

PLANNING & ZONING COMMISSION



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

Regular Meeting
~Agenda~

Mike Ray
Staff Liaison
208.883.7008

<https://www.ci.moscow.id.us/581/Agendas-and-Minutes>

Wednesday
January 11, 2023

7:00 PM

Council Chambers
206 E Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of November 16, 2022 Minutes (ACTION ITEM)

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

3. Public Hearing: Legislative Hearing Providing for the Amendment of Moscow City Code Title 4, Chapter 6 Regarding Self-Storage Facilities (ACTION ITEM)

Self-storage facilities are currently only permitted within certain commercial zoning districts in the City. The City continues to allow and encourage a range of different housing types to be developed within the City, some of which are constructed on smaller lots which have limited storage space. In order to accommodate developments that allow for more efficient and innovative housing types, it will become increasingly imperative that an adequate number of storage options are available within the City. Therefore, staff has prepared an ordinance which would allow self-storage facilities within more residential and commercial zoning districts, subject to development standards to ensure compatibility with surrounding areas and minimize their impact on adjacent uses.

PROPOSED ACTIONS: After conducting the public hearing and consideration of testimony received, recommend approval of the proposed Ordinance to City Council with no conditions; or recommend approval of the Ordinance with modifications; or recommend denial of the Ordinance; or take such other action deemed appropriate.

4. Approval of Reasoned Statement of Relevant Criteria and Standards (ACTION ITEM)

Proposal for a Comprehensive Plan Land Use Designation, Zoning Designation, and Preliminary Subdivision Plat for an approximately 2.50-Acre Property Proposed to be Annexed into the City of Moscow and Generally Located East of the Current Terminus of Wildrose Drive and South of Flomer Lane.

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

PROPOSED ACTIONS: Review the draft Relevant Criteria and Standards documents and approve the documents; or approve the documents with modifications; or provide Staff further direction as deemed necessary.

5. Election of Officers (ACTION ITEM)

PROPOSED ACTIONS: Nominate and elect a Chair, Vice Chair, and Second Vice Chair for 2023.

REPORTS

1. Transportation Commission meeting report.

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next Planning & Zoning Commission regular meeting is scheduled for January 25, 2023.

ADJOURN

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

PLANNING & ZONING COMMISSION



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

Regular Meeting
~Minutes~

Mike Ray
Staff Liaison
208.883.7008

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

Wednesday
November 16, 2022

7:00 PM

Council Chambers
206 E Third Street

Parish called the meeting to order at 6:59 PM

MEMBERS PRESENT: Robb Parish, Chair; Rich Beebe, Scott Gropp, Cole Mize, Nels Reese, Victoria Seever, Dennis Wilson
MEMBERS ABSENT: Drew Davis, Joel Hamilton
STAFF: Jennifer Fleischman, Mike Ray

REGULAR AGENDA

1. Approval of October 26, 2022 Minutes (ACTION ITEM)

Wilson moved for approval of the minutes as written, seconded by Seever. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

None.

3. Public Hearing: Proposal for a Comprehensive Plan Land Use Designation, Zoning Designation, and Preliminary Subdivision Plat for an approximately 2.50-Acre Property Proposed to be Annexed into the City of Moscow and Generally Located East of the Current Terminus of Wildrose Drive and South of Flomer Lane: LUP2022-0030 and LUP2022-0031 (ACTION ITEM)

- 1. Retaining the current Comprehensive Plan Land Use Designation of Auto-Urban Residential.*
- 2. Rezoning of the subject property from the Low Density, Single Family Residential (R-1) Zone to the Moderate Density, Single Family Residential (R-2) Zone.*
- 3. Proposed Preliminary Plat of an approximately 2.50-acre area to create 5 lots ranging from 10,630 square feet to 28,494 square feet in size, referred to as Wildrose Court.*

Ray presented the proposed Annexation and Preliminary Plat as described above, and recommended approval of both, with five conditions for the subdivision. The City of Moscow and the Southeast Sewer District (a non-City entity) have an agreement to work together to provide sewer and water services within the District boundaries. The District contains several subdivisions and parcels on the southeast side of Moscow, within and also outside of the City Limits. This is the only remaining sewer district that is not managed by the City, and the District is not proposed to be annexed into the City, only some of the property within the boundaries.

Public Hearing opened at 7:12 PM

Dave Dail (applicant), Moscow, provided a brief review of the decision-making process that led to the current applications. The R-2 Zone was selected because the developers wanted to build larger homes with larger lot

sizes. All the lots are large enough to meet a R-1 designation, but the lot width requirements would not be met if the Parkland Dedication is made into a tract, as is required in an R-1 Zone.

Kathy Graham, Moscow, speaking in opposition to the project, talked about how they currently live within City Limits and in the Southeast Sewer district, but do not want to be a part of the District. Graham was concerned that the sewer use of a new subdivision within the District would cause a breakage of the current pipes. Both Ridgeview 2nd and the new development would have to pay into the Southeast Sewer District, which would go towards the cost of replacing damaged sewer lines. Graham objected to the City approving an addition to the capacity of the Southeast Sewer District, and also expressed concern about the approach on Highway 8 for Ridgeview 2nd and Wildrose Court. Phase 3 of Ridgeview 2nd includes building the approach for access to the subdivisions. A condition of the proposed development is that it would need to be accepted into the Southeast Sewer District.

Ed Haagen, Moscow, spoke in opposition to the project and talked about the increased development in Moscow and his concern regarding water resources.

Cynthia Leonhart, Moscow, spoke in opposition to the project and had concerns about street parking for both of the Ridgeview additions. She was worried about the sewer lines breaking underneath Wildrose Drive and that some of the neighbor's wells are running brown. There has not been a sewer failure in the last 10 years. There have been discussions between City Council and the Southeast Sewer District about adopting some properties.

Will Krasselt, Moscow, had some concerns about access to the two proposed lots on the north side of the development at the end of Flomer Lane, because the road is narrow and the County provides minimal maintenance. He also wanted it to be noted that Wildrose Drive would end in a cul-de-sac instead of stubbing to the east, which he would prefer because he has considered subdividing his large property into several parcels to develop as well. Flomer Lane is a narrow gravel road and was not, until recently, plowed by the County. Flomer Lane is a 20ft wide road, on average, and has a varying right-of-way (ROW). Staff recommends that a 10-foot ROW easement be added to the north edges of the property for future road improvements. There was a discussion about City residential and commercial lots that are accessed via County roads.

Ed Haagen, Moscow, asked about fire hydrants, which would be installed at the northwest corner of the subdivision and another added to the cul-de-sac of Wildrose Court.

Zena Hartung, Moscow, requested information about any parks that would be built in the area. The Parkland Dedication would be adding to the pathway connectivity for the park planned at the southwest corner of Ridgeview 2nd and to Milton Arthur Park to the north.

Kathy Graham, Moscow, wanted to know how big the Ridgeview 2nd park, and Staff responded that it would be about 7,000-10,000ft, as well as include a linear pathway running along the south side of Ridgeview. It would be a City park and maintained by the Parks and Recreation Department.

Katie Pelch, Moscow, did not agree that a park should be placed on the southern edge of Ridgeview 2nd, as it would be a safety concern. She was also worried about the iron in the water, and lack of water filtration in her house.

Dave Dail (applicant), Moscow, talked about some of the differences between Ridgeview 2nd and Wildrose Court. Communicated that he heard the concerns about water and sewer.

A comment was submitted via letter after the meeting packet had been published, from Scott and Ruth Butler, and was entered into the public record.

Public Hearing closed at 7:49 PM

Residential homes in the County utilize wells and if they are within the Southeast Sewer District they would be connected to those sewer lines. City water will be extended to Flomer Lane and a developer would have to extend it further if they wanted. The Commission mentioned that the water resource concerns are being addressed by the Palouse Basin Aquifer Committee (PBAC) and City Council with a long-term resolution. The Southeast Sewer District is a separate entity with an agreement with the City of Moscow, which is not influenced by the Planning & Zoning Commission. Commissioners agreed that in-fill projects are generally good and the recommended conditions make for a better project. There was some conversation about city growth in general, and the different approaches to development between cities and counties. There was talk about using City water as opposed to drilling new wells.

Seever moved to recommend approval of the Comprehensive Plan Designation to City Council with no conditions, seconded by Wilson. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

Seever moved to recommend approval of the Rezone to City Council with no conditions, seconded by Gropp. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

Wilson moved to recommend approval of the Preliminary Plat to City Council with the five conditions as recommended by Staff, seconded by Gropp. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

Seever moved to direct Staff to draft the Relevant Criteria and Standards for the Comp Plan Designation, Rezone, and Preliminary Plat. The motion was seconded by Wilson. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

4. Approval of Reasoned Statement of Relevant Criteria and Standards (ACTION ITEM)

Proposal for a Preliminary Subdivision Plat for property generally located east of the intersection of Third Street and Sixth Street within the City of Moscow to create twenty (20) single-family lots with an average lot size of 9,145 square feet, referred to as Rolling Hills 10th Addition.

Wilson moved for approval of the Reasoned Statement of Relevant Criteria and Standards for the Preliminary Plat, seconded by Gropp. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

REPORTS

1. Transportation Commission meeting report.
None.

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

Next Planning & Zoning Commission regular meeting is scheduled for December 14, 2022.

The was a conversation about scheduling a joint meeting between City Council and Planning & Zoning Commission sometime in the Spring 2023.

The Commission requested a training event on Idaho State code, specifically regarding affordable housing regulations. There was brief conversation about housing type variety and the density options for housing

developments and residential growth. Affordable housing cannot be required in the State of Idaho, but it can be incentivized.

The Commission also requested another presentation and discussion with PBAC and would like to schedule a meeting for Nils Peterson to provide an update on his affordable housing trust.

Parish declared the meeting adjourned at 8:20 PM

Robb Parish, Chair

NOTICE OF PUBLIC HEARING

Legislative Hearing Providing for the Amendment of Title 4, Chapter 3 of Moscow City Code Regarding Self Storage Facilities

A public hearing at which you may be present and speak will be conducted before the Moscow Planning and Zoning Commission at which time the following proposal will be considered:

Legislative Hearing Providing for the Amendment of Moscow City Code Title 4, Chapter 3; Providing for the Amendment of the Use Table to allow Self-Storage Facilities in more Zoning Districts, subject to Development Standards.

HEARING DATE: Wednesday, January 11, 2023

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

MEETING TIME: 7:00 p.m.

Note: Meeting start time is not necessarily indicative of hearing start time for the proposal advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur later in the meeting.

The file containing information on this matter is available for public review at the Community Development Department located in the Haddock Building at 504 South Washington Street, Moscow, Idaho. Call 208-883-7035 to get a meeting agenda and further information about the matter.

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

Laurie M. Hopkins, Moscow City Clerk



Jennifer R. Fleischman, Deputy City Clerk

Published: Saturday, December 24, 2022

ORDINANCE NO. 2023 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 4, CHAPTER 3; PROVIDING FOR THE ALLOWANCE OF SELF-STORAGE FACILITIES IN RESIDENTIAL ZONES; PROVIDING FOR THE INSERTION OF SELF-STORAGE FACILITIES WITHIN THE SPECIFIC USE STANDARDS; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, Self-storage facilities are currently only permitted within certain commercial zoning districts; and

WHEREAS, the City wishes to allow self-storage facilities within more residential and commercial zoning districts; and

WHEREAS, the City wishes to insert self-storage facility standards into the Zoning Code to ensure compatibility with the surrounding area and minimize their impacts on adjacent uses; and

WHEREAS, on _____, the Planning and Zoning Commission conducted a public hearing upon the amendments contained herein and recommended approval to the City Council; and

WHEREAS, on _____, the City Council conducted a public hearing and considered and adopted the amendments contained herein;

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

SECTION 1: That Moscow City Code Title 4, Chapter 3 be amended as follows:

Sec. 3-1. Introduction of Land Use Table.

The Land Use Table within Section 3.4 below lists the uses allowed within all base zoning districts. Each of the listed uses is defined in City Code Section 4-1-6, *Definitions*.

Sec. 3-2. Interpretation of Land Use Table.

- A. Permitted Uses. “P” in a cell indicates that the use is allowed by right, without special conditions other than those imposed upon other uses by right in the district. Permitted uses are subject to all other applicable regulations of this Code.
- B. Permitted Accessory Uses. “PA” in a cell indicates that the use is allowed only as accessory or incidental to a permitted principal use. An accessory use is generally designed or employed in conjunction with but subordinate to its primary use.

- C. Conditional Uses. “C” in a cell indicates that in the respective zoning district the use is allowed only if reviewed and approved in accordance with the procedures in City Code Section 4-8-4, Conditional Uses. Conditional Uses are subject to all other applicable regulations of this Code. A “C” designation does not constitute an authorization or assurance that such use will be permitted. Rather, each Conditional Use Permit application shall be evaluated against the relevant criteria and standards contained within City Code Section 4-8-4(B), and may be approved or denied as the findings indicate appropriate.
- D. Uses Subject to Specific Requirements. “P^x”, “PA^x”, or “C^x” in a cell indicates that the use is subject to specific requirements contained within footnotes at the end of the use table.
- E. Prohibited Uses. A blank cell indicates that the use is not permitted in the respective zoning district.

Sec. 3-3. Authorized Uses.

This Zoning Code is an exclusive zoning ordinance wherein the stated uses are the only uses which are permitted in each zoning district. Those uses not listed as permitted or conditionally permitted are not authorized. The question whether a specific use is encompassed by a listed use shall be subject to the Zoning Administrator's or designee's reasonable discretion. Further, if a proposed use is not specifically listed within the Land Use Table, the Zoning Administrator or designee shall make a determination as to the zoning classification into which such use should be placed, based upon the most comparable use listed within the table.

Sec. 3-4. Land Use Table.

LAND USE TABLE																		
P = Permitted Use				PA = Permitted Accessory Use				C = Conditional Use Permit				Blank = Not Permitted						
RESIDENTIAL USES		NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Dwellings in Residential Zones²																		
Single Family (up to 4 unrelated individuals)			P	P	P	P	P	P	P									
Two Family								P	P									
Twinhome								P	P									
Townhouse ¹								P	P									
Single Family (up to 6 unrelated individuals)			C	C	C	C	C	C	P									
Multiple Family (3 or more units)									P									
Mobile Home Parks									P									
Dwellings in Commercial Zones																		
Above or behind a commercial use or on a secondary street frontage			See above, <i>Dwellings in Residential Zones</i>							P	P		P/C ³	P	P	PA ⁴	P/C ³	P
On the ground floor on primary street frontage										P	C		C	C	C	PA ⁴	C	P
Group Living																		
Boarding House (occupied by owner, up to 6 boarders)			P	C	C	C	C	C	P									
Dormitories																		P
Fraternity, Sorority, and Cooperative Houses		721310							C									P
Accessory Uses																		
Accessory Buildings or Structures (up to 1,000 sq ft)			PA	PA	PA	PA	PA	PA ¹⁵	PA ¹⁵	PA								
Accessory Buildings or Structures (1,001 to 1,500 sq ft)			C	C	C	C	C	C	C	C								
Accessory Buildings or Structures (no size limitation)											PA	PA	PA	PA	PA	PA	PA	PA
Accessory Dwelling Unit ¹			PA	PA	PA	PA	PA	PA	PA									
Accessory Home Occupations Type I ¹			PA	PA	PA	PA	PA	PA	PA	PA	PA		PA	PA	PA	PA	PA	PA
Accessory Home Occupations Type II ¹			C	C	C	C	C	C	C	PA	PA		PA	PA	PA	PA	PA	PA
Accessory Gardens			PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA
NON-RESIDENTIAL USES		NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Agricultural Uses																		
Agriculture, Animal Production		112	P/C ¹⁸	C ⁵														P
Agriculture, Crop Production		111	P															P
Animals and Fowl (as permitted by City Code Title 10)			PA	PA	PA	PA	PA	PA	PA	PA								
Animal Slaughtering and Processing		31161	C													P		P
Gardens (Market and Community) no on-site retail sales ¹			P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
With on-site retail sales ¹			P	P	C	C	C	C	C	P	P		P	P	P	P	P	P
Sawmills		321113	C													C		
Amusement and Recreation Facilities																		
Archery/Shooting Ranges (indoor only)		713990											P	P	P	P	P	P
Bowling Centers		713950											P	P	P		P	P
Dance Halls		713990											P	P	P		P	P
Fitness Centers		713940									P		P	P	P		P	P
Golf Courses and Country Clubs		713910	C	C	C	C	C	C	C	C								P
Miniature Golf Facilities		713990											P	P	P		P	P
Movie Theaters		512131											P	P	P		P	P
Riding Stables		713990	C										P	P	P	P	P	P
Stadiums and Sports Arenas (Ice/Roller Rinks, Gymnasiums, Ballfields)		713940						C	C				P	P	P		P	P
Animal-Related Business																		
Veterinary Services		541940	C	C						P	P			P	P	P		
Pet Care Services ¹		812910	C	C							P ¹⁰				P	P		
Financial, Technology, and Professional Services																		
Agencies, Brokerages and Other Insurance Related Activities		5242							P ⁶	P	P	P	P	P	P		P	
Broadcasting Studios		515											P	P	P		P	
Business, Professional, Political, Social Advocacy, Grantmaking, and Similar Organizations		8132/8133/8139	C	C					P ⁶	P	P	P	P	P	P		P	
Commercial Banking, Credit Unions, and Savings Institutions		522110/120/130											P	P	P			
Construction Contractor Services		238											P	P	P	P	P	
Data Processing, Hosting, and Related Services		518								P	P	P	P	P	P	P	P	P
Professional, Scientific, and Technical Services		541							P ⁶	P	P	P ¹¹	P ¹¹	P	P	P	P ¹¹	P
Publishing Industries (except Internet)		511										P	P	P	P	P	P	P
Real Estate Services		531							P ⁶	P	P	P	P	P	P		P	
Securities, Commodity Contracts, and Other Financial Investments		523							P ⁶	P	P	P	P	P	P		P	
Software Publishers		5112							P ⁶	P	P	P	P	P	P	P	P	
Food and Beverage Service																		
Coffee/Esspresso Stand											P			C	C	P		P
Drinking Places (Alcoholic Beverages)		722410												P	P	P		P
Restaurants		72251								P ⁹	P			P	P	P		P

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Manufacturing																	
Beverage Manufacturing	3121									C		P	P	P	P	P	
Manufacturing, Heavy															C		
Manufacturing, Light													C	P	P	C	
Aerospace Product and Parts Manufacturing	3364										P		C	P	P	C	
Computer and Electronic Product Manufacturing	334										P		C	P	P	C	
Electrical Equipment, Appliance, and Component Manufacturing	335										P		C	P	P	C	
Medical Equipment and Supplies Manufacturing	3391										P		C	P	P	C	
Pharmaceutical and Medicine Manufacturing	3254										P		C	P	P	C	
Public/Institutional Uses																	
Antenna Towers (new)		C	C	C	C	C	C	C	C	C		C	C	C	C	C	C
Co-Location ¹⁴		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
Cemeteries	812220	C	C	C	C	C	C	C	C					C			
Child Day Care Services ¹																	P
Family, 5 or fewer children		PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	P	
Group, 6 to 12 children		P	P	P	P	P	P	P	P	P	C	C	C	C	C	P	
Small, 13 to 20 children		C	C	C	C	C	P	P	P	P	C	C	C	C	C	P	
Large, 21 or more children		C	C	C	C	C	C	C	C	P	C	C	C	C	C	C	
Civic and Social Organizations	813410											P	P	P		C	P
Community/Neighborhood Center		C	C	C	C	C	C	C	P	P		P	P				P
Correctional Institutions	922140													C	C		
Educational Services																	
Elementary and Secondary Schools ¹	6111	C	C	C	C	C	C	C	C	C			C	C	C	C	P
Colleges, Universities, and Professional Schools	6112/6113							C	C	C			C	C	C	C	P
All Other Schools and Instruction	6114-6117								C	C	C ¹⁶	C	C	P	C	C	P
Fairgrounds		C	C	C	C	C	C	C	C					C			
Funeral Homes and Funeral Services	81221							C	C	P		C	P	P			
Government Office Buildings		C	C	C	C	C	C	C	C	P		P	P	P	P	P	P
Health Care Services (Ambulatory) (excluding 624410)	621							P ⁶	P	P	P ⁸	P	P	P	P	P	P
Hospitals	622											C	P	C			P
Museums and Art Galleries	712110							C	C	P		P	P	P		P	P
Nursing and Residential Care Facilities	623							C	C				P	P			
Public Parks & Recreational Facilities (operated by local government) ⁷		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public Service and Utility Facilities		C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	P
Religious Facilities	813110	C	C	C	C	C	C	C	C	P		P	P	P		C	P
Telecommunications Services ¹	517							P ⁶	P	P	P	P	P	P	P	P	
Retail and Personal Services																	
Consumer Goods Rental	5322									P		P	P	P	P	P	P
Laundries and Drycleaners	812310/ 812320									P		P	P	P	P	P	P
Personal Care Services	8121								P	P		P	P	P	P	P	P
Retail Sales (excluding 4411, 444, 447, & 453930)	44-45								PA	P	PA	P	P	P	P	P	P
Large Retail Establishment ¹														P	P		
NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Storage Services																	
Self-Storage Facilities	531130	C	C				P ¹	P ¹	P ¹	P ¹				P	P		
Warehousing and Storage	493										PA ¹²			C	P		
Wholesale Uses	423										PA ¹²			C	P		
Temporary Uses¹												P	P	P	P	P	
Vehicles and Equipment																	
Automobile and RV Dealers	4411											C	C	P	P		
Automotive Repair and Maintenance	8111											C	C	P	P		
Building Material Sales & Garden Equipment/Supplies	444													P	P		
Commercial and Industrial Machinery and Equipment Repair and Maintenance	811310													C	P		
Electronic and Precision Equipment Repair and Maintenance	8112								P	P		P	P	P	P		
Gasoline Stations	447											C	C	P	P		
Heavy Equipment Sales (manufactured home dealers, farm and garden equipment)	453930 423820													C	P		
Off-Street Parking Areas		PA	PA	PA	PA	PA	PA	PA/C	P	P	PA	PA	P	P	P	P	P
Parking Lots and Garages	812930								P	P		C	P	P	P	P	P
Personal and Household Goods Repair and Maintenance	8114									P		P	P	P	P	P	
Railroad Yards and General Freight Trucking	488210/4841														P		
Rental and Leasing Services (excluding 5322)	532											C	C	P	P		
Scrap Yards/Material Recycling	423930														C		
Visitor Accommodations																	
Bed and Breakfast Inns		P	P	C	C	C	C	P	P	P		P	P	P		P	
Hotels and Motels	721110											P	P	P		P	P
RV Parks and Campgrounds	721211	C	C					C					P	P	P		P

(Ord. 2023-xx, xx/xx/2023)

USE ELEMENTS & EXCEEDANCES TO BULK & DIMENSIONAL REQUIREMENTS		AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Drive-Through Facilities ¹												P/C ¹³	C	P		C	
Exceedance of maximum building height (for permitted non-residential uses)		C	C	C	C	C	C	C	C	C	C	C	C			C ¹⁷	

NOTES

- ¹ Subject to Specific Use Standards within Section 4-3-4 of this Zoning Code
- ² Only one principal dwelling permitted per building lot in AF, FR, SR, R-1, and R-2 Zones
- ³ Residential dwellings located on ground floor on secondary street frontages require a Conditional Use Permit in CB and UMC Zone
- ⁴ One dwelling unit per lot is allowed where accessory to a permitted principal use
- ⁵ Feedlots must be on at least 20 acres of land and associated buildings must be set back at least 500 ft from the nearest property line
- ⁶ Use shall not exceed 2,000 sq ft of office space
- ⁷ Including all public facilities operated by local government (including but not limited to parks, recreational facilities, and recycling centers)
- ⁸ Excluding Outpatient Care Centers, Home Health Care Services, and Other Ambulatory Health Care Services (NAICS 6214, 6216, and 6219)
- ⁹ Restaurants shall not exceed 1,500 sq ft in the RO Zone
- ¹⁰ Indoor kennels only
- ¹¹ Excluding Veterinary Services
- ¹² Indoor storage only
- ¹³ Drive-up windows permitted for financial institutions only. Conditional Use Permit is required for drive-up windows associated with all other uses in the CB Zone
- ¹⁴ Antenna shall not extend more than 18 ft above, and shall not project more than 8 ft horizontally away from the existing tower or support structure
- ¹⁵ Or 600 sq ft per dwelling unit in R-3 and R-4 Zones
- ¹⁶ Business Schools and Computer and Management Training, and Technical and Trade Schools only, as defined by NAICS code number 6114 and 6115, and excluding aviation and flight training instruction schools, modeling schools, nursing schools, cosmetology schools, and truck driving schools
- ¹⁷ Residential or commercial uses may obtain a Conditional Use Permit for exceedance of the maximum building height in the UMC Zone
- ¹⁸ Feedlots with up to 20 animals are permitted by right. Feedlots between 20 and 200 animals require a Conditional Use Permit

Sec. 3-5. Specific Use Standards.

A. Accessory Dwelling Units:

1. **Applicability and Purpose.** These standards shall apply to Accessory Dwelling Units which are permitted by this Code. These standards are intended to help promote the benefits of Accessory Dwelling Units, while also preserving neighborhood character and creating predictability and certainty for established neighborhoods.

2. **Specific Standards.**

a. **General.** Accessory Dwelling Units must meet all applicable regulations for the zoning district in which they are located, except as otherwise expressly stated within this Section. Lots that currently do not meet the minimum lot size for a single family dwelling shall be ineligible for an Accessory Dwelling Unit.

b. **Size.** The floor area of the Accessory Dwelling Unit may not exceed six hundred (600) square feet or forty percent (40%) of the gross floor area of the principal dwelling, whichever is less.

c. **Maximum Occupancy.** The number of persons allowed to reside within an Accessory Dwelling Unit shall be limited to two (2).

d. **Owner Occupancy.**

i. Prior to the issuance of a building permit for an Accessory Dwelling Unit, the property owner must record a deed restriction upon the property which states that the property owner will reside on the property, within either the principal dwelling or Accessory Dwelling Unit. The deed restriction must be approved by the City Attorney and shall be binding upon the heirs, assigns, and subsequent purchasers of the property.

ii. Owner occupancy means a property owner, as reflected in real property records, who makes his or her legal residence at the property, as evidenced by voter registration or similar means and actually resides at the property for more than six (6) months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust, but shall not extend to corporate trusts.

iii. The Community Development Director may waive this requirement for temporary absences of greater than six (6) months for military service, employment

sabbatical, or family medical leave qualified absences. Temporary leave waivers for other reasons must be reviewed and approved by the City Council.

iv. In the event the owner is unable to reside on the property as required herein, only one (1) of the dwelling units on the property may be occupied.

e. Off-street parking. One (1) off-street parking space shall be required for the Accessory Dwelling Unit, in addition to that required for the principal dwelling.

B. Accessory Home Occupations.

1. Purpose.

Accessory home occupations are uses that occur within dwellings and which are accessory and incidental to the principal use of the subject property for residential purposes. It is the intent of this Section to allow accessory home occupations that are compatible with the surrounding neighborhood and land use where the nature of the accessory home occupation use is and remains secondary to the principal use of the subject property as a dwelling. This Section recognizes that many types of accessory home occupations can be conducted within a residential dwelling with little or no adverse effect(s) on the surrounding neighborhood.

2. Description of Accessory Home Occupation Types.

For the purposes of this Section there shall be two (2) classifications of accessory home occupations as follows:

a. Type I Accessory Home Occupation. A Type I Accessory Home Occupation is a non-residential use conducted solely by the inhabitants of the dwelling within such dwelling unit, or allowable accessory structure thereto; where there are no on-site employees or customer services provided; and where the conduct of the use does not change the character or nature of the dwelling or surrounding area. Examples include, but are not limited to, artists, crafts people, writers, graphic artists, computer programmers and software developers, consultants and similar uses. Private instruction (such as music instruction, private tutoring, other and similar uses) involving no more than four (4) students upon the premises at any one time shall be deemed to be a Type I Accessory Home Occupation.

b. Type II Accessory Home Occupation. A Type II Accessory Home Occupation is a non-residential use conducted by the inhabitants of the dwelling with up to one (1) additional on-site employee, and/or with on-site customer service provided upon the subject property, and where the conduct of the use does not change the character or nature of the dwelling or surrounding area.

3. Accessory Home Occupation Use Regulations.

a. Allowed Uses. Type I Accessory Home Occupations shall be an allowed use in all residential Zoning Districts, but shall be subject to the performance standards included herein. Type II Accessory Home Occupations shall be a Conditionally Permitted Use in all residential Zoning Districts and shall also be subject to the performance standards included herein.

b. Prohibited Accessory Home Occupation Uses. The following uses shall not be allowed as either a Type I or Type II Accessory Home Occupation, but may otherwise be permitted under this Code:

- i. Animal clinics or kennels;
- ii. Bed and breakfast;
- iii. Boarding house;
- iv. Child Care Facilities;

- v. Dispatch centers, where employees come to the site and are dispatched to other locations;
- vi. Manufacturing utilizing power tools or similar equipment such as furniture refinishing or building, cabinet making, metal fabrication or cutting, employing welding or cutting, or other similar uses, except for minor and incidental use of such equipment deemed allowable by the Zoning Administrator;
- vii. Medical clinics;
- viii. On-site retail sales involving on-premises customer service, except as may be permitted as an accessory use to a Type II Accessory Home Occupation;
- ix. Repair or assembly of vehicles or equipment with internal combustion engines (such as automobiles, lawnmowers, motorcycles, snow-mobiles and other similar equipment);
- x. Restaurants;
- xi. Schools;
- xii. Towing services; and
- xiii. Other uses with similar operating characteristics as determined by the Zoning Administrator.

4. Accessory Home Occupation Performance Standards.

- a. Outdoor Activities. All activities shall be conducted wholly within the principal structure or a permitted accessory structure thereto. External storage or display of goods or equipment shall be prohibited.
- b. Appearance of Structure and Site. The dwelling and subject property shall remain residential in character and the Accessory Home Occupation use shall not be discernable from the exterior of the principal structure or permitted accessory structure thereto. No alterations of the structure or subject property which would change the residential appearance of the dwelling and subject property shall be permitted. Examples of such prohibited alterations include construction of parking lots, paving of setbacks, external signage not otherwise permitted by this Code, or adding commercial exterior lighting.
- c. Vehicles. No more than one (1) vehicle shall be discernable as being used in association with the Accessory Home Occupation. The maximum size of such vehicle used in association with the Accessory Home Occupation shall be no more than one (1) ton capacity and shall not include any trailer.
- d. Deliveries. Deliveries and/or pick-ups of supplies or products associated with the Accessory Home Occupation shall be allowed only between 8:00 a.m. and 6:00 p.m. local time.
- e. Nuisances. Unless otherwise permitted by law, no Accessory Home Occupation shall produce any detectable fumes, odors, dust, heat, noise, vibration, glare, electro-magnetic field, electrical interference, or other effects outside the dwelling which is incompatible with the characteristics of the residential Zoning District or is otherwise a violation of this Code.

C. Child Care Facilities.

The following standards are required for approval of Child Care Facilities when such uses are classified as permitted uses within zoning districts and shall serve as guidelines to which additional conditions may be added when Child Care Facilities require conditional use permits to operate within a zoning district:

- 1. Parking and Loading Facilities:

a. Child Care Facilities shall provide off-street parking adequate to meet the requirements of City Code Section 4-6-5.

b. Child Care Facilities shall provide loading spaces in accordance with the following standards:

i. Quantity of Loading Spaces required:

(a) Group Child Care: one (1).

(b) Small and Large Child Care: two (2).

ii. Required loading spaces may be provided in one of the following ways:

(a) On-street, subject to the approval of the City Engineer, when the space is reserved or otherwise generally available, and which is located on the same side of the street as the Child Care Facility. On-street loading space shall be at least thirty feet (30') from any street intersection.

(b) Off-street where the travel path from the loading space(s) to the Facility entrance does not cross vehicle maneuvering and travel areas.

2. Play Area and Screening. Child Care Facilities shall provide a contained or fenced outdoor play area sufficient to comply with the spatial standards required by City Code. Sight-proof fencing or sight-proof landscaping shall be provided on perimeters of such outdoor play areas where necessary to protect the privacy of neighbors' yards.

3. Additional Large Child Care Facility Standards. To ensure that traffic generated by a large Child Care Facility will not disrupt a residential neighborhood characterized by low volumes of vehicular traffic, such Facilities shall be:

a. Located on City street that has an average daily traffic (ADT) of at least five hundred (500) vehicles per day; or

b. Located within three hundred feet (300') of a school and provide after school service for school age children; or

c. Permitted when the facility is located in a church, grange hall, social center or other large public assembly building; or

d. Upon issuance of a Conditional Use Permit.

4. Site Plan Required. To ensure compliance with these standards, a site plan shall be submitted for all Child Care Facilities indicating parking, loading, traffic flow characteristics and related signage.

5. Use of public right-of-way for Child Care loading is discretionary and subject to the approval of City Engineer in consideration of the availability and demand of on-street parking in the subject area and the proximity of the proposed loading space to intersections, current and future traffic conditions, and other similar considerations.

D. Drive-Through Facilities.

1. Applicability and Purpose. These standards shall apply to establishments that utilize drive-through windows as part of their business operations. These standards are intended to ensure that the design and operation of drive-through facilities provide functional and safe traffic circulation, access, and vehicle queuing. The standards are also meant to ensure that drive-through facilities are compatible with the surrounding area and minimize their impacts on adjacent uses.

2. Development Standards. Drive-Through Facilities shall comply with the following design standards and requirements.

a. Number of Spaces Required. Drive-Through Facilities with one (1) service window shall provide room for five (5) queuing spaces. When there are two (2) or more

service windows provided, there shall be room for four (4) queuing spaces per service window.

b. Size of Space. The dimensions of a vehicle queuing space shall be a minimum of twelve feet (12') in width and twenty feet (20') in length.

c. Turning Radius. The minimum drive-through lane inside turning radius shall be twenty feet (20').

d. Demarcation. Drive-through lanes shall be clearly demarcated with striping or curbing.

e. Additional Queuing. The design, signage or operational characteristics of the Drive-Through Facility shall prevent or discourage vehicles from waiting for service on public sidewalks or streets.

f. Landscaping. Drive-through lanes adjacent to public streets shall provide a landscape buffer of a minimum of three feet (3') in width and shall contain one (1) tree of one and one half inch (1.5") caliper every forty (40) lineal feet and one (1) shrub every six feet (6').

E. Educational Services (Elementary and Secondary Schools).

1. Purpose. The following standards are required to ensure the safety and placement of loading spaces that are intended to serve as student pick-up and drop-off locations for Elementary and Secondary Schools.

2. Loading Standards. Elementary and Secondary Schools shall provide off-street turn-out areas for student pick-up and drop-off, in addition to the required off-street parking found within Section 4-6-5(E). Loading space shall be provided for at least two (2) vehicles provided in a manner that would not result in a safety hazard to children being picked up or delivered. Such space may be provided in one of the following ways:

a. On-street, when the space is reserved or otherwise generally available, and which is located on the same side of the street as the School. On-street loading space shall be at least thirty feet (30') from any intersection.

b. Off-street, where ingress and egress would not require backing movements by vehicles.

c. Other loading space determined to be safe by the City Engineer considering existing street and traffic conditions and anticipated use of the loading facility.

F. Gardens Market, Community and Accessory.

1. Applicability and Purpose. These standards shall apply to Market Garden and Community Garden uses where such uses are located within SR, R-1, R-2, R-3, and R-4 Zoning Districts, and shall serve as guidelines where such uses are considered as a Conditionally Permitted Use. These standards are intended to reduce the potential for adverse impacts to adjacent residential uses and to mitigate potential nuisances.

2. Specific Standards.

a. Permitted Accessory Structures. Hoop houses, green houses, shed and other minor accessory structures without permanent foundations and of less than one thousand (1,000) square feet in size shall be permitted in association with the operation of a permitted Market or Community Garden use. If the associated Market or Community Garden use ceases, such structures shall be removed from the property.

b. Hours of Operation.

i. Operation of Market and Community Gardens shall be limited to sunrise or 7:00 a.m. local time, whichever is earlier, and must end at sunset or 9:00 p.m. local time,

whichever is later. Operation shall be defined as people engaged in the operation of the use present upon the site.

ii. Where permitted, retail sales shall be limited to the hours of 8:00 a.m. to 7:00 p.m. local time.

iii. Use of motorized equipment shall be limited to 7:00 a.m. to 9:00 p.m. local time.

iv. The pickup of produce by those who have purchased shares, such as a Community Supported Agriculture (CSA), shall be permitted during daylight hours and shall not be considered retail sales.

c. Lighting. Exterior and interior lighting use associated with the operation of a Market or Community Garden shall be limited and shall not result in light trespass or glare upon adjacent residential uses.

d. Use of Machinery. The use of motorized equipment and machinery shall be limited to typical residential scale equipment, except that larger equipment may be used on an infrequent basis during spring and fall preparation activities.

e. General Nuisance Prohibition. Operation of Market and Community Gardens shall be conducted in a manner so as to limit dust, noise, drainage, overspray of chemicals, or smells that would constitute a public nuisance.

f. Signage. Signage advertising and/or identifying a permitted Market or Community Garden use shall be allowed as provided within the City Sign Code.

g. Keeping of Animals. The keeping of animal and fowl in association with a Market Garden shall be permitted per the animal regulations of City Code.

h. Off-Street Parking. In order to preserve the residential character of neighborhoods, no Off-Street Parking shall be required for Market and Community Gardens. Any Off-Street Parking provided for Market and Community Gardens shall be limited in nature and shall not be fully improved or paved. Grassed or small graveled seasonal parking areas shall be permitted.

i. Exceedance of Standards. These standards may be exceeded with approval of a Conditional Use Permit.

G. Large Retail Establishments.

Large Scale Establishments.

a. New Large Retail Establishments. Every new Large Retail Establishment shall comply with the provisions of this Section and the City of Moscow Large Retail Establishment Design Manual (Design Manual), as adopted or amended by Resolution of the Council. Any substantive deviation from a standard required by the Design Manual shall require a Variance.

b. Expansion of Existing Large Retail Establishments. The following is required for expansion(s) of a Large Retail Establishment:

i. Any one (1) time expansion of an existing Large Retail Establishment shall comply with Subsection (4)(d) Stormwater Management (for any proposed additional impervious surface areas). Additionally, the provisions of the Design Manual shall apply to the greatest extent feasible in consideration of the existing site development, as determined by the reviewing body.

ii. Conditions of Reconstruction. If any existing Large Retail Establishment should be destroyed by any means to an extent of more than seventy (70%) percent of the replacement cost of the whole structure at the time of destruction, it shall not be reconstructed

except in conformity with the provisions of the Design Manual (to the greatest extent feasible in consideration of the existing site development, as determined by the Zoning Administrator).

c. Large Retail Establishments that includes less than one hundred forty (140) parking stalls shall not be subject to Section 2.2, Parking Lots, of the Design Manual.

d. Large Retail Establishments Greater Than Sixty Five Thousand (65,000) Square Feet. In addition to other requirements contained in the Design Manual, every application for a new Large Retail Establishment of greater than sixty five thousand (65,000) square feet of gross floor area or any application for the expansion of more than thirty percent (30%) of any existing Large Retail Establishment, where such expansion would result in the creation of a Large Retail Establishment of greater than sixty five thousand (65,000) square feet of the gross floor area, shall address and include all of the following items:

i. Site location and existing and future streets and pathways. The applicant shall show, as part of the application, that the proposed development does not preclude the logical and orderly extension of existing public streets and pathways and does not preclude the development of future planned streets and pathways, as generally identified within the City's Comprehensive Plan.

ii. Multimodal Traffic Study. The applicant shall provide a Traffic Impact Study (including pedestrian, bicycle, transit and motorized travel) in accordance with City Traffic Impact Study Standards. Such Traffic Impact Study shall include an assessment of the impacts of the proposed development upon vehicular, pedestrian, bicycle and transit transportation systems and services anticipated in the vicinity of the development for twenty (20) years from the anticipated date of completion of the proposed development. Such Traffic Impact Study shall include an analysis of all proposed measures to mitigate impacts of the proposed development. All Traffic Impact Studies shall be reviewed and approved by the City Engineer.

iii. City Services and City Infrastructure Impact Assessment. The applicant shall provide a public utility service impact analysis of the proposed use and its anticipated impacts upon the City's physical infrastructure and the service delivery of essential City services including water, sanitary sewer, storm sewer, police, fire and sanitation services. Such assessment shall include an analysis of the proposed development's anticipated service demand, adequacy of existing service infrastructure, and an assessment of the impacts the proposed use may have upon other users and the service provider. Such analysis shall also include any potential and proposed measures necessary to mitigate such impacts. Payment of costs for increasing service capability and/or over-sizing or upgrading of service infrastructure, as necessary to mitigate the impacts of the proposed development, shall be the responsibility of the applicant. All City services impact studies shall be reviewed and approved by the City Engineer.

iv. Stormwater Management. Stormwater runoff shall not be discharged into the public storm sewer system or into any natural drainage system, without being detained in accordance with this Code and without being treated to the most current quality standards, as prescribed by the Idaho Department of Environmental Quality in the catalog of Stormwater Best Management Practices for Cities and Counties. Stormwater facilities shall be designed to detain and release stormwater at a rate that shall not exceed the pre-development stormwater discharge rates for the two (2) year storm, ten (10) year storm, and twenty-five (25) year storm events and shall be designed as treatment train systems (i.e.

multiple devices and/or methods to improve water quality and increase evaporation). Treatment trains shall include a vegetative primary treatment component, such as a bio-filtration swale, filter strips, or other similar devices. The level of water quality treatment shall be designed for two (2) year storm event post development flows. Stormwater facilities shall be aesthetically pleasing amenities consistent with Design Manual Central Features and Community Spaces Guidelines and Standards. Regionally viable vegetation shall be planted inside open earthen detention ponds. Above ground detention vaults or ponds with slopes greater than three to one (3:1) or those containing vertical walls shall be provided with a six foot (6') high fence or wall at the top of the slope for security and safety purposes. A type "B" landscape buffer yard, as described in this Zoning Code, shall be required around the outside perimeter of the fence or wall. Storage, display, or sale of chemicals, pesticides, fertilizers, liquid petroleum and any product containing any chemical listed in the Code of Federal Regulations Title 40, Chapter 1, Subpart d, Part 131.369, as amended, shall be prohibited in areas not protected from weather (such as parking lots) and from areas not located or designed to prevent contamination of stormwater runoff. All stormwater management plans shall be reviewed and approved by the City Engineer.

v. Standards for Materials Submitted. Each study, report, analysis, certification, or assessment required by the City or offered by the applicant shall be paid for by the applicant and shall be conducted by professionals educated, trained and experienced in the appropriate field and shall be mutually agreed upon by the applicant and the City.

e. Community Meeting Required. All proposed new Large Retail Establishments and expansions of existing Large Retail Establishments greater than thirty percent (30%) of the existing gross floor area shall require a community meeting in accordance with the following requirements:

i. Meeting Purpose. The purpose of the community meeting is to allow the applicant for a Large Retail Establishment to present the proposed development to the community and other members of the public prior to consideration by the City so that the parties can discuss and consider neighborhood and community impacts, mitigation, design and construction elements, and the like. Conduct by all participating in the community meeting should be respectful, should avoid personal attack, and should be directed toward gathering and exchanging information regarding the proposal(s).

ii. Meeting Notice and Location. Notice of a community meeting shall be given to all property owners within six hundred feet (600') of the subject property, shall be posted upon the subject property of a size and location that renders such notice visible and legible to persons in the vicinity of the subject property, published in the local newspaper and provided to local media. Such notice shall be provided at least fourteen (14) days before the community meeting. Mailed notice shall be made by U.S. mail to the current or last known property owners of record as determined by review of the records in possession of Latah County. Alternatively, the City may provide a list of property owners to the applicant upon request and receipt of the appropriate fee.

The community meeting shall be set at a date, time, and place reasonably calculated to facilitate the attendance of the public. Evening meetings during the work week are encouraged.

iii. Meeting Content and Conduct. The applicant or applicant's representative shall chair and conduct the meeting according to orderly procedures. The chair should provide the participants in the community meeting a fair chance to be heard. The chair will

have the authority to recognize participants in the meeting and to maintain order in the conduct of the meeting. Formal rules of evidence will not apply during the meeting but the chair may limit the duration of comments or presentation where necessary to give the broadest number of participants the opportunity to express their views. Each meeting shall be conducted so that those in attendance can discuss the project/proposal which is the subject of the application(s) to be filed. Where more than one (1) application is to be considered, the meeting shall include discussion of all related matters. For example, where there is to be a submittal for a rezoning along with the Large Retail Establishment, both shall be thoroughly discussed in the community meeting and shall satisfy any Neighborhood Meeting requirement of this Code.

iv. Submission of Meeting Materials Required. Where community meetings are required, the following community meeting materials shall be submitted with the application(s).

- (a) Time, date and location of the community meeting,
- (b) Names and addresses of property owners to whom notice was sent,
- (c) Names and addresses of all attendees,
- (d) Summary of comments, suggestions and discussion,
- (e) Applicant's response to comments, suggestions and discussion, including any modifications made or intended to be made to the project proposal/application as a result of the community meeting comments,
- (f) Materials utilized or submitted (including plans, proposals, designs, power point presentations, maps, handouts, petitions, letters, studies, etc.) shall be submitted with the application for the related project(s).

A verbatim transcript is not required nor is a video and/or audio tape (unless the applicant wishes to submit it). The summary of comments, suggestions and discussion should be extensive enough to allow the reader to understand what occurred.

f. Design Manual Review. All applications for new Large Retail Establishments and expansions of existing Large Retail Establishments shall be reviewed by the Zoning Administrator for conformance to the standards and requirements of the Design Manual. The Zoning Administrator shall review the site plan, landscape plan, and architectural building plans and building elevations for conformance with the requirements of the Design Manual.

i. Alternate Compliance Methods. The Zoning Administrator shall be authorized to approve alternate compliance methods to meet the purposes and intents of the specific requirements of the Design Manual where the Zoning Administrator finds such alternate compliance methods are in keeping with the intents and purposes of the Design Manual and where such alternate compliance methods will achieve equivalent or superior mitigation of impacts of the proposed Large Retail Establishment or its expansion.

ii. Design Review Decision. Upon completion of the design review, the Zoning Administrator may approve the proposed development, approve the proposed development with conditions of approval related to specific requirements of the Design Manual, or deny the proposed plans with specific direction to the applicant regarding what specific elements of the development plans must be modified to comply with the Design Manual.

iii. Design Review Decision Appeal. Appeals or design review decisions by the Zoning Administrator shall be made to the Council.

H. Self-Storage Facilities.

1. Applicability and Purpose. The following standards are intended to ensure that the design and operation of self-storage facilities that are located in certain zoning districts are compatible with the surrounding area and minimize their impacts on adjacent uses.

2. Development Standards. Self-storage facilities shall comply with the following design standards and requirements.

a. Minimum Property Size. The minimum parcel size of a self-storage facility development shall be one-half (1/2) acre.

b. Property Setbacks. Front and street side setbacks shall be twenty (20) feet. Rear and side yard setbacks shall be ten (10) feet. These setback requirements shall supersede the corresponding requirements of the zoning district which the property is located within.

c. Building Orientation. The access doors of individual storage units shall face the interior of the site. This shall not apply to storage units that are accessed within an enclosed structure.

d. Building Height. The height of self-storage buildings shall be limited to fourteen (14) feet at the eaves.

e. Hours of Access. The hours of operation shall be limited to 7:00am to 10:00pm.

f. Landscaping. A Type A Landscape Buffer shall be installed and maintained around the perimeter of the entire site.

g. Interior Access. Vehicular travel aisles that are used for internal circulation within a self-storage facility development shall not be less than twenty (20) feet in width and shall meet the paving standards of MCC 4-6-2.

h. Indoor Storage. Individual storage bays within a self-storage facility shall not be used for any use other than dead storage.

i. Outdoor Storage. No outdoor storage shall be permitted with the exception of Recreational Vehicle (RV) and boat storage. RV and boat storage must be located at the interior of the site and not visible from any adjacent streets or properties. In order to achieve proper screening of outdoor storage areas, self-storage facility buildings at the exterior of the site shall include a shed roof design that slopes to the exterior of the site. The building walls that face the interior of the site shall be fourteen (14) feet in height and the building walls that face the exterior of the site shall be ten (10) feet in height.

j. Architectural Standards. The use of reflective, bright, or metallic colors on buildings or structures associated with a self-storage facility development is prohibited.

k. Lighting. All outdoor lighting shall be full cut-off as defined in MCC 4-6-9. Freestanding lights shall not exceed fourteen (14) feet in height.

l. Proximity to Residential Zones. No property boundary of any self-storage facility shall be located within three hundred (300) feet of any property within the SR, R-1, or R-2 Zones.

m. Fencing. The perimeter of the self-storage facilities shall be fenced, walled, or enclosed and screened from public view.

I. Telecommunications Facilities.

1. Applicability.

This Section shall apply to antenna towers, antenna support structures, antennas and their ancillary facilities (telecommunications facilities) any of which are used to provide commercial telecommunications services. This Section shall not apply to noncommercial antenna towers exclusively used as accessory to a residential use on the same lot.

2. Purpose.

The provisions of this Section are intended to ensure that telecommunications facilities are located, installed, maintained and removed in a manner that:

- a. Minimizes the number of antenna towers throughout the community;
- b. Encourages the co-location of telecommunications facilities;
- c. Encourages the use of existing buildings, light or utility poles, water towers or other structures for antenna mounting and discourages construction of new antenna towers;
- d. Ensures that telecommunications facilities are located and designed to minimize visual impact on the surroundings.
- e. Ensures that regulation of telecommunications facilities does not have the effect of prohibiting the provision of telecommunications services, does not unreasonably discriminate among functionally equivalent providers of such services, and allows the provision of adequate area coverage by such services.

3. Definitions.

- a. *Ancillary Facilities.* Buildings, cabinets, vaults, enclosures, equipment, and the like required for operation of telecommunications systems.
- b. *Antenna.* Any device that transmits and/or receives radio waves, microwaves, or other electro-magnetic radiation for voice, data or video communications purposes including, but not limited to, television, AM/FM radio, micro-wave, cellular telephone and similar forms of communications.
- c. *Antenna Support Structure.* Any structure or building not constructed primarily for the purpose of supporting an antenna but that supports an antenna as a secondary or accessory use.
- d. *Antenna Tower.* Any structure or pole erected primarily for the purpose of supporting one or more antennas that are used to provide commercial wireless communications or telecommunications services.
- e. *Antenna Tower Height.* The overall vertical length of the antenna tower above ground level.
- f. *Co-location.* Placement of one or more antenna(s) on an antenna support structure or the placement of an antenna on an antenna tower on which one or more antennas are already located.
- g. *Lattice Tower.* An antenna tower characterized by a framework of lateral or diagonal cross members that stabilize the tower.
- h. *Monopole.* An antenna tower that consists of a single upright pole, which is self-supporting and without supports or guys.
- i. *Telecommunications facilities.* Antenna towers, antenna support structures, antennas and their ancillary facilities that are used to provide commercial wireless communications or telecommunications services.
- j. *Temporary Antenna Tower.* An antenna tower established for the purpose of providing tele-communications services on a temporary basis for a special event or to temporarily replace an antenna tower while it is being repaired.

4. Use Regulations

- a. The installation of lattice towers is prohibited except lattice towers that qualify and are permitted as temporary antenna towers. Replacement, relocation or alteration of non-conforming lattice towers shall be subject to the Nonconformity Regulations in Section 4-1-6 of this Zoning Code.

b. A Conditional Use Permit shall be required before the installation, relocation, replacement, and/or alteration of an antenna tower that exceeds thirty-five feet (35') in height.

c. Co-location shall be a permitted use if the property upon which such antenna is located is within one of the following Zoning Districts: U, RO, NB, RTO, CB, GB, MB, or I. An antenna may be co-located as a permitted use on existing antenna towers and antenna support structures in all zoning districts if the antenna extends no more than eighteen feet (18') above, and projects no more than eight feet (8') horizontally away from the existing tower or support structure. Co-location shall also be a permitted use on nonconforming antenna towers if the antenna extends no more than eighteen feet (18') above, and projects no more than eight feet (8') horizontally away from, the nonconforming antenna tower.

d. A temporary antenna tower as defined herein shall be a permitted use in all zoning districts, subject to site plan approval by the Zoning Administrator. The duration of the temporary antenna tower at the site shall not exceed the special event time or the time reasonably needed to repair the antenna tower in need of repair.

5. Development Standards

a. Antenna Tower Setback from Highway Right-of-Way.

No antenna tower that exceeds sixty feet (60') in height shall be permitted within five hundred feet (500') of US Highway 95 and/or State Highway 8 rights-of-way unless the proposed site is in the U, MB, or I Zoning District, in which case the antenna tower shall be set back a minimum of one hundred feet (100') from said right-of-way.

b. Security.

Every telecommunications facility shall be protected from unauthorized access by appropriate security measures.

c. Lighting.

Every antenna and antenna tower shall not be lighted unless required by the Federal Aviation Administration or other state or federal agency having such authority, and such lighting shall not be more than the minimum required by such agency.

d. Noise Reduction.

