

BOARD of ADJUSTMENT



Joe Bazzoli
Board Chair
BOA@ci.moscow.id.us

Public Hearing
~ Agenda ~

Aimee Hennrich
Staff Liaison
208.883.7095

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

Thursday
June 29, 2023

7:00 PM

Council Chambers
206 E Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of February 15, 2023 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 Board regarding matters NOT on the Agenda nor currently pending before the Board of Adjustment. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

3. Public Hearing: Proposed Amendment to an existing Conditional Use Permit for a K-12 Private School and Small Child Care Facility to increase to the size of the Child Care Facility to a Large Child Care Facility (21 or more children) located at 1410 S Blaine Street (ACTION ITEM)

Proposed Amendment to an existing Conditional Use Permit for a K-12 Private School and Small Child Care Facility to increase to the size of the Child Care Facility to a Large Child Care Facility (21 or more children) located at 1410 S Blaine Street within the Motor Business Zone (MB) per Moscow City Code 4-3-4.

PROPOSED ACTIONS: Conduct the public hearing for the proposed Conditional Use Permit (CUP) request and upon consideration of any testimony received, approve the proposed CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or approve the proposed CUP with conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or deny the proposed CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

4. Public Hearing: Conditional Use Permit application for an accessory structure in excess of 1,000 square feet located at 1006 Windmill Lane within the Farm, Ranch and Outdoor Recreation Zone (FR) in the Area of City Impact, per Moscow City Code 4-3-4. (ACTION ITEM)

Conditional Use Permit application for an accessory structure up to 1,500 square feet located at 1006 Windmill Lane within the Farm, Ranch and Outdoor Recreation Zone (FR) within the Area of City Impact.

PROPOSED ACTIONS: Conduct the public hearing upon the proposed conditional use permit request and upon consideration of any testimony presented, recommend that the City of Moscow Board of Adjustment put forth a recommendation for approval to the Latah County Zoning Commission and direct Staff to prepare a reasoned statement of relevant criteria and standards; or recommend approval

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.

of conditional use permit with conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or recommend denial the conditional use permit request and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

5. Public Hearing: A Conditional Use Permit application for a Public Service and Utility Facility at 2780 West A Street within the Multiple Family Residential (R-4) Zoning District per Moscow City Code 4-3-4.

A Conditional Use Permit application for a public service and utility facility at 2780 West A Street within the Multiple Family Residential (R-4) Zoning District.

PROPOSED ACTIONS: Conduct the public hearing for the proposed Conditional Use Permit (CUP) request and upon consideration of any testimony received, approve the proposed CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or approve the proposed CUP with conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or deny the proposed CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next Board of Adjustment meeting is scheduled for 5:30 PM on July 5, 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.

BOARD of ADJUSTMENT



Joe Bazzoli
Board Chair
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Public Meeting
~ Minutes ~

Aimee Hennrich
Staff Liaison
208.883.7095

<http://www.ci.moscow.id.us/354/Board-of-Adjustment>

Wednesday
February 15, 2023

5:30 PM

Council Chambers
206 E Third Street

Bazzoli called the meeting to order at 5:30 PM

MEMBERS PRESENT: Joe Bazzoli, Chair; Steve Bush, Tim Kinkeade, Jerry Schutz, Tim Thomson
MEMBERS ABSENT: Marshall Comstock
STAFF: Jennifer Fleischman, Aimee Hennrich

REGULAR AGENDA

1. Approval of February 7, 2023 Minutes (ACTION ITEM)

Schutz moved for approval of the minutes as written, seconded by Thomson. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

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

Conditional Use Permit application for a Bed and Breakfast Inn within an existing single-family home, including the rental of one bedroom and bathroom for short-term stays at 2518 Itani Drive within the Moderate Density, Single Family Residential (R-2) Zone, per Moscow City Code 4-3-4.

The Board talked about the Covenants, Conditions & Restrictions (CC&Rs) that the developer imposed on the houses in the Rolling Hills 7th subdivision.

Thomson moved for approval of the Reasoned Statement of Relevant Criteria and Standards as written, seconded by Schutz. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

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

Conditional Use Permit to allow six (6) unrelated individuals within an existing single-family home, at 402 N Lincoln St within the Moderate Density, Single Family Residential (R-2) Zone, per Moscow City Code 4-3-4.

There was a discussion about trees in the right-of-way and off-street parking stalls.

Schutz moved for approval of the Reasoned Statement of Relevant Criteria and Standards as written, seconded by Bush. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The meeting adjourned at 5:37 PM

Joe Bazzoli, Chair

Date

**CITY OF MOSCOW
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

HEARING DATE: Thursday, June 29, 2023

GENERAL INFORMATION

Hearing Body: Board of Adjustment

Subject: LUP2023-0007 – Amendment to a Conditional Use Permit application for a K-12 Private School and Small Child Care Facility to increase the size of the Child Care Facility to a Large Child Care Facility (21 or more children) located at 1410 S Blaine Street.

Attachments: A. Public Hearing Notice
B. Conditional Use Permit Application
C. Site Plan & Floor Plan

Prepared by: Aimee Hennrich – Planner I

Proposal: The applicant, the Jubilee School, is requesting an amendment to a Conditional Use Permit (CUP) that was approved in 2020 to operate a private K-12 school and small child care facility. The proposed amendment is to increase the size of the child care facility to a large child care facility (21 or more children) and expand the area to include an additional 1,560 square feet, within the Motor Business (MB) Zoning District. According to Moscow City Code 4-3-4, large child care facilities require a CUP within the MB Zoning District.

The large child care facility would operate between 8:30am though 3:00pm, Monday through Friday and could serve 21 or more children. The characteristics of the school will remain the same as the original CUP approval.

Background: On July 2, 2020, the applicant applied for a license to operate a daycare facility at the subject property. On July 21, 2020, the applicant then applied for a Conditional Use Permit for a K-12 private school with a small child care facility. Upon review of the daycare application and regulations and of the Conditional Use Permit, it was determined by City staff that the proposed child care facility will start with only 10

students, with possible growth up to 20 children. On August 26, 2020 the Board of Adjustment voted to approve the Conditional Use Permit with the following condition:

1. The applicant shall be permitted to utilize either the proposed outdoor play area at the rear of the building or the outdoor play area at the front of the building that is currently used by Happy Horizons Childcare, so long as:
 - a. The size requirements of the Moscow Day Care Ordinance are satisfied; and
 - b. The applicant has received a waiver from City Council for the outdoor play area not being directly adjacent to the child care facility, in order to utilize the Happy Horizons outdoor play area; and
 - c. The applicant has received permission from Happy Horizons to utilize their outdoor play area.

Moscow City Code Title 9, Section 10-19.A.2.a states, in part: “The Day Care Facility shall provide open space for outdoor play. A minimum of one hundred (100) square feet per child is required. This area shall be adjacent to the Day Care Facility and shall provide a safe area that can be easily maintained and is accessible for use by children.”

On December 5, 2022, the applicant applied for a license to operate a large child care facility, increasing the number of children at the facility. On December 30, 2022 Moscow City Clerk received a notice of appeal letter, from the applicant, requesting a waiver of the outdoor play area required for a large daycare facility for the Jubilee School. On January 17, 2023, City Council voted to grant the appeal and waive the requirement to provide an outdoor play area and directed staff to issue the day care license.



Vicinity Map



Subject Property

Site and Area Land Use: The subject property is 2.31 acres in size and currently used for general retail purposes. The lot is relatively flat and currently has five (5) structures on the site including the Eastside Marketplace, U.S. Bank, Taco Bell, KFC, and the former location of Wingers Restaurant. Other stores within the Eastside Marketplace include Safeway, Lavender & Thyme, Dollar Tree, Mongolian BBQ Express, and Pro Nails. The Health & Welfare Department as well as Les Schwab are directly to the east of the subject property. Northwest River Supplies occupies the property directly south of the subject property across Troy Highway. Latah County Fairgrounds is located directly to the north of the subject property across White Avenue. The former Wells Fargo Bank is located directly to the west of the subject property across Blaine Street.

Comprehensive Plan: Chapter 2, Future Land Use and Growth Plan, designates the subject property as Auto-Urban Commercial.

Zoning: The subject property is located within the Motor Business (MB) Zoning District. Properties to the north, east, and west of the subject property are also located within the MB Zoning District. Latah County Fairgrounds is located to the north of the subject property across White Avenue and is located with the Medium Density Residential (R-3)

Zoning District. The properties located directly to the south of the subject property are also zoned Motor Business or located within the Research, Technology and Office (RTO) Zoning District. There is no minimum or maximum lot area or lot width within the MB Zoning District.

The purpose of the MB Zoning District is to,

“provide for the location and grouping of compatible uses having similar operation as they involve enterprises which depend primarily on the transient motor vehicle-based trade. By concentrating such uses the City intends to increase public convenience when utilizing such services and with the regulation, to allow such activities to render the maximum service.”



Zoning Map

Streets and Access: The property is located within the Eastside Marketplace, which is adjacent to Troy Highway to the south, White Avenue to the north, and Blaine Street to the west. There are primary access points from all three streets.

Parking Requirements: Per Moscow City Code 4-6-2, large child care facilities require four (4) off-street parking spaces. The parking requirement for Educational Services is two (2) spaces per classroom for elementary and middle schools and five (5) spaces per classroom for high schools. The school has two (2) high school classrooms and seven (7) elementary or middle school classrooms for a total parking requirement of 24 spaces for the school. The parking requirement for the entire facility would total 28. There is a large parking lot that currently exists on the subject property that serves the entirety of the

Eastside Marketplace. Overall, the parking lot contains 799 parking spaces. The total number of required parking spaces for the tenants within Eastside Marketplace place is 567. This leaves a surplus of 232 parking spaces than what is required. Therefore, there is sufficient parking to provide for the operation of the proposed K-12 school and large child care facility.

Loading/Unloading Area: Elementary and secondary schools and child care facilities 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 4-6-2. Loading space shall be provided for at least two (2) vehicles, per use, provided in a manner that would not result in a safety hazard to children being picked up or delivered. Since schools and large child care facilities both require two (2) spaces, at total of four (4) loading spaces are required as part of the proposal. Such space may be provided in one of the following ways:

1. 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.
2. Off-street, where ingress and egress would not require backing movements by vehicles.
3. Other loading space determined to be safe by the City Engineer considering existing street and traffic conditions and anticipated use of the loading facility.

The applicant is proposing to use the existing four (4) loading zone spaces directly behind the facility and plans to utilize the rear entry. This is no change to what was previously approved.

RELEVANT CRITERIA AND STANDARDS

1. The proposed use is a conditionally permitted use within the Zoning District.
2. The character of the proposed use will be in harmony with the neighborhood and surrounding land uses.
3. The proposed use as approved, or as approved with conditions, will not generate nuisances that would be injurious or detrimental to the adjoining properties or the neighborhood (including, but not limited to, noise, dust, glare, vibrations, odors, and the like).
4. The location, design, and size of the proposed use will be adequately served by existing streets, public facilities and services.
5. The proposed use will not endanger the public health or safety if located where proposed.
6. Proposed use meets all applicable development standards of the Zoning Code.
7. The proposed use will not be in conflict with the Comprehensive Plan.

RECOMMENDATION

Staff recommends **approval** of the Amendment to the Conditional Use Permit application to operate a K-12 Private School and Large Child Care Facility at 1410 South Blaine Street with no conditions.

The Board shall direct staff to prepare Relevant Criteria and Standards to be reviewed at a following meeting.

NOTICE OF PUBLIC HEARING

Amendment to a Conditional Use Permit at 1410 S Blaine Street
Permit Application LUP2023-0007

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

Proposed Amendment to an existing Conditional Use Permit for a K-12 Private School and Small Child Care Facility to increase to the size of the Child Care Facility to a Large Child Care Facility (21 or more children) located at 1410 S Blaine Street.

HEARING DATE: Thursday, June 29, 2023

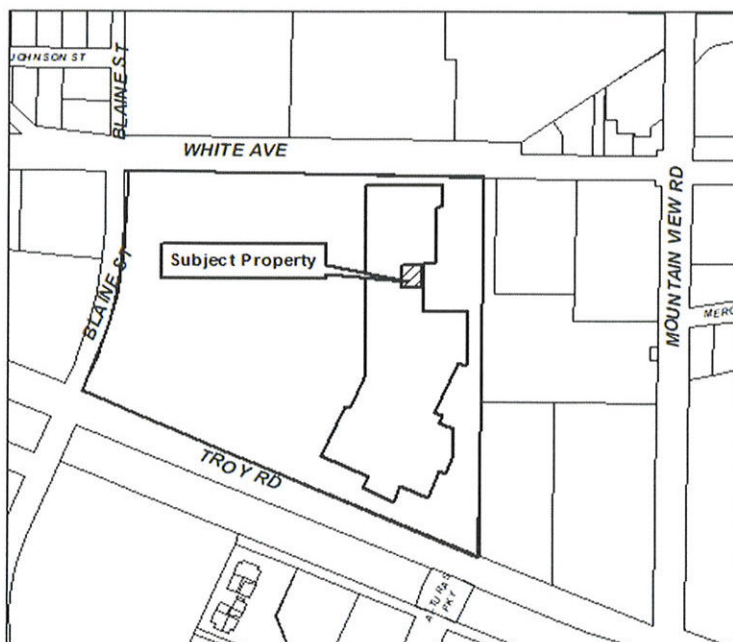
HEARING LOCATION: Council Chambers on the Second Floor of Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 7:00pm

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 late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located at the Haddock Building at 504 S Washington Street, Moscow, Idaho. You may also call 883-7035 to get a meeting agenda, further information about the application, the public meeting process and/or to request a meeting with City Staff.

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 Hopkins,
Moscow City Clerk


Jennifer Fleischman, Deputy City
Clerk

Publish: Saturday, June 10, 2023



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
Ph: 208-883-7035
504 S. Washington Street
jfleischman@ci.moscow.id.us

For City Use Only

Date Received		5/19/23	
Dept	Fee Type	Fees	Paid
CDV	Application Fee	\$545.00	5/19/23
Receipt Number		LUP2023-0007	

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION**1. Applicant**

Name: The Jubilee School Montessori
1410 S. Blaine Street, Moscow 83843
(home address)

Facility: (267) 908. 4854
Maria Mason (cell):
Telephone: 208.310.0058

Email: jubileeschoolmontessori@gmail.com

Relationship to affected property (please check one):

Owner ☐Purchaser ☐Lessee ☒Other ☐ (explain below)**2. Owner of Affected Property** (if other than applicant)

Name: Eastside Holdings LLC
1653 Damen St. Moscow ID 83843
(home address)

Telephone: 208-596.0578

Email: _____

3. Location of Affected Property: 1410 S. Blaine St. Moscow, ID 83843Legal Description: Document Attached

(subdivision)

(block)

(lot)

*If described by Metes and Bounds, please attach deed on a separate sheet.***4. Proposal:** The applicant proposes the following use and/or construction for the above-described property:

A private Montessori Primary School specializing in
inclusive integrated individualized learning. We
plan to serve 10-30 students aged 3-6 years old.

The proposed activities and use shall be shown on an attached site plan drawn to a standard engineer's or architect's scale. The site plan shall show, label and dimension all property lines and easements, existing and proposed buildings, parking lot and driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

5. Authorization: Section 3-4 of the Moscow Zoning Ordinance authorizes the proposed use, subject to a Conditional Use Permit.

6. **Operating Characteristics:** Detail the operating characteristics of the proposed use. In other words, provide specific information which describes and defines how the proposed use will be conducted and what will be involved in the day to day operations of the proposed use. Applicable information may include hours of operation, number of people (employees, customers, students, etc.) involved, traffic and/or delivery information, services provided, equipment or machinery which may be involved, or any other information which helps describe and define the proposed use and impacts which it may have.

The school will operate between the hours of 8:30 and 3:00pm. There will be a drop-off route in the rear of the Eastside Marketplace so as to avoid vehicle & pedestrian traffic in front. For staff & visitors there is more than adequate space in front and back in mall's established parking lots.

7. Before the Moscow Board of Adjustment may issue a Conditional Use Permit, the Board must first make findings of compliance with the following seven relevant criteria and standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each of the relevant criteria and standards.

Criteria #1. THE PROPOSED USE IS A CONDITIONALLY PERMITTED USE WITHIN THE ZONING DISTRICT.

Justification and compliance with criteria #1: The use is allowed in section 3-4 of the zoning code.

Criteria #2. THE CHARACTER OF THE PROPOSED USE WILL BE IN HARMONY WITH THE NEIGHBORHOOD AND SURROUNDING LAND USES.

Justification and compliance with criteria #2: The use is compatible with the existing mix of uses within Motor Business and the Mall in particular. It should increase traffic to existing businesses, but it should not be detrimental to the operation of existing businesses.

Criteria #3. THE PROPOSED USE AS APPROVED, OR AS APPROVED WITH CONDITIONS, WILL NOT GENERATE NUISANCES THAT WOULD BE INJURIOUS OR DETRIMENTAL TO ADJOINING PROPERTIES OR THE NEIGHBORHOOD (INCLUDING BUT NOT LIMITED TO NOISE, DUST, GLARE, VIBRATIONS, ODORS AND THE LIKE).

Justification and compliance with criteria #3: Because traffic occurs in rear of the building, traffic patterns should not be affected by our use. There are currently only occasional deliveries and service type traffic in the rear, which is very large, paved area. Our use should be beneficial to the adjoining properties since most are retailers and our clients regularly need their services: groceries, dollar store, theatre etc.

Criteria #4. THE LOCATION, DESIGN, AND SIZE OF THE PROPOSED USE WILL BE ADEQUATELY SERVED BY EXISTING STREETS, PUBLIC FACILITIES AND SERVICES.

Justification and compliance with criteria #4: We will be more than adequately served by the Mall's rear and front access.

Criteria #5. THE PROPOSED USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY IF LOCATED WHERE PROPOSED.

Justification and compliance with criteria #5: We do not anticipate any endangerment to the public's safety or health.

Criteria #6. THE PROPOSED USE MEETS ALL APPLICABLE DEVELOPMENT STANDARDS OF THE ZONING CODE.

Justification and compliance with criteria #6: The use takes advantage of current expectations for development standards.

Criteria #7. THE PROPOSED USE WILL NOT BE IN CONFLICT WITH THE COMPREHENSIVE PLAN.

Justification and compliance with criteria #7: The use is not in conflict.

CONDITIONS OF APPROVAL

The Board of Adjustment may impose conditions including, but not limited to, those (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for onsite or offsite public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE

1. In the event of failure to comply with the plans proof by the Board of Adjustment, or with any conditions imposed upon the Conditional Use Permit, the permit shall be immediately revoked and shall be automatically null and void.
2. Where plans are submitted and approved as part of the application for a Conditional Use Permit, modifications of the original plans may be required by the Board as a condition of approval.
3. Where plans approved by the Board of Adjustment are modified following such approval, such plan modifications must be submitted to and determined by City staff to be in substantial conformance with the plans approved by the Board. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Board for an additional public hearing as an amendment to the Conditional Use Permit application.

REVOCATIONS

If a Building Permit and/or Certificate of Occupancy pertaining to the Conditional Use Permit is not obtained for the subject property within one year from the date of the Board of Adjustment's final decision, the Conditional Use Permit shall be immediately revoked and shall be automatically null and void. If the use and/or occupancy for which the Conditional Use Permit is approved ceases for a period of twelve consecutive months, unless otherwise provided for in the Conditional Use Permit, then the Conditional Use Permit shall be immediately revoked and shall be automatically null and void.

Application Submittal:

This application must be completed and submitted with the below described items to the Moscow Community Development Planner I at least twenty-one days prior to the hearing at which the application is to be considered by the Board.

The following items must be submitted with this application before it will be processed:

1. Application Fee
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings, drawn to scale (for new construction only)

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

Malia L. Mason
Applicant's Signature - Director of Montessori

May 19, 2023
Date

[Signature]
Owner's Signature
Jubilee School Headmaster.

May 19, 2023
Date

PARCEL: RP M00000177370 A F1=SL

LUP2023-0007
LUP2020-0019

EASTSIDE HOLDINGS LLC

*NEWC

1420 S BLAINE ST

MOSCOW ID 83843

1420 S BLAINE 838

LEGAL DESCRIPTION

.79 AC TAX #3759
.41 AC TAX #3760
8.51 AC TAX #3549
TAX #3704; 1.09 AC TAX #3761
TAX #3703 ALL IN N 1/2 SE
17 39 5
F3=Exit F5=Refresh F12=Cancel

CAT/ST#	RY	QUANTITY	UN	VALUE	HO MRKT	HO EXMP	CB MRKT	OTHER
21 1	2020		LT	1382275				
42 1	2020			3785100				
42 2	2020			56650				

TOTALS

5224025

ENTER NEXT PARCEL NUMBER RP _____ A

FKeys: F2=TX F3=Exit F5=SS F6=NM F7=LG
F8=CT F13=TM F18=HS F20=Srch F22=EU

Received 7/21/20

Received 05-19-2023

Lease

#3759

A tract of land located in the SE $\frac{1}{4}$ of Sec. 17, Twp 39 North, Range 5 WBM, City of Moscow, Latah County, Idaho, more particularly described as follows: Beginning at a point which is S. 89° 55' 00" W. 756.20 feet and S. 309.30 feet from the East Quarter corner of said Sec. 17; thence North 197.50 feet; thence East 238.00 feet; thence South 50.00 feet; thence West 17.00 feet; thence South 147.50; thence West 221.00 feet to the point of beginning. Said tract of land contains 44,498 square feet.

Received 7-21-20

Received 05-19-2023

Lease

#3760

A tract of land located in the SE $\frac{1}{4}$ of Sec. 17 Twp 39 North, Range 5, WBM, City of Moscow, Latah County, Idaho, more particularly described as follows: Beginning at a point which is S. 89° 55' 00" W. 756.20 feet and S. 309.30 feet from the East Quarter corner of said Sec. 17; thence E. 195.00 feet; thence S. 106.96 feet; thence W. 40.00 feet; thence S. 19.04 feet; thence W. 155.00 feet; thence N. 126.00 feet to the point of beginning. Said tract of land contains 23.809 square feet.

Received 02/21/20

Received 05-19-2023

284212

Tax #3549

A tract of land located in the SE $\frac{1}{4}$ of Sec. 17, Twp. 39 N, Range 5 WBM, Latah County, Idaho, more particularly described as follows: Beginning at a point on the Southerly Right-of-Way of White Avenue which is South 91.30 feet and S. 89°55' W. 458.20 feet from the East Quarter corner of said Sec. 17, said Point also being S. 89°55' W. 422.2 feet from the Westerly Right-of-Way of Mountain View Road; thence S. 89°55' W. along the Southerly Right-of-Way of White Avenue, 839.30 feet to a point on the Easterly Right-of-Way of Blaine Street; thence South, along the Easterly Right-of-Way of Blaine Street,

-2-

Tax #3549

145.94 feet to a point of curvature; thence Southwesterly, along a 965.00 foot radius curve to the right, a distance of 373.90 feet to a point; thence S. 22°12' W. along the Easterly Right-of-Way of Blaine Street, 49.59 feet to a point on the Northerly Right-of-Way of State Highway 8; thence S. 67°48' E. along the Northerly Right-of-Way of State Highway 8, 1003.57 feet to a point; thence North 935.91 feet to the Point of Beginning and the last point of this description. Said tract of land contains 15.063 acres.

Received 7-21-20

Received 05-19-2023

Lease Agreement

Tax #3704

A tract of land located in the Southeast Quarter of Section 17, Township 39 North Range 5, WBM, City of Moscow Latah County, Idaho more particularly described as follows: BEGINNING at a point on the Southerly right-of-way of White Avenue which is South 91.30 feet and S. 89° 55' W. 1297.5 feet from the East Quarter corner of Section 17, said point also being the Northwest corner of the Moscow Mall Tract of land; thence South, along the Easterly right-of-way of Blaine Ave, 135.00 feet; thence East, 179.69 feet; thence N. 6° 50' 35" E. 136.26 feet to a point on the Southerly right-of-way of White Ave.; thence S 89° 55' W. along the Southerly right-of-way of White Ave, 195.92 feet

Received 7/21/20

Received 05-19-2023

Lease Agreement

2.

#3704

to the point of beginning.

Said tract of land contains 25,379 square feet.

Received 7/21/20

Received 05-19-2023

Lease

#3761

A tract of land located in the SE $\frac{1}{4}$ of Sec. 17 Twp. 39 N. Range 5

WBM, City of Moscow, Latah County, Idaho, more particularly described as follows: Beginning at a point which is the intersection of the Northerly right-of-way of State Highway 8 and the Easterly right-of-way of Blaine Street, said point is S. 89° 55' 00" W. 458.2 feet and S. 1027.21 feet and N. 67° 48' 00" W. 1003.57 feet from the East Quarter corner of said Sec. 17; thence N. 22° 12' 00" E. along the Easterly right-of-way of Blaine Street, 49.59 feet to a point of curvature; thence Northerly, along the Easterly right-of-way of Blaine Street, on a curve to the left having a radius of 965.00 feet and central angle of 12° 34' 00", an arc distance of 211.65 feet;

Received 05-19-2023

Received 05-19-2023

Lease 2. #3761
thence S. $83^{\circ} 13' 48''$ E. 171.32 feet; thence S. $06^{\circ} 50' 35''$ W. 178.23
feet; thence S. $22^{\circ} 12' 00''$ W. 133.25 feet; thence N. $67^{\circ} 48' 00''$ W.
along the Northerly right-of-way of State Highway 8, 189.00 feet
to the Point of Beginning. Said tract of land contains 52,543 square
feet.

Received 7/21/20

Received 05-19-2023

Lease Agreement

Tax #3703

A tract of land located in the SE $\frac{1}{4}$ of Section 17, Township 39 North, Range 5 WBM, City of Moscow, Latah County, Idaho more particularly described as follows:

SEARS PART II BEGINNING at a point on the northerly right-of-way of State Highway 8 which is S. 1027.21 feet and S. 89° 55' W. 458.20 feet from the East Quarter corner of said Section 17; thence N. 262.60 feet; thence N. 89° 49' 56" W. 67.00 feet; thence N. 67° 48' W. 290.00 feet; thence N. 22° 12' E. 3.94 feet; thence N. 67° 48' W. 310.00 feet; thence S. 22° 12' W. 112.00 feet; thence S. 67° 48' E. 60.00 feet; thence S. 56° 53' 03" W. 74.11 feet; thence S. 22° 12' W. 49.00

Lease Agreement

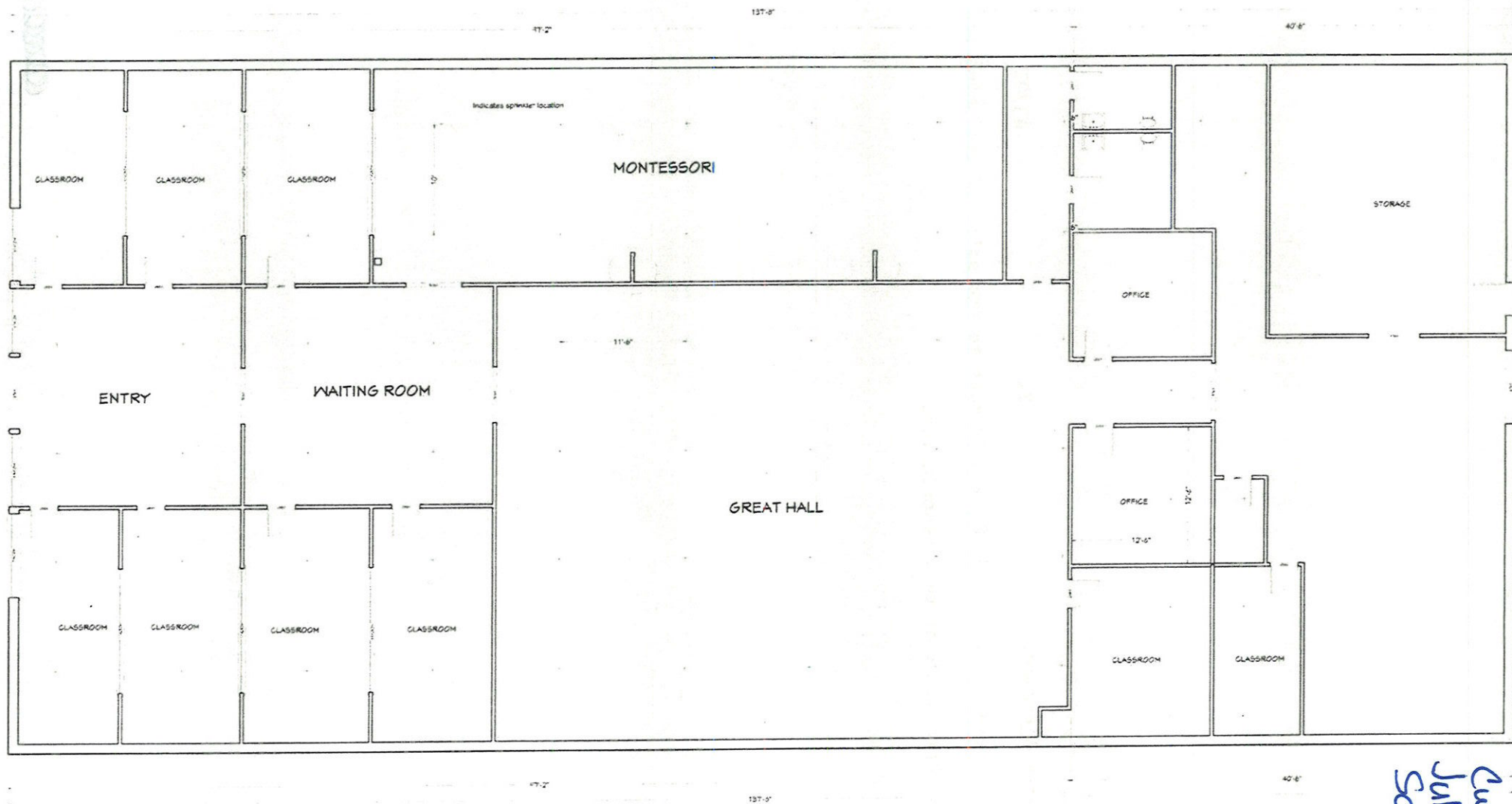
2.

#3703

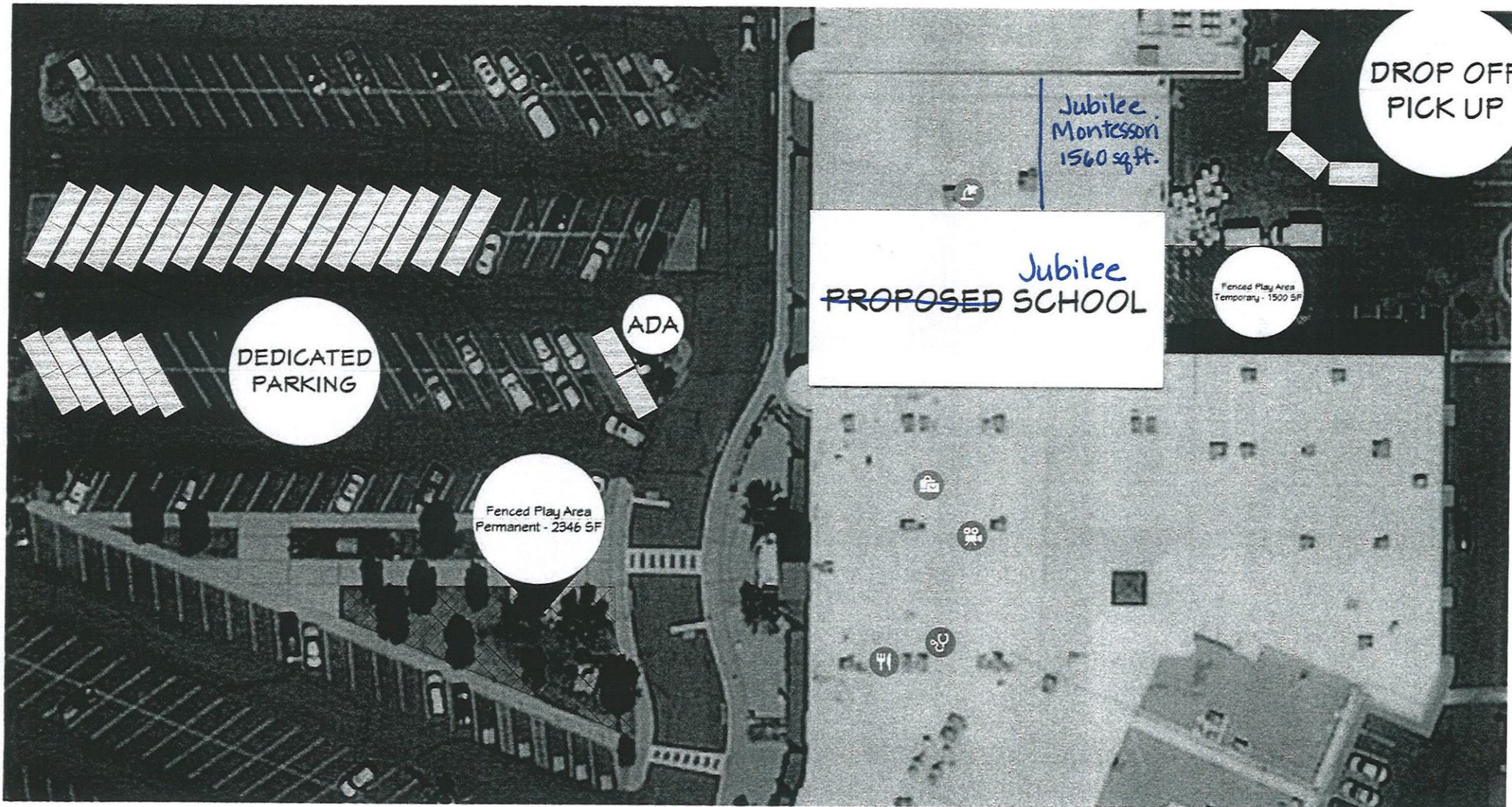
feet; thence S. 67° 48' E. 743.50 feet to the point of beginning and
the last point of this description.

Received 2/21/20

Received 05-19-2023



Current
Jubilee
School



WHITE AVE



SCALE: 1" = 20'

SAFEWAY

LINOLEUM

MONTESSORI
CLASSROOM

1,560 SQ. FT.

STORAGE CUBBIES
& PASSAGEWAY

ENTRY

STORAGE
ELECTRICAL
PANEL BOXES

CLASSROOM

CLASSROOM

EXISTING
GAS METERS
EXG. CONC
POSTS

FUTURE
ENCLOSED
PLAY AREA
1,044 SQ FT

EXISTING
MECHANICAL
EXG. CONC
POSTS

GARBAGE
BIN

Drop off/
Pick up

ALLEY

12 - EXG PARKING SPACES

EXG CONC WALL

APPROX. 110'

JUBILEE SCHOOL

EXG
OVERHEAD
DOOR

EXG. CONC
POSTS
EXISTING
MECHANICAL

GARBAGE
BIN

EXG RAMP
DN

4- EXG PARKING

ALLEY

SITE PLAN

Jubilee
MONTESSORI SCHOOL

EASTSIDE MARKETPLACE
1420 SOUTH BLAIN STREET SUITE #
MOSCOW, ID

DATE: OCTOBER 2022
DE ANN ISENBERG
DRAFTING & DESIGN
253-561-2880
P.O. BOX 108500 ID 83843
dianne@deannid.com

Received 05-19-2023



Heart of the Arts



Arthur D. Bettge
Mayor

Maureen Laffin
Council President

Gina Taruscio
Council Vice-President

Drew Davis
Council Member

Sandra Kelly
Council Member

Hailey Lewis
Council Member

Julia Parker
Council Member



Bill Belknap
City Supervisor



City of Moscow, City Hall
c/o Bill Belknap, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019



HAND DELIVERED

January 5, 2023

Malia Mason
The Jubilee School Montessori
1410 S. Blaine St
Moscow, ID 83843

RE: City of Moscow Daycare Facility License Appeal

Dear: Ms. Mason,

The City Clerk has received your notice of appeal letter of December 30, 2022 requesting a waiver for The Jubilee School Montessori. Your appeal hearing before the Moscow City Council for the denial of your Daycare Facility License will be held on Tuesday, January 17th, 2023. The meeting begins at 7:00 p.m. and is held in the Council Chambers located on the second floor of City Hall, 206 E 3rd Street.

At the appeal hearing, you or your representative is required to appear in person and offer evidence pertinent to the denial of the license.

If you have any questions or need further information, please contact me at 208-883-7027.

Sincerely,

Cody Riddle

Deputy City Supervisor, Community Development

c: Laurie M. Hopkins, City Clerk

Corey O'Brien

From: Cody Riddle
Sent: Wednesday, January 18, 2023 7:09 AM
To: Justin Goodwin; Corey O'Brien; Aimee Hennrich
Cc: Laurie M. Hopkins
Subject: Jubilee License

Morning All-

Council voted to grant Jubilee's appeal, and directed staff to issue the daycare license. The only item they waived, or provided relief from, was the open space requirement. They will need to meet all other requirements before issuance of the license. They also need to obtain the CUP (without the open space).

Please let me know if you have any questions. Go forth and conquer!

Thanks,

Cody Riddle

Deputy City Supervisor, Community Development, City of Moscow
Executive Director, Moscow Urban Renewal Agency
208.883.7027
criddle@ci.moscow.id.us



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

HEARING DATE: Thursday, June 29, 2023.

GENERAL INFORMATION

Hearing Body: Board of Adjustment

Subject: Application for Conditional Use Permit for an accessory structure exceeding 1,000 square feet located at 1006 Windmill Lane within the Farm, Ranch and Outdoor Recreation (FR) Zoning District, in the Moscow Area of City Impact, per Moscow City Code 4-3-4.

Attachments:

1. Conditional Use Permit Application.
2. Public Hearing Notice – published in the Moscow-Pullman Daily News on June 10, 2023.
3. Site Plan
4. Relevant Criteria and Standards Worksheet

Prepared by: Aimee Hennrich

STAFF REVIEW

Proposal: The applicant, Mark Stewart, has applied for a Conditional Use Permit (CUP) for an accessory structure exceeding 1,000 square feet located at 1006 Windmill Lane. The site currently contains a single-family home that is under construction. The site is 166,655 square feet (3.82 acres) of land. The applicant is proposing to construct a 1,500 square foot accessory structure on the east side of the future house. The subject property is located within the Farm, Ranch and Outdoor Recreation (FR) Zoning District in the Area of City Impact where accessory structures above 1,000 square feet but 1,500 square feet or less require a Conditional Use Permit, per Moscow City Code 4-3-4.

Since the subject property is located within the Area of City Impact, per the City of Moscow's ACI agreement with Latah County, Moscow's Board of Adjustment is to conduct one hearing and forward a recommendation on to Latah County.

Site and Area Land Use: The subject property is a 3.82-acre parcel located just outside the City limits, east of Mix Road north of Harden Road within Moscow Area of City Impact. The parcel has 135 feet of frontage along Windmill Lane and is 600 feet in depth. A building permit has been issued for a 3,508 square foot single-family home that is currently under construction on the property. The adjacent property to the north also has a home under construction. The property to the south is vacant land. The property to the east is an old railway corridor remnant, owned by Burlington Northern. The parcel directly west of the property is 65.23-acres of undeveloped agriculture land.



Vicinity Map



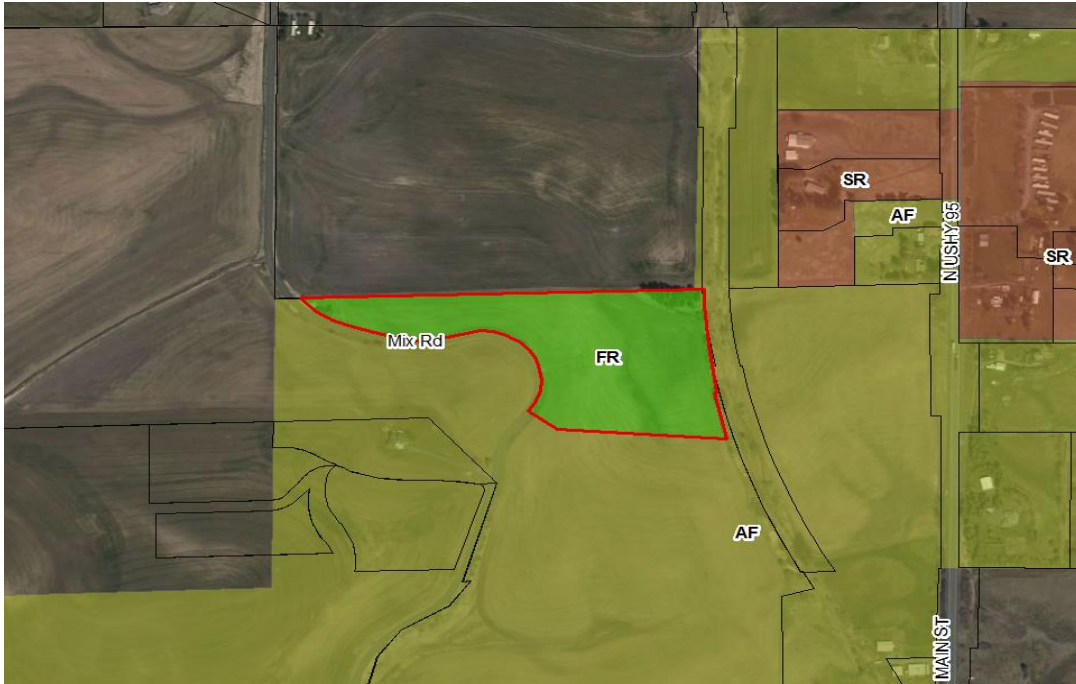
Aerial of Subject Property

Zoning: The subject property and adjacent properties to the north, east, and south, are currently zoned Farm, Ranch and Outdoor Recreation (FR) in Latah County within the Moscow Area of City Impact. The parcel to the west is zoned Agriculture Forestry (AF) and is also located in Latah County within the Moscow Area of City Impact.

Within the Area of City Impact, Latah County has adopted the City of Moscow FR Zoning Code. According to the City of Moscow Zoning Code, the purpose of the FR Zoning District is,

“intended to permit current agricultural, outdoor recreation and other open land uses to be maintained and at the same time to set minimum standards for the development of similar new uses in order that this open zoning district be protected against spasmodic, disorderly and indiscriminate development until such time as another appropriate use of the land in this zoning district has been determined. It is also intended that newly annexed areas of the City be placed in this classification until land use studies determine the character and appropriate use of such areas.”

Accessory structures in excess of 1,000 square feet require a conditional use permit within the FR Zone, per Moscow City Code 4-3-4.

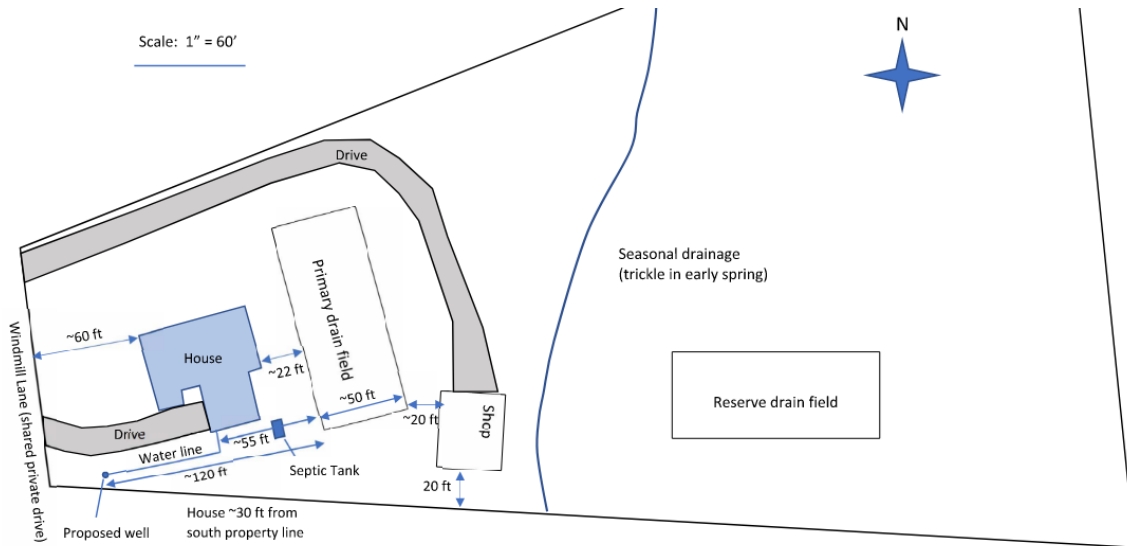


Zoning Map

Comprehensive Plan: The 2019 City of Moscow Comprehensive Plan Land Future Use and Map designates the subject property and surrounding properties as Rural and Agriculture. According to Chapter 2 of the Comprehensive Plan, Community Character and Land Use, Agriculture designated areas are,

“intended to allow continued use for agricultural purposes with allowances for limited residential development at very low densities. Lands with this designation should be preserved for agricultural use and development should be directed to areas in closer proximity to the City where municipal utilities are available and land can be efficiently developed and serviced. Areas shown as Agriculture on the Future Land Use Plan are outside of the 10-year growth area (refer to Chapter 5, Growth Management and Capacity), and beyond the area for which the City is prepared to provide adequate facilities and services during the horizon of this Plan. Generally, these are found around the periphery of the City and throughout the Area of City Impact. The residential development options allow septic/well and septic/public water (where applicable and warranted) at very low densities, consistent with the intended agricultural character. Appropriate current zones for lands with this designation are Agriculture/Forestry (AF) and Farm, Ranch and Outdoor Recreation (FR).”

Chapter 3 of the Comprehensive Plan, Community Mobility, identifies Mix Road as Collector. Mix Road is developed as a 24-foot-wide paved roadway two travel lanes and minimal gravel shoulders on both sides.



Proposed Site Plan

Proposed Development: The conceptual site plan shows a single-family home at the west side of the property as well as the proposed 1,500 square foot accessory structure to the east.

Streets and Access: The subject property is east of the Mix Road and north of Harden Road. Mix Road is developed as a 24-foot-wide paved roadway two travel lanes and minimal gravel shoulders on both sides. The site will be accessed by the future construction of Windmill Lane.

Input from Other Departments/Entities: No comments were received from other departments/agencies upon review of the request for the Conditional Use Permit.

RELEVANT CRITERIA AND STANDARDS

The following are Staff's comments relating to the criteria required for approval of a Conditional Use Permit. See the attached worksheet for each of the criteria. The following statements may be used for the Relevant Criteria and Standards or changed to include or remove any statement deemed necessary or appropriate by the Board.

- 1. The proposed use (is/is not) a conditionally permitted use within the Zoning District.**
- 2. The character of the proposed use (will/will not) be in harmony with the neighborhood and surrounding land uses.**

- 3. The proposed use as approved, or as approved with conditions, (will/will not) generate nuisances that would be injurious or detrimental to the adjoining properties or the neighborhood (including, but not limited to, noise, dust, glare, vibrations, odors, and the like).**
- 4. The location, design, and size of the proposed use (will/will not) be adequately served by existing streets, public facilities and services.**
- 5. The proposed use (will/will not) endanger the public health or safety if located where proposed?**
- 6. Proposed use (meets/does not meet) all applicable development standards of the Zoning Code.**
- 7. The propose use (will/will not) be in conflict with the Comprehensive Plan.**

RECOMMENDATION

Staff recommends that the City of Moscow Board of Adjustment put forth a recommendation of approval of the proposed conditional use permit for an Accessory Structure up to 1,500 square feet in size located at 1006 Windmill Lane to the Latah County Zoning Commission with no conditions.

The Board shall direct staff to prepare Relevant Criteria and Standards to be reviewed at a following meeting.

NOTICE OF PUBLIC HEARING

Proposal for Conditional Use Permit located at 1006 Windmill Lane within the Area of City Impact. Permit Application LUP2023-0008

A public hearing at which you may be present and speak will be conducted before the Board of Adjustment of the City of Moscow at which time the following proposal will be considered:

Conditional Use Permit application for an accessory structure in excess of 1000 square feet located at 1006 Windmill Lane within the Farm, Ranch and Outdoor Recreation Zoning District (FR) in the Area of City Impact, per Moscow City Code 4-3-4.

The subject property is within the Moscow Area of City Impact. The City of Moscow Board of Adjustment will make a recommendation to the Latah County Board of County Commissioners regarding this matter.

MEETING DATE: Thursday, June 29, 2023

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

MEETING TIME: 7:00 p.m.

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

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located at the 504 S Washington Street, Moscow, Idaho. You may also call 883-7035 to get a meeting agenda, further information about the application, the public meeting process and/or to request a meeting with City Staff.



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 Hopkins, Moscow City Clerk


Jennifer Fleischman, Deputy City Clerk

Publish: Saturday, June 10, 2023


**LATAH COUNTY
PLANNING and BUILDING**

Ph: 208-883-7220
Fax: 208-883-7225
pb@latah.id.us


**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**

Ph: 208-883-7035
Fax: 208-883-7033
apeterson@ci.moscow.id.us

For Office Use Only			
Date Received		RECEIVED By Jesse Zylstra at 3:20 pm, May 30, 2023	
Dept	Fee Type	Fees	Paid
LC	Application Fee	\$500	
	Receipt Number		
	Forwarded to City		
CD	Hearing Date		

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: Mark L Stewart Telephone: 425-236-5687
2315 Weymouth St, Moscow, ID 83843
 (home address)

Relationship to affected property (please check one):

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

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

Name: _____ Telephone: _____
 (mailing address)

3. Location of Affected Property: 1006 Windmill Ln

Acres: 3.61 Legal Description: Parcel # RP04003950603 Sec 6, T39N, R5W, BM, Lot 3

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

4. Proposal: The applicant proposes the following use and/or construction for the above-described property:

Construction of 1500 sq ft accessory pole building

The proposed activities and use shall be shown on an attached site plan drawn to a standard engineer's or architect's scale. The site plan shall show, label and dimension all property lines and easements, existing and proposed buildings, parking lot and driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

5. Authorization: Section 3-4 of the Moscow Area Of Impact Ordinance authorizes the proposed use, subject to a Conditional Use Permit.

6. **Operating Characteristics:** Detail the operating characteristics of the proposed use. In other words, provide specific information which describes and defines how the proposed use will be conducted and what will be involved in the day to day operations of the proposed use. Applicable information may include hours of operation, number of people (employees, customers, students, etc.) involved, traffic and/or delivery information, services provided, equipment or machinery which may be involved, or any other information which helps describe and define the proposed use and impacts which it may have.

Pole building will be used for enclosed parking, storage, and hobbies like woodworking and auto repair.

No business or commercial use is intended or anticipated. The proposed location is in a hollow not readily visible from Mix Road and would not lend itself to any retail application.

7. *Before the City of Moscow and Latah County may issue a Conditional Use Permit, they must first make findings of compliance with the following seven relevant criteria and standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each of the relevant criteria and standards.*

Criteria #1. THE PROPOSED USE IS A CONDITIONALLY PERMITTED USE WITHIN THE ZONING DISTRICT.

Justification and compliance with criteria #1: _____

The Land Use Table in Section 3-4 of the Area of Impact Zoning Code indicates that +
accessory structures of 1500 sq ft are allowed in FR zones with a Conditional Use Permit.

Criteria #2. THE CHARACTER OF THE PROPOSED USE WILL BE IN HARMONY WITH THE NEIGHBORHOOD AND SURROUNDING LAND USES.

Justification and compliance with criteria #2: _____

The proposed structure is smaller than existing metal buildings in the area, which are consistent +
with the agricultural character and previous use of the surroundings. Roof pitch, style, and
general appearance will harmonize with the residential structure.

Criteria #3. THE PROPOSED USE AS APPROVED, OR AS APPROVED WITH CONDITIONS, WILL NOT GENERATE NUISANCES THAT WOULD BE INJURIOUS OR DETRIMENTAL TO ADJOINING PROPERTIES OR THE NEIGHBORHOOD (INCLUDING BUT NOT LIMITED TO NOISE, DUST, GLARE, VIBRATIONS, ODORS AND THE LIKE).

Justification and compliance with criteria #3: _____

The 500 additional sq ft of interior space in the accessory building will not contribute to any publi +
nuisances. Rather, the additional space will facilitate enclosure of noisy and unsightly projects
such as woodworking and tractor repair which might otherwise be conducted outside.

Criteria #4. THE LOCATION, DESIGN, AND SIZE OF THE PROPOSED USE WILL BE ADEQUATELY SERVED BY EXISTING STREETS, PUBLIC FACILITIES AND SERVICES.

Justification and compliance with criteria #4: _____

Barring fire, no public services will be necessary for the structure. Access will be by a well-
designed and maintained gravel driveway from Windmill Ln, which would accommodate
firefighting equipment in the unlikely event of a fire in the steel-clad structure.

Criteria #5. THE PROPOSED USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY IF LOCATED WHERE PROPOSED.

Justification and compliance with criteria #5: _____

Any fire danger associated with activities that might be carried out in the structure would be greater if the same activities were conducted outside. The gravel drive and surrounding landscape will limit the risk of fire spreading to any surrounding vegetation, and no structures will be nearby.

Criteria #6. THE PROPOSED USE MEETS ALL APPLICABLE DEVELOPMENT STANDARDS OF THE ZONING CODE.

Justification and compliance with criteria #6: _____

The proposed structure will conform to all applicable ordinances and building standards, including limiting to 1500 sq ft of floor space.

Criteria #7. THE PROPOSED USE WILL NOT BE IN CONFLICT WITH THE COMPREHENSIVE PLAN.

Justification and compliance with criteria #7: _____

The Comprehensive Plan stresses the rural, agricultural character of Latah county. The proposed structure on a 3.61 acre lot is consistent with that character. A pole building could easily be removed to make room for other uses in the event of future suburban or urban backfill.

CONDITIONS OF APPROVAL

The City of Moscow or Latah County may impose conditions including, but not limited to, those (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for onsite or offsite public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE

1. In the event of failure to comply with the plans proof by the Board of Adjustment, or with any conditions imposed upon the Conditional Use Permit, the permit shall be immediately revoked and shall be automatically null and void.
2. Where plans are submitted and approved as part of the application for a Conditional Use Permit, modifications of the original plans may be required by the Board as a condition of approval.
3. Where plans approved by the Board of Adjustment are modified following such approval, such plan modifications must be submitted to and determined by City staff to be in substantial conformance with the plans approved by the Board. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Board for an additional public hearing as an amendment to the Conditional Use Permit application.

REVOCATIONS

If a Building Permit and/or Certificate of Occupancy pertaining to the Conditional Use Permit is not obtained for the subject property within one year from the date of the Board of Adjustment's final decision, the Conditional Use Permit shall be immediately revoked and shall be automatically null and void. If the use and/or occupancy for which the Conditional Use Permit is approved ceases for a period of twelve consecutive months, unless otherwise provided for in the Conditional Use Permit, then the Conditional Use Permit shall be immediately revoked and shall be automatically null and void.

Application Submittal:

This application must be completed and submitted with the below described items to the Moscow Community Development Director at least twenty-one days prior to the hearing at which the application is to be considered by the Board or the application will not be processed.

The following items must be submitted with this application before it will be processed:

1. Application Fee
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings, drawn to scale (for new construction only)

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

Mark Stewart Digitally signed by Mark Stewart
Date: 2023.05.27 20:37:29 -07'00'

5/27/2023

Applicant's Signature

Date

Owner's Signature

Date

Plot Plan (updated from that shown in house plan .PDF)

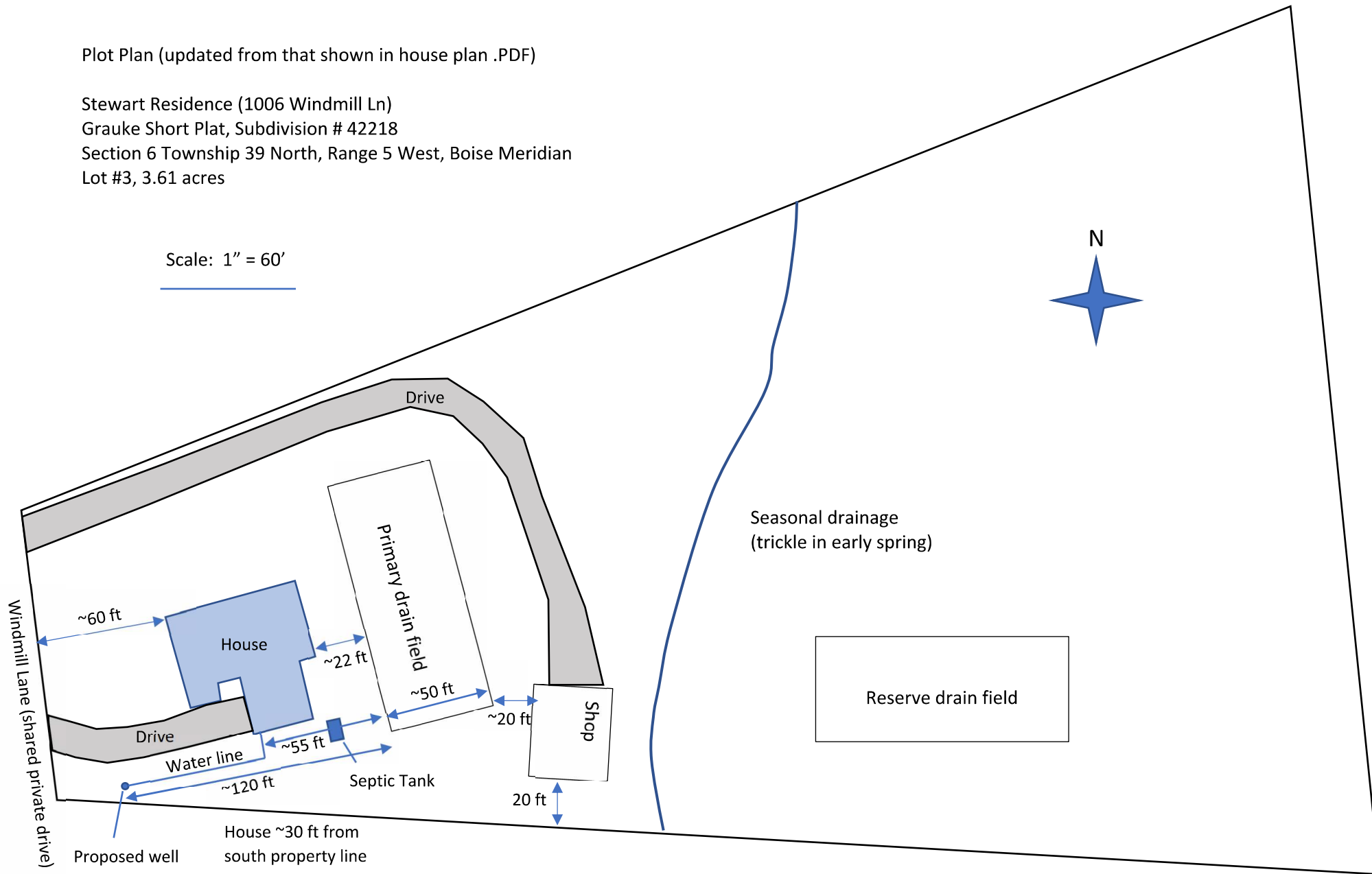
Stewart Residence (1006 Windmill Ln)

Grauke Short Plat, Subdivision # 42218

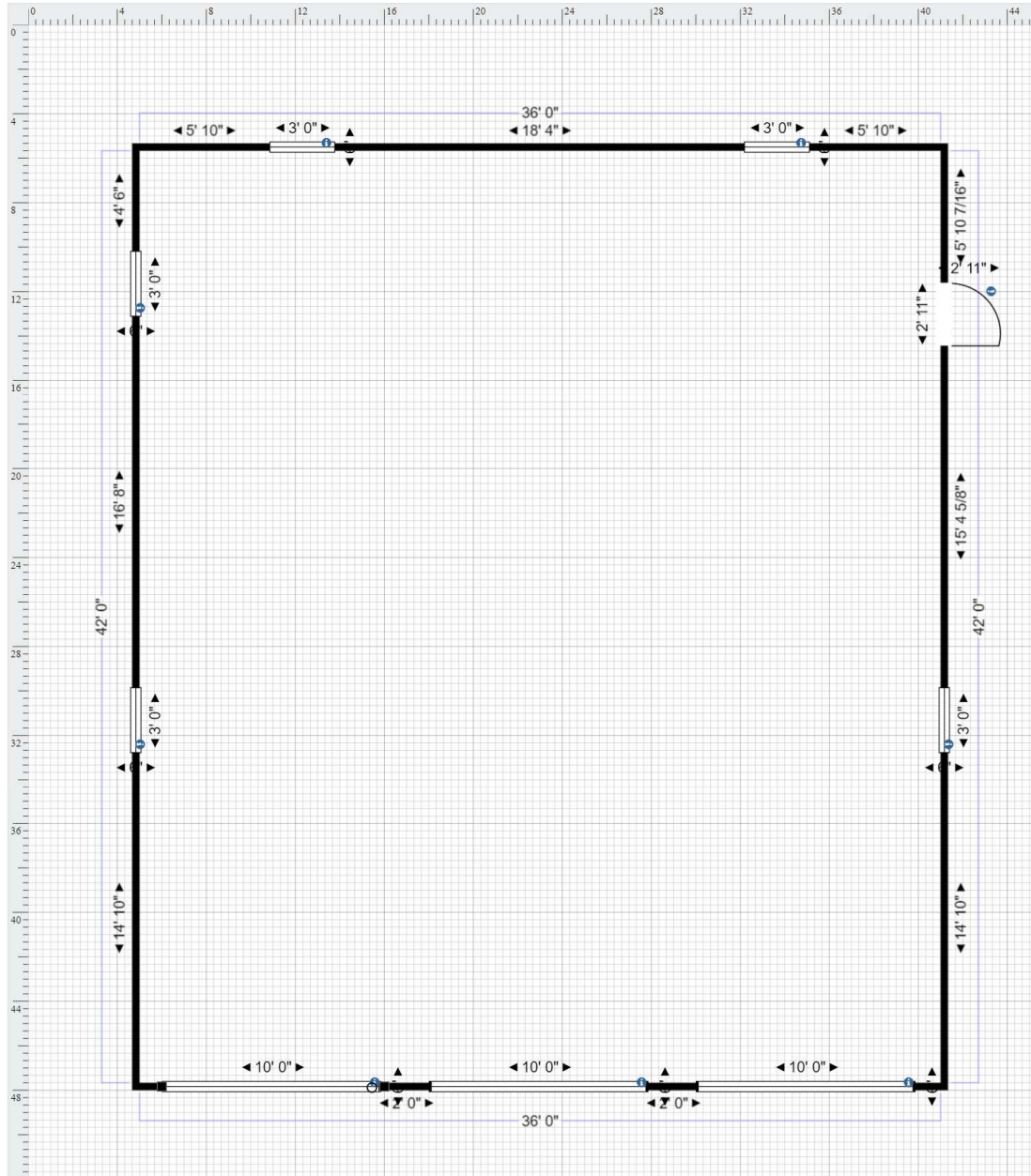
Section 6 Township 39 North, Range 5 West, Boise Meridian

Lot #3, 3.61 acres

Scale: 1" = 60'

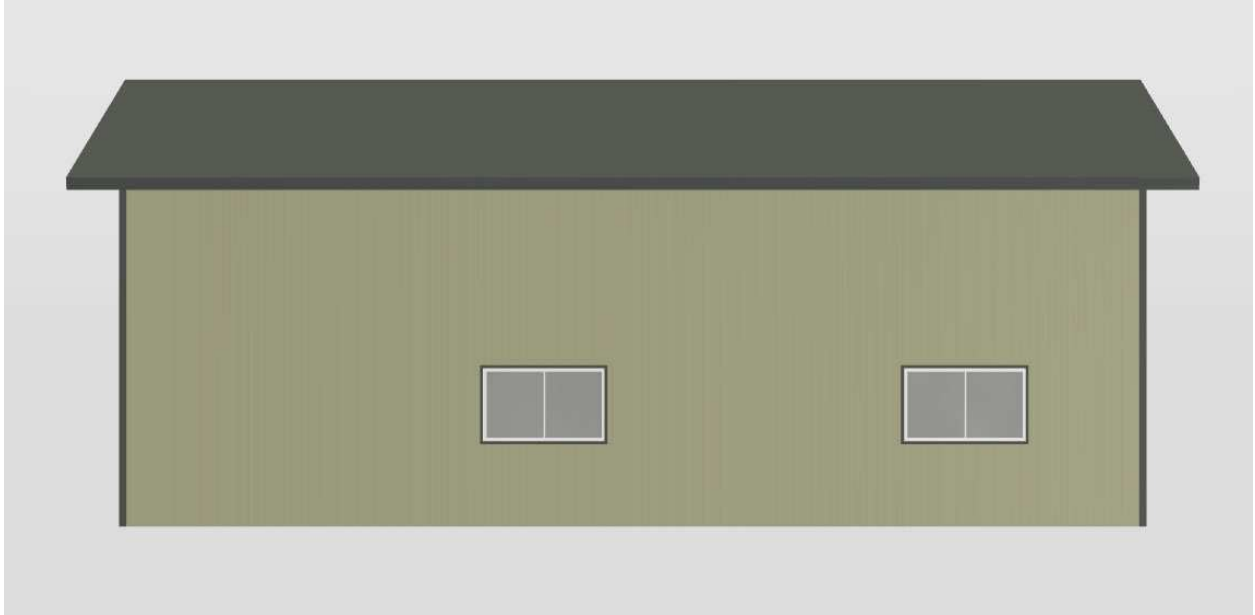


Floor plan: Stewart Accessory Pole Building

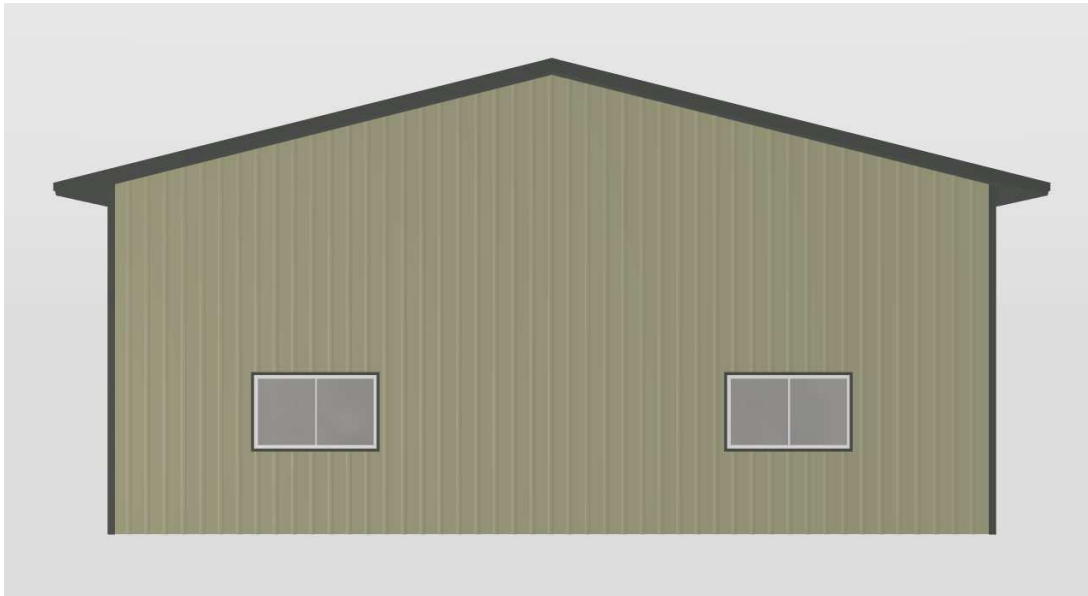


Scale: 1" = 8'





East Elevation



South Elevation

Scale: 1" = 8'





East Elevation



South Elevation

Scale: 1" = 8'







LUP2023-0008

BUILDING PERMIT APPLICATION

LATAH COUNTY DEPARTMENT OF PLANNING & BUILDING

Leave blank or write in parcel number (if known) if no address has been assigned

↓ BP #

JOB ADDRESS:		1006 Windmill Ln (number)	Moscow (road name)	83843 (city)	83843 (zip code)
IF NO ADDRESS HAS BEEN ASSIGNED OR DRIVEWAY LOCATION HAS CHANGED, A NEW ADDRESS IS REQUIRED.					
1. Proposed approaches will not be approved for an address. A copy of your highway district or ITD approval must be submitted, and all approaches must be constructed prior to any address being issued. Driveways with three or more existing or potential users will be required to be named as a lane.					
2. Attach a map showing the location of your approved constructed approach including measurements to property lines, the public road, and proposed and existing structures.					
Point of Contact: ☐ Owner ☐ Contractor ☐ Engineer/Architect ☐ Other:			Preferred Method of Contact: ☒ Text ☐ Phone ☐ Email		
OWNER: Mark Stewart			Mailing Address: 2315 Weymouth St		
Phone: 425-236-5687		Cell #: 425-236-5687		Email: brickhedgehog@yahoo.com	
CONTRACTOR: Gresham Bouma			Mailing Address: PO Box 95, Princeton, ID 83857		
Phone: 208-596-0000		Cell #: 208-596-0000		Email: greshambouma@gmail.com	
				License #: RCT-8682	
ENGINEER/ARCHITECT:			Mailing Address:		
Phone:		Cell #:		Email:	
				License #:	
This building has: ☐ Plumbing ☒ Electrical ☐ None We will not schedule a framing inspection if you haven't submitted your state electrical and plumbing permit numbers to this office. Please get us these numbers as soon as they are issued.			Plumbing permit:		Electrical permit:
# Of Existing Dwellings on Parcel none		# Of other structures on parcel none		Uses on parcel: empty field - farmland recently subdivided into residential parcels	
Please describe the type of work you will be completing and what this structure will be used for: Pole building for storage and hobby use <i>*Many types of structures are required to have plans stamped by a design professional. Please contact the Building Department prior to plan submittal for a determination.</i>					
Class of Work: ☒ New ☐ Addition ☐ Alteration ☐ Repair ☐ Move ☐ Change of Use				Approximate size of new structure: 36' x 42', 1500 sq ft	
Authorization and Notice					
THE PERMIT APPLIED FOR WITH THIS APPLICATION BECOMES NULL AND VOID IF NO INSPECTION IS REQUESTED AND PERFORMED FOR THE WORK AUTHORIZED WITHIN 180 DAYS FROM DATE OF ISSUANCE AND/OR IF NO INSPECTION IS REQUESTED AND PERFORMED FOR A PERIOD OF 180 DAYS FROM THE MOST RECENT INSPECTION. THE COUNTY HAS NO RESPONSIBILITY TO MAKE YOU AWARE OF YOUR PERMIT'S EXPIRATION AND ANY NOTIFICATION YOU MAY RECEIVE IS A COURTESY; YOU ARE ACCOUNTABLE FOR THE PERMIT'S STATUS. FURTHERMORE, THIS PERMIT IS VOIDABLE AND MAY BE REVOKED BY THE COUNTY IF THERE IS ANY MISREPRESENTATION IN THIS APPLICATION, INCLUDING BUT NOT LIMITED TO MISREPRESENTING THE LOCATION OF THE PROPERTY LINES OR IF THERE IS A FAILURE TO PERFORM THE WORK AS REPRESENTED IN THE APPLICATION.					
THE APPLICANT/OWNER/CONTRACTOR ARE RESPONSIBLE FOR KNOWING THE LOCATION OF THE PROPERTY LINES AND FOR REPRESENTING THEM TO THE COUNTY ACCURATELY. THE COUNTY IS NOT RESPONSIBLE FOR KNOWING OR VERIFYING THE LOCATION OF PROPERTY LINES AND VERIFICATION OF SUCH IS NOT PART OF ANY INSPECTION CONDUCTED BY THE COUNTY. THE COUNTY RELIES ON THE APPLICANT/OWNER/CONTRACTOR'S REPRESENTATIONS REGARDING THE PROPERTY LINES TO CHECK SETBACKS, ENSURE THE STRUCTURE IS BUILT ON THE PROPERTY INDICATED AND FOR COMPLIANCE WITH CODES. IF THE OWNER/APPLICANT/ BUILDER IS NOT AWARE OR UNSURE OF THE LOCATION OF THE PROPERTY LINES, THE OWNER IS RESPONSIBLE FOR PROCURING A SURVEY TO LOCATE THE PROPERTY LINES. THE APPLICANT OR OWNER IS RESPONSIBLE FOR ANY DAMAGES THAT MAY ARISE FROM ANY MISREPRESENTATION ON THIS APPLICATION OR ON ANY PROPERTY.					
COMMENCEMENT OF CONSTRUCTION PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR IN VIOLATION OF ANY CODE, IS DONE WITH THE UNDERSTANDING THAT ALL WORK WILL BE REMOVED, AND PROPERTY CONDITIONS MAY BE REQUIRED TO BE RESTORED, IF A PERMIT IS NOT ISSUED OR IF IT IS REVOKED, AND THAT IF A PERMIT IS ISSUED THE PERMIT SHALL BE SUBJECT TO ADDITIONAL FEES. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER FEDERAL, STATE OR LOCAL LAW.					
I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND NOTICE AND CERTIFY THIS APPLICATION TO BE TRUE AND CORRECT.					
a. Signature of Property Owner* (required) Mark Stewart Digitally signed by Mark Stewart Date: 2023.05.27 16:06:11 -07'00'		b. Date 5/26/23		c. Signature of Applicant (if different than property owner)	
a. Signature of Contractor		b. Date		d. Date	
Office Use Only					
ASSESORS PARCEL NUMBER:					
	APPROVED BY	DATE	COMMENTS		
SEPTIC/SEWER					
ROAD ACCESS					

Received 05-31-2023

Latah County Planning & Building Department



Accessory Pole Building Information Packet

Contents:

- ☐ Building Permit Application
- ☐ Site Plan
- ☐ Driveway Requirements
- ☐ Requirements for Pole Buildings
- ☐ Purlin or Rafter Span Table
- ☐ Page A, B, & C *(are to be filled in and submitted with the application)*

Other Permit Contacts

Septic Permits and Inspections:

North Latah Health Department

(208) 882-7506

333 E Palouse River Drive, Moscow

Roadway Access Approvals:

Idaho Transportation Department

(208) 799-5090

North Latah Highway District

(208) 882-7490

South Latah Highway District

(208) 285-1412

State of Idaho Inspections:

Electrical and Plumbing

Permit Support:

(208) 334-3950

State Inspection Request Line

(Electric and Plumbing)

(800) 839-9239

Permit site: dbs.idaho.gov

Idaho Department of Water Resources

(208) 762-2800



LATAH COUNTY PLANNING & BUILDING

Latah County Courthouse

PO Box 8068, 522 South Adams

Moscow, ID 83843

(208) 883-7220 ♦ FAX (208) 883-7225 ♦ E-Mail: pb@latah.id.us ♦ In Latah County, Toll Free: 1-800-691-2012

Requirements for Pole Buildings

Because pole buildings do not generally qualify as Heavy Timber Type IV construction and do not follow standard light frame construction methods, there are circumstances under which engineering is required. If you have any questions not specifically addressed by the following list or the building permit application packet, please contact the Building Department to have the answers clarified prior to permit application and issuance.

Pole Structures are required to have engineering if they exceed these parameters:

Bays from 8'-12' in width.

Poles/posts buried at least 42" with concrete in the bottom of the hole and backfilled with gravel that is tamped, or with concrete.

Girts and/or purlins to meet snow load requirements for the site.

Engineered stamps truss specification sheets for the roof.

Individual roof structures 36 ft. or less in width.

Roof snow loads 60 lb. or less.

Maximum wall height of 12' with 6x6 post, maximum height of 14' with 6x8 post.

Engineering requirements:

Fully engineered plans, stamped by an Idaho Design Licensed Professional, showing dimensions of the current project; must have current date, and location relevant snow load, exposure, and any other site specific needs, including pole setting depth.

Truss specification sheet, stamped by an Idaho Design Licensed Professional addressing the snow load, spacing on the trusses, and showing bracing required, as well as proper setting of trusses on posts or beams with blocking requirements identified. If trusses are to carry a ceiling on the bottom chord, the truss specification sheet should indicate load carrying capacity for this feature.

All pole buildings must meet all zoning, floodplain and other state permit requirements, i.e., plumbing and electrical, regardless of any exemption from the building permit requirement afforded to agricultural buildings.

If a builder wishes to use exact plans from another or previous project, the footprint of the new structure must be exactly the same, the site conditions must be the same: snow load and exposure, etc. A new site plan would be required showing setbacks at the pertinent site.

Exterior infill walls in pole buildings

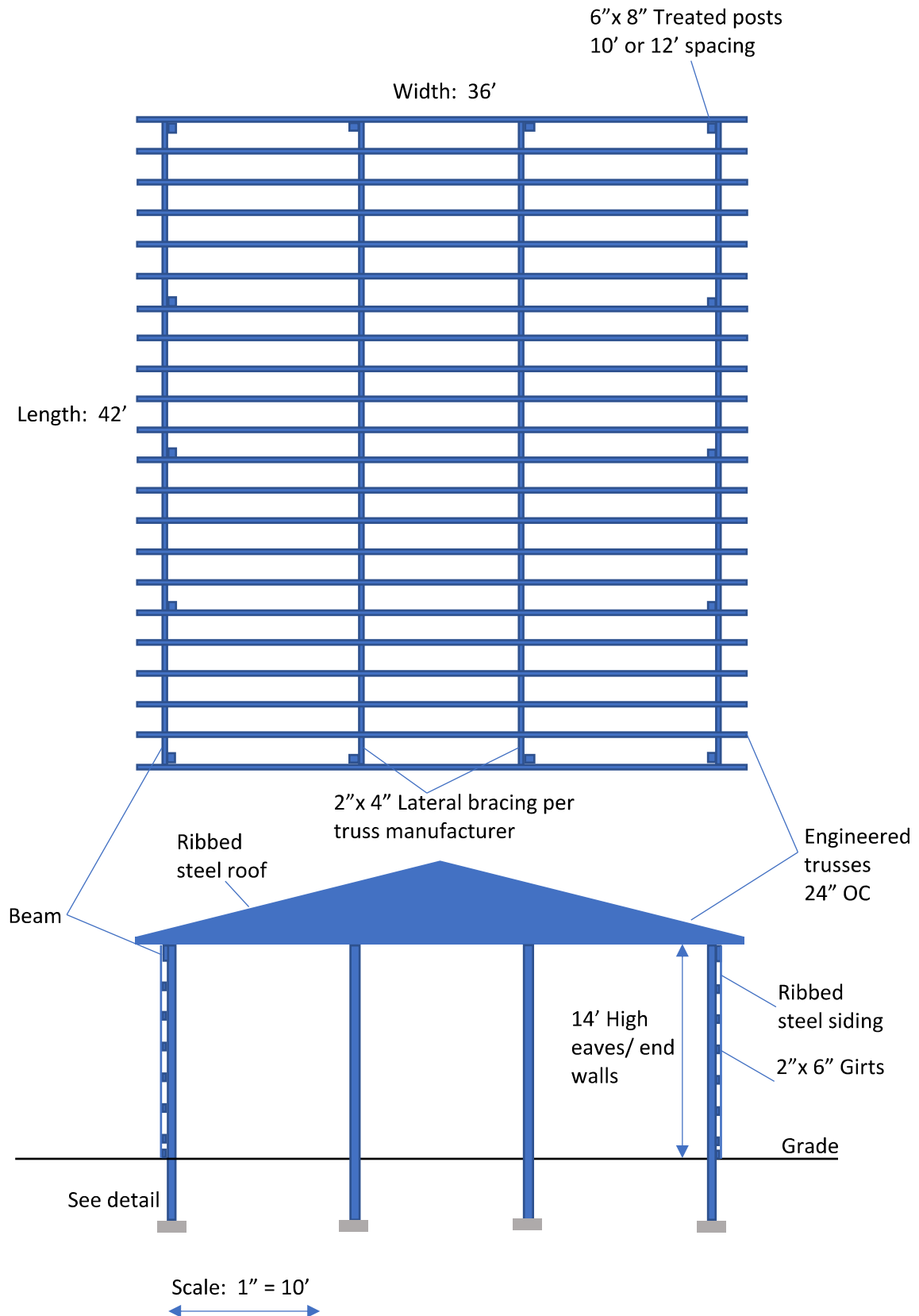
Infilling between posts with vertical stud walls which are attached to both the posts and roof framing members is **not** allowed without a frost depth slab edge which is at least as thick as the studs which it supports above. All exterior walls which are subject to potential frost heave must have footings that extend below the frost line. In Latah County that frost line depth is 30 inches. Although these infill walls are technically exterior walls, they are non-bearing in nature and as such, do not require the full size footing as a normal exterior bearing wall.

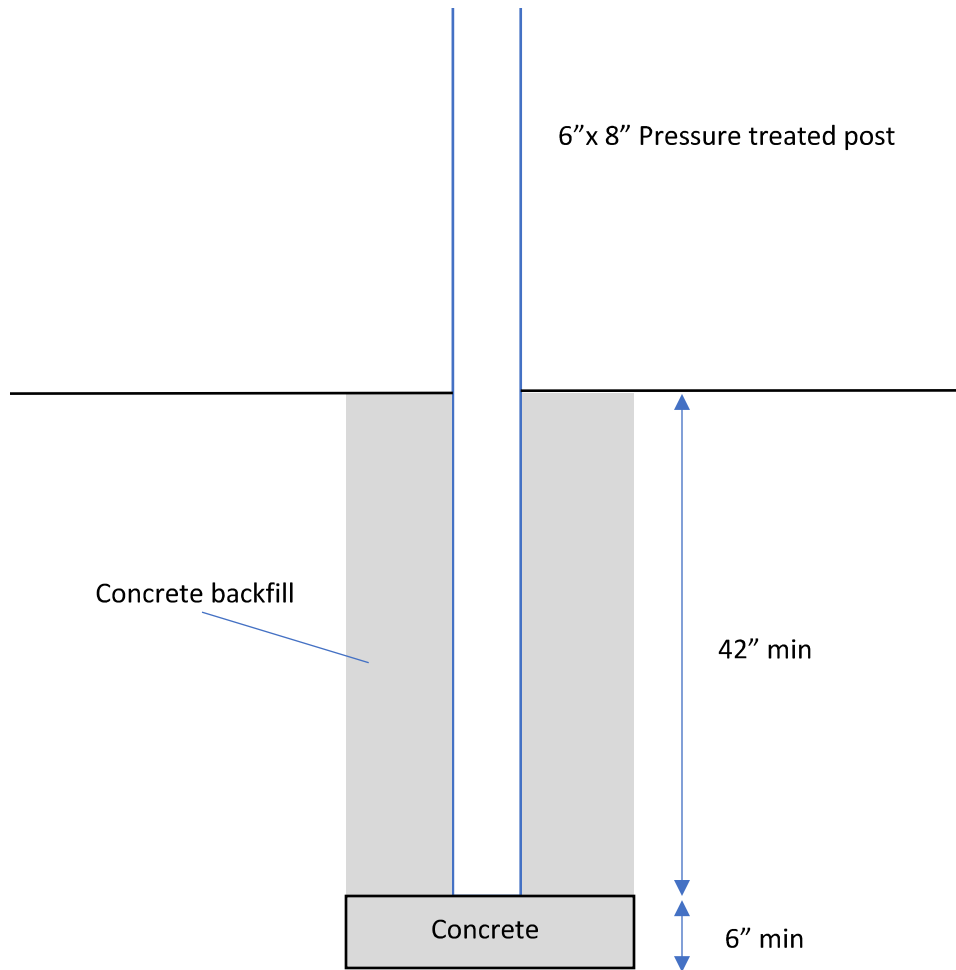
Purlin or Rafter Span Table

2"x 6" -DF #2		Maximum Span Table		Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#	
Purlin Spacing					
12" O.C.	13'-3"	12'	10'-3"	9'	
16" O.C.	11'-9"	10'-6"	9'	7'-9"	
19.2" O.C	10'-9"	9'-8"	8'-3"	7'-3"	
24" O.C.	9'-8"	8'-8"	7'-4"	6'-6"	

2"x 8" -DF #2		Maximum Span Table		Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#	
Purlin Spacing					
12" O.C.	17'-4"	15'-4"	13'	11'-6"	
16" O.C.	15'	13'-4"	11'-4"	10'	
19.2" O.C	13'-8"	12'-3"	10'-4"	9'	
24" O.C.	12'-3"	11'	9'-3"	8'	

2"x 10" -DF #2		Maximum Span Table		Roof Pitch 3/12 – 5/12	
Snow Load	30 #	40#	60#	80#	
Purlin Spacing					
12" O.C.	21'	18'-9"	16'	14'	
16" O.C.	18'-3"	16'-4"	13'-9"	12'-3"	
19.2" O.C	16'-8"	15'	12'-8"	11'	
24" O.C.	15'	13'-4"	11'-4"	10'	





**CITY OF MOSCOW
COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT**

HEARING DATE: Thursday, June 29, 2023

GENERAL INFORMATION

Hearing Body: Board of Adjustment

Subject: 2780 West A Street – Conditional Use Permit application for a Public Service and Utility Facility within the Multiple Family Residential (R-4) Zoning District per Moscow City Code 4-3-4.

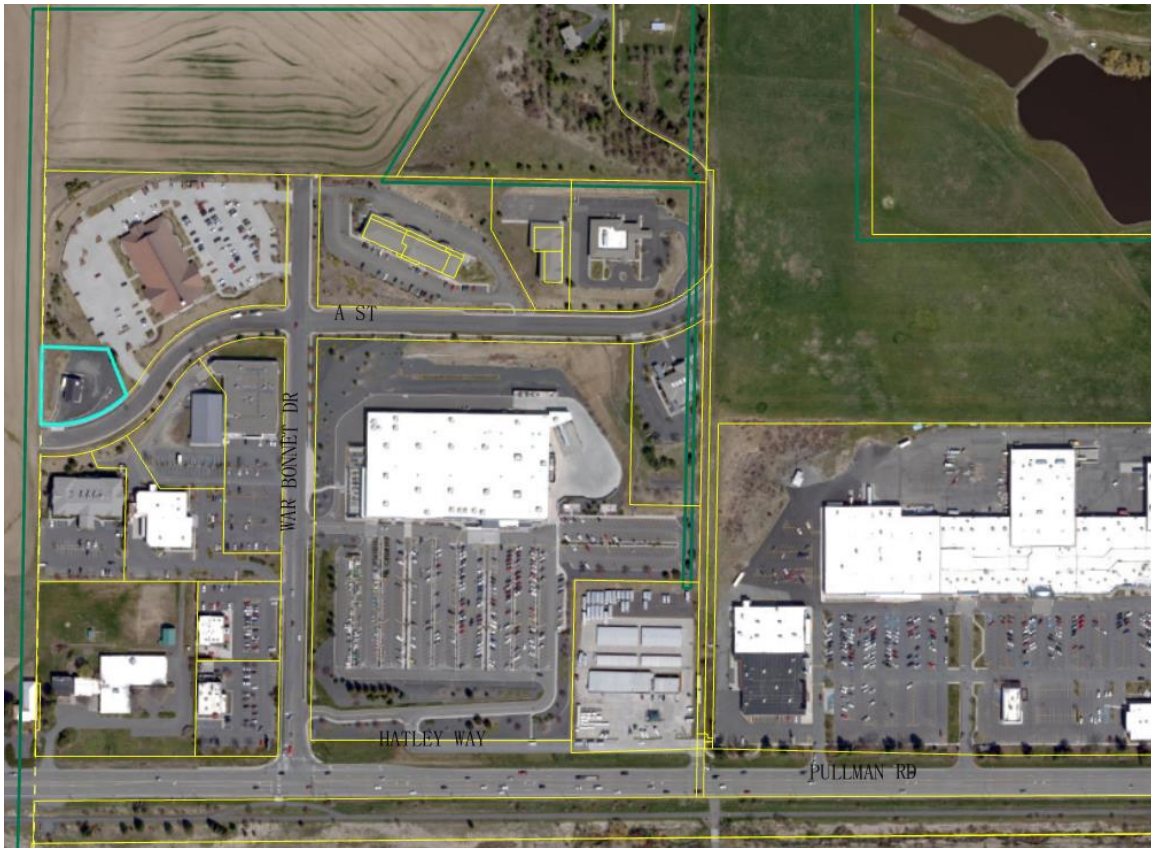
Attachments:

- A. Public Hearing Notice – published in the Moscow-Pullman Daily News on Saturday, June 10, 2023
- B. Conditional Use Permit Application
- C. Proposed Site Plan & Sample Building Elevations
- E. Needs Assessment – City of Moscow Fire, EMS, Law Enforcement and Public Works Public Safety Radio System

Prepared by: Aimee Hennrich

STAFF REVIEW

Proposal: The applicant, City of Moscow Information Systems Department, proposes to construct an 85-foot monopole antenna tower for emergency response radio communications, located at 2780 West A Street, within the Multiple Family Residential (R-4) Zone. The monopole antenna is a public service and utility facility that requires a Conditional Use Permit in the R-4 Zone. It is anticipated that periodic site visits will be required to evaluate and maintain the facility. Noise generated from the monopole is not anticipated to be audible on neighboring properties. A special use permit was approved by the Board of Adjustment for the City of Moscow on August 20, 2015 to construct a high capacity municipal well and construct a new well house facility on the subject property. Construction of Well 10 and the associated well house is complete.



Aerial

Zoning: The subject property is located within the Multiple Family Residential (R-4) Zoning District and the adjacent property to the northeast is also located within the R-4 Zone. All other nearby properties are located within the Motor Business (MB) Zone. According to the Zoning Code 4-2-4(G):

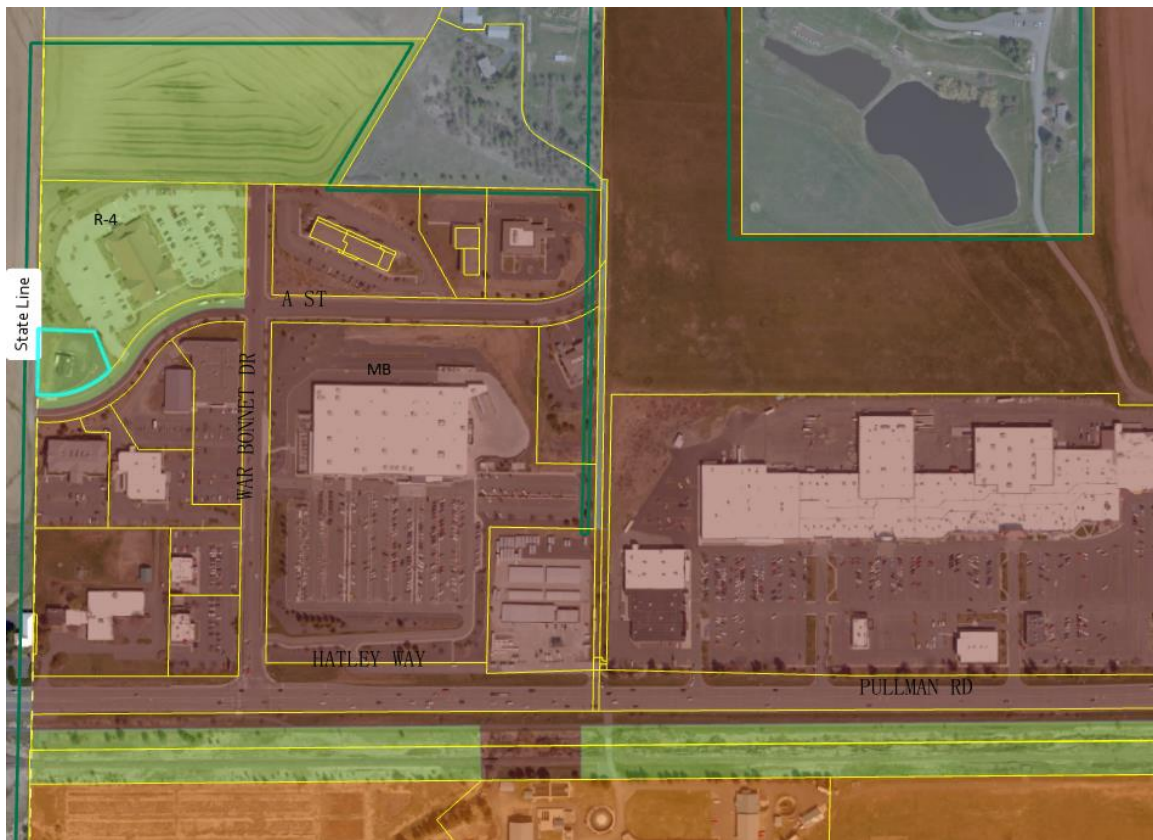
“The R-4 zoning district provides for the most intense residential land uses permitted in the community. It is to be applied where activity levels are high and adequate public facilities are available, especially near the University of Idaho campus or the City Central Business Zoning District. Adequate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

The R-4 Zone permits public service and utility facilities with a Conditional Use Permit. Public Service and Utility Facilities are defined in 4-1-6(D)(116) as:

“Public facilities necessary to serve the neighborhood or community, including, but not limited to, fire stations, police stations, national guard armories, fire training facilities, pumping stations, electrical substations, and telephone switching facilities.”

The proposed monopole antenna is included in this category of public service facilities.

Maximum building height within the R-4 Zone is 40 feet, however, non-residential uses are permitted to exceed that limitation through the conditional use permit process.



Zoning Map

Site and Area Land Use: The subject property is a 3/4 acre parcel (33,459 square feet) located north of West A Street, with approximately 232 feet of frontage on West A Street. The property is owned by the City of Moscow and is the site of Well 10.

The subject property is located just inside the Moscow city limits, with the west property line bordering Washington State. Area land uses include a church on the adjacent R-4 zoned parcel, with retail and a hotel located south of West A Street. All of the retail buildings face south with the rear of the buildings facing West A Street. The adjacent parcel across the state line is currently used for agricultural production.

Streets and Access: Vehicle access to the site is via West A Street, a 40-foot wide paved street with curb, gutter, tree lawn and sidewalks on both sides.

Comprehensive Plan: Chapter 2, Land Use and Community Character, designates the subject property as Public and Semi-Public. Public and Semi-Public designated areas are for government buildings and properties, as well as semi-public or institutional uses such as churches, schools, and medical facilities.

Chapter 3, Community Mobility, identifies West A Street as a collector street.

Input from other Departments/Agencies: No comments were received from other departments/agencies upon review of the application.

RELEVANT CRITERIA AND STANDARDS

The following are Staff's comments relating to the criteria required for approval of a Conditional Use Permit. See the attached worksheet for each of the criteria. The following statements may be used for the Relevant Criteria and Standards or changed to include or remove any statement deemed necessary or appropriate by the Board.

- 1. The proposed use (is/is not) a conditionally permitted use within the Zoning District.**
- 2. The character of the proposed use (will/will not) be in harmony with the neighborhood and surrounding land uses.**
- 3. The proposed use as approved, or as approved with conditions, (will/will not) generate nuisances that would be injurious or detrimental to the adjoining properties or the neighborhood (including, but not limited to, noise, dust, glare, vibrations, odors, and the like).**
- 4. The location, design, and size of the proposed use (will/will not) be adequately served by existing streets, public facilities and services.**
- 5. The proposed use (will/will not) endanger the public health or safety if located where proposed.**
- 6. Proposed use (meets/does not meet) all applicable development standards of the Zoning Code.**
- 7. The proposed use (will/will not) be in conflict with the Comprehensive Plan.**

RECOMMENDATION FOR CUP APPLICATION

The Board has the option to approve, approve with conditions, or deny the application subject to the Relevant Criteria and Standards and any public testimony provided at the public hearing. The board may also table the decision for the application in order to request more information, including studies of social, economic, fiscal and environmental effects of the proposed Conditional Use Permit.

The Board of Adjustment may impose conditions including, but not limited to those 1) minimizing adverse impact on other development; 2) controlling the sequence and timing of development; 3) controlling the duration of development; 4) assuring that development is maintained properly; 5) designating the exact location and nature of development; 6) requiring the provision for on- or off-site public facilities or services; 7) requiring more restrictive standards than those generally required in an ordinance; and/or 8) requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

Staff recommends **approval** of the Conditional Use Permit application for a Public Service and Utility Facility within the Multiple Family Residential (R-4) Zoning District located at 2780 West A Street, with no conditions.

The Board shall direct staff to prepare Relevant Criteria and Standards to be reviewed at a following meeting.

NOTICE OF PUBLIC HEARING

Proposal for Conditional Use Permit at 2780 West A Street
Permit Application LUP2023-0009

A public hearing at which you may be present and speak will be conducted before the Board of Adjustment of the City of Moscow at which time the following proposal will be considered:

A Conditional Use Permit application for a public service and utility facility at 2780 West A Street within the Multiple Family Residential (R-4) Zoning District per Moscow City Code 4-3-4.

HEARING DATE: Thursday, June 29, 2023

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

MEETING TIME: 7:00pm

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 late in the meeting.

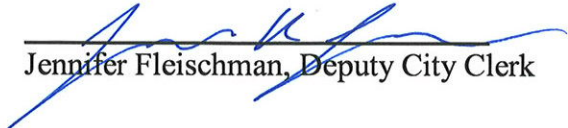
The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located at the Haddock Building at 504 S Washington Street, Moscow, Idaho. You may also call 883-7035 to get a meeting agenda, further information about the application, the public meeting process and/or to request a meeting with City Staff.

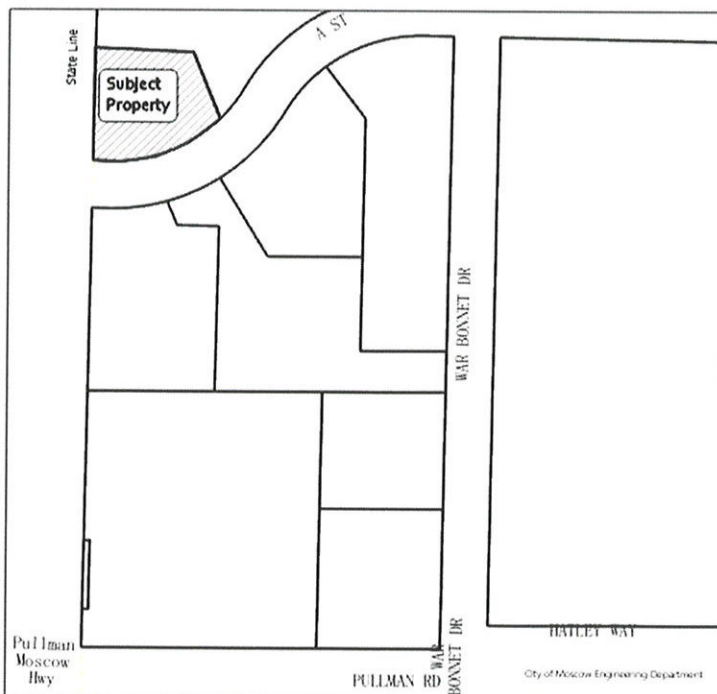
Verbal testimony at the hearing is generally limited to three (3) minutes time. Minor amounts of written materials (less than two (2) pages) may be submitted to the hearing body at any time prior to the close of comments, as determined by the hearing body. More in-depth written materials require at least 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 Hopkins, Moscow City Clerk


Jennifer Fleischman, Deputy City Clerk



Published: Saturday, June 10, 2023



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
Ph: 208-883-7035
504 S. Washington Street
jfleischman@ci.moscow.id.us

For City Use Only

Date Received			
Dept	Fee Type	Fees	Paid
CDV	Application Fee	\$545.00	
	Receipt Number		

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: City of Moscow Telephone: 208-883-7120
206 E. Third Street, Moscow, ID 83843 Email: tpicarella@ci.moscow.id.us
 (home address)

Relationship to affected property (please check one):

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

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

Name: _____ Telephone: _____
 _____ Email: _____
 (home address)

3. Location of Affected Property: 2780 West A Street, Moscow Idaho

Legal Description: _____
 (subdivision) (block) (lot)

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

4. Proposal: The applicant proposes the following use and/or construction for the above-described property:

The City of Moscow is proposing to construct a 85 foot tall monopole
Antenna Tower for emergency response radio communications in association
with the City's current emergency radio update project.

The proposed activities and use shall be shown on an attached site plan drawn to a standard engineer's or architect's scale. The site plan shall show, label and dimension all property lines and easements, existing and proposed buildings, parking lot and driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

5. Authorization: Section 4-3-4 of the Moscow Zoning Ordinance authorizes the proposed use, subject to a Conditional Use Permit.

6. **Operating Characteristics:** Detail the operating characteristics of the proposed use. In other words, provide specific information which describes and defines how the proposed use will be conducted and what will be involved in the day to day operations of the proposed use. Applicable information may include hours of operation, number of people (employees, customers, students, etc.) involved, traffic and/or delivery information, services provided, equipment or machinery which may be involved, or any other information which helps describe and define the proposed use and impacts which it may have.
 After completion of the construction of the antenna tower, it will not present any audible or visual adverse impacts. The antenna tower will not contain any exterior lighting and all communications equipment will be installed within the existing well house. The only additional vehicular traffic will be from periodic equipment inspection and maintenance activity.
7. *Before the Moscow Board of Adjustment may issue a Conditional Use Permit, the Board must first make findings of compliance with the following seven relevant criteria and standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each of the relevant criteria and standards.*

Criteria #1. THE PROPOSED USE IS A CONDITIONALLY PERMITTED USE WITHIN THE ZONING DISTRICT.

Justification and compliance with criteria #1: _____

The proposed use is a conditionally permitted use within the zoning district per Moscow City Code 4-3-4.

Criteria #2. THE CHARACTER OF THE PROPOSED USE WILL BE IN HARMONY WITH THE NEIGHBORHOOD AND SURROUNDING LAND USES.

Justification and compliance with criteria #2: _____

The proposed antenna tower will be located within an area of commercial uses and located upon a property that currently contains a domestic well and associated utility structures and equipment.

Criteria #3. THE PROPOSED USE AS APPROVED, OR AS APPROVED WITH CONDITIONS, WILL NOT GENERATE NUISANCES THAT WOULD BE INJURIOUS OR DETRIMENTAL TO ADJOINING PROPERTIES OR THE NEIGHBORHOOD (INCLUDING BUT NOT LIMITED TO NOISE, DUST, GLARE, VIBRATIONS, ODORS AND THE LIKE).

Justification and compliance with criteria #3: _____

The proposed use will not generate any nuisances that would be injurious or detrimental to adjacent properties. There will be no exterior lighting and all associated equipment will be installed within the existing well house.

Criteria #4. THE LOCATION, DESIGN, AND SIZE OF THE PROPOSED USE WILL BE ADEQUATELY SERVED BY EXISTING STREETS, PUBLIC FACILITIES AND SERVICES.

Justification and compliance with criteria #4: _____

The proposed antenna tower will not require any public utility services, will not generate any additional traffic upon adjacent streets, and will enhance and improve emergency communication and response services to the surrounding area.

Criteria #5. THE PROPOSED USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY IF LOCATED WHERE PROPOSED.

Justification and compliance with criteria #5: _____

The proposed use will not endanger the public health or safety and will provide enhanced emergency radio coverage for the community and the surrounding area for police and fire emergency responders.

Criteria #6. THE PROPOSED USE MEETS ALL APPLICABLE DEVELOPMENT STANDARDS OF THE ZONING CODE.

Justification and compliance with criteria #6: _____

The proposed use will meet and comply with all applicable zoning standards.

Criteria #7. THE PROPOSED USE WILL NOT BE IN CONFLICT WITH THE COMPREHENSIVE PLAN.

Justification and compliance with criteria #7: _____

The proposed use will be in conformance with the Comprehensive Plan and will enhance and support the emergency service Objectives and Actions contained within Section 5.9.5 of the Comprehensive Plan to "Locate, plan and maintain emergency service facilities and resources necessary to meet the needs of current and future residents of the community."

CONDITIONS OF APPROVAL

The Board of Adjustment may impose conditions including, but not limited to, those (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for onsite or offsite public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE

1. In the event of failure to comply with the plans approved by the Board of Adjustment, or with any conditions imposed upon the Conditional Use Permit, the permit shall be immediately revoked and shall be automatically null and void.
2. Where plans are submitted and approved as part of the application for a Conditional Use Permit, modifications of the original plans may be required by the Board as a condition of approval.
3. Where plans approved by the Board of Adjustment are modified following such approval, such plan modifications must be submitted to and determined by City staff to be in substantial conformance with the plans approved by the Board. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Board for an additional public hearing as an amendment to the Conditional Use Permit application.

REVOCATIONS

If a Building Permit and/or Certificate of Occupancy pertaining to the Conditional Use Permit is not obtained for the subject property within one year from the date of the Board of Adjustment's final decision, the Conditional Use Permit shall be immediately revoked and shall be automatically null and void. If the use and/or occupancy for which the Conditional Use Permit is approved ceases for a period of twelve consecutive months, unless otherwise provided for in the Conditional Use Permit, then the Conditional Use Permit shall be immediately revoked and shall be automatically null and void.

Application Submittal:

This application must be completed and submitted with the below described items to the Moscow Community Development Planner I at least twenty-one days prior to the hearing at which the application is to be considered by the Board.

The following items must be submitted with this application before it will be processed:

1. Application Fee
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings, drawn to scale (for new construction only)

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

Applicant's Signature

Date

Owner's Signature

Date

6/1/2023

TABLE 1 - Well 10 Microwave Dish Antennas					
Path	Azimuth (Degrees True)	Antenna Model #	Frequency Band (GHz)	Dish Size (feet)	Elevation On Tower (feet)
Moscow Mountain	47.7	RFS SC3-W100B	11	3.0	70
Residence Water Tower	85.5	RFS SC1-220A	23	1.0	83.5
Rotary Park Water Tank	80.9	RFS SC2-220C	23	2.0	83.5
KUID-TV Site (Paradise Ridge)	138.8	RFS SC3-W100B	11	3.0	70

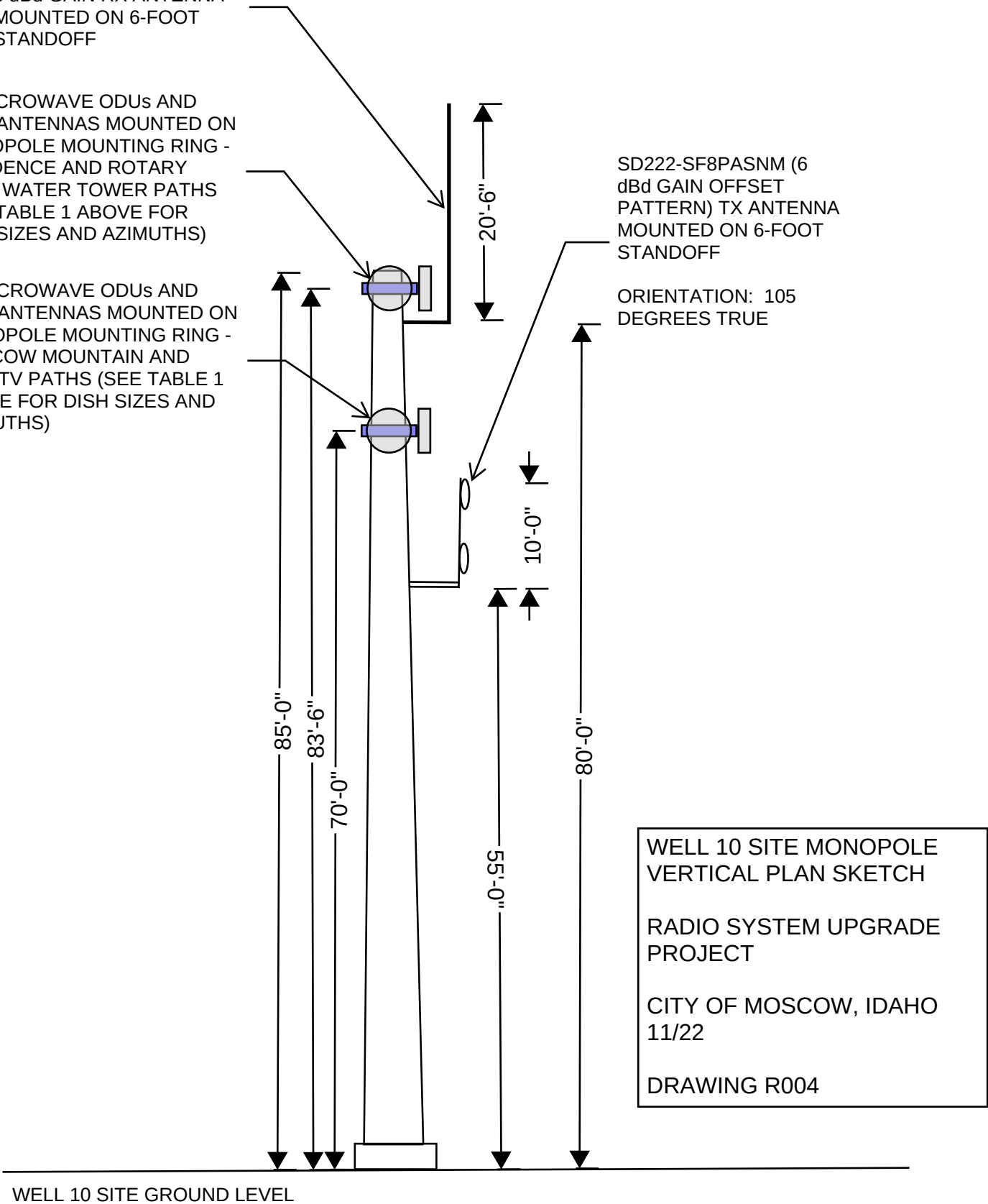
TELEWAVE ANT150F6
6 dBd GAIN RX ANTENNA
MOUNTED ON 6-FOOT
STANDOFF

(2) MICROWAVE ODUs AND
DISH ANTENNAS MOUNTED ON
MONOPOLE MOUNTING RING -
RESIDENCE AND ROTARY
PARK WATER TOWER PATHS
(SEE TABLE 1 ABOVE FOR
DISH SIZES AND AZIMUTHS)

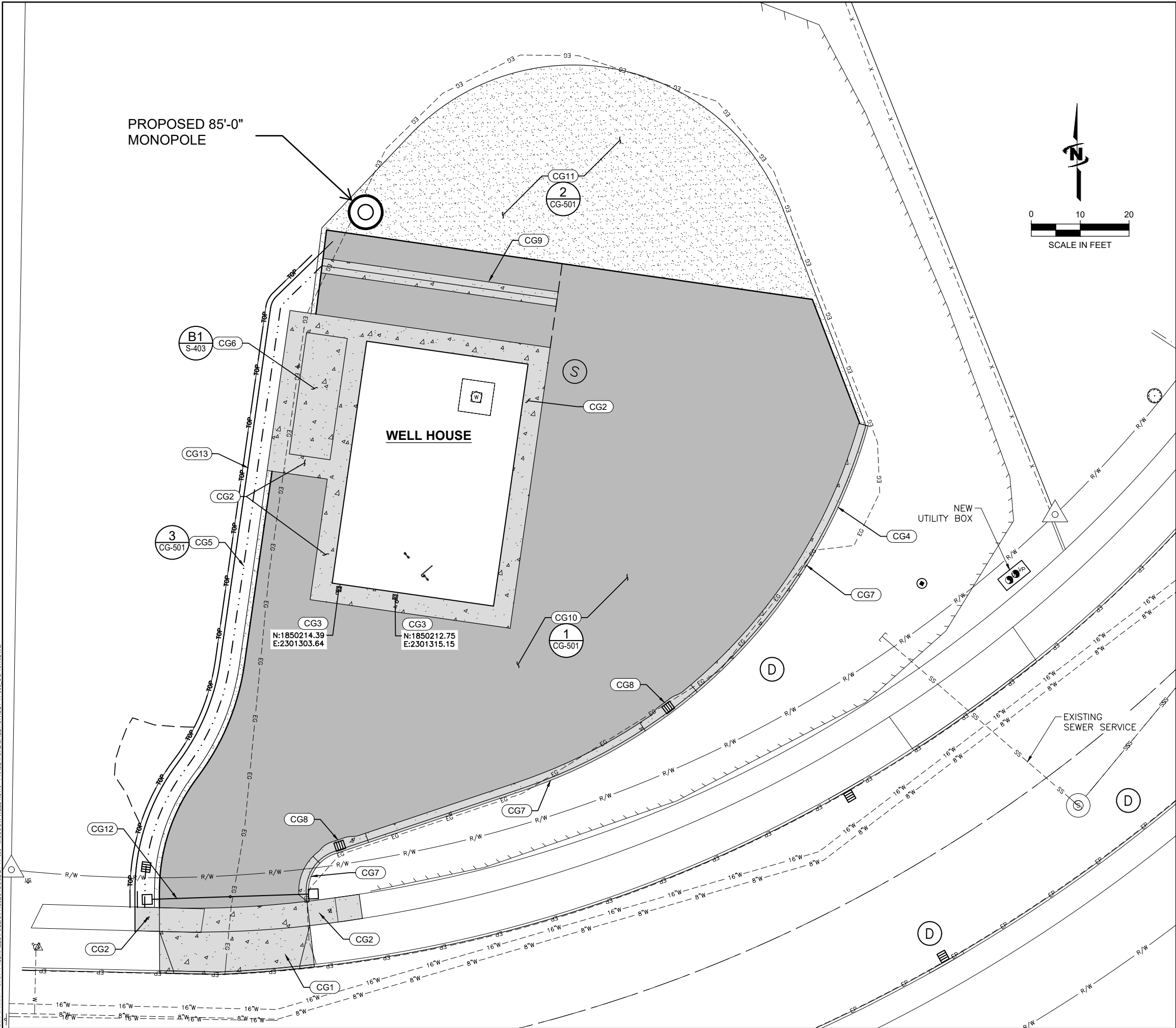
(2) MICROWAVE ODUs AND
DISH ANTENNAS MOUNTED ON
MONOPOLE MOUNTING RING -
MOSCOW MOUNTAIN AND
KUID-TV PATHS (SEE TABLE 1
ABOVE FOR DISH SIZES AND
AZIMUTHS)

SD222-SF8PASNM (6
dBd GAIN OFFSET
PATTERN) TX ANTENNA
MOUNTED ON 6-FOOT
STANDOFF

ORIENTATION: 105
DEGREES TRUE



Plot Date: 1/22/2020 4:08 PM Plotted By: Brett Berger
File Created: 1/22/2020 11:04:15 AM File Path: C:\Users\Brett.Berger\Documents\2020\17-005-MOSCOW\WELL NO. 10 - PHASE II\CG-101X.DWG



KEYED NOTES: (this Sheet)

WELL NO. 10-	
CIVIL - SITE GRADING-	
CG1	CITY OF MOSCOW; DRIVEWAY APPROACH TYPE II, MSCD-9.
CG2	CITY OF MOSCOW; SIDEWALK, MSCD-7.
CG3	PERMANENT BOLLARD.
CG4	STORMWATER ATTENUATION STRUCTURE.
CG5	DITCH, SEE DETAIL.
CG6	GENERATOR PAD.
CG7	CITY OF MOSCOW; COMBINATION CURB & GUTTER TYPE B, MSCD-6.
CG8	CITY OF MOSCOW; CURB & GUTTER PAN, MSCD-27A.
CG9	CITY OF MOSCOW; VALLEY GUTTER, TYPE D, MSCD-6.
CG10	AC PAVEMENT, SEE DETAIL.
CG11	GRAVEL SURFACE, SEE DETAIL.
CG12	FABRICATED METAL ACCESS GATE, SEE DETAIL A1, SHEET S-431
CG13	CONTRACTOR DESIGNED WALL, SEE DETAIL (4/CG-501).



J-U-B ENGINEERS, INC.

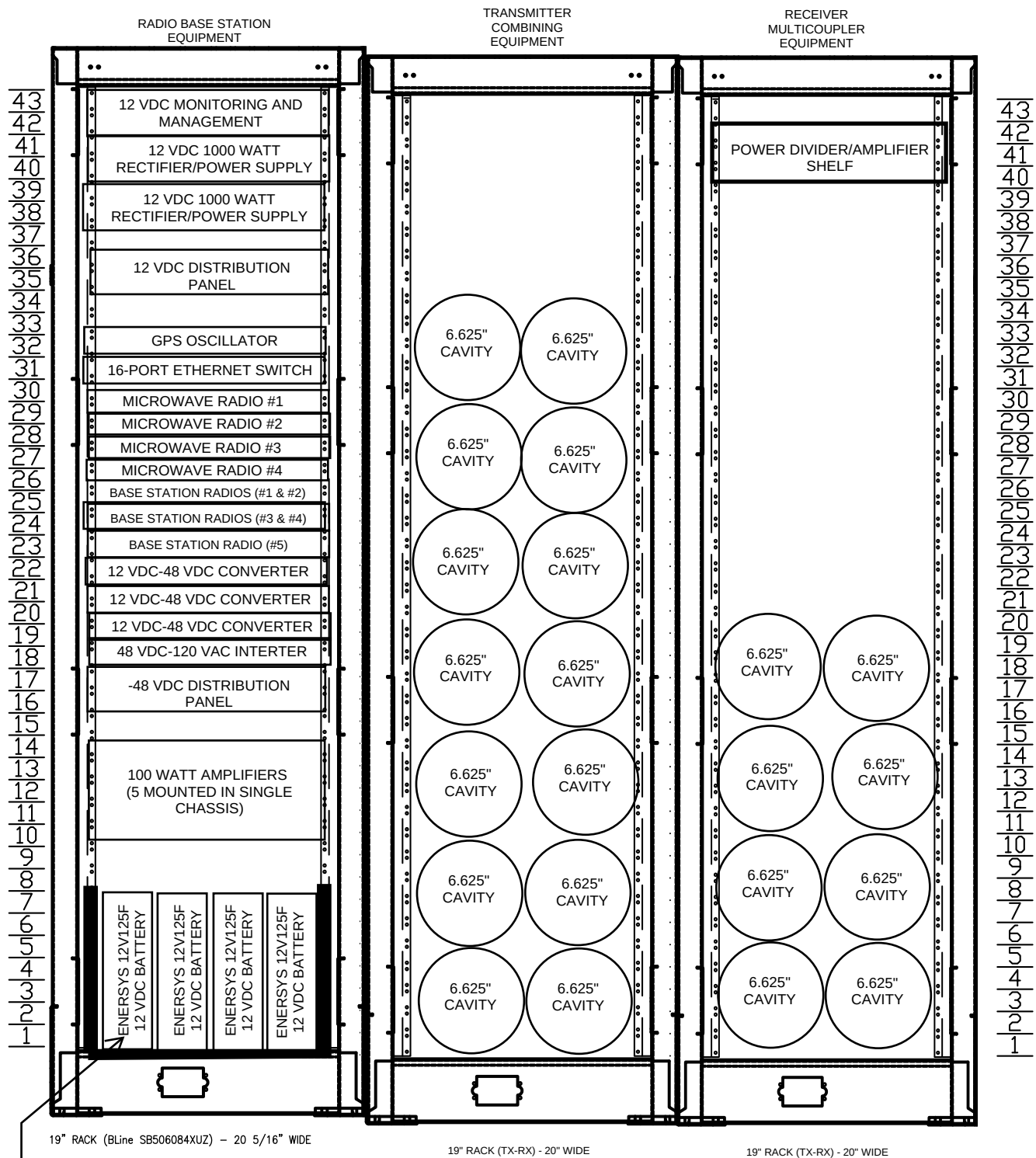
J-U-B ENGINEERS, INC.
201 South Jackson
Moscow, ID 83843
Phone: 208.746.9010
Fax: 208.746.9926
www.jub.com

ORIGINAL
SIGNED BY:
ANDREW C. BADEN
14227
DATE ORIGINAL
SIGNED: 1/22/2020

REUSE OF DRAWINGS THIS DOCUMENT AND THE IDEAS AND DESIGNS INCORPORATED HEREIN ARE THE PROPERTY OF JUB ENGINEERS, INC. AND ARE NOT TO BE REPRODUCED, COPIED, OR USED IN WHOLE OR PART FOR ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN AUTHORIZATION OF JUB ENGINEERS, INC.	
NO.	REVISION
	DESCRIPTION
	BY
	DATE

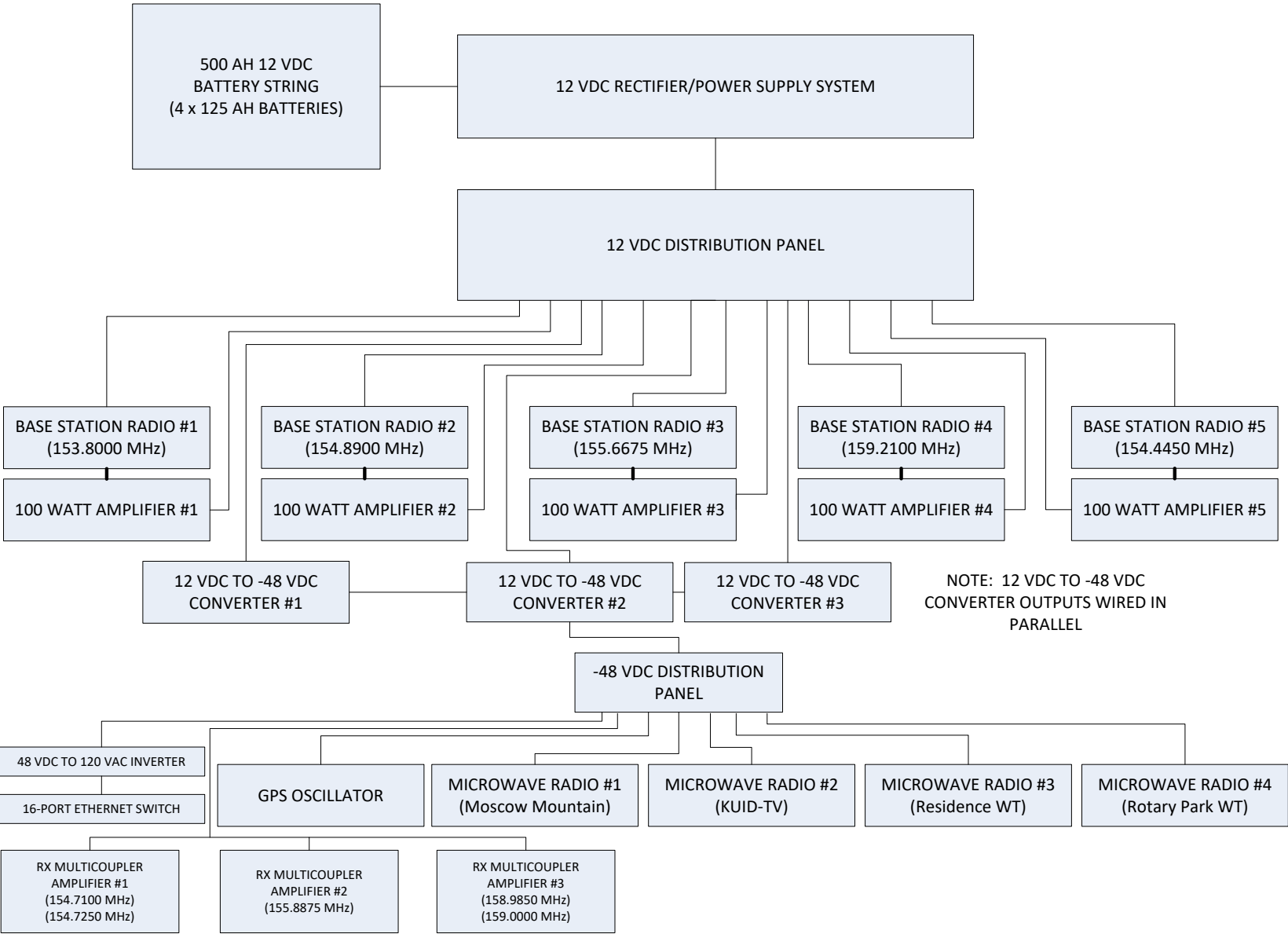
CITY OF MOSCOW
WELL 10 DEVELOPMENT - PHASE II
CIVIL GRADING (CG)
OVERALL SITE LAYOUT
PLAN VIEW

FILE: 21-17-005 CG-101X
JUB PROJ. #: 21-17-005
DRAWN BY: BSB
DESIGN BY: ACB
CHECKED BY: ---
AT FULL SIZE, IF NOT ONE
INCH, SCALE ACCORDINGLY
LAST UPDATED: 1/16/2020
SHEET:
007
DRAWING:
CG-101

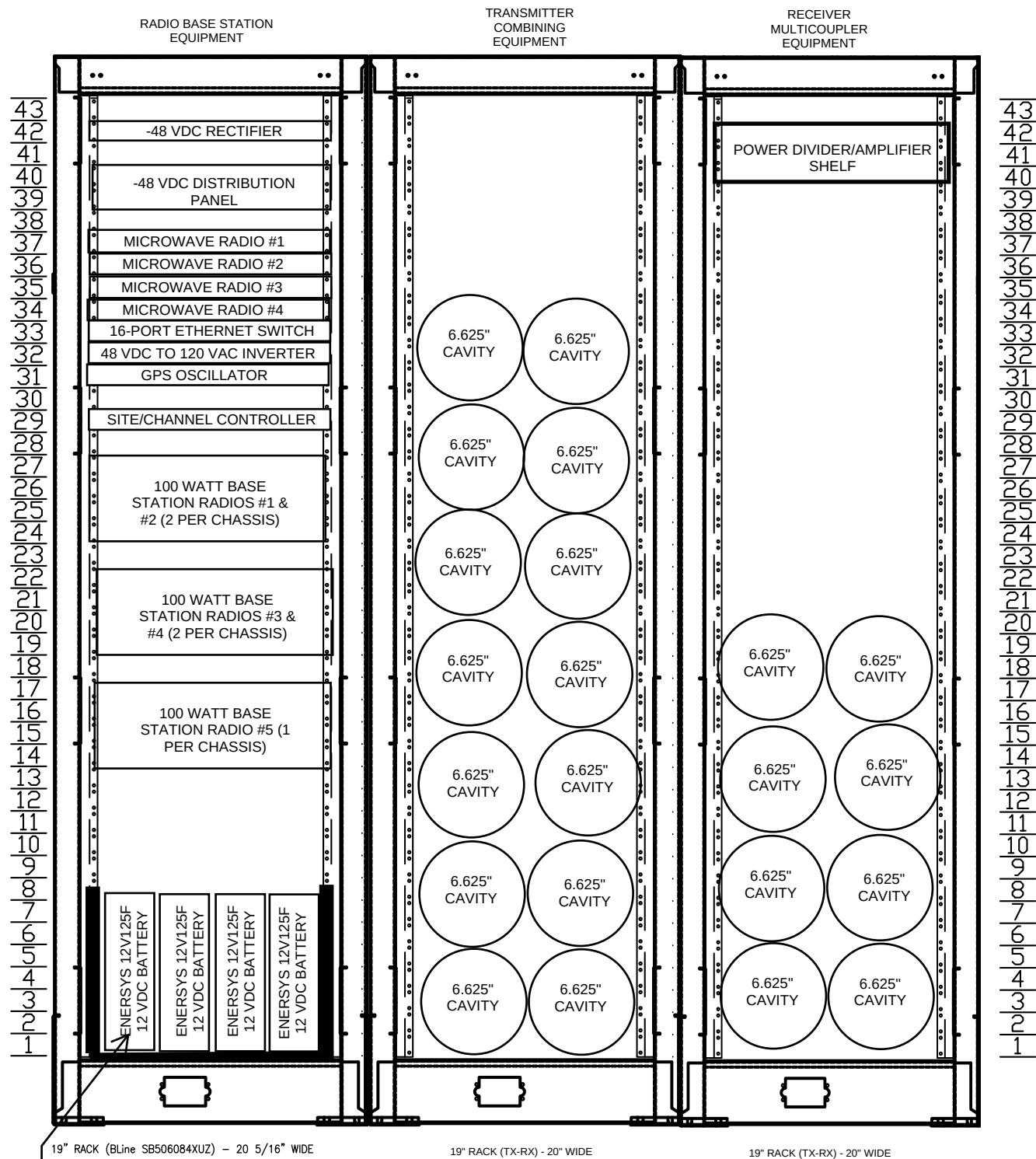


NOTE 1

NOTE 1 ENERSYS POWERSAFE 12V125F 12 VDC BATTERIES WIRED IN PARALLEL TO PROVIDE 500 AH 12 VDC BATTERY SYSTEM. BACKUP TIME TO 1.75 Vpc @ 77 DEGREES ~ 4.5 HOURS

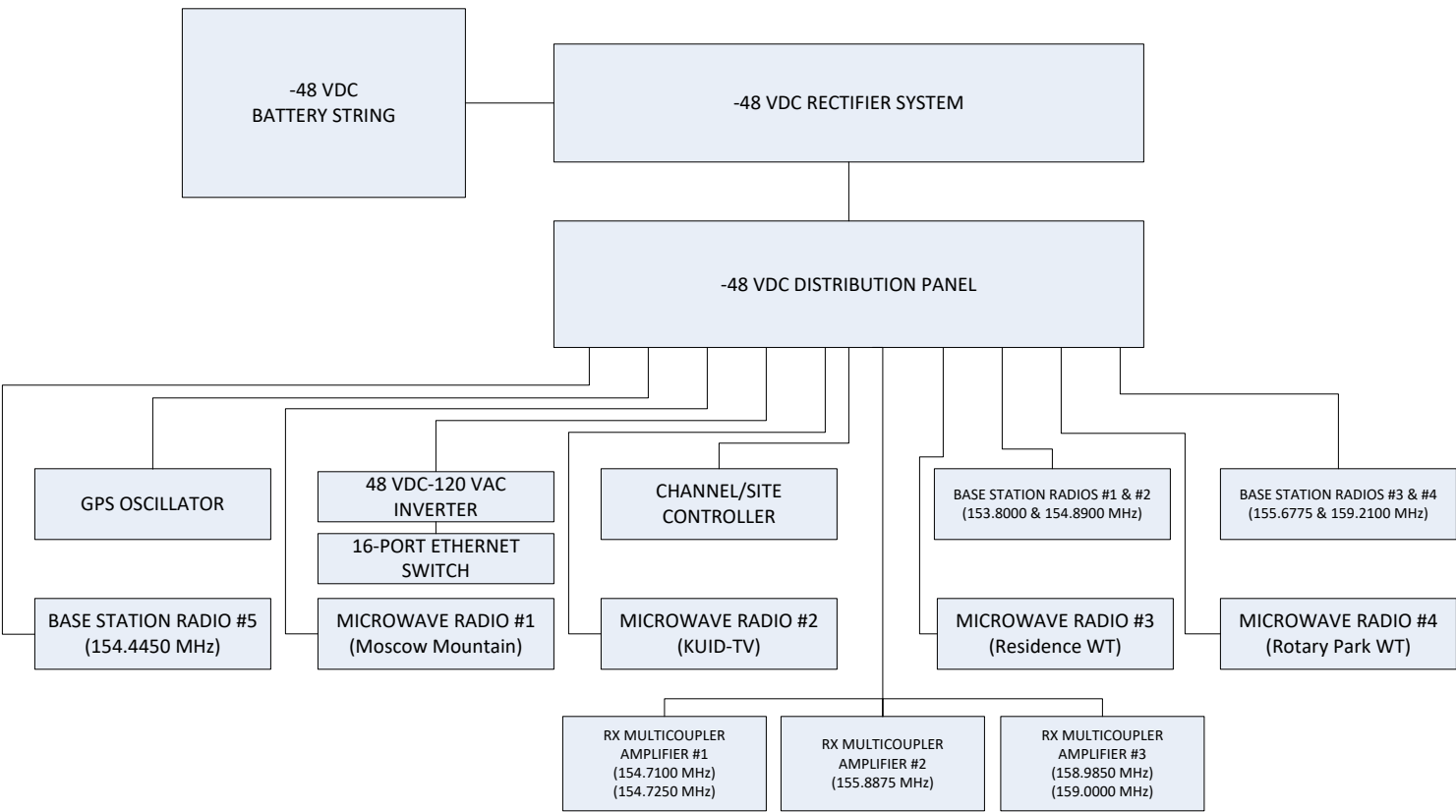


HATFIELD & DAWSON CONSULTING ENGINEERS	TYPICAL RACK ELEVATION AND POWER SUPPLY SYSTEM CONFIGURATION (12 VDC POWER SUPPLY) WELL 10 SITE			
	RADIO SYSTEM UPGRADE PROJECT CITY OF MOSCOW, IDAHO			
	SIZE	DATE	DWG NO	REV
		November 2022	R002	1
	SCALE	1 : 1	SHEET	1 OF 1



NOTE 1

NOTE 1 ENERSYS POWERSAFE 12V125F 12 VDC BATTERIES WIRED IN SERIES TO PROVIDE -48 VDC. BACKUP TIME TO 1.75 Vpc @ 77 DEGREES ~ 2.5 HOURS



HATFIELD & DAWSON CONSULTING ENGINEERS	TYPICAL RACK ELEVATION AND POWER SUPPLY CONFIGURATION (-48 VDC POWER SUPPLY) WELL 10 SITE			
	RADIO SYSTEM UPGRADE PROJECT CITY OF MOSCOW, IDAHO			
	SIZE	DATE	DWG NO	REV
		November 2022	R003	1
	SCALE	1 : 1	SHEET	1 OF 1



Heart of the Arts



Arthur D. Bettge
Mayor

Maureen Laflin
Council President

Gina Taruscio
Council Vice-President

Drew Davis
Council Member

Sandra Kelly
Council Member

Hailey Lewis
Council Member

Julia Parker
Council Member



Bill Belknap
City Supervisor



City of Moscow, City Hall
c/o Bill Belknap, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019



May 31, 2023

Owner Name
Owner Address
Owner City State Zip

Dear Property Owner,

The City of Moscow is currently undertaking the construction of a new emergency communications system to improve emergency radio coverage within the City. I am writing you today because one element of that project includes the construction of an 85-foot tall monopole radio communications tower at the City's Well #10 site located at 2780 West A Street. The tower will only contain two radio antennas and one microwave antenna and will not include any light beacons. All radio equipment will be installed inside the existing well house and no additional exterior modifications will be made to the site. I have enclosed the proposed site plan as well as an elevation drawing of the proposed monopole antenna tower.

The decision to erect the monopole at this location will allow the City to provide optimal emergency radio coverage for the west side of the City to improve overall emergency communications and prioritize the safety of our Police and Fire emergency responders and improve our service to the public. Under Moscow City Code, the City is required to obtain a Conditional Use Permit (CUP) to install the proposed antenna tower on the City's property which will require a public hearing before the City of Moscow Zoning Board of Adjustment.

I wanted to contact you in advance of the hearing and offer to meet to discuss any concerns that you might have with the proposal. I can be reached at your convenience either by phone at 208-883-7120 or by email at tpicarella@ci.moscow.id.us.

Sincerely,

Tom Picarella
City of Moscow Information Systems Manager

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Needs Assessment for City of Moscow Fire, EMS, Law Enforcement and Public Works Public Safety Radio Systems



Prepared for City of Moscow, Idaho
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1 Introduction

The City of Moscow is located in north central Idaho along the western border between Idaho and Washington. It has a population of 23,800 (as of the 2010 Census) and covers an area of approximately 6.85 square miles. The elevation of the City is 2579 feet (786 meters) above mean seal level. The City of Moscow is the County Seat of Latah County, and is the largest city in the County, containing 60% of the County's population. It is also home to the University of Idaho, for which the City provides Police, Fire and EMS, and Public Utility services. While the University of Idaho is Moscow's dominant employer, the city also serves as an agricultural and commercial hub for the entire Palouse region that covers the southeast corner of Washington and includes a portion of north central Idaho.

The terrain within the City includes relatively flat terrain in the western and main downtown portions of the City and hilly terrain in the northwest, northeast and east portions of the City. The most low-lying terrain within the City is located along the South Fork of the Palouse river on the south side of the city. There is elevated terrain on the north and south sides of the City, consisting of Moscow Mountain on the north side and Paradise Ridge on the south side.

The two major highways that run through the city are U.S. Highway 95 and Idaho Highway 8. In addition, the City of Moscow, Idaho is connected to the City of Pullman, Washington (home of Washington State University) by the Pullman-Moscow Highway, which consists of a portion of Idaho State Highway 8 in Idaho and Washington State Highway 280 in Washington.

The City of Moscow is one of the four cities in the Quad Cities area of southeastern Washington and north central Idaho. The other three cities in the region are Lewiston, Idaho; Clarkston, Washington and Pullman, Washington. Both Law Enforcement agencies and Fire-EMS agencies in the City of Moscow have needs for interoperable communications with agencies in these other cities, as well as with agencies in Whitman County, Washington, Asotin County, Washington, and Nez Perce County, Idaho.

All of the Law Enforcement and Fire-EMS radio systems in this region operate in the VHF frequency band, and the agencies all have each other's primary frequencies cross-programmed into their portable and mobile radios, which allows any agency providing mutual aid in another jurisdiction to switch to that jurisdiction's radio channel to allow interoperable communications.

Currently, the City of Moscow is responsible for the fixed system infrastructure for the VHF radio systems providing land mobile communications for all Law Enforcement and Fire-EMS agencies in the City. The fixed infrastructure for the City of Moscow public safety radio systems and interconnected systems is maintained commercial radio service providers, including Clark Communications and Day Wireless. Mobile and portable radios owned by the City of Moscow Police Department, the City of Moscow Fire Department and the City of Moscow Public Works Department are maintained by the City of Moscow IS Department for basic programming and maintenance and are sent out outside providers for more complex maintenance or repair requirements.

Dispatch services for all public safety agencies in City of Moscow are also provided by the Whitcom dispatch center in Pullman, Washington.

City of Moscow's public safety radio systems have had all of their radio licenses reissued with 12.5 KHz emission designators and with the older 25 kHz emission designators

removed, in compliance with the FCC's 12.5 kHz January 1, 2013 narrowbanding deadline. Therefore, all of the systems currently operate in narrowband analog mode.

2 Purpose of This Document

In order to recommend a system configuration for City of Moscow public safety radio systems, the consultant team must first determine what needs must be met by the Law Enforcement, Fire/EMS and Public Works radio sub-systems in City of Moscow. The "Needs Assessment" process includes evaluating areas in which the current systems are deficient (e.g. coverage, capacity, operational issues, etc.), as well as areas in which the public safety agencies in the County would like to see improvements or operational changes.

This report provides an overview of the needs gathering and assessment process and describes how to use the attached complete spreadsheet of captured needs. These needs and descriptions of system deficiencies will provide the basis for additional system evaluation, recommendations for coverage improvements, interference mitigation and system design alternatives as the project moves forward.

3 Needs Assessment Process

On August 13, 2020, representatives from the Moscow Police Department, the Moscow Fire Department and the City of Moscow Public Works Department attended three separate stakeholder meetings with the consultant team. During the meetings, the consultant team gathered information to identify functional and technical needs, existing system deficiencies, and additional information needed to begin analysis of existing City of Moscow Radio Systems. Using this information, the consultant team will be able to analyze the existing City of Moscow radio systems and make recommendations on how the systems could better meet their needs and address those deficiencies.

This session provided a high-level understanding of how the various public safety agencies in City of Moscow rely on or interact with the current radio systems, and identified areas of improvement for the Law Enforcement, Fire-EMS and Public Works radio sub-systems.

The stakeholders and user groups who attended the stakeholder meeting included:

- Moscow Police Department
- Moscow Fire Department
- City of Moscow Public Works Department

The raw needs captured at the group interview and were then reviewed, categorized, and prioritized, as shown in the Law Enforcement, Fire-EMS and Public Works Needs Assessment Summaries shown in this report.

4 High Level Radio System Summary

The public safety radio systems in the City of Moscow support the Moscow Fire Department, the Moscow Police Department and the City of Moscow Public Works Department.

Shown below in Table 1 is a list of all of the VHF radio frequencies used by City of Moscow public safety radio systems, their channel names and their receive and transmit frequencies (based on mobile radio frequencies; base station transmit and receive frequencies are reversed from those shown in Table 1).

Channel Name	Receive Frequency	Transmit Frequency
1 MPD COURT	154.445	158.985
2 MPD ROTARY	154.445	158.985
3 MPD U OF I	154.445	158.985
MPD COMM	173.225	173.225
MPD D1	151.19	151.19
MPD D2	155.678	155.6775
MFD RPT1	153.8	151.13
MFD RPT 2	154.89	159
PUB WORKS	153.98	155.775
ALLCITY D	153.74	153.74
MFD TAC	156.135	153.135
MFD DIRECT 1	153.8	153.8
MFD DIRECT 2	154.89	154.89

Table 1 – Existing City of Moscow Radio Frequencies

The Moscow Police Department radio system uses a single repeated VHF frequency pair with three stand-alone repeater sites. The sites are selected by the radio user via switch positions on the radio that select a specific base station receive CTCSS tone for each site.

The Moscow Fire Department radio system has two repeated VHF channel pairs operating from a single site on Moscow Mountain, north of the City of Moscow.

The City of Moscow Public Works department has a single VHF repeated channel pair that operates from a single repeater site at the Latah County Courthouse.

5 Needs Assessment Categories

This section describes the categories of types of needs used to organize the information collected during the group interview at the stakeholders meeting.

5.1 Categories

5.1.1 Coverage

These needs relate to improvements in overall coverage, particularly improvements to dead spots and areas with marginal coverage within City of Moscow's service area where communications are either spotty or dropped all together, or where voice communications are unintelligible.

Talk-out coverage depends upon the signal power received at a mobile or portable radio (and on other parameters, such as multipath reception for both analog and digital systems and bit-error-rate for digital systems) in any location of the service area. Talk-in coverage depends upon the signal power received from a mobile or portable radio at any given location within the City or wider service area. When both types of coverage overlap, two-way communication between dispatchers and users can occur. Having

adequate coverage (both talk-out and talk-in) means that clear voice communication is possible between dispatchers and system users.

Data communication is not part of the scope of this project and is not addressed in this report; only coverage for voice communications is included in the analysis shown below.

5.1.2 Capacity

These needs relate to current requirements and improvements in the capacity of the communications system to help ensure City of Moscow's current and future communications needs are met. Capacity is a measure of the ability of the voice communications systems to accomplish all required uses without experiencing system overload, or "busy" conditions.

For the City of Moscow public safety systems, capacity is a concern on the Fire-EMS system. There need to be a sufficient number of tactical or fire ground channels to allow radio traffic to be moved off of the primary dispatch channel in the event of multiple simultaneous responses by Fire-EMS agencies operating on the same Fire-EMS system or sub-system. The goal of the Moscow Fire Department is to have four additional channels or talk paths in addition to the main paging/dispatch channel now in use. Since the department now has two VHF channels, meeting that goal would require two additional channels.

Because simultaneous incidents that require both Fire-EMS and Law Enforcement responses happen relatively frequently, adequate capacity on tactical channels is also a concern for Law enforcement agencies as well. Currently the Moscow Police Department radio system has only the main dispatch channel, so there is no ability to move Law Enforcement traffic on to an alternate channel which will be heard and recorded at the Whitcom Dispatch Center.

The City of Moscow Public Works Department has adequate capacity on its existing repeated channel, though having a dedicated simplex channel available for traffic control would be desirable.

In general, the capacity requirements for City of Moscow Law Enforcement, Fire-EMS and Public Works agencies must ensure that all voice traffic gets to where it is intended to go. While there may be various ways accomplish this technically, the bottom line is that voice communications must not be blocked by lack of system capacity, or lack of priority on a shared system.

5.1.3 System Configuration

These needs relate to improvements in the functionality, coverage or capacity of the Law Enforcement, Fire-EMS and Public Works radio systems in City of Moscow that could improve operational efficiency or simplicity of operation for system users. This can be accomplished by a different configuration of channels, repeater sites, system channel assignments, or system operating mode (e.g. simulcast vs. manual site selection, shared tactical channels, receiver voting systems, trunked radio system, etc.).

The System Configuration sections of this report cover the existing system configurations for the Fire-EMS, Law Enforcement and Public Works radio systems. Proposed changes in system configuration(s) will be addressed in the System Alternatives Report in Task 2.

5.1.4 Interoperability & Mutual Aid

These needs relate to improvements in the configuration of the Law Enforcement, Fire/EMS and Public Works systems (including mobile and portable radios) that would help ensure that Interoperability & Mutual Aid among local agencies, between City of

Moscow agencies and agencies in adjoining counties, and between City of Moscow agencies and State and Federal agencies is maintained and optimized. Often, the issues surrounding interoperability and mutual aid are primarily operational in nature, rather than technical.

On the whole, the existing provisions for interoperability and mutual aid for both Law Enforcement and Fire-EMS agencies in City of Moscow appear to function well already. However, improvements in both coverage and capacity for both Law Enforcement and Fire-EMS will also result in improved interoperability by allowing radio users from all agencies to hear and communicate with dispatch and/or incident command and by simplifying the process of moving users from multiple agencies to a designated fireground or interoperability channel.

The limited needs for interoperability on the part of the City of Moscow Public Works Department are already met by having the channels used by the agencies that Public Works needs to communicate with programmed into the Public Works radios.

5.1.5 Operations & Policy

These needs and potential system issues relate to existing operational procedures which may have an impact on the performance and overall usability of the Law Enforcement and Fire-EMS radio systems in City of Moscow. In some cases, these procedures may be dictated by an official policy or standard operating procedure that may need to be reviewed and/or changed, subject to consensus among the system users and managers with respect to any proposed changes.

5.1.6 Interference

These needs and system issue statements relate to interference to existing City of Moscow Fire-EMS, Law Enforcement and Public Works radio systems. Interference may be locally produced, as in the case of co-site interference produced by intermodulation and noise at a repeater or base station site, or it may be caused by distant interference sources, such as co-channel base station operating in other Counties.

5.1.7 Reliability & Redundancy

Reliability of a wireless communications system refers to its availability in both normal and abnormal conditions of operations, weather, system traffic, etc. Reliability can be created through system design, which includes redundancy in certain sub-systems (such as power, servers, consoles, backhaul facilities, towers, and so forth). Reliability is also increased with the use of remote alarms and the ability to view the health of equipment and sub-systems, which assist in both routine maintenance and in emergency troubleshooting. Finally, reliability is directly affected by the approach to maintenance and repair of system elements and end-user equipment.

These needs also relate to the survivability of the system. Survivability refers to the ability of the system to tolerate, and when necessary, self-heal from a specific weather or other natural or man-made disaster.

5.2 Priorities

The priorities assigned to the Law Enforcement and Fire-EMS Needs identified during the stakeholder interviews are described in the following sections.

5.2.1 Priority 1

These needs are the highest priority; the **system must have** this functionality to effectively support operations. A significant number of needs statements and descriptions of system issues were assigned a “must have” priority, based on the interviews with City of Moscow. In the case of system issues, a Priority 1 designation means that the issue must be addressed and resolved to support operations. In the case of existing functionality, a Priority 1 designation means that the functionality must be maintained in a new or upgraded system. These needs are considered to be functionality that is critical to day-to-day operations. In general, voice communications are a mission critical use for both Law Enforcement agencies and for Fire-EMS agencies. Voice communication often requires the highest investment, but requires the least system capacity or throughput, compared to capacity requirements for data communications.

Data needs include text, GIS, Computer Aided Dispatch, and video requirements of each Agency. While text and GIS requirements can be met with a narrowband data system, video requires a broadband system. Data needs are outside the scope of this study, and are not addressed in this report.

5.2.2 Priority 2

These needs are also a high priority; the **system should have** this functionality to effectively support operations. Several needs statements were assigned a “should have” rather than a “must have” priority, based on the interviews with City of Moscow stakeholders. These statements describe functionality that should be available, but is not considered to be mission critical to the operation. In the case of system issues, a Priority 2 designation means that the issue should be addressed and resolved to support operations. In the case of existing functionality, a Priority 2 designation means that the functionality should be maintained in a new or upgraded system.

5.2.3 Priority 3

These needs are a medium priority; the **system could have** this functionality to better support operations (these are sometimes referred to as “nice to have”). A few needs statements were assigned a “could have” priority, based on the interviews with City of Moscow stakeholders. These needs are considered to be functionality that is “nice to have”, but are not necessarily critical to day-to-day operations.

5.2.4 Priority 4

These needs are a low priority; the **system does not require** this functionality to better support operations. An example of a Priority 4 need is encryption, which is not used on any existing City of Moscow Law Enforcement radio system, and is not expected to be required in the foreseeable future.

5.2.5 No Priority

These are not prioritized; rather, these are needs or simply descriptions of existing systems that are related to operations or standard operating procedures, or involve **policy-related decisions** that must be made to support the functionality or operational changes necessary before the need can be taken forward.

6 Law Enforcement Radio System Priority 1 Needs Summary

The following sections describe needs related to the Law Enforcement (Moscow Police Department) radio system in City of Moscow, sorted by category. The specific issues described below will be investigated further during the site visits and system alternatives analysis phases of the project (Task 2).

6.1 Coverage:

These needs relate to improvements in overall coverage, particularly improvements to dead spots and areas with marginal coverage within City of Moscow's service area where communications are either spotty or dropped all together, or where voice communications are unintelligible. These needs statements and problem descriptions describe a need for improvements in overall coverage, particularly improvements in specific dead spots or problem areas within City of Moscow's service area.

Law Enforcement Agency	Need or Issue Description
Moscow Police Department	Shoulder Mic is used in almost all cases, so belt-level coverage is required. Main coverage issues are with portables; mobiles are fine; talk-in is the main issue. Talk-out coverage is generally good.
Moscow Police Department	Talk-out coverage is good in almost all downtown buildings, except in basement of Library; Best Western on Moscow-Pullman Highway; Walmart; most buildings on U of I campus; Stadium Way. Main issues are talk-in, so voting receivers would help.
Moscow Police Department	East and West Palouse River Drive – South Side - Trailer Park on south side of Sand Road is a bad area both for coverage and for a high number of calls/responses.
Moscow Police Department	City Fire Code requires in building public safety enhancement systems for new buildings (based on IFC 510), but not for existing buildings.

6.2 Capacity:

These needs relate to improvements in overall capacity in the Law Enforcement radio systems in City of Moscow. As shown in the table below, system capacity is not perceived to be a significant issue for Law Enforcement radio system users in City of Moscow.

Radio Subsystem	Need or Issue Description
Moscow Police Department	Capacity is not usually an issue on the primary dispatch channel during normal operations. However, having at least one dedicated tactical channel which is monitored and recorded by dispatch would relieve congestion during multiple incidents. Adding a dedicated (or shared) repeated tactical channel would also allow monitoring and recording of the channel, which is not currently performed by the Whitcom dispatch center for the mobile-only channels now used as tactical channels.

6.3 System Configuration:

These needs and existing system problem descriptions relate to improvements in the functionality, coverage or capacity of the Law Enforcement systems in City of Moscow that could improve operational efficiency, simplicity of operation for system users, coverage and capacity that can be accomplished by a different configuration of channels, repeater sites, system channel assignments, or system operating mode (e.g. simulcast vs. manual site selection, etc.). Some of the statements in the table below are also simply descriptions of the existing system.

Radio Subsystem	System Configuration Description
Moscow Police Department	The current system base station infrastructure consists of three stand-alone base stations, all operating on the same VHF talk-out channel (154.445 MHz) at the following locations: Latah County Courthouse (Channel 1) Northeast Reservoir Water Tank (Channel 2) Golf Course [Clubhouse Roof] (Channel 3) Radio users select each site via separate switch positions on the radios, which select separate CTCSS tones to key each repeater. (MPD would like to have a system that does not require this site switching.) All of the base station receivers are on a common repeater input frequency, so dispatch does not need to select sites; only the users in the field need to make selections.
Moscow Police Department	There is a passive antenna repeater system in the Hospital; it works adequately in ER and Mental Health room, which are the main areas where MPD needs coverage.
Moscow Police Department	There is a repeater system with back-to-back mobile radios operating on 173.2250 MHz in the ISUB building on the University of Idaho campus to provide some enhanced coverage inside that building. This system is essentially an in-vehicle repeater mounted in a fixed location. The system has some issues (issues were not described in detail, but systems of this type sometimes have problems related to insufficient filtering between the mobile repeater frequency and the main channel frequency.)
Moscow Police Department	The connection to the Whitcom Dispatch Center is provided via a fiber connection from the Moscow Police Department to Whitcom (the fiber runs to the main City fiber hub in City Hall, then to Whitcom). There is a control station (fixed base station radio operating as a mobile radio) in the MPD building which provides a two-way link to the Courthouse repeater site for the fiber connection back to the Whitcom Dispatch Center. The fiber-to-radio interface is provided by an Avtech Outpost IP to 4-wire analog converter.
Moscow Police Department	PD is moving to S. 95 just north of John Deere on South Main Street, just south of Southview Avenue. The City will build a tower when the new building is erected.

Moscow Police Department	City has fiber network that could be used to link to voting receiver sites. State ITB Highway Maintenance building down on Palouse River Road could be a good location for a voting receiver on the south side. Other potential voting receiver and/or base station sites with fiber access include: Vista Water Tank Latah County Growers Grain Elevator Northwest Reservoir Water Tank (Cherry Street) Federal Building (5th & Jefferson) City Hall (3rd & Washington – Fiber Headend is here 1912 Center (412 E. 3rd Street) Fire Station #1 (603 South Main) Fire Station #3 (Pintail Lane) Theophilus Tower (University of Idaho Campus)
Moscow Police Department	Moscow Mountain and KUID TV site on Paradise Ridge are potential high-elevation base station sites.
Moscow Police Department	City Fire Code requires in building public safety enhancement systems for new buildings (based on IFC 510), but not for existing buildings.
Moscow Police Department	Shoulder Mic is used in almost all cases, so belt-level coverage is required.
	700 MHz tests were conducted by Day Wireless with a base station at the Moscow Mountain site. Testing was performed by making calls at different locations on VHF mobiles and portables + 700 MHz mobiles and portables. 700 MHz radios appeared to provide less adequate coverage from the perspective of MPD. Specifically, MPD had issues because Moscow Mountain did not do well in the PD meeting room (a room normally covered by Courthouse on the VHF system, which is only a few blocks away vs. Moscow Mountain, which is several miles away from this location.) A 700 MHz site that used additional sites (especially voting receiver sites) would be likely to provide better coverage than the coverage provided by the single-site test. Implementation of a 700/800 MHz P25 Phase 2 trunked radio system to replace the existing VHF systems will be one of the alternatives evaluated in the Task 2 report.

6.4 Interoperability & Mutual Aid:

These needs relate to improvements in the configuration of the Law Enforcement, Fire/EMS and Public Works systems (including mobile and portable radios) that would help ensure that Interoperability & Mutual Aid among local agencies, between City of Moscow agencies and agencies in adjoining counties, and between City of Moscow agencies and State and Federal agencies is maintained and optimized.

As shown in the description below, interoperability procedures for Law Enforcement agencies in City of Moscow appear to be well established and straightforward. The fact the Law Enforcement agencies and counties adjacent to City of Moscow all operate in the VHF band (the only exception is Idaho State Patrol) significantly enhances and simplifies communication between and among these agencies.

Radio Subsystem	Need or Issue Description
Moscow Police Department	In general, when MPD needs to communicate with an agency in an adjacent county or jurisdiction, they move to the channel used by that agency. Details are shown below: MPD talks to Latah County Sheriff on their channel. Have mutual support for: Pullman PD WSU PD Lewiston PD Clarkston PD Nez Perce County Sheriff Asotin County Sheriff Whitman County Sheriff MPD officers switch to County Channel when in Lewiston/Clarkston When officers come from these other jurisdictions come to Moscow, they switch to MPD channel. MPD can't talk to WSP, but do listen to them. ISP is on UHF mainly. ISP detectives use 700 MHz when in town. ISP 700 MHz coverage is terrible in City of Moscow. No interactions with Federal agencies.

6.5 Operations & Policy:

These needs and potential system issues relate to existing operational procedures which may have an impact on the performance and overall usability of the Law Enforcement radio systems in City of Moscow. In some cases, these procedures may be dictated by

an official policy or standard operating procedure that may need to be reviewed and/or changed, subject to consensus among the system users and managers with respect to any proposed changes.

Radio Subsystem	Need or Issue Description
Moscow Police Department	No operational or policy issues reported during the needs assessment interviews.

6.6 Interference

These needs and system issue statements relate to interference to existing City of Moscow Law Enforcement radio systems. Interference may be locally produced, as in the case of co-site interference produced by intermodulation and noise at a repeater site, or it may be caused by distant interference sources, such as co-channel base station operating in other Counties.

The specific issues described below will be investigated further during the site visits and system alternatives analysis phases of the project.

Radio Subsystem	Need or Issue Description
Moscow Police Department	No Interference Reported on MPD main dispatch channel.

6.7 Reliability & Redundancy:

These needs also relate to reliability and survivability of them Law Enforcement radio systems in City of Moscow. Reliability of a wireless communications system refers to its availability in both normal and abnormal conditions of operations, weather, system traffic, etc. Reliability can be created through system design, which includes redundancy in certain sub-systems (such as power, servers, consoles, backhaul facilities, towers, and so forth). Survivability refers to the ability of the system to tolerate, and when necessary, self-heal from a specific weather or other natural or man-made disaster.

Radio Subsystem	Need or Issue Description
Moscow Police Department	Currently the link from the MPD system to the Whitcom dispatch center runs over a dedicated fiber link from Moscow City Hall to Whitcom. The only backup for this fiber link is a VPN over the Internet. A more reliable backup system (such as a dedicated microwave radio link) would improve overall system redundancy and reliability
Moscow Police Department	Backup power systems at the MPD repeater sites are limited. New backup power system designed to provide at least 8 hours of operation would improve system reliability and redundancy during power outages.

7 Law Enforcement Radio Systems - Priority Two Needs Summary

Several needs statements were assigned a “should have” rather than a “must have” priority, based on the interviews and needs assessment review with City of Moscow. These statements describe functionality that should be available, but is not considered to be mission critical to the operation.

Radio Subsystem	Need or Issue Description	Category
Moscow Police Department	If possible, MPD would like to have a total of three repeated channels if possible: 1 main dispatch channel and 2 tactical channels.	System Capacity

8 Law Enforcement Radio System (Moscow Police Department - Priority Three Needs Summary

At least one needs statement was assigned a “could have” priority, based on the interviews and needs assessment review with City of Moscow. These needs are considered to be functionality that is “nice to have”, but are either not critical to day-to-day operations; because they have not been analyzed to determine the extent to which they would provide improvements in coverage, capacity, or operations; or because although they would be “nice to have” they are not realizable physically or economically.

Radio Subsystem	Need or Issue Description	Category
Moscow Police Department	Over-the-Air Reprogramming of radios would greatly simplify the process of making changes to radio templates. (This capability is probably only practical if MPD moves to a digital trunked radio system.)	System Configuration

9 Law Enforcement Radio Systems - Priority Four Needs Summary

These needs are a low priority; the **system does not require** this functionality to better support operations.

No Priority Four needs were identified during the Needs Assessment interviews.

10 Law Enforcement Radio Systems – Needs Statements with No Priority

These are not prioritized; rather, these are needs or simply descriptions of existing systems that are related to operations or standard operating procedures, or involve **policy-related decisions** that must be made to support the functionality or operational changes necessary before the need can be taken forward.

No needs with no priority were identified during the Needs Assessment interviews.

11 Fire-EMS Radio Systems Priority 1 Needs Summary

The following sections describe needs related to the Fire-EMS radio systems in City of Moscow, sorted by category. The specific issues described below will be investigated further during the site visits and system alternatives analysis phases of the project (Task 2).

11.1 Coverage:

These needs relate to improvements in overall coverage, particularly improvements to dead spots and areas with marginal coverage within the Moscow Fire Department service area where communications are either spotty or dropped all together, or where voice communications are unintelligible. These needs statements and problem descriptions describe a need for improvements in overall coverage, particularly improvements in specific dead spots or problem areas within City of Moscow's Fire-EMS service areas.

Fire-EMS Agency	Need or Issue Description
MOSCOW FIRE DEPARTMENT	
Moscow Fire Department	Quite a few users (though not all) have radios at belt level with a shoulder microphone.
Moscow Fire Department	Outdoor Coverage Issues – Areas with marginal or inadequate coverage: South of town Eid Road; can't talk back to dispatch. Paradise Ridge North out past Viola. Out past Woodland Hills (east around that general area)
Moscow Fire Department	In Building Coverage Issues: VHF – every building on campus and in town. Walmart, Downtown fire station, IU VHF – every building on campus and in town. Walmart, Downtown fire station, University of Idaho campus. Almost any building, trouble talking back. Talk out is usually pretty good, but talk back is bad even inside houses. Lucky that Good Samaritan (nursing home) has windows on side facing Moscow Mountain; that is the only location where talk-back coverage is adequate.

Moscow Fire Department	Coverage issues are primarily encountered on the talk-in path from the radio user to dispatch. This is partially caused (even in areas with good line-of-sight paths to the Moscow Mountain repeater site) by the co-channel interference (described below in Section 11.6 – Interference). This interference is from several different co-channel stations at distant elevated sites, and it has the effect of reducing the sensitivity of the base station receiver at the Moscow Mountain site. This makes the radio incapable of receiving weaker signals (e.g. from inside buildings) which are below the level of the interfering signals. Talk-in coverage is highly variable, even at different times at the same locations, because the degradation of the signal at the base station site only occurs when one or more of the interfering co-channel signals are present. This type of interference is not uncommon in the VHF band, where over the years the VHF frequencies that are reserved under the FCC's Rules for mobile operation only (i.e. for mobile and portable communication with base station sites) have had high elevation base station facilities licensed on them. The result is that virtually all of the "mobile only" VHF frequencies available in the North Central Idaho/Southeast Washington region have base station transmitter facilities licensed on them, many at high elevation sites, and very often without sufficient geographic spacing to protect the high elevation base station receivers operating on those channels. These interference issues are the most serious issue affecting the Moscow Fire Department system, and the lack of coverage resulting from them is reported to be a significant safety issue for MFD personnel because it can prevent them from being able to communicate with dispatch in emergency and/or dangerous situations.
Moscow Fire Department	700 MHz tests were conducted by Day Wireless with a base station at the Moscow Mountain site. Testing was performed by making calls at different locations on VHF mobiles and portables + 700 MHz mobiles and portables. 700 MHz radios were 100% better from the perspective of MFD.

	Had better in-building coverage. PD had issues because Moscow Mountain did not do well in the PD meeting room (normally covered by Courthouse.) ISUB, schools, UI Dome all worked better at 700 MHz. It should be noted that one of the reasons for the difference in interpretation of the tests between MPD and MFD is that for MFD, the test was an “apples-to-apples” of VHF and 700 MHz from the same repeater site. For MPD, the comparison was between their multi-site VHF system with sites within the City of Moscow and a single site 700 MHz system at a more distant elevated site (Moscow Mountain). Implementation of a 700/800 MHz P25 Phase 2 trunked radio system to replace the existing VHF systems will be one of the alternatives evaluated in the Task 2 report.
LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	Ultimate goal is to not lose coverage MFD has now, especially in the rural areas, and to improve coverage if possible. (maintaining rural fire district coverage). MFD is the only ALS paramedic service in Latah County; it provides service all the way east to Elk River.

11.2 Capacity:

These needs relate to improvements in overall capacity in the Fire-EMS radio systems in City of Moscow. As shown in the table below, system capacity is not perceived to be a significant issue for Fire-EMS radio system users in City of Moscow.

Fire-EMS Agency	Need or Issue Description
Moscow Fire Department	Congestion on the main dispatch channel can be an issue, especially when there are one or more incidents being handled over that channel in addition to the normal paging/dispatch functions. MFD would like to have four channels – one dispatch and 3 operational channels. The second repeater channel on Moscow Mountain is not entirely adequate as an operational/fireground channel because it is not connected back to dispatch and is not recorded. It is also not suitable as a backup channel for the primary dispatch channel for the same reasons. 6.6 calls per day. 25% of calls are on top of each other; 2400 calls per year
LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	Additional capacity would also improve the ability of MFD to serve the Rural Fire Districts.

11.3 System Configuration:

These needs and existing system problem descriptions relate to improvements in the functionality, coverage or capacity of the Fire-EMS systems in City of Moscow that could improve operational efficiency, simplicity of operation for system users, coverage and capacity that can be accomplished by a different configuration of channels, repeater sites, system channel assignments, or system operating mode (e.g. simulcast vs. manual site selection, etc.). Some of the statements in the table below are also simply descriptions of the existing system description.

Fire-EMS Agency	Need or Issue Description
Moscow Fire Department	The Moscow Fire Department system has two base station set up in repeater mode at the Moscow Mountain site. The repeater for the primary dispatch channel is connected back to the Whitcom dispatch center via a control station/fiber link at the Moscow Police Department (described below). This channel is recorded at the Whitcom dispatch center. The second repeater operates in stand-alone mode, and is neither connected to Whitcom nor recorded. Moscow Mountain is good/bad: it provides good countywide coverage, but its elevated site receiver sees all the co-channel interference. The Moscow Mountain site is required to provide the coverage that is needed in both the rural fire districts and in the City of Moscow.
Moscow Fire Department	Quite a few users (though not all) have radios at belt level with a shoulder microphone. MFD would like to maintain both pagers and portables for most personnel. Ambulance crews don't have pagers. They now have Minotaur pagers; various versions. 115 total people on roster; all but 6 or 7 are volunteers.
Moscow Fire Department	The connection to the Whitcom Dispatch Center is provided via a fiber connection from the Moscow Police Department to Whitcom (the fiber runs to the main City fiber hub in City Hall, then to Whitcom). There is a control station (fixed base station radio operating as a mobile radio) in the MPD building which provides a two-way link to the Moscow Mountain primary dispatch repeater for the fiber connection back to the Whitcom Dispatch Center. The fiber-to-radio

	interface is provided by an Avtech Outpost IP to 4-wire analog converter.
Moscow Fire Department	There is a passive antenna repeater system in the Hospital; it works adequately in ER and Mental Health room, which are the main areas where MFD needs coverage.
Moscow Fire Department	There is a repeater system with back-to-back mobile radios operating on 173.2250 MHz in the ISUB building on the University of Idaho campus to provide some enhanced coverage inside that building. This system is essentially an in-vehicle repeater mounted in a fixed location. The system has some issues (issues were not described in detail, but systems of this type sometimes have problems related to insufficient filtering between the mobile repeater frequency and the main channel frequency.)
Moscow Fire Department	MFD has two mobile repeater systems: one in a box and one in a vehicle. Radios are programmed to talk to these Pyramid IVR systems.
Moscow Fire Department	City has fiber network that could be used to link to voting receiver sites. State ITB Highway Maintenance building down on Palouse River Road could be a good location for a voting receiver on the south side. Other potential voting receiver and/or base station sites with fiber access include: Vista Water Tank Latah County Growers Grain Elevator Northwest Reservoir Water Tank (Cherry Street) Federal Building (5th & Jefferson) City Hall (3rd & Washington – Fiber Headend is here) 1912 Center (412 E. 3rd Street) Fire Station #1 (603 South Main) Fire Station #3 (Pintail Lane) Theophilus Tower (University of Idaho Campus)
Moscow Fire Department	Moscow Mountain and KUID TV site on Paradise Ridge are potential high-elevation base station sites.
Moscow Fire Department	City Fire Code requires in building public safety enhancement systems for new buildings (based on IFC 510), but not for existing buildings.

LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	The Moscow Mountain repeater site provides coverage over the Rural Fire Districts. This high elevation site will need to remain as part of the system in order to maintain that rural coverage.

11.4 Interoperability & Mutual Aid:

These needs relate to improvements in the configuration of the Fire-EMS and Fire-EMS systems (including mobile and portable radios) that would help ensure that Interoperability & Mutual Aid among local agencies, between City of Moscow agencies and agencies in adjoining counties, and between City of Moscow agencies and State and Federal agencies is maintained and optimized.

As shown in the description below, interoperability procedures for Fire-EMS agencies in City of Moscow appear to be well established and straightforward. The fact that (with the exception of Spokane County) the Fire-EMS agencies and counties adjacent to City of Moscow all operation in the VHF band significantly enhances and simplifies communication between and among these agencies.

Fire-EMS Agency	Mutual Aid Need or Issue Description
MOSCOW FIRE DEPARTMENT	
Moscow Fire Department	All of the Fire-EMS agencies in the Quad Cities region operate in the VHF band, and all agencies have their radios cross-programmed with the channels used by those agencies in each jurisdiction. When MFD provides mutual aid to other jurisdictions, the switch to the system in that jurisdiction.
	Moving to a 700 MHz system would present an issue for incoming agencies without multiband radios. One solution would be to cross-connect the 700 MHz system to a VHF interoperability channel to allow those users to operate in the VHF band.

11.5 Operations & Policy:

These needs and potential system issues relate to existing operational procedures which may have an impact on the performance and overall usability of the Fire-EMS radio systems in City of Moscow. In some cases, these procedures may be dictated by an official policy or standard operating procedure that may need to be reviewed and/or changed, subject to consensus among the system users and managers with respect to any proposed changes.

Fire-EMS Agency	Need or Issue Description
MOSCOW FIRE DEPARTMENT	
Moscow Fire Department	Currently, the City of Moscow provides the radio system that provides service for the Rural Fire Districts in Latah County, but those fire districts do not contribute to the costs associated with that system. This is essentially a political issue that could be addressed via conversations between City of Moscow and Latah County representatives.
LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	See the radio system ownership issue described above.

11.6 Interference

These needs and system issue statements relate to interference to existing City of Moscow Fire-EMS radio systems. Interference may be locally produced, as in the case of co-site interference produced by intermodulation and noise at a repeater site, or it may be caused by distant interference sources, such as co-channel base station operating in other Counties.

Fire-EMS Agency	Need or Issue Description
MOSCOW FIRE DEPARTMENT	
Moscow Fire Department	There has been an ongoing co-channel interference problem for at least 6 years on the MFD dispatch channel. <u>Not safe.</u> The interference affects clarity and ability to talk to each other and Whitcom. At times, signals are unreadable on almost every call. Mostly on talk-in; Base Station receiver on Moscow mountain is getting hit with interfering signals. Have to repeat over and over again consistently. Co-Channel Interfering signals are from at least three sources that have been identified over time: A School District north of Spokane, a co-channel licensee in Tri-Cities, and a logging operation (location not identified).

Moscow Fire Department	Getting bleed-over from MPD on pagers and mobiles in downtown corridor. Has been getting worse over time. This usually occurs when MFD and MPD units are operating in the same general area.
LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	The co-channel interference issues described above also affect coverage in the outlying rural coverage areas, especially in areas where coverage is already marginal.

11.7 Reliability & Redundancy:

These needs also relate to reliability and survivability of them Fire-EMS radio systems in City of Moscow. Reliability of a wireless communications system refers to its availability in both normal and abnormal conditions of operations, weather, system traffic, etc. Reliability can be created through system design, which includes redundancy in certain sub-systems (such as power, servers, consoles, backhaul facilities, towers, and so forth). Survivability refers to the ability of the system to tolerate, and when necessary, self-heal from a specific weather or other natural or man-made disaster.

Fire-EMS Agency	Need or Issue Description
MOSCOW FIRE DEPARTMENT	
Moscow Fire Department	The second repeater channel on Moscow Mountain is not suitable as a backup channel for the primary dispatch channel because it is not connected back to Whitcom dispatch and it is not recorded (stand alone repeater).
Moscow Fire Department	Currently the link from the MFD system to the Whitcom dispatch center runs over a dedicated fiber link from Moscow City Hall to Whitcom. The only backup for this fiber link is a VPN over the Internet. A more reliable backup system (such as a dedicated microwave radio link) would improve overall system redundancy and reliability
LATAH COUNTY RURAL FIRE DISTRICTS	
Latah County Rural Fire Districts	The issues described above also affect overall system reliability, which impacts the rural fire districts the same way is affects operations in the City of Moscow.

12 Fire-EMS Radio Systems - Priority Two Needs Summary

No needs statements were assigned a “should have” rather than a “must have” priority, based on the interviews and needs assessment review with City of Moscow. These statements describe functionality that should be available, but is not considered to be mission critical to the operation.

Radio Subsystem	Need or Issue Description	Category
Moscow Police Department	MFD would like to have a total of three repeated channels if possible: 1 main dispatch channel and 2 tactical channels.	System Capacity

13 Fire-EMS Radio Systems - Priority Three Needs Summary

A single needs statement was assigned a “could have” priority, based on the interviews and needs assessment review with Moscow Fire Department. These needs are considered to be functionality that is “nice to have”, but are either not critical to day-to-day operations; because they have not been analyzed to determine the extent to which they would provide improvements in coverage, capacity, or operations; or because although they would be “nice to have” they are not realizable physically or economically.

Radio Subsystem	Need or Issue Description	Category
Moscow Fire Department	Over-the-Air Reprogramming of radios would greatly simplify the process of making changes to radio templates. (This capability is probably only practical if MPD moves to a digital trunked radio system.)	System Configuration

14 Fire-EMS Radio Systems - Priority Four Needs Summary

These needs are a low priority; the **system does not require** this functionality to better support operations.

There are no Priority Four needs statements identified during the Needs Assessment process related to Operations and Policy for the Fire-EMS systems in City of Moscow.

15 Fire-EMS Radio Systems – Needs Statements with No Priority

These are not prioritized; rather, these are needs or simply descriptions of existing systems that are related to operations or standard operating procedures, or involve **policy-related decisions** that must be made to support the functionality or operational changes necessary before the need can be taken forward.

There are no needs statements with no priority identified during the Needs Assessment process related to Operations and Policy for the Fire-EMS systems in City of Moscow.

16 Public Works Radio Systems Priority 1 Needs Summary

The following sections describe needs related to the Public Works radio systems in City of Moscow, sorted by category. The specific issues described below will be investigated further during the site visits and system alternatives analysis phases of the project (Task 2).

16.1 Coverage:

These needs relate to improvements in overall coverage, particularly improvements to dead spots and areas with marginal coverage within City of Moscow's service area where communications are either spotty or dropped all together, or where voice communications are unintelligible. These needs statements and problem descriptions describe a need for improvements in overall coverage, particularly improvements in specific dead spots or problem areas within City of Moscow's Public Works service areas.

Public Works Agency	Need or Issue Description
CITY OF MOSCOW PUBLIC WORKS DEPARTMENT	
City of Moscow Public Works Department	Coverage Issues – Outdoors There are coverage issues in the southwest portion of town. This is a flood location, just south of the bridge on Highway 95 (South Fork of Palouse River). Since Public Works personnel primarily use mobile radios, coverage throughout the rest of the City of Moscow is good.
City of Moscow Public Works Department	Coverage Issue – In-Building Public Works does not have a great deal of need for in-building coverage. The one location that might benefit from improved radio system coverage is the treatment plant, but the

	noise levels inside that facility are too high to allow regular use of portable radios. Two handhelds for treatment as an emergency fixture at the treatment plant would be good to have.
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16.2 Capacity:

These needs relate to improvements in overall capacity in the Public Works radio systems in City of Moscow. As shown in the table below, system capacity is not perceived to be a significant issue for Public Works radio system users in City of Moscow.

Public Works Agency	Need or Issue Description
City of Moscow Public Works Department	No current significant capacity issues; however, winter operation get really busy. Some folks tend to use cell phones in instead of their radios during snow clearing operations. Traffic control usually uses FRS radios, so they don't take up capacity on main channel. A second channel would be useful for flagging, unit-to-unit equipment requests.

16.3 System Configuration:

These needs and existing system problem descriptions relate to improvements in the functionality, coverage or capacity of the Public Works systems in City of Moscow that could improve operational efficiency, simplicity of operation for system users, coverage and capacity that can be accomplished by a different configuration of channels, repeater sites, system channel assignments, or system operating mode (e.g. simulcast vs. manual site selection, etc.). Some of the statements in the table below are also simply descriptions of the existing system description.

Public Works Agency	Need or Issue Description
City of Moscow Public Works Department	Public Works has one repeater that is connected to dispatch and is recorded; however, it is not always monitored by the Whitcom dispatch center. The repeater is located at the Latah County Court House. The connection back to the Whitcom dispatch center is provided by a fiber link via the main City of Moscow fiber hub in City Hall. Conversion from IP on the fiber

	to the radio's four-wire interface is performed by an Avtech Outpost interface unit.
City of Moscow Public Works Department	Public Works does not have a lot of portables; they mostly use truck mobile radios. Portable radios are used handheld at head level; no shoulder mics.
City of Moscow Public Works Department	Treatment plant does not use radios due to high noise levels inside the facility; there really is no need for radios in the facility. Cell phones work OK at the plant. Texts get through when voice won't.
City of Moscow Public Works Department	Public Works has 23 plows with mobile radios. Would like a bank of 6 portable radios on chargers that could be grabbed when needed
City of Moscow Public Works Department	Treatment plant managers would like to have some portables that can talk on the Public Works channel at the treatment plant to be able to monitor traffic on the channel.
City of Moscow Public Works Department	Traffic control usually uses Family Radio Service ("FRS") radios, so they don't take up capacity on main channel.

16.4 Interoperability & Mutual Aid:

These needs relate to improvements in the configuration of the Public Works and Public Works systems (including mobile and portable radios) that would help ensure that Interoperability & Mutual Aid among local agencies, between City of Moscow agencies and agencies in adjoining counties, and between City of Moscow agencies and State and Federal agencies is maintained and optimized.

As shown in the description below, interoperability procedures for Public Works agencies in City of Moscow appear to be well established and straightforward. The fact that (with the exception of Spokane County) the Public Works agencies and counties adjacent to City of Moscow all operation in the VHF band significantly enhances and simplifies communication between and among these agencies.

Public Works Agency	Mutual Aid Need or Issue Description
CITY OF MOSCOW PUBLIC WORKS DEPARTMENT	
City of Moscow Public Works Department	Public Works talks to MFD on the MFD channel; they also listen to fire sometimes. Communication with MPD goes through Whitcom; The MPD channel is not programmed into the PW radios.

	All City simplex channel (153.7400 MHz) is used for communications between agencies. Mobiles only (simplex, no repeater). Not everybody is aware of this. Can generally be used when there is line of sight between users.
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16.5 Operations & Policy:

These needs and potential system issues relate to existing operational procedures which may have an impact on the performance and overall usability of the Public Works radio systems in City of Moscow. In some cases, these procedures may be dictated by an official policy or standard operating procedure that may need to be reviewed and/or changed, subject to consensus among the system users and managers with respect to any proposed changes.

Public Works Agency	Need or Issue Description
CITY OF MOSCOW PUBLIC WORKS DEPARTMENT	
City of Moscow Public Works Department	No Operations and Policy Issues were brought up in the Needs Assessment interviews.

16.6 Interference

These needs and system issue statements relate to interference to existing City of Moscow Public Works radio systems. Interference may be locally produced, as in the case of co-site interference produced by intermodulation and noise at a repeater site, or it may be caused by distant interference sources, such as co-channel base station operating in other Counties.

Public Works Agency	Need or Issue Description
CITY OF MOSCOW PUBLIC WORKS DEPARTMENT	
City of Moscow Public Works Department	No interference on Public Works radio channel.

16.7 Reliability & Redundancy:

These needs also relate to reliability and survivability of them Public Works radio systems in City of Moscow. Reliability of a wireless communications system refers to its availability in both normal and abnormal conditions of operations, weather, system traffic, etc. Reliability can be created through system design, which includes redundancy in certain sub-systems (such as power, servers, consoles, backhaul facilities, towers, and so forth). Survivability refers to the ability of the system to tolerate, and when necessary, self-heal from a specific weather or other natural or man-made disaster.

Public Works Agency	Need or Issue Description
CITY OF MOSCOW PUBLIC WORKS DEPARTMENT	
City of Moscow Public Works Department	There is no failover or backup repeater system in the event of a repeater failure as occurred during the final plow operations in March 2017.

17 Public Works Radio Systems - Priority Two Needs Summary

No needs statements were assigned a “should have” rather than a “must have” priority, based on the interviews and needs assessment review with City of Moscow. These statements describe functionality that should be available, but is not considered to be mission critical to the operation.

18 Public Works Radio Systems - Priority Three Needs Summary

No needs statements were assigned a “could have” priority, based on the interviews and needs assessment review with City of Moscow. These needs are considered to be functionality that is “nice to have”, but are either not critical to day-to-day operations; because they have not been analyzed to determine the extent to which they would provide improvements in coverage, capacity, or operations; or because although they would be “nice to have” they are not realizable physically or economically.

19 Public Works Radio Systems - Priority Four Needs Summary

These needs are a low priority; the **system does not require** this functionality to better support operations.

Public Works Agency	Category: System Configuration
City of Moscow Public Works Department	Automatic Vehicle Location (AVL) in snow plows and other Public Works vehicles could increase operation efficiency and situational awareness for Public Works.

20 Public Works Radio Systems – Needs Statements with No Priority

These are not prioritized; rather, these are needs or simply descriptions of existing systems that are related to operations or standard operating procedures, or involve **policy-related decisions** that must be made to support the functionality or operational changes necessary before the need can be taken forward.

There are no needs statements with no priority identified during the Needs Assessment process related to Operations and Policy for the Public Works systems in City of Moscow.

21 Summary and Next Steps

Based on the Priority 1 needs statements and system deficiency statements shown above for the Law Enforcement and Fire-EMS radio systems in City of Moscow, it is clear that system coverage, system configuration and system capacity for tactical operations for Law Enforcement and for paging, dispatch and fireground operations for Fire-EMS are the most significant issues that need to be addressed during the next steps of the City of Moscow Radio Systems Upgrade Project. There are also some system redundancy and reliability issues that are closely related to the system configuration issues for some of the radio sub-systems in the County. These issues will also be addressed during the next phases of the project. Also, some standard operating procedures may change, depending on the final recommendations with respect to system configuration—especially if a trunked radio system is to be implemented to replace the existing VHF conventional systems.

Interoperability and mutual aid needs appear to be well addressed already in both the Law Enforcement, Fire/EMS and Public Works systems in City of Moscow, and there do not appear to be any significant issues in relation to those needs except for operational issues related to the lack of coverage and/or capacity identified above which make it difficult to organize or provide adequate coverage or capacity for both initial responders and mutual aid responders for Fire-EMS systems..

The next steps in the Radio System Upgrade Project include determination of channel availability for a 700/800 MHz trunked radio system, coverage modeling for Law Enforcement Fire-EMS, and Public Works radio systems, identification of system configuration alternatives for Law Enforcement, Fire-EMS and Public Works radio systems, and final recommendations.