

Administrative Committee



Regular Meeting ~Minutes~

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Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
July 24, 2023**

4:00 PM

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

The meeting was called to order at 4:00 p.m.

Present: Hailey Lewis, Julia Parker, Drew Davis

Others: Mayor Art Bettge

Staff: Bill Belknap, Cody Riddle, Tyler Palmer, Mia Bautista, Todd Drage, Mike Ray, David Schott, Mia Bautista, Taylor Riedner

REGULAR AGENDA

1. Approval of Administrative Committee April 24, 2023 Minutes (ACTION ITEM) - Taylor Riedner

The minutes were approved as presented.

2. Consideration of the Milton Arthur Park Playground Installation Agreement (ACTION ITEM) - David Schott

Last year, the City selected and procured the playground equipment for Milton Arthur Park and hired a contractor to install the concrete pad for the playground equipment. In the past, Parks Department staff have installed playground equipment and safety surfacing in-house. However, due to labor constraints and technical knowledge lost due to staff turnover, City staff currently do not have the capacity to complete the playground installation. City staff contacted two playground installers in June requesting quotes to install the playground equipment and rubber tile safety surfacing over the existing concrete slab. McKinney Construction, LLC submitted the low quote in the amount of forty-seven thousand seventy-four dollars and fifty cents (\$47,074.50). Because the installation was originally planned to be completed by City staff, funding was not appropriated in the FY2023 budget. However, due to vacant full-time parks positions throughout the year, staff anticipate savings of \$102,030.87 that can be allocated to fund the playground installation. Staff recommends acceptance of the low quote provided by McKinney Construction, LLC in the amount of forty-seven thousand seventy-four dollars and fifty cents (\$47,074.50) to install the playground equipment and rubber tile safety surfacing at Milton Arthur Park.

PROPOSED ACTIONS: Recommend acceptance of the low quote provided by McKinney Construction, LLC in the amount of forty-seven thousand seventy-four dollars and fifty cents (\$47,074.50) to install the playground equipment and rubber tile safety surfacing at Milton Arthur Park; or provide staff further direction.

Schott introduced the item as written above and shared the goal completion date is September 30, 2023. Out of the Parks full-time staff members, only 2 are trained in the installation needed to complete this project. Staff members will be present during the construction and installation of the equipment to provide good experience to City staff. A certified playground inspector will do a final audit of the equipment once it is installed. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Logos Property Right-of-Way Dedication (ACTION ITEM) - Todd Drage

On June 6, 2016, Faith Ministries Inc. (DBA Logos School) filed an application for a Conditional Use Permit (CUP) to construct a school and church on a 30-acre property located at 1515 N. Mountain View Road. The Moscow Board of Adjustment approved the CUP in August of 2016. The CUP detailed that the project would include the construction of public improvements to support the development. The associated public improvements include the construction of a public street adjacent to the development, and a roundabout in Mountain View Road. In order to facilitate the construction of the roundabout, additional right-of-way (ROW) along Mountain View Road is needed and Faith Ministries Inc. has purchased the necessary property. Both the additional property for the Mountain View Rd. roundabout and the property containing the new public street are currently owned by Faith Ministries Inc. As these roadway improvements near completion, it is necessary for them to be dedicated to the City for public use. The Deed of Dedication to do so, which includes a draft record of the survey, has been included in this packet.

PROPOSED ACTIONS: Recommend approval of the Deed of Dedication, or provide staff with further direction.

Drage introduced the item as written above and reflected on the subject property location and previous construction phases that have been completed. There is a total of 4 parcels being dedicated, which are described in the meeting packet. The Committee recommended approval and that it be placed on the Council consent agenda.

4. Lot Line Adjustment at 190 and 197 Wheatland Court (ACTION ITEM) - Aimee Hennrich/Mike Ray

The applicant, Phil Rheingans, is requesting a lot line adjustment between two properties located at 190 and 197 Wheatland Court. The proposed lot line adjustment would reduce the lot addressed as 190 Wheatland Ct from 5,657 sf to 5,522 sf and expand the lot addressed as 197 Wheatland Ct from 3,838 sf to 3,975 sf. The applicant is requesting the lot line adjustment in order to accommodate a proposed building design. The subject properties are located within the Neighborhood Business Zoning District (NB) and are part of an approved Planned Unit Development referred to as the Harvest Hills PUD. Within the Harvest Hills PUD, twinhome lots require a minimum lot area of 2,250 sf, minimum lot width of 25 ft, and the required side yard setback is a minimum of 7 feet. The proposed lot line adjustment meets all zoning requirements.

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

Ray introduced the item as written above and reflected on the subject property and lot line adjustment requirements. The zoning is Neighborhood Business to allow for the possibility of a business to be developed in the future. These lot line adjustment requests are common during construction phases to accommodate building designs. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

5. Lot Line Adjustment for 826 and 836 Orchard Ave (ACTION ITEM) - Aimee Hennrich/Mike Ray

The applicants, Scott and Heidi Gropp, are requesting a lot line adjustment between two properties located at 826 and 836 Orchard Ave. The proposed lot line adjustment would reduce the lot addressed as 826 Orchard Ave from 14,061 sf to 13,191 sf and expand the lot addressed 836 Orchard Ave from 15,844 sf to 16,714 sf. The applicant is requesting the lot line adjustment to accommodate an existing retaining wall placed upon 826 Orchard Ave. Both properties contain single-family homes and 826 Orchard Ave is located within the Medium Density Residential Zoning District (R-3), while 836 Orchard Ave is located within the Moderate Density, Single-Family Residential Zoning District (R-2).

Within the R-3 Zoning District, lots with single family dwellings require a minimum lot area of 6,000 sf and a minimum lot width of 60 feet. Within the R-2 Zoning District, the minimum lot area is 7,000 sf and the minimum lot width is 60 feet. The proposed lot line adjustment meets all zoning code requirements including building setbacks.

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

Ray introduced the item as written above and reviewed the subject property location and lot line adjustment requirements. Needing no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

6. Replacement of Resolution 2019-01 Regarding Sale and Consumption of Beer and Wine in City Facilities and Buildings (ACTION ITEM) - Bill Belknap

Since 2010, the City has allowed the sale and consumption of beer and wine in City Hall during Third Street Gallery art opening events at the discretion of the City Supervisor. This was initially authorized under Resolution 2010-04 and then the use was further expanded through Resolution 2019-01. City Administration has received requests from the Moscow Volunteer Fire Department to allow a similar sale and consumption of beer and wine in conjunction with member appreciation and social events that occur twice a year within the City's Fire Stations #2 and #3 which is currently prohibited under City Code unless approved by the Council by Resolution. Staff has prepared a new Resolution for the Council's consideration that would replace Resolution 2019-01 which would expand the ability of the City Supervisor to approve the sale and consumption of beer and wine in all City buildings and facilities (excluding public parks) in association with certain City events and activities such as the Moscow Volunteer Fire Department events.

PROPOSED ACTIONS: Recommend approval of the proposed Resolution, or provide staff with further direction.

Belknap introduced the item by providing background of the open container law in public spaces and the development of new events. The proposed Resolution would extend alcohol permission to City owned buildings upon approval per event. This would allow for additional catered event opportunities in such locations. This Resolution would not modify any current practices for the Entertainment District or any other event processes. Having no further discussion, the Committee recommended approval and that it be placed on the Council consent agenda.

ADJOURN

The meeting adjourned at 4:26 p.m.