In any SR, R-1, R-2, R-3, or R-4 Zoning District, and in all other Zoning Districts when the adjacent property is zoned SR, R-1, R-2, R-3, or R-4 or occupied by a dwelling, hospital, school, library, or nursing home or similar use, noise generating equipment shall be sound-buffered by means of baffling, barriers, or other suitable means to reduce sound level measured at the property line to forty five decibels (45 dB).

e. Signage.

The placement of signage on antenna towers is prohibited, except for the placement of security signage, which shall not exceed six (6) square feet on each side of the antenna tower and shall not be located higher than six feet (6') above grade. Additionally, one security sign not to exceed one (1) square foot may be provided on each fifty feet (50') of wall or fence enclosing the facility.

f. Antenna towers shall be separated from the property line of any adjacent property zoned SR, R-1, R-2, R-3, or R-4 at least a distance equal to the height of the antenna tower, and shall be separated from all other adjacent property lines at least a distance equal to one-half (1/2) the height of the antenna tower.

g. Aesthetic Considerations.

i. Antenna towers shall be painted a neutral color consistent with the natural or built environment of the subject site and the surrounding area unless otherwise required by the Federal Aviation Administration or any other state or federal agency having such authority.

ii. Equipment shelters or cabinets shall have an exterior finish compatible with the natural or built environment of the subject site and the surrounding area and shall also comply with any design guidelines applicable to the particular zoning district in which the facility is located.

iii. Antennas and cables shall be of a color identical to or closely compatible with that of the structure to which they are attached unless otherwise required by the Federal Aviation Administration or any applicable state or federal agency. Telecommunications facilities located above ground in or directly adjacent to any SR, R-1, R-2, R-3, and R-4 Zoning Districts shall be surrounded by a minimum six-foot (6') high decorative wall constructed of brick, stone, or textured concrete block. Said wall shall be surrounded by a Type "A" Landscape Buffer Yard planted adjacent to said wall or fence or at an alternate location providing equal or better buffering. Telecommunications facilities in all other Zoning Districts shall be surrounded by a minimum six-foot (6') high wall or solid or slatted fence. Said fence or wall shall be surrounded by a Type "A" Landscape Buffer Yard planted adjacent to said wall or fence or at an alternate location providing equal or better buffering.

iv. Vehicle or outdoor storage on any antenna tower site is prohibited unless otherwise permitted by the Zoning District in which the tower is located.

v. At least one (1) on-site parking stall with a vehicle turnaround area shall be provided at each antenna tower site. The parking area and driveway to it shall consist of asphalt, concrete, or gravel.

vi. Ancillary facilities located above ground for antennas in or directly adjacent to any SR, R-1, R-2, R-3, or R-4 Zoning District shall be set back a minimum of twenty-five feet (25') from any SR, R-1, R-2, R-3, or R-4 zoned property, unless the applicant can demonstrate that the specific proposal will present no greater adverse visual and audio impacts to surrounding properties. Above ground ancillary facilities in any other Zoning District shall be located a minimum of fifty feet (50') from any SR, R-1, R-2, R-3, or R-4 zoned property, unless the applicant can demonstrate that the specific proposal will present no greater adverse visual and audio impacts to surrounding properties.

6. Co-Location

a. Existing Antenna Towers.

Prior to the issuance of any permit to relocate, alter or modify any antenna tower, the tower owner shall provide to the City a notarized written commitment to make said antenna tower available for use by others subject to technical and structural limitations and reasonable financial terms. The failure of an antenna tower owner to agree to shared use or to negotiate in good faith with potential users shall be unlawful and, among other remedies of the City, shall be just cause for the withholding of the issuance of future antenna tower permits to such an owner as well as revocation of antenna tower permits for any antenna tower on which co-location is refused or unreasonably hindered.

b. New Antenna Towers.

Any new or relocated antenna tower eighty feet (80') or greater in height shall be designed and constructed to accommodate at least two (2) additional users unless a larger number of users needs to be accommodated as indicated by the response to the Notice

provisions herein. As an alternative, a smaller tower may be approved if the tower owner commits in writing to “swap out” to a larger tower when needed to allow co-location space for additional service providers. A notarized written commitment to shared use as specified in Subsection 6.a. above shall be submitted to the Zoning Administrator by the antenna tower applicant. The failure of the owner of an antenna tower built with a capacity for shared use to negotiate in good faith with potential users shall be unlawful and shall be a violation of this Ordinance and, among other remedies of the City, shall be just cause for the withholding of the issuance of future antenna tower permits to such an owner as well as revocation of antenna tower permits for any antenna tower on which co-location is refused or unreasonably hindered.

c. Antenna Tower Inventories.

Prior to the issuance of any permit to install, relocate, replace or alter any antenna tower, the tower owner shall furnish the Zoning Administrator an inventory of all of the owner’s antennas and antenna towers in the City of Moscow and the Area of City Impact. The inventory shall include the reference name or number, or other description of location including a site map(s), structure type, height, type of antenna tower(s) or antenna support structure(s) and height of all existing antennas and an assessment of available ground space for the placement of additional equipment shelters for potential future users.

d. Notice of Antenna Tower Permit Applications.

The applicant for any antenna tower permit shall have a copy of the application and a summary containing the height, design, location, type and frequency of antennas delivered by certified mail to all known and potential antenna tower users as identified by a list maintained by the Community Development Department. Proof of such delivery of the summary shall be submitted with the permit application to the City. Such notification shall be so mailed no less than sixty (60) days prior to Zoning Administrator decision or Board of Adjustment public hearing and shall specifically solicit co-location discussion between the applicant and recipients of the notice. The Zoning Administrator may establish a form required to be used for such notifications. Upon request, the Zoning Administrator shall place on a list the name and address of any user or prospective user of antenna towers to receive notification of applications. The failure of the party receiving such Notice to use this process or respond to any such Notice may be considered cause for denying requests by such party for antenna tower permits. Such response shall be provided in writing to the Zoning Administrator within forty-five (45) days of mailing and shall contain a statement specifying desire to co-locate on the applicant’s proposed tower and a statement regarding the responder’s ability to accommodate the needs of the applicant on an existing tower or support structure owned or operated by the responder. Additionally, the Zoning Administrator shall cause notice of any required public hearing for a proposed antenna tower to be mailed to owners of property within six hundred feet (600’) of the permit application site not less than sixty (60) days prior to the public hearing.

7. Permits Required

A building permit shall be required to construct, install, relocate, replace, or alter any antenna tower. An administrative zoning permit shall be required to locate or replace any antenna on an antenna tower or antenna support structure. A Conditional Use Permit shall be required as specified in Section 4 herein.

An application for any of the above-mentioned permits shall include or be accompanied by all of the information necessary to determine and document compliance with the

regulations established herein. Where no application or permit form exists, the application shall be in the form of a letter signed and dated by the applicant, and the permit issuance shall be in the form of a letter of approval signed and dated by the Zoning Administrator or a dated signature by the Zoning Administrator on the applicable site plan.

Specific permit application submittal requirements shall be determined by the Zoning Administrator and may include, but are not limited to, the following:

- a. Permit application.
- b. Site plan.
- c. Elevation drawing(s) of the antenna tower or antenna support structure, antenna(s) and ancillary facilities.
- d. Description of proposed and required lighting including light locations. Documentation of required lighting, as specified in Section 5.c. herein, may be deferred until prior to issuance of building permit if not available at time of application submittal.
- e. Any plans necessary to depict structural requirements.
- f. Description of the number and types of antennas being proposed, as well as the expected or known capacity of the antenna tower in terms of the number of antennas the antenna tower can accommodate.
- g. Antenna tower or antenna location study specifying the search process by which the proposed site was chosen.
- h. Antenna tower inventory as specified in Section 6.c. herein.
- i. Notarized written commitment to allow co-location/shared use as specified in Section 6. herein.
- j. Documentation demonstrating compliance with non-ionizing electromagnetic radiation (NIER) or radio frequency (RF) emissions standards as established by the Federal Communications Commission (FCC). Such documentation may be deferred until prior to issuance of building permit if not available at time of application submittal.
- k. Current FCC license to operate.
- l. Documentation of a review by the Federal Aviation Administration (FAA) and/or the Aviation Division of the Idaho Transportation Department (ITD). Such documentation may be deferred until prior to issuance of building permit if not available at time of application submittal.
- m. Name and address of the property owner, telecommunications service provider, and owner of the telecommunications facility on the permit application, and a written statement of approval of the application by the property owner.
- n. Description of proposed security measures as required in Section 5.b. herein.

8. Findings for Conditional Use Permit.

Before a Conditional Use Permit for an antenna tower may be issued, the applicant must demonstrate, and the Zoning Board of Adjustment must find, compliance with all of the following:

- a. No existing antenna towers or antenna support structures within the necessary geographic area for the applicant's antenna tower meet the applicant's requirements considering (a) height, (b) structural integrity, or (c) that there are other prohibitive conditions that render existing antenna towers or antenna support structures within the applicant's required geographic area unsuitable.
- b. That the design of the antenna tower, including the antennas and ancillary facilities, minimizes visual impact and otherwise complies with provisions and intent of this Section.

c. That the proposed antenna tower location minimizes the number and/or size of antenna towers or antenna support structures that will be required in the area.

d. That the applicant has not previously failed to take advantage of reasonably available shared use opportunities or procedures provided by this Ordinance or otherwise.

These findings shall be required in addition to those required for the Reasoned Statement of Relevant Criteria and Standards provided in Section 4-8-4 of the Zoning Code.

9. Abandonment and Removal.

All telecommunications facilities shall be removed by the owner of the facility, by the operator of the facility, and/or by the property owner within six (6) months of the time that the facility has substantially ceased being used to provide telecommunications services to the public. Removal shall not be required when the owner or operator of the facility has, within the aforementioned six (6) months, filed with the City a written request to reuse the antenna tower and the City has approved such request. Such written request shall detail the circumstances that justify why the antenna tower should not be removed, why it will be unused for six (6) months or more, and shall commit to a date certain, not to exceed twelve (12) months from the date of last use, by which time the antenna tower will again provide telecommunications services to the public. Before issuance of an antenna tower permit, the applicant for any antenna tower permit shall provide to the City financial security, such as but not limited to an open-ended bond, to ensure removal of the antenna tower and ancillary facilities after the facility is no longer being used to provide telecommunications services to the public.

10. Affirmative Duty to Keep City Informed.

All telecommunications service providers having telecommunications facilities in the jurisdiction of the City shall be required to report in writing to the Zoning Administrator any change in the status of their operations. Change in status shall include, but is not limited to, the following:

- a. Change in or loss of license from the FCC to operate.
- b. Receipt of notice of failure to comply with the regulations of any other authority having jurisdiction over the business or facility.
- c. Change in ownership of the company that owns the telecommunications facilities or that provides telecommunications services.
- d. Loss or termination of lease with the property owner or the owner of the telecommunications facilities.
- e. Abandonment of a facility or non-use of a facility for a period of six (6) months or longer.

All telecommunications service providers having facilities in the jurisdiction of the City shall file with the Zoning Administrator an annual written statement verifying continued use of each of their facilities in the City's jurisdiction as well as continued compliance with state and federal agency regulations.

H. Temporary Uses.

1. **Applicability and Purpose.** It is the intent of this Section to allow Temporary Uses upon developed or undeveloped commercial property within the City, subject to the following standards. These standards are intended to reduce the potential traffic, parking, safety, and nuisance issues associated with the short term nature of Temporary Uses.

2. **Specific Standards.**

a. Site Access. Vehicular ingress and egress from the subject property shall be from an established vehicular approach or a temporary approach as approved by the City Engineer. Approaches shall be clearly identified and delineated and shall not present a traffic hazard to the adjacent roadway as determined by the City Engineer.

b. Site Circulation. Vehicular circulation shall be delineated and maintained on the subject property in order to reduce the risk of vehicular conflicts and ensure orderly circulation.

c. Setbacks. All temporary structures shall meet the minimum yard setback requirements of the underlying zoning district.

d. Vision Triangle. All temporary structures shall be located outside of street intersection sight triangles. All displays, goods, or objects placed within street intersection sight triangles shall be in accordance with the City Standard Construction Specifications and drawings as adopted by the Council.

e. Duration. Each Temporary Use may not exceed forty-five (45) days per calendar year,

f. Nuisances. A Temporary Use shall not result in dust, noise, tracking of dirt in the public right-of-way, or other nuisances generated upon the subject property.

3. Permit Required. A Temporary Use Permit shall be required for any Temporary Use conducted on an undeveloped property or a property which does not have an existing developed parking area.

JK. Townhouses.

1. Building Development Standards.

a. Building Orientation and Front Entry Feature. The front and main entrance of all townhouse units shall be oriented toward and shall face the adjacent public street.

b. Front Entry Feature. Townhouse units shall include a porch or stoop entry feature that clearly establishes the location of the principal entry of the townhouse unit and the orientation of the unit to the adjacent public street. This shall be accomplished through the provision of one of the following elements:

i. covered front porch feature of no less than four feet (4') in depth and six feet (6') in width;

ii. covered front stoop of no less than four feet (4') in depth and four feet (4') in width; or

iii. any other significant entry feature deemed equivalent by the Zoning Administrator.

c. Façade and Roof Line Articulation. Townhouses should be designed as a unified building mass with common architectural styling and details. The building mass shall be varied by material and color variations, shifts in roof profiles and variation at corner units. Individual units shall be expressed through façade articulation or vertical divisions between individual units and through roof structure variation that expresses the individuality of each unit.

d. Fenestration. Townhouse units shall include door and/or window openings upon all front and exterior side walls to provide adequate natural light, provide architectural detailing, and to enhance security upon adjacent sidewalks and streets. Windows and doors shall occupy no less than ten percent (10%) of front wall and exterior side wall areas.

e. Building Height. Maximum building height shall be as specified within the applicable Zoning District.

f. Unit Grouping and Spacing. Townhouse buildings shall contain no more than eight (8) contiguous units. Spacing between townhouse buildings shall be no less than sixteen feet (16'). Spacing between townhouse buildings shall include a four foot (4') wide pedestrian easement and sidewalk joining the alley, or rear of the townhouse development, to the public sidewalk adjacent to the front public street.

2. Parking and Access.

a. Street Access. Rear vehicular access to townhouse developments via an existing public alley or a private drive within the townhouse development is preferred; however, front vehicular access can be allowed in accordance with the standards herein.

b. Curb Cut Minimum Spacing. Curb cut spacing shall be no less than twenty-four feet (24') apart, as measured from the two closest points of the curb cuts. Front loaded townhouse units curb cuts shall be no more than twenty feet (20') in width and such curb cuts shall be used to serve the two (2) adjacent units. Curb cuts for private drives that provide access to rear loaded townhouse units shall be no more than twenty-four feet (24') in width.

c. Garage Design. The garage door on front loaded townhouse units shall occupy no more than sixty percent (60%) of the townhouse unit width. Front loaded garage doors shall be recessed from the surrounding structure and shall include design features and windows that complement the townhouse design and shall be painted to match the townhouse unit served by such garage.

d. Guest Parking. Townhouse developments of more than twenty-four (24) units shall provide off-street guest parking at the rate of one (1) stall per each four (4) townhouse units. Such guest parking shall be located within the required spacing between townhouse buildings or at the rear of the townhouse buildings.

3. Open Space Requirements. Open space shall be provided as follows:

a. Private Open Space Requirement. Each townhouse unit shall provide a minimum of one hundred eighty (180) square feet of functional open space which may be provided via a private yard, balcony, deck, roof garden or patio area. The smallest dimension of such open space shall not be less than eight feet (8') and fencing or other privacy screening shall be provided between adjacent private open space areas. The required front entry feature and required front yard area shall not be used to satisfy the private open space requirement.

b. Common Open Space Requirement. Townhouse developments of more than twenty-four (24) units shall provide functional common open space of seventy-five (75) square feet per unit. Such common open space shall be of a functional size, the smallest dimension of which shall not be less than thirty feet (30') and shall include landscaped and turf areas and shall include at least two (2) different furnishings such as benches, picnic tables, children's play equipment or other similar items.

4. Landscaping. All townhouse projects shall include aesthetically pleasing landscaping material within the required front and street side yard areas of sufficient quantity to buffer and soften the building massing. Such landscaping shall include a combination of trees, shrubs and other landscaping materials. Plans for such landscaping shall be required as part of the building permit application and shall be subject to approval of the Zoning Administrator.

(Ord. 2010-24, 11/15/2010; 2011-15, 09/19/2011; 2012-23, 12/03/2012; 2013-15, 08/19/2013; 2015-06, 04/06/2015; 2015-07, 05/04/2015; 2023-xx, xx/xx/2023).

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions.

SECTION 3: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of City of Moscow, Idaho Municipal Code, the definition contained within those portions of the Moscow Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

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

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Andrew Davis	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow this ____ day of _____, 2023.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2023 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

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

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING THE REVIEW OF A TWO POINT FIVE (2.50) ACRE AREA OF LAND PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND GENERALLY LOCATED EAST OF THE CURRENT TERMINUS OF WILDROSE DRIVE AND SOUTH OF FLOMER LANE.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on September 28, 2022; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on November 16, 2022; and

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

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

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is a 2.5-acre property proposed to be annexed into the City of Moscow and generally located east of the current terminus of Wildrose Drive and south of Flomer Lane.
3. Under Idaho Code, prior to the annexation of the property within the City, the Planning and Zoning Commission is required to review the subject property and provide the City Council with a recommendation regarding the appropriate future land use designation and zoning designation to be applied to the subject property upon annexation.
4. The subject property currently contains an accessory structure adjacent to Flomer Lane. The subject property is surrounded by Ridgeview Estates 2nd Subdivision to the west, Southgate 2nd Subdivision to the northwest, and primarily single-family residential properties located within Latah County to the north, east, and south.
5. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Auto-Urban Residential and the proposal is to retain that designation.
6. Auto-Urban Residential (AU-R) designated areas,
“contain predominantly single-family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation. This designation includes those areas generally

anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings. Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate.”

7. All surrounding land is currently designated as Auto-Urban Residential, with the exception of the parks and pathways in the area which are designated as Parks and Open Space.
8. The subject property and adjacent properties immediately to the north, east, and south within Latah County are currently designated as the Low Density, Single Family Residential (R-1) Zone. Ridgeview Estates 2nd Addition to the west is zoned a combination of Low Density, Single Family Residential (R-1), Moderate Density, Single Family Residential (R-2), and Medium Density Residential (R-3).
9. The existing parcel has street access via Wildrose Drive and Flomer Lane and is shaped like a “U”. Wildrose Drive which is designated as a local residential street that has been constructed as part of Ridgeview Estates 2nd Addition.
10. The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on June 24, 2022 to discuss the proposal.

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

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed Comprehensive Plan amendment is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed designation for the subject property of Auto-Urban Residential is consistent with the purposes, goals, objectives and policies of the Comprehensive Plan and are consistent with the surrounding properties, as well as the surrounding land use and development patterns.
2. **The proposed Comprehensive Plan amendment would provide for the logical and orderly location of land uses, community services and facilities.** The Commission finds that the existing designation of Auto-Urban Residential is logical and harmonious with the surrounding land uses and development, and is consistent with the land use designations entirely surrounding the subject property.
3. **The uses expected to occur as a result of the Comprehensive Plan amendment will be compatible with the surrounding area.** The zoning districts that are consistent with the Auto-Urban Residential designation exist in the surrounding subdivisions. The adjacent properties are primarily single family residential subdivisions.
4. **The size, type, and density of development expected to occur as a result of the Comprehensive Plan amendment will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The proposed designation is suitable for the area and will not unduly burden the neighborhood of public infrastructure. The subject property

has direct access, via Wildrose Drive and Flomer Lane, as well as sufficient and available public utility services to meet the needs of existing and future development.

5. **The proposed Comprehensive Plan amendment is deemed to be appropriate in consideration of changing conditions within the community that are not reflected within the current Comprehensive Plan (such as new development or re-development, land use patterns and/or trends, traffic patterns and/or volume, market demands, community vision and/or needs, capital improvements, or new or revised City plans).** The proposal is to retain the existing Comprehensive Plan land use designation.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the City of Moscow Planning and Zoning Commission recommends approval of retaining the current Comprehensive Plan Land Use Designation of Auto-Urban Residential for the 2.50-acre property with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this
____ day of _____, 2023.

Robb Parish, Chair
Planning and Zoning Commission

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

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR THE REZONE OF A TWO POINT FIVE (2.50) ACRE AREA OF LAND PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND GENERALLY LOCATED EAST OF THE CURRENT TERMINUS OF WILDROSE DRIVE AND SOUTH OF FLOMER LANE FROM THE LOW DENSITY, SINGLE FAMILY RESIDENTIAL (R-1) ZONE TO THE MODERATE DENSITY, SINGLE FAMILY RESIDENTIAL (R-2) ZONE.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, and Rezone on September 28, 2022; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on November 16, 2022; and

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

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

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is a 2.5-acre property proposed to be annexed into the City of Moscow and generally located east of the current terminus of Wildrose Drive and south of Flomer Lane.
3. Under Idaho Code, prior to the annexation of the property within the City, the Planning and Zoning Commission is required to review the subject property and provide the City Council with a recommendation regarding the appropriate future land use designation and zoning designation to be applied to the subject property upon annexation.
4. The subject property currently contains an accessory structure adjacent to Flomer Lane. The subject property is surrounded by Ridgeview Estates 2nd Subdivision to the west, Southgate 2nd Subdivision to the northwest, and primarily single-family residential properties located within Latah County to the north, east, and south.
5. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Auto-Urban Residential and the proposal is to retain that designation.
6. Auto-Urban Residential (AU-R) designated areas,

“contain predominantly single-family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation. This designation includes those areas generally anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings. Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate.”

7. All surrounding land is currently designated as Auto-Urban Residential, with the exception of the parks and pathways in the area which are designated as Parks and Open Space.
8. The subject property and adjacent properties immediately to the north, east, and south within Latah County are currently designated as the Low Density, Single Family Residential (R-1) Zone. Ridgeview Estates 2nd Addition to the west is zoned a combination of Low Density, Single Family Residential (R-1), Moderate Density, Single Family Residential (R-2), and Medium Density Residential (R-3).
9. The applicant is proposing to rezone the 2.5-acre parcel from the Low Density, Single Family Residential (R-1) Zone to the Moderate Density, Single Family Residential (R-2) Zone.
10. According to the City of Moscow Zoning Code, the R-2 Zoning District is a moderate density residential zone appropriate where the following circumstances are present:
 1. Single family dwellings predominate.
 2. The terrain is not harshly irregular and smaller lot sizes can be accommodated without extensive earthwork.
 3. Utilities and other public facilities are adequate for the densities allowed.
 4. Existing lot development patterns and policies embodied in the Plan will also guide application of this zoning district.
11. Uses permitted within the R-2 Zone include single-family residential dwellings, market and community gardens, group child care facilities, and public parks and recreational facilities. The minimum lot size for parcels within the R-2 Zone is 7,000 sf and the minimum lot width is 60 feet.

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

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed rezone is consistent with the proposed 2019 Comprehensive Plan Land Use Designations of Auto-Urban Residential.
2. **The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.** The proposed Moderate Density, Single Family Residential (R-2) Zone is consistent with the zoning designations to the west within Ridgeview Estates 2nd Addition Subdivision. The proposed zoning and uses are consistent with the surrounding area and will not unduly burden the neighborhood of public infrastructure.

3. **The uses expected to occur as a result of the rezone will be compatible with the surrounding area.** The proposed zoning is consistent with adjacent zoning districts and will create a logical and orderly zoning configuration for the subject area. The adjacent properties within Ridgeview Estates 2nd Addition Subdivision are a combination of the Low Density, Single Family Residential (R-1), Moderate Density, Single Family Residential (R-2), and Medium Density Residential (R-3) Zoning Districts.
4. **The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The proposed zoning and uses are suitable for the area and will not unduly burden the area of public infrastructure.
5. **The size, type, and density of development expected to occur as a result of the rezone can be adequately served by the existing transportation network, public facilities and services.** The subject property has street access via Wildrose Drive and Flomer Lane, which can adequately serve any proposed development allowed in the R-2 Zone. The subject property has sufficient and available public utility services to meet the needs of existing and future development.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the rezone request for the two point five 2.5-acre property generally located east of the current terminus of Wildrose Drive and south of Flomer Lane from the Low Density, Single Family Residential (R-1) Zone to the Moderate Density, Single Family Residential (R-2) Zone with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this
____ day of _____, 2023.

Robb Parish, Chair
Planning and Zoning Commission

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

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR A PRELIMINARY SUBDIVISION PLAT OF A TWO POINT FIVE (2.50) ACRE AREA OF LAND PROPOSED TO BE ANNEXED INTO THE CITY OF MOSCOW AND GENERALLY LOCATED EAST OF THE CURRENT TERMINUS OF WILDROSE DRIVE AND SOUTH OF FLOMER LANE, KNOWN AS THE WILDROSE COURT ADDITION TO THE CITY OF MOSCOW, IDAHO.

WHEREAS, the applicant filed an application for Annexation, Comprehensive Plan Land Use Designation, Rezone, and Preliminary Subdivision Plat on September 28, 2022; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on November 16, 2022; and

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

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

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property is a 2.5-acre property proposed to be annexed into the City of Moscow and generally located east of the current terminus of Wildrose Drive and south of Flomer Lane.
3. Under Idaho Code, prior to the annexation of the property within the City, the Planning and Zoning Commission is required to review the subject property and provide the City Council with a recommendation regarding the appropriate future land use designation and zoning designation to be applied to the subject property upon annexation.
4. The subject property currently contains an accessory structure adjacent to Flomer Lane. The subject property is surrounded by Ridgeview Estates 2nd Subdivision to the west, Southgate 2nd Subdivision to the northwest, and primarily single-family residential properties located within Latah County to the north, east, and south.
5. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Auto-Urban Residential and the proposal is to retain that designation.
6. Auto-Urban Residential (AU-R) designated areas,

“contain predominantly single-family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation. This designation includes those areas generally anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings. Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate.”

7. All surrounding land is currently designated as Auto-Urban Residential, with the exception of the parks and pathways in the area which are designated as Parks and Open Space.
8. The subject property and adjacent properties immediately to the north, east, and south within Latah County are currently designated as the Low Density, Single Family Residential (R-1) Zone. Ridgeview Estates 2nd Addition to the west is zoned a combination of Low Density, Single Family Residential (R-1), Moderate Density, Single Family Residential (R-2), and Medium Density Residential (R-3).
9. The applicant is proposing to rezone the 2.5-acre parcel from the Low Density, Single Family Residential (R-1) Zone to the Moderate Density, Single Family Residential (R-2) Zone.
10. According to the City of Moscow Zoning Code, the R-2 Zoning District is a moderate density residential zone appropriate where the following circumstances are present:
 1. Single family dwellings predominate.
 2. The terrain is not harshly irregular and smaller lot sizes can be accommodated without extensive earthwork.
 3. Utilities and other public facilities are adequate for the densities allowed.
 4. Existing lot development patterns and policies embodied in the Plan will also guide application of this zoning district.
11. Uses permitted within the R-2 Zone include single-family residential dwellings, market and community gardens, group child care facilities, and public parks and recreational facilities. The minimum lot size for parcels within the R-2 Zone is 7,000 sf and the minimum lot width is 60 feet.
12. The applicant is proposing to subdivide the 2.5-acre area into 5 lots ranging from 10,630 sf to 28,494 sf in size, referred to as Wildrose Court Subdivision.
13. All of the proposed lots are proposed to be within the Moderate Density, Single Family Residential (R-2) Zone and meet the minimum lot size and width requirements.
14. A stormwater detention facility is located on Tract A, near the entrance to the subdivision.
15. The existing parcel has street access via Wildrose Drive and Flomer Lane and is shaped like a “U”. Wildrose Drive which is designated as a local residential street that has been constructed as part of Ridgeview Estates 2nd Addition.
16. Wildrose Drive is constructed to a 34-foot paved width with two travel lanes and on-street parking on both sides of the street. Curb, gutter, tree lawns, and sidewalks will also be constructed on both sides of the street. Wildrose Drive is proposed to terminate in a cul-de-sac on the subject property.

17. Two of the proposed lots will have street frontage on Flomer Lane, which is a County road that is developed to an approximately 20-foot width and surfaced with gravel. As part of the proposed subdivision, there will be two lots which will have their only points of access from Flomer Lane. The Engineering Department is recommending that additional right-of-way be dedicated on those two lots, but that no street improvements are required.
18. Water mains will be extended throughout the subdivision from the mains within the existing terminus of Wildrose Drive. The property is considered developable in the City's Comprehensive Water System Plan dated January 2012. The Engineering Department has determined that the existing system has adequate potable and fire flows to serve the proposed subdivision.
19. Sanitary sewer is proposed to be extended throughout the subdivision from the mains within the existing terminus of Wildrose Drive. The subject property is within the Southeast Sewer District, which will require consent from the District to connect.
20. Storm sewer will be piped and directed to a stormwater detention pond located near the entrance to the subdivision. The detention facilities of the proposed development will need to meet Moscow's Stormwater Runoff Control Standards which required the stormwater to be detained to the pre-development rate before entering the City's storm system.
21. The proposed subdivision falls under the requirements of the parkland dedication codes of the City. There is 2.19 acres of net developable area of platted R-2 Zoned property, which requires a 5% dedication. The total dedication for the proposed subdivision is 4,770 square feet. The applicant has proposed a linear parcel on the west side of the subdivision which would connect Wildrose Drive to Flomer Lane. The Moscow Pathways Commission reviewed the proposal on October 11, 2022 and gave no recommendation, but suggested that a location further to the east be explored to see if the pathway grade could be lessened. The Parks and Recreation Commission is scheduled to review the proposal on December 1, 2022.
22. The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on June 24, 2022 to discuss the proposal.

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

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed subdivision is in conformance with all applicable City Code requirements.** The proposed preliminary plat is consistent with and in conformance with the requirements and provisions of the Moderate Density, Single Family Residential (R-2) Zoning District, including lot area, dimensions and other relevant provisions. The proposed preliminary plat is also in conformance with the general requirements of the Moscow Subdivision Ordinance including, but not limited to, the provision of the logical and orderly connection to the City's street network, public utilities, and the provision of public parkland.
2. **The proposed subdivision is in general conformance with the Comprehensive Plan.** The proposed preliminary plat is consistent with the City of Moscow Comprehensive Plan and provides for the logical and orderly development and extension of the City's street system. The proposed lots sizes and densities are consistent with the proposed Comprehensive Plan Land Use designation of Auto-Urban Residential.

3. **Public Services and utilities are available or can be made available and are adequate to accommodate the proposed subdivision.** The subject property has direct access to Wildrose Drive and Flomer Lane which are local neighborhood streets. Water and Sewer connections are readily available in the area and are proposed to be extended through the subdivision. The Engineering Department has determined that the existing system has adequate potable and fire flows and sewer capacity to serve the proposed subdivision.
4. **The proposed subdivision will not be detrimental to the public health, safety, or general welfare.** The proposed preliminary plat provides for the extension of City streets and services and will not be detrimental to the public health, safety, or general welfare.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the preliminary subdivision plat request for the two-point five (2.5) acre area of land generally located east of the current terminus of Wildrose Drive and south of Flomer Lane with the following conditions:

1. The applicant shall gain approval of the Southeast Sewer District to accept Sanitary Sewer Water in a form acceptable to both the City and the District.
2. The applicant shall provide a pathway connection from Wildrose Drive to Flomer Lane in a location that is recommended by the Parks and Recreation Commission, acceptable to the Parks and Recreation Department, and satisfies the parkland dedication requirements.
3. The applicant shall dedicate 10 feet of right-of-way along the Flomer Lane frontage of Lots 4 and 5 in order to accommodate the construction of a local street per City Standards in the future in the event it becomes necessary to do so.
4. The applicant shall be required to conduct a detailed stormwater discharge analysis to include any mitigation actions necessary to ensure that the stormwater facility shall have no downstream adverse impacts subject to the approval of the City Engineer.
5. The applicant shall install a fire hydrant on Flomer Lane to provide fire and emergency services to Lots 4 and 5.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this
____ day of _____, 2023.

Robb Parish, Chair
Planning and Zoning Commission