITOR PERMITS: University Apartments Visitor permits are available for purchase by CURRENT residents of University Apartments who have purchased or are eligible to purchase a University Apartments Green permit; limit is one per apartment unit. University Apartments Visitor permits are to be used by occasional visitors of residents in University Apartments, and are only to be used while visiting a University Apartments resident. University Apartments Visitor permits may not be used for 10 or more consecutive days of parking. University Apartments Visitor permits are not to be used in any vehicle owned or operated by a resident of University Apartments. Improper use of the permit constitutes illegal use and may result in citation, vehicle impoundment and/or revocation of the visitor permit. University Apartments Visitor permits are ONLY valid in Green University Apartments parking lots. They are NOT valid on the serpentine walkway system at University Apartments.

E.9. DISABILITY & SHORT-TERM ACCESS PERMIT REQUIREMENTS :

Disability Permits: University of Idaho (UI) issues Annual and Temporary Disability permits. Both a UI Disability permit and a State-issued permit are required for parking in any ADA marked space by university faculty, staff, students, and visitors. UI permit eligibility requirements include photo identification and current registration for a State-issued Disability permit or Disability license plates. Required information may be pre-submitted in digital format and sent electronically. If the State-issued Disability permit is of the non-expiring type, there will be no need to annually re-

submit state information after the initial submittal. See Section I for additional eligibility requirements and enforcement information.

Short-Term Access Permits: Available for those who need improved access due to a short-term disability. This permit type is valid for 3 days in: any regular colored lot space, metered spaces, posted timed spaces and valid campus walkway spaces. This permit is not valid in ADA marked spaces. There is limit of 1 issued permit per person per year. If access to ADA marked spaces is necessary, or improved access parking is required for a period of longer than 3 days, see Disability Permits above.

E.10. VENDOR PERMITS: Vendor permits are intended for work-related use by individuals who provide services to the University of Idaho and are not directly employed by the university. Proof of employment must be submitted to Parking and Transportation Services prior to receiving the permit. Vendor permits are not valid for individuals who spend all working hours in an office located on campus. Vendor permits are not valid for university employees or students. Vendor permits are valid in the following areas: regular spaces in colored lots (no time limit), designated "Valid Campus Walkway Permit Required" spaces on the campus walkway for 30 minutes, and meters or timed spaces for 2 hours. Vendor permits are NOT valid in service/delivery spaces, reserved spaces, disability spaces and all other areas not designated as a parking space. If access to service or delivery spaces is necessary, an application for a Service or Delivery permit must be completed and submitted to Parking and Transportation Services after purchasing a Vendor permit.

E.11. DEPARTMENTAL PERMITS: Departmental permits are available for purchase by university departments only; each Departmental permit purchased will be charged to the department's budget. There is no limit on the number purchased. A Departmental permit application must be submitted and approved by Parking and Transportation Services prior to receiving the permit. Departmental permits are intended for short-term parking for use by university employees while attending meetings at a location on campus other than their office or building. Departmental permits are not intended for daily parking, personal use, student use or visitor use and are subject to revocation for continued misuse. Departmental permits are valid for a maximum of 2.5 hours at any of the following spaces: spaces reserved for Departmental permits only, regular spaces in any colored lot, metered spaces, and timed spaces. Departmental permits are only valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit. Departmental permits are NOT valid in other reserved spaces, visitor spaces,

service/delivery spaces, disability spaces, campus walkway, and all other areas not designated as a parking space.

E.12. SERVICE OR DELIVERY PERMITS

ANNUAL DELIVERY PERMITS: Annual Delivery permits are intended for business use only in university owned or commercially owned vehicles that provide proper justification for frequent delivery access on campus in order to carry out job duties. Use of this annual permit type is allowed only on vehicles with exempt plates or company plates listed on the account. Permit use by non-listed plates is a violation and a citation may be issued. Temporary Delivery permits will be made available in office for personal vehicles. Temporary Delivery permits are also available online for Faculty and Staff. Those requesting Delivery permits must require short-term delivery access for pick-up/drop-off of items. Parking in close proximity to the location of delivery is required due to size of items being delivered, amount of items being delivered or timing of delivery. A Delivery permit application must be submitted and approved by Parking and Transportation Services before receiving the permit. Approval by the department head is required and justification must be provided for use of an Annual Delivery permit versus use of a Temporary Delivery permit. Annual Delivery permits are NOT valid for student use, personal use, or for attending meetings. Annual Delivery permits are valid in all designated delivery spaces, meters, timed spaces and regular spaces in any colored lot for 1 hour. Delivery permits are also valid in designated spaces on the campus walkway system for 30 minutes. Delivery permits are valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use. Annual Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a space.

TEMPORARY DELIVERY PERMITS: Temporary Delivery permits are available at the Parking Office and online to individuals requiring delivery access on campus on a case-by-case basis. Temporary Delivery permits are valid only for dates printed on permit and are valid in all designated delivery spaces, meters, timed spaces and regular spaces in any colored lot for 1 hour (except permit holder's "home" lot). Temporary Delivery permits are valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit. Temporary Delivery permits are also valid in designated spaces on the campus walkway system for 30 minutes. Temporary Delivery permits are NOT valid in service spaces, reserved spaces, disability spaces or any area not designated as a parking space.

ANNUAL SERVICE PERMITS: Annual Service permits are intended for business use only in university owned or commercially owned vehicles that provide proper justification for frequent service access on campus in order to carry out job duties. Use of this annual permit type is allowed only on vehicles with exempt plates or company plates listed on the account. Permit use by non-listed plates is a violation and a citation may be issued. Temporary Service permits will be made available in office for personal vehicles. Those requesting Service permits must be frequent service providers, such as repairmen, vendors, or a university employee who requires the use of equipment and materials that are transported in a service vehicle. A Service permit application must be submitted and approved by Parking and Transportation Services before receiving the permit. Approval by department head is required and justification must be provided for use of an Annual Service permit versus use of a Temporary Service permit. Annual Service permits are NOT valid for student use, personal use, or for attending meetings. Annual Service permits are valid in designated service spaces, regular spaces in any colored lot, meters, timed spaces, and designated spaces on the campus walkway system for 2 hours. Service permits are also valid in delivery spaces for 1 hour. Service permits are valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit. Annual Service permits are NOT valid in reserved spaces, disability spaces or any area not designated as a parking space.

TEMPORARY SERVICE PERMITS: Temporary Service permits are available at the Parking Office to individuals requiring service access on campus on a case-by-case basis. Temporary Service permits are valid only for dates stamped and are valid in service spaces, regular colored spaces in any colored lot, meters and timed spaces for 2 hours (except permit holder's "home" lot). Temporary Service permits are valid in the permit holder's "home" lot for a period not to exceed thirty (30) minutes. "Home" lot is defined as the parking lot most commonly used or most convenient to use by staff within the same department/unit. Temporary Service permits are also valid in delivery spaces for 1 hour and in designated spaces on the campus walkway system for 30 minutes. Temporary Service permits are NOT valid in reserved spaces, disability spaces, or any area not designated as a parking space.

E.13. TEMPORARY PERMITS: One-day and ten-day Gold, Red and Blue permits are products that allow for flexible use for individuals who do not drive to campus on a regular basis. One-day permits are valid for one day only. Ten-day permits allow the purchaser to write in dates when parking on campus; the permit will expire on August 15 of the fiscal year in which it is purchased, or when all ten boxes have been filled in, whichever occurs first. Eligibility and use of these permits

is based on the regulations of regular Gold, Red and Blue permits. Refer to Gold, Red and Blue permit definitions in [Section E](#).

E.14. DAYCARE PERMITS: Daycare permits are available for purchase by those who have children attending West Park Elementary, Early Childhood Center or the Child Development Lab. A Daycare permit application must be submitted to Parking and Transportation Services prior to receiving the permit. Daycare permits allow 15-minute parking in all colored lots in any regular space. If a Daycare permit holder chooses to park in a posted 10, 15 or 30-minute timed space, the posted time applies. Daycare permits are NOT valid in meters without payment or any specially marked space. A Visitor permit may be purchased by a parent or guardian if parking for longer than 15 minutes is necessary to tend to a school-related issue; this is only for non-university faculty, staff and students and must be purchased in advance. If a child is attending a daycare facility on campus that was not mentioned above, contact Parking and Transportation Services in order for arrangements to be made.

E.15. VISITOR PERMITS: Visitor permits are only to be used by visitors to the University of Idaho. Visitors are considered to be anyone who is not a current faculty/staff member, or student at the University of Idaho campus in Moscow. Moscow campus faculty, staff and students are not eligible for Visitor permits. Visitor permits are valid in any regular space in all colored lots until 12:00 a.m. for the date issued. Visitors parking after 12:00 a.m. must have a valid visitors permit for the next date/day. Visitor permits are also valid in spaces Reserved for Visitor permits only. Permit is valid only for dates stated on permit. A visitor can request a Visitor permit to be valid for up to nine consecutive days. One-day and ten-day Visitor permits are also available. The ten-day product allows the permit holder to write in dates when parking on campus; this allows for flexible use instead of using permit for consecutive days. Visitor permits are NOT valid in meters, timed spaces, reserved spaces, service/delivery spaces, campus walkway or any area not designated as a space. If a visitor chooses to park in a meter, payment is required even with display of visitor permit. Refer to [Section H](#) for more visitor parking information.

E.16. MEDIA PERMITS: Media permits are available for official media personnel to cover media events/happenings on the University of Idaho campus. Proof of media employment (business card, pay stub, etc...) must be submitted prior to being issued a Media permit. Media permits are not intended for use by an employee being paid by the university or for University of Idaho students. Media permits may not be used for personal use. Media permits are valid in meters and timed spaces for a maximum of 2 hours and in regular spaces in any colored lot with no time restrictions.

Media permits are NOT valid in reserved spaces, disability spaces, service/delivery spaces, anywhere on the campus walkway system or any area not designated as a parking space.

E.17. OVERNIGHT PERMITS: Overnight permits are intended for use by those who reside off campus and need to park on campus between the hours of 2 a.m. and 6 a.m. Overnight permits are required for those with a valid Red or Blue permit or for those without an annual permit and is valid for parking in Red, Blue, or Gold lots. Overnight permits are not required for commuters with a valid Gold permit. Gold permit holders may park overnight in Gold lots only. Overnight permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway or an area not designated as a parking space. See [Section F.1](#), for details regarding overnight parking during snow and ice conditions.

E.18. EARLY MORNING ACTIVITY PERMITS: Early Morning Activity permits may be purchased by individuals participating in early morning activities on campus. An Early Morning Activity permit application must be submitted to Parking and Transportation Services prior to receiving the permit. These permits are valid from 5 a.m. to 7:45 a.m. in Gold lot 39 at Memorial Gym, Red lot 24 west of Law School, and Red lot 34 west of Kibbie dome. Early Morning Activity permits are NOT valid in meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway spaces, or any other area not designated as a space. If parking after 7:45 a.m. is necessary, a valid University of Idaho permit must be displayed.

E.19. ROTC PERMITS: ROTC permits are available for current ROTC members to purchase for use during early morning ROTC activities. An ROTC permit application must be submitted to Parking and Transportation Services prior to receiving the permit. These permits are valid from 5 a.m. to 7:45 a.m. in Red or Blue lots (excluding Red lot 51). ROTC permits are NOT valid in Gold lots, Red lot 51, meters, timed spaces, service/delivery spaces, disability spaces, reserved spaces, campus walkway spaces, or any other area not designated as a space. If parking after 7:45 a.m. is necessary, a valid University of Idaho permit must be displayed.

E.20. PERSONAL RESERVED PERMITS: Personal Reserved permits are issued to individuals who are eligible to purchase personal reserved spaces, as described [here](#). Reserved permits are valid 24/7 in the individual's personal reserved space, and are also valid in all Gold, Red, and Blue lots.

Guest Reserved permits are issued to individuals who purchase personal reserved spaces, upon request. These permits may be used by anyone the space holder authorizes when he/she is away from campus. Guest Reserved permits are valid only in the individual personal reserved space, as noted on the permit.

Exempt-Plate Reserved permits are issued to university owned vehicles, upon purchase of an **Exempt Reserved** parking space. These permits authorize parking in the designated reserved parking space 24/7.

F. OVERNIGHT PARKING

Overnight parking is defined as parking on campus between the hours of 2 a.m. and 6 a.m. and its purpose is to help ensure the continued availability of parking for commuters. Valid residential permit holders may park overnight in their assigned colored lots only – Silver, Green, Purple, and Economy. Valid Gold permit holders may park overnight in Gold lots only. Valid Red and Blue commuter permit holders and those that do not have an annual permit may park overnight in Red, Blue, or Gold lots with an Overnight permit (See **Section E.16** for details regarding Overnight permits). No overnight camping is permitted on campus without prior authorization from Parking and Transportation Services. (See **Section F.1** for details regarding overnight parking during snow and ice conditions).

F.1. OVERNIGHT PARKING DURING SNOWY CONDITIONS

During snowy conditions, parking between 2 a.m. and 6 a.m. is restricted to specific parking spaces in specified parking lots only. Requiring vehicles to park in specific spaces in the early morning allows Facilities Services unobstructed access the lots for efficient plowing.

Vehicles are major obstacles to parking lot snow removal; one vehicle parked outside of the specified spaces significantly increases the amount of time it takes to plow a parking lot. The spaces where parking is allowed during this time are highlighted on the Winter Overnight Parking Map.

Citations may be issued to vehicles parked outside of the designated overnight parking areas and vehicles may be towed at owner's expense as snow conditions warrant (even vehicles displaying a valid Overnight parking permit).

G. RECIPROCAL PARKING AGREEMENTS

University of Idaho faculty, staff, and students assigned to, enrolled at, or who pay fees to the University of Idaho Moscow campus or employees of other entities located on the Moscow campus must display a valid University of Idaho parking permit when parking at the University of Idaho.

Any attempt by the above personnel to use a parking permit from another university campus in lieu of a valid University of Idaho permit may result in a fine for illegal use of a parking permit.

The University of Idaho in Moscow has made reciprocal parking arrangements with the institutions mentioned below. A permit from any institution not mentioned in these regulations is not valid at the University of Idaho Moscow campus; individuals visiting the Moscow campus from other institutions not mentioned may purchase a Visitor permit. See [Section H](#) for Visitor Parking information.

G.1. The University of Idaho and Washington State University (Pullman) have developed a cooperative parking arrangement for the purpose of enhancing the accessibility to either campus for faculty, staff, and students **participating in cooperative programs and cross listed courses**. Selected parking permits from each university have been deemed valid in specific parking areas. Washington State University satellite campus parking permits are NOT valid on the University of Idaho campus. University of Idaho permit holders should consult Washington State University Parking Services with any questions about parking on the Pullman campus at 509-335-7275.

University of Idaho permit holders at Washington State University: The following applies to University of Idaho (UI) permit holders who wish to park at Washington State University (WSU). University of Idaho permit holders are subject to all Washington State University parking and traffic regulations.

1. UI Gold, Lot Specific Gold, and Reserved annual permits are valid in WSU Yellow, Red, and Blue zones.
2. UI Orange annual permit is valid in WSU Red and Blue zones.
3. UI Red, Green, Silver, Purple, and Blue annual permits are valid in WSU Blue zones.
4. UI-issued annual or temporary Disability parking permits with a valid state-issued disability placard or disability license plate are valid in WSU Disability spaces and parking permit zones.
5. There is no reciprocity at WSU for UI parking permits in WSU parking permit zones which are not specifically listed above in items 1-4, this includes the WSU Student Recreation Center and Tennis Courts parking lots.
6. UI parking permits are not valid in lieu of payment in WSU pay lots including the WSU Student Recreation Center parking lot or the Tennis Courts parking lot.

7. **WSU faculty, staff, and students assigned to, enrolled at, or who pay fees to Washington State University or employees of other activities or agencies located on the Pullman campus must display a WSU parking permit when parking at WSU. Any attempt by the above personnel to use a UI parking permit in lieu of a WSU permit may result in a fine for illegal use of a parking permit.**

Washington State University permit holders at University of Idaho: The following applies to Washington State University (WSU) permit holders who wish to park at University of Idaho (UI). Washington State University permit holders are subject to all University of Idaho parking and traffic regulations.

1. WSU Orange and Green annual permits are valid in UI Gold, Orange, Red, and Blue permit areas.
2. WSU Yellow, Red, Crimson, and Gray annual permits are valid in UI Red and Blue permit areas. WSU Crimson and Gray permits are residential priority permits.
3. WSU Blue annual permits are valid only in UI Blue permit areas.
4. WSU-issued zone permit displayed with a valid state-issued disability placard or disability license plate are valid in UI Disability parking spaces and parking permit areas.
5. There is no reciprocity at UI for WSU parking permits in UI parking permit areas which are not specifically listed above in items 1-4, this includes the UI Student Recreation Center parking lot.
6. **UI faculty, staff, and students assigned to, enrolled at, or who pay fees to the University of Idaho or employees of other activities or agencies located on the Moscow campus must display a UI parking permit when parking at UI. Any attempt by the above personnel to use a WSU parking permit in lieu of a UI permit may result in a fine for illegal use of a parking permit.**

Zipcar parking at Washington State University and University of Idaho

1. Zipcars rented from the WSU campus are allowed to park in any colored lot on the UI campus (Gold, Orange, Red, Blue, Purple, Silver, or Green lots).
2. Zipcars rented from the UI campus are allowed to park in WSU Green, Yellow, Red, Blue, Crimson, and Gray zones.

G.2. University of Idaho and Lewis-Clark State College Reciprocal Agreement: The University of Idaho (UI) and Lewis-Clark State College (LCSC) have developed a cooperative parking agreement for the purpose of enhancing the accessibility to either campus for faculty, staff and students participating in cooperative programs. LCSC permits are honored in UI Blue lots only; LCSC permits are NOT valid in UI Gold, Red, Purple, Green or Silver lots. UI permit holders should consult the LCSC Security Department at 208-792-2226 for further information about parking at LCSC.

G.3. University of Idaho – Moscow, and University of Idaho – Idaho Falls Reciprocal Agreement: The Moscow and Idaho Falls campuses of the University of Idaho have developed a reciprocal agreement to enhance the accessibility between campuses for faculty, staff, and students.

1. All general colored Moscow campus permits are valid in all Idaho Falls general permitted lots
2. All general Idaho Falls campus permits are valid in Gold, Red, and Blue Moscow campus lots

G.4. University of Idaho – Moscow, and University of Idaho – Boise Reciprocal Agreement: The University of Idaho in Moscow will honor all University of Idaho – Boise permits in Gold, Red and Blue lots.

H. VISITOR PARKING

Parking permits are required for visitors and the University of Idaho Parking Regulations are enforced at all times. Visitor permits can be purchased at the Parking Office located in the Intermodal Transit Center on the corner of Sweet Avenue and Railroad Street (1006 Railroad Street) or online at aims.parking.uidaho.edu. The Parking Office is open Monday - Friday from 7:30 a.m. to 5:00 p.m. during the academic year, and until 4:30 p.m. during academic breaks.

Visitor permits are only to be used by visitors to the University of Idaho. Visitors are considered to be anyone who is not a current faculty/staff member, or student at the University of Idaho campus in Moscow. Moscow campus faculty, staff and students are NOT eligible for Visitor permits. Visitor permits are valid in any regular space in any colored lot. Visitor permits are also valid in spaces posted as "Reserved-Visitor Permit Required". These spaces are located throughout campus and are noted on the campus parking map.

Visitor Parking Options include:

1. Purchase a Visitor permit; available products include:
 - One-day Visitor permits are available as well as permits valid for multiple days
 - Ten-day Visitor permits provide parking for ten days (does not need to be consecutive days); to be valid, each date of use must be written with pen in boxes on permit
2. Pay to Park in Pay Station lots and meters
 - Pay station lots provide convenient, inexpensive hourly parking

Visitor permits are NOT valid in the following areas:

- Meters
- Timed spaces
- Reserved spaces (designated by signage)
- Service or delivery spaces
- Disability spaces (except when a state-issued Disability permit is also displayed)
- Anywhere on the campus walkway system
- Any area not designated as a space

For additional visitor parking information, go to www.uidaho.edu/parking/visitors.

University of Idaho departments who host visitors have the option of using budget numbers to purchase Scratch-Off Visitor permits in advance for individuals who are on campus to visit a specific department. Scratch-off Visitor permits are available for purchase only by departments for this purpose. A Visitor Permit Request Form must be submitted to the Parking Office at least two weeks prior to the date permits or services are needed. Visitor permits can also be picked up at the Parking Office anytime between 7:30 a.m. and 5:00 p.m. (4:30 p.m. during academic break) Monday through Friday.

In the event that a visitor receives a parking citation, Parking and Transportation Services will allow a department to provide a budget number to cover the fee associated with the citation. This is only allowed for citations received by an individual who was visiting campus and is NOT a faculty member, staff member or student at the University of Idaho. Vehicles displaying Visitor permits are required to comply with university parking regulations, as well as with city ordinances and state laws. Any citations received must be paid or appealed within 15 days from the date the citation was issued. See [Section N](#) for more on the appeal process.

I. DISABILITY PARKING ELIGIBILITY & ENFORCEMENT

The University of Idaho strives to maintain a campus that is easily accessible to those with disabilities. Accommodation and access for persons with disabilities is a high priority. On-campus disability transportation service is provided by [Vandal Access Service](#). See [Section E.8](#). for information about obtaining the appropriate University of Idaho disability parking permit.

I.1. DISABILITY PARKING SPACE ELIGIBILITY

Marked Disability (ADA) parking spaces may be used ONLY by vehicles displaying BOTH a UI Disability permit and a State-issued disability permit or plate. A UI Disability permit is not required if a valid state-issued disability permit or plate is displayed when parked in: a regular space in all colored lots, a metered space, a posted timed space, and when parked in a marked disability parking space on Saturdays, Sundays, after 5 p.m. Monday through Friday, during academic breaks and university holidays. In addition to ADA marked spaces, vehicles displaying BOTH a UI Disability permit and a State-issued disability permit or plate may park in: regular colored lot spaces; metered spaces (no payment required and no time restriction - note: metered spaces only require state-issued permit or license plate); posted timed spaces (no time restriction); valid campus walkway permit spaces.

I.2. ENFORCEMENT OF MARKED DISABILITY & OTHER PARKING SPACES

Throughout the year, at all times, a State-issued Disability permit or license plates must be displayed along with a University of Idaho-issued Disability permit, or Visitor permit when parked in a Marked Disability (ADA) parking space. A UI Disability permit is not required if a valid state-issued disability permit or plate is displayed when parked in: a regular space in all colored lots, a metered space, a posted timed space, and when parked in a marked disability parking space on Saturdays, Sundays, after 5 p.m. Monday through Friday, during academic breaks and university holidays. Use of a UI Disability permit by an individual who is not the permit owner constitutes illegal use. If the UI Disability permit holder requires the use of a Personal Care Assistant (PCA), the PCA must be named on the UI Disability permit application. Use of the UI Disability permit by the PCA is acceptable only when accompanying the disabled permit holder.

J. EVENT AND RV PARKING

Parking & Transportation Services may preempt the use of certain lots or streets for special events and reserves the right to charge a fee for parking at these events. Lots reserved for event parking only will be posted in advance, and regular permit holders will not be allowed to park in lots reserved for an event. Vehicles parked in reserved lots after the lot was posted will be eligible for

citation and/or impound. Lots may be staffed by Parking and Transportation Services employees on the day of an event; individuals must abide by posted signage and directions from staff. Failing to comply with directions will result in citation. Departments or event hosts needing event parking services should contact Parking & Transportation Services at (208) 885-6424.

Parking or storage of trailers, RVs and golf carts is not allowed without prior approval. Upon approval, RV parking is allowed in lot 110, north of the large gravel parking lot west of the Kibbie Dome. Parking and Transportation Services must be informed by RV owners upon arrival.

RV parking on football game day weekends is allowed beginning on the Thursday prior to game day. There is a reserved, power RV section located in lot 34 and a reserved, non-power section located in lot 110. For all RV reservations and game day arrangements, contact the University of Idaho Ticket Office at (208) 885-6466. More detailed information regarding RV parking on game day will be posted on Parking and Transportation Services website.

K. MOTORCYCLES

For the purpose of these regulations, any motorized two-wheeled vehicle is considered to be a motorcycle. Motorized vehicles, including mopeds, are NOT allowed to park at bicycle racks; this will result in a citation. Permits are not required for motorcycles parked in designated motorcycle parking areas that are indicated in black on the parking map. A motorcycle parking map, highlighting the designated motorcycle parking areas on campus may be found [here](#). Motorcycles parked in metered spaces do require payment. Motorcycles are not allowed to park in regular permitted vehicle spaces. Motorcycle operators who wish to park in permitted vehicle spaces should consult with Parking and Transportation Services for permit display options. Driving or parking motorcycles on landscape areas, lawn areas or sidewalks/pathways is prohibited at all times.

L. BICYCLES

For the purpose of these regulations, a vehicle operated manually with the turn of pedals and no motor is considered to be a bicycle. All Moscow city ordinances/codes, Idaho state laws, and university requirements apply to the operation of bicycles on university property. It is the responsibility of the bicycle operator/owner to understand and comply with bicycle rules, regulations, and laws on campus. The campus walkway system and pedestrian areas on campus are considered sidewalks for the purposes of bicycle safety and enforcement. Bicyclists riding on the campus walkway system should ride at "walk speed", stay in control and always yield to

pedestrians. Parking and Transportation Services has been given the authority to manage bicycle parking on campus as outlined in the Administrative Procedures Manual and the University of Idaho Parking Regulations.

The campus bicycle management program includes promoting bicycle safety, education and ridership; understanding supply and demand of bicycle parking; identifying bicycle amenities in need of improvements, and managing bicycle parking by actively enforcing campus bicycle parking rules and regulations.

The purpose of managing bicycle parking on campus is to ensure pedestrian and disability safety and access, protect landscape elements, and improve aesthetics of campus.

Bicycles are to be parked in bicycle racks only. Attaching bicycles to any object other than a bicycle rack is prohibited.

Prohibited bicycle parking locations include any area that impedes, obstructs, congests or constricts access to the following :

- Building access points
- Emergency access routes
- Disability access ramps
- Disability railings
- Pathways
- Driveways
- Stairways and stairwells
- Hallways
- Loading docks

Prohibited bicycle parking locations also include, but are not limited to the following :

- Trees or other landscape elements
- Sign posts, meter posts
- Buildings or walls
- Fences or other structures

Bicycles parked in violation of these regulations should be reported to Parking and Transportation Services at (208) 885-6424 or parking@uidaho.edu.

Impoundment of bicycles without warning may occur when a bicycle is parked in a manner that poses a safety problem, is obstructing access to or from a building, is obstructing access to or from a disability ramp or parking space, is obstructing access in a pedestrian area, or that may potentially harm vegetation on campus. It is at the discretion of Parking and Transportation Services as to whether a bicycle is parked in a harmful or obstructing manner, as mentioned above.

Bicycles parked in violation of prohibited bicycle parking locations but are not posing an immediate safety problem or obstructing access will be tagged with an impound notice. Bicycles that have been tagged, after 24 hours, will be eligible for impound if found parked outside of designated bike racks at ANY LOCATION on campus. If possible, an impound notice will be posted at the location the bicycle was parked.

When a bicycle is impounded, the bicycle lock is cut and will no longer be useable.

Recovering an impounded bicycle. Impounded bicycles will be transported and secured by Parking Services. Bicycles that are not claimed after 14 days from the date of impound will be turned into Moscow Police Department as found property. Recovering an impounded bicycle will require payment of a \$20 recovery fee to Parking and Transportation Services. The individual must provide proof of ownership and correctly identify the bicycle being claimed. Photo identification and a recovery form must be completed and submitted to the Parking Office. The \$20 fee is required to cover costs associated with managing bicycles on campus.

Bicycle registration through the Moscow Police Department is strongly recommended for all bicycle owners. In the event a bicycle is stolen or lost, this will assist in relocating the bicycle and may also allow Parking and Transportation Services to identify and contact a bicycle's owner prior to impounding a bicycle.

An abandoned or disabled bicycle, for the purpose of these regulations, is defined as the appearance that the bicycle has not moved from its location for an extended amount of time, or due to dysfunctional or broken parts, cannot be safely operated. This includes, but is not limited to the following:

- No seat on bike
- Flat tires
- Bent rims
- Broken or no chain on bike

- Missing pedals
- Cobwebs, dust, grass or branches collecting or growing over the bike

It is at the discretion of Parking and Transportation Services as to whether a bicycle appears to be abandoned or disabled.

Parking and Transportation Services in conjunction with Facilities Services attempts to locate abandoned or disabled bicycles on campus throughout the year. Impound notices will be tagged on bicycles that appear to be abandoned or disabled. After one week from the date the notice was given, a tagged abandoned or disabled bicycle will be eligible for impoundment. If possible, an impound notice will be posted at the location the bicycle was parked. All impounded abandoned or disabled bicycles will be turned in to the Moscow Police Department as found property.

Bike racks located at University Housing locations will be checked for abandoned or disabled bicycles during the summer months only, in order to allow long-term storage for residents.

Bicycle locks that are reported to Parking and Transportation Services as being locked over an individual's bike, making it impossible for the owner to remove his/her bike will be removed. The owner of the bicycle and lock that was removed will incur an impound fee of \$20. Parking employees have the authority to remove bicycle locks for this reason when a request is received.

Bicycle locks are NOT allowed to be locked to bike racks when no bike is present. Locks found attached to bike racks with no bike present will be considered abandoned property and will be cut, removed, and disposed of by Parking and Transportation Services.

The university and/or Parking and Transportation Services are not responsible for damage to property incidental to the removal process. This includes cables, locks and bicycles that are removed for any reason.

Repeat violators of bicycle parking regulations will be subject to escalated fines and may be referred to the Dean of Students and/or Office of Risk Management.

Refer to the University of Idaho Administrative Procedures Manual Section 80.05 A-12 for more information on management of bicycles on campus.

M. CITATION PENALTIES AND ASSESSMENT

All parking citations must be paid or appealed within 15 days of issuance. Unpaid citations may result in:

1. University account holds and other collections-related activities
2. Vehicle immobilization and/or impound (see [Section O](#))
3. Ineligibility to purchase a new permit or a current permit to be revoked (see [Section E](#))

After 15 days, citations not submitted for appeal require payment; the fine amount will be assessed as follows:

1. **Citations issued to vehicles registered** with University of Idaho Parking and Transportation Services will be attached to the employee or students account who is associated with the license plate number
 - a. For students, monetary penalties may result in a hold being placed on student records, which affects the ability to register for the following semester, or receive a diploma
2. **Citations issued to vehicles not registered** with University of Idaho Parking and Transportation Services will be assessed as follows:
 - If a University of Idaho parking permit was displayed at the time the citation was issued, the fine amount will be assessed to the parking permit owner
 - If no University of Idaho parking permit was displayed at the time the citation was issued, the fine amount and an additional \$15 Discovery Fee may be assessed to the registered vehicle owner, company, corporation, or firm in whose name the vehicle is registered through the Idaho Department of Licensing, or the corresponding agency of another state or nation

M.1. CITATION FINE SCHEDULE

CITATION FINE SCHEDULE		
Violation	Fine	Increase for Repeat Offenses
No Parking (B.1)	\$40	
Disability Space Violation (B.2)	\$150	

Overtime Limit (B.3)	\$35	\$45 for 2+ in one year (non-continuous)
Obstructing Traffic (B.4)	\$50	
Blocking Dumpster (B.4.D)	\$20	
Oversized Vehicle (B.5)	\$20	
Disabled Vehicle (B.6)	\$20	
Illegal Use (B.7)	\$150	
Failure to Comply (B.8)	\$75	
Restricted Area (B.9)	\$100	
Unregistered Vehicle (B.10)	\$20	
No Parking 2AM-6AM (B.11)	\$30	
Service Space Violation (B.12)	\$50	
Delivery Space Violation (B.13)	\$50	
Lost or Stolen Permit (B.14)	\$200	
Fire Lane (B.15)	\$100	
Exempt Plate Reserved Space (B.16)	\$100	
Wheel Lock (B.17)	\$75	\$100 for 2+
Permit Violation (C.1)	\$30	\$35 each for 6-10 and \$45 each for 11+ in one year
Improper Display (C.1.I)	\$15	
Reserved Space Violation (C.2)	\$100	
Meter Violation (C.3)	\$25	\$30 each for 4+ in one year
Not a Motorcycle Space (C.4)	\$20	
Specific Use Area (C.5)	\$50	\$75 for 2+ (C.5.1)
Other Violation	\$20	
Vehicle Impound	\$150	
Bicycle Impound	\$20	
Tow (G.5)	\$150	

M.2. Citation Payment Options:

Citations may be paid in one of the following ways:

1. At the Parking Office located in the Intermodal Transit Center at 1006 Railroad Street; cash, check, credit/debit card, and Vandal Card accepted from 7:30 a.m. to 5 p.m. Monday through Friday
2. By mailing a check or money order to the Parking Office at 875 Perimeter Drive MS 4106 Moscow, ID 83844-4106; checks should be made out to UI Bursar
3. After 15 days from the date the citation was issued, citations can be paid at any university cashier window; cash, check, credit/debit card accepted, or online through student or employee accounts using VandalWeb.
4. Within 15 days from the date the citation was issued, current students and employees may pay citations online at aims.parking.uidaho.edu (ONLY credit/debit cards are accepted online).

Parking and Transportation Services does not accept citation payments in coins over an amount of \$5.00 unless they have been rolled; for pennies, any amount over \$1.00 will not be accepted.

M.3. DISCOVERY FEE

A Discovery Fee of \$15 is assessed to vehicle owners who have not registered their vehicle with University of Idaho Parking and Transportation Services, and have not paid or appealed citation(s) received within 15 days from the date the citation(s) was issued. This fee covers costs associated with identifying vehicle owners and accurately assessing fines owed.

N. APPEAL PROCESS

Citations received due to an extenuating circumstance may be submitted for appeal on Parking and Transportation Services website within 15 days from the date the citation was issued. After 15 days, citations may no longer be appealed and must be paid. The [Parking Committee](#) reviews and makes decisions on all citation appeals and will only review materials submitted at the time the appeal is filed. The Parking Committee meets once per month to review appeals. Individuals who submit appeals will be notified via email or letter via postal mail as soon as possible.

The [Parking Committee](#) decision will be based solely upon matters indicated in the citation, stated in the appeal or included by appellant as tangible evidence (i.e. receipts, medical documentation, etc.). The Committee will then decide one of the following outcomes on all citation appeals:

1. Uphold the citation
2. Dismiss the citation

3. If unique extenuating circumstances exist, based on the Committee's discretion, the monetary penalty assessed for the citation can be reduced

Written requests for a second appeal may be submitted if an individual is dissatisfied with the Parking Committee's decision on the original appeal. Requests must be submitted to Parking and Transportation Services within 15 days of the original notification date. If the 15-day deadline is not met, the original decision is final. Written requests for a second appeal must contain NEW information that was not part of the original appeal. Restatement of the previous appeal will not be considered.

If an individual is dissatisfied with the second appeal decision, a written appeal may be submitted to Parking Services within 15 days of the second appeal notification date to be reviewed by the Assistant Vice President of Facilities Services. The decision made at this step is the final university decision. Students have the option of appealing the final university decision to the Board of Regents.

Due process requirements: No member of the Committee with any personal conflict of interest or knowledge of the specific case or individual will be allowed to participate in the determination of that appeal.

O. IMMOBILIZATION AND IMPOUNDMENT

University of Idaho Parking and Transportation Services personnel may ticket, immobilize, impound, or tow any nuisance vehicle on University of Idaho property. The decision to impound or immobilize will be made by Parking and Transportation Services personnel on a case-by-case basis.

Vehicles may be declared a nuisance vehicle and may be subject to wheel lock or impound for the following reasons:

- Vehicles with three or more unpaid parking citations which are 15 or more days past the date of issuance; this includes defaulted collection accounts with multiple citation debt that has not been collected by the university
- Vehicles with 5 or more unpaid/un-appealed citations that were issued within a 15-day period
- Driver/owner misses a single payment as specified by a signed promissory note with the University of Idaho for payment of citation debt
- Vehicles parked in a disability space and not displaying a valid disability parking permit

- Vehicles obstructing traffic flow or parked in a fire lane
- Vehicles parked in a closed or reserved lot
- Vehicles appearing to be abandoned or disabled
- Vehicles not displaying a valid license plate or current vehicle license registration
- Vehicle displaying a permit that is recorded as lost or stolen
- Driver/owner has provided false information or attempted fraud to the university
- Vehicles illegally parked in a reserved space or lot that is reserved for a special event
- Vehicles parked in a service or delivery space without proper permit
- Failure to comply with specific parking instructions from Parking personnel

Towed or immobilized vehicles may be reclaimed after all outstanding fees related to the vehicle are paid. Fees may include a towing service charge and a daily storage fee. If the towed vehicle has been in storage on university property for a period of 60 days without being reclaimed and debt cleared, the university may dispose of the vehicle in accordance with Idaho Code 49.17 and with guidance from University of Idaho Office of General Counsel. Individuals must provide complete billing identification, including photo ID and a statement that the driver assumes responsibility for the vehicle. In certain instances, payment may be required in full. Decisions regarding the form of payment will be made on a case-by-case basis by Parking and Transportation Services. If towing/impoundment has occurred, the Parking Committee will provide an opportunity for a post-tow hearing to determine the validity of the tow.

Notification: After 48 hours (excluding weekends and official holidays) from the time of vehicle removal, if attempts to notify an individual of their vehicle tow/impound have been unsuccessful, Parking and Transportation Services will take further action when owner identification is possible. A written notice shall be sent by certified mail to the vehicle owner(s) or the applicable university parking permit holder and shall include the following information: name, address and telephone number of the University of Idaho Parking and Transportation Services office, vehicle description, the authority and purpose of the impound, a copy of these regulations, a statement of how the vehicle may be reclaimed, and a statement of the right to a post-tow hearing.

To make a request for a post-tow hearing, the vehicle owner or permit holder must submit a written request to Parking and Transportation Services within 15 days from the date of the impound notice. Any such requested hearing shall be conducted at the next regularly scheduled meeting of the University of Idaho **Parking Committee**. The Parking Committee's decision is final and binding upon all parties.