

TRANSPORTATION COMMISSION



Scott Sumner
Commission Chair
trans@ci.moscow.id.us

Regular Meeting
~Agenda~

Cody Riddle
Staff Liaison
208.883.7027

<https://www.ci.moscow.id.us/556/Transportation-Commission>

Thursday
September 14, 2023

4:00 PM

Council Chambers
206 E. Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. Approval of July 13, 2023 Minutes (ACTION ITEM)

Presentation of minutes for approval.

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

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit remarks to three (3) minutes.

3. Review Process for Large Retail Establishments – Cody Riddle

Staff will provide an overview of the review process and ordinance provisions regulating large retail establishments in Moscow.

4. Idaho Transportation Department (ITD) Update – ITD Staff

Staff from ITD will provide an update on current planning efforts impacting Moscow and the surrounding area.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next regularly scheduled Transportation Commission meeting is set for October 12, 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.

TRANSPORTATION COMMISSION



Scott Sumner
Commission Chair
trans@ci.moscow.id.us

Regular Meeting ~Minutes~

Cody Riddle
Staff Liaison
208.883.7027

<https://www.ci.moscow.id.us/556/Transportation-Commission>

**Thursday
July 13, 2023**

4:00 PM

**Council Chambers
206 E. Third Street**

Sumner called the meeting to order at 4:00 PM

MEMBERS PRESENT: Scott Sumner, Chair; Ben Calabretta, Joel Hamilton, Steve Mills, Robert Sanders

MEMBERS ABSENT: Erin Bacon, Randy Baukol, Mary DuPree, Mike McGahan

OTHERS: Luke Hadja, Julia Parker, Andie Severson

STAFF: Jennifer Fleischman, Cody Riddle

REGULAR AGENDA

1. Approval of June 8, 2023 Minutes (ACTION ITEM)

Presentation of minutes for approval.

Hamilton moved for approval of the minutes as presented, seconded by Calabretta. Roll Call Vote: Ayes: Calabretta, Hamilton, Mills, Sumner (4). Nays: None. Abstentions: Sanders (1). Motion carried.

2. Public Comment

Members of the public may speak to the Commission regarding matters NOT on the agenda or currently pending before the Commission. Please state your name and city of residence for the record and limit remarks to three (3) minutes.

None.

3. Citizen Survey Questions (ACTION ITEM) – Cody Riddle

Staff will facilitate a continued discussion on questions that could be included in a citizen survey, with a due date at the end of August 2023.

Riddle presented a draft list of questions based on the Commissioners comments from the June meeting and recommended that the Commission narrow the list down to five questions for submission to the survey. There was a discussion about questions regarding a bus route between Moscow and Pullman and then the Commission talked about highway crossings, bike lanes, and on-street parking spaces as potential topics.

The Commissioners selected five questions and then ranked the questions by priority to be included in the survey. Riddle will amend the questions per the Commission's specifications and send it to Administration.

REPORTS

- Hadja provided a brief update on the US 95 realignment project, US 95 walkability study, and EV charging stations status.
- Riddle reported on the Sixth Street Bridge project, which should be finalized around the end of July, the improvements on N. Mountain View Road, and the new bridge for the extension of Conestoga Street.

ANNOUNCEMENTS

- Andie Severson is the new Executive Director for SMART Transit, and will be an ex-officio member of the Transportation Commission.

UPCOMING EVENTS / MEETINGS

The next regularly scheduled Transportation Commission meeting is set for August 10, 2023.

The meeting adjourned at 4:46 PM

Scott Sumner, Chair

DRAFT

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

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

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

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

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

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

h. Off-Street Parking. In order to preserve the residential character of neighborhoods, no Off-Street Parking shall be required for Market and Community Gardens. Any Off-Street Parking provided for Market and Community Gardens shall be limited in nature and shall not be fully improved or paved. Grassed or small graveled seasonal parking areas shall be permitted. i. Exceedance of Standards. These standards may be exceeded with approval of a Conditional Use Permit.

G. Large Retail Establishments.

Large Scale Establishments.

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

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

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

ii. Conditions of Reconstruction. If any existing Large Retail Establishment should be destroyed by any means to an extent of more than seventy (70%) percent of the replacement cost of the whole structure at the time of destruction, it shall not be reconstructed except in conformity with the provisions of the Design Manual (to the greatest extent feasible in consideration of the existing site development, as determined by the Zoning Administrator).

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

d. Large Retail Establishments Greater Than Sixty Five Thousand (65,000) Square Feet. In

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

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

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

iii. City Services and City Infrastructure Impact Assess-

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

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

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

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

e. Community Meeting Required. All proposed new Large

Retail Establishments and expansions of existing Large Retail Establishments greater than thirty percent (30%) of the existing gross floor area shall require a community meeting in accordance with the following requirements:

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

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

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

week are encouraged.

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

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

(a) Time, date and location of the community meeting,

(b) Names and addresses of property owners to whom notice was sent,

(c) Names and addresses of all attendees,

(d) Summary of comments, suggestions and discussion,

(e) Applicant's response to comments, suggestions and discussion, including any

modifications made or intended to be made to the project proposal/application as a result of the community meeting comments,

(f) Materials utilized or submitted (including plans, proposals, designs, power point presentations, maps, handouts, petitions, letters, studies, etc.) shall be submitted with the application for the related project(s).

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

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

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

ii. Design Review Decision. Upon completion of the design review, the Zoning

Administrator may approve the proposed development, approve the proposed development with conditions of approval related to specific requirements of the Design Manual, or deny the proposed plans with specific direction to the applicant regarding what specific elements of the development plans must be modified to comply with the Design Manual.

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

H. Telecommunications Facilities.

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

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

a. Minimizes the number of antenna towers throughout the community;

b. Encourages the co-location of telecommunications facilities;

c. Encourages the use of existing buildings, light or utility poles, water towers or other structures for antenna mounting and discourages construction of new antenna towers;

d. Ensures that telecommunications facilities are located and designed to minimize visual impact on the surroundings.

e. Ensures that regulation of telecommunications facilities does not have the effect of prohibiting the provision of telecommunications

services, does not unreasonably discriminate among functionally equivalent providers of such services, and allows the provision of adequate area coverage by such services.

3. Definitions.

a. *Ancillary Facilities.* Buildings, cabinets, vaults, enclosures, equipment, and the like required for operation of telecommunications systems.

b. *Antenna.* Any device that transmits and/or receives radio waves, microwaves, or other electromagnetic radiation for voice, data or video communications purposes including, but not limited to, television, AM/FM radio, microwave, cellular telephone and similar forms of communications.

c. *Antenna Support Structure.* Any structure or building not constructed primarily for the purpose of supporting an antenna but that supports an antenna as a secondary or accessory use.

d. *Antenna Tower.* Any structure or pole erected primarily for the purpose of supporting one or more antennas that are used to provide commercial wireless communications or telecommunications services.

e. *Antenna Tower Height.* The overall vertical length of the antenna tower above ground level.

f. *Co-location.* Placement of one or more antenna(s) on an antenna support structure or the placement of an antenna on an antenna tower on which one or more antennas are already located.

g. *Lattice Tower.* An antenna tower characterized by a framework of lateral or diagonal cross members that stabilize the tower.

h. *Monopole.* An antenna tower that consists of a single upright pole, which is self-supporting and without supports or guy wires.

i. *Small Wireless Facility.* A telecommunications facility that

meets each of the following conditions:

i. The structure on which the antenna facilities are mounted is:

(a) Fifty (50) feet or less in height; or

(b) No more than ten percent (10%) taller than other adjacent structures; or

(c) Not extended to a height of more than ten percent (10%) above the height as a result of the co-location of new antenna facilities.

ii. Each antenna (excluding associated antenna equipment) is no more than three (3) cubic feet in volume; and

iii. All antenna equipment associated with the facility (excluding antennas) is cumulatively no more than twenty-eight (28) cubic feet; and

iv. The facility does not require antenna structure registration under Part 17 of FCC regulations; and

v. The facility does not result in human exposure to radiofrequency radiation in excess of the application safety standards specified in FCC Rule 1.1307(b) or any rule that subsequently replaces FCC Rule 1.1307(b).

j. *Telecommunications*

Facilities. Antenna towers, antenna support structures, antennas and their ancillary facilities that are used to provide commercial wireless communications or telecommunications services.

k. *Temporary Antenna Tower.* An antenna tower established for the purpose of providing telecommunications services on a temporary basis for a special event or to temporarily replace an antenna tower while it is being repaired.

4. General Use Regulations

a. The installation of lattice towers is prohibited, as permitted as temporary antenna towers subject to

Section 4.d. herein. Replacement, relocation or alteration of non-conforming lattice towers shall be subject to the Nonconformity Regulations in Section 4-1-7 of this Zoning Code.

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

c. Except for small wireless facilities, which are subject to the standards contained in Section 6 herein, co-location shall be a permitted use within all zoning districts when located upon existing antenna towers and antenna support structures if the antenna extends no more than fifteen (15) feet above, and projects no more than eight (8) feet horizontally away from the existing tower or support structure. Any co-location of wireless facilities that exceed such limits shall require a Conditional Use Permit.

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

5. General Telecommunication Facility Development Standards

a. *Prohibited Towers.* The installation of telecommunications facilities utilizing lattice towers or towers requiring supporting guy wires shall be prohibited.

b. *Antenna Tower Setback from Highway Right-of-Way.* No antenna tower that exceeds sixty (60) feet in height shall be permitted within five hundred (500) feet of US Highway 95 and/or State Highway 8

City of Moscow Large Retail Establishments Design Manual



Updated June 7th, 2010

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INTRODUCTION

The City of Moscow (the City) adopted an emergency ordinance on large retail developments to study the community impacts of the "superstore" phenomenon in more detail and to provide the community with clear and enforceable policies to mitigate those impacts. The ordinance provided the opportunity to review existing retail developments with community-wide or regional impacts and to set standards for future developments to ensure that future development fits with the expectations and meets the needs of the community.

These standards and guidelines are a response to large scale building design that is indifferent to local identity and interests. The main goal is to encourage development that contributes to Moscow as a unique and historical place, by reflecting its physical character, and adding to it in appropriate ways. Large retail developments depend on high visibility and access from major public streets. As a result, their layout and design have a direct effect upon the functionality, character, and attractiveness of major streetscapes and pathways in a city. The purpose of these standards and guidelines are to augment and work in concert with existing criteria in the Commercial Zoning Districts and other applicable sections of the Moscow Zoning Code (Title IV) relating to large retail developments. Where more specific interpretations and standards herein apply to the design of "Large Retail Establishments", they shall prevail over other sections of the code.

These standards and guidelines require a basic level of architectural variety, compatible scale, pedestrian and bicycle access, and mitigation of negative impacts. The standards are by no means intended to limit creativity; it is the City's hope that they will serve as a useful tool for design professionals engaged in site specific design in context.

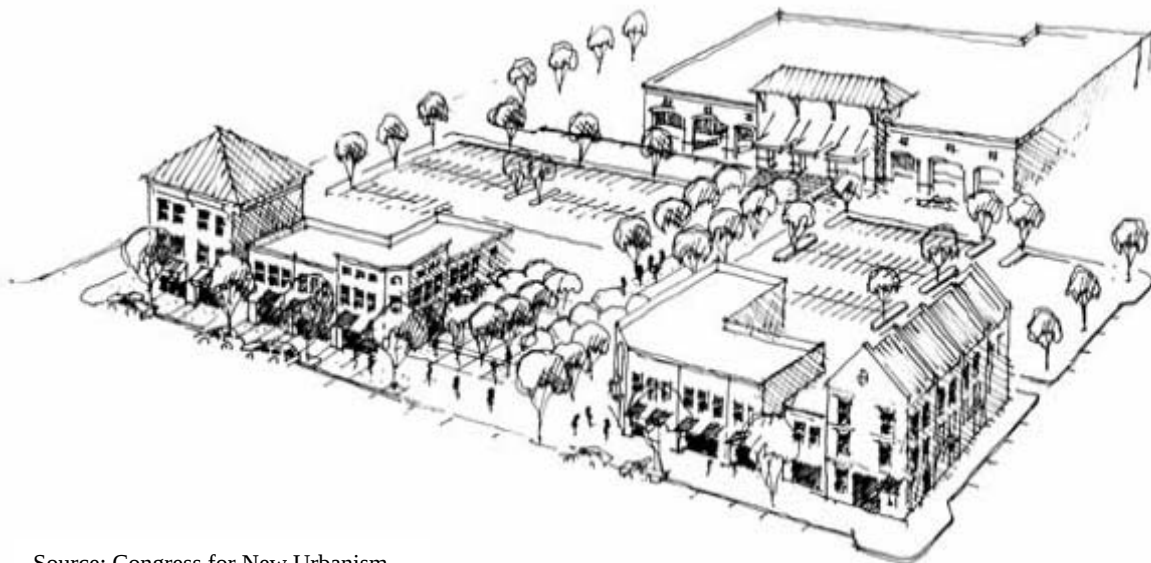
Note: This manual was primarily modeled on the City of Fort Collins 1995 Design Standards and Guidelines for Large Retail Establishments. Additional design manuals from a variety of jurisdictions were also utilized in the development of this document. Instances in which graphics or text were reproduced credit is given to the information source.

PROCEDURE

The following standards and guidelines are intended to be used as a design aid by developers proposing “Large Retail Establishments” in areas of the City zoned to permit such uses via the Conditional Use Permit process; and as an evaluation tool by the City staff and the Board of Adjustment in their review processes. These standards and guidelines apply to all projects which are processed according to the criteria for “Large Retail Establishments, Category 1 or Category 2” uses and/or as part of Planned Unit Developments that include a component meeting the “Large Retail Establishments, Category 1 or Category 2” code definition. Standards are mandatory. Guidelines are not mandatory, but are provided in order to educate planners, design consultants, developers and City staff about the design objectives. In the case of conflicting or competing provisions between this Design Manual and the Moscow Zoning Code, the more restrictive or specific provision shall apply. Where terms used in this Design Manual are defined within the Zoning Code, such definitions shall apply for purposes of administering this Design Manual.

The Board of Adjustment, or Zoning Administrator in the case of an administrative review, is empowered to grant deviations to the mandatory standards under the following circumstances:

1. The strict application of the standard would result in peculiar and exceptional practical difficulties or exceptional and undue hardship upon the owner of the affected property; or
2. The alternative site planning and building design approach meets the design objectives as stated in the standard, equally well or better than would compliance with the standard; and
3. In either of the foregoing circumstances, the variance may be granted without substantial detriment to the public good.



Source: Congress for New Urbanism

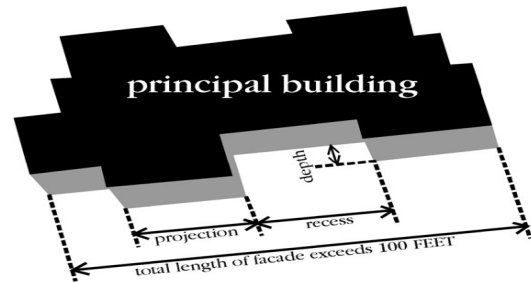
SECTION I. AESTHETIC CHARACTER AND DESIGN

1.1 Façades and Exterior Walls

GUIDELINE: Façades should be articulated to reduce the massive scale and the uniform, impersonal appearances of large retail buildings and provide visual interest that will be consistent with the community's identity, character and scale. The intent is to encourage a more human scale that Moscow residents will be able to identify with their community.

STANDARD:

- 1.1.1** Façades greater than 100 feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least three percent (3%) of the length of the façade or two feet, whichever is greater, and extending at least 20 percent (20%) of the length of the façade. No uninterrupted length of any façade shall exceed 75 horizontal feet.
- 1.1.2** Ground floor façades that face public streets (with the exception of the side opposite the main entrance) shall have arcades, display windows, entry areas, awnings, or other such features along no less than 60 percent (60%) of their horizontal length.



projections / recesses shall comprise at least 20% of facade length with a minimum depth of 3% of facade length

Source: City of Fort Collins

1.2 Rear Building Facades

GUIDELINE: The rear (side opposite the main entrance of the principal retail use) of buildings often present an unattractive view of blank walls, loading areas, storage areas, HVAC units, garbage receptacles, and other such features. Architectural and landscaping features should mitigate these impacts. If a building is designed to have customer entrances on all sides the following three standards shall not apply.

STANDARD:

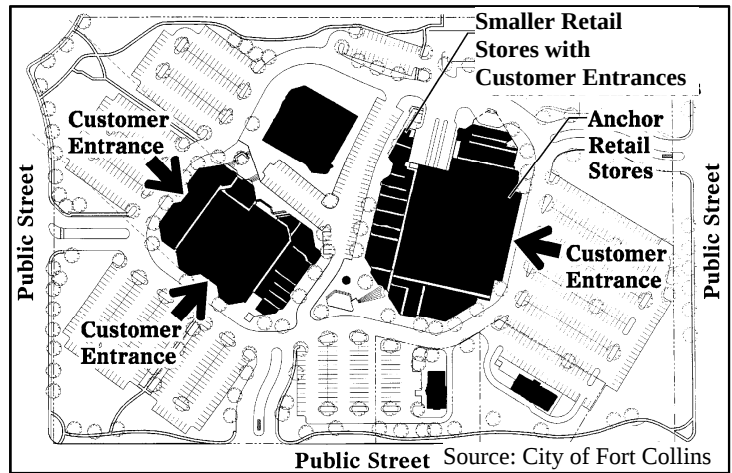
- 1.2.1** The minimum setback for any rear building façade shall be 35 feet from the nearest property line. The rear setback of the large retail building shall also incorporate at least one of the special design features in Section 2.5 —Central Features and Community Spaces.
- 1.2.2** Where the rear façade is adjacent to existing or planned residential uses, landscaping shall at a minimum comply with the buffer yard requirements established in Section 9—Minimum Landscaping Standards of this manual.
- 1.2.3** Additional screening such as attractive 2/3 closed fencing (no chain link) shall be used if the residential use is directly adjacent to the rear of the building, and not separated by, a road, major pathway, or other similar feature extending the entirety of the lot line held in common with the residential use.

1.3 Entrances

GUIDELINE: Large retail buildings should feature multiple entrances. Multiple building entrances reduce walking distances from cars, facilitate pedestrian and bicycle access from public sidewalks, and provide convenience where certain entrances offer access to individual stores or departments of a store. Multiple entrances also mitigate the effect of the unbroken walls and neglected areas that often characterize building façades that face adjacent land uses.

STANDARD:

1.3.1 At least two (2) sides of a large retail establishment shall feature customer entrances. The two (2) required sides shall be those planned to have the highest level of public pedestrian activity, and one (1) of the sides shall be that which most directly faces a street with pedestrian access. The other of the two (2) sides may face a second street with pedestrian access, and/or a main parking lot area. All entrances shall be architecturally prominent and clearly visible from the abutting public street. *Movie theaters are exempt from this requirement.*



1.4 Entryway Design Elements

GUIDELINES: Entryway design elements and variations should give orientation and aesthetically pleasing character to the building. Additionally, entryways should act as a transition zone between the parking and traffic aisles and the store itself. The standards identify desirable entryway design features.

STANDARD:

1.4.1 Each principal building on a site shall have clearly defined, highly visible customer entrances, extending from the front of the building, and featuring no less than three of the following:

- a. canopies or porticos
- b. overhangs
- c. recesses/projections
- d. arcades
- e. raised corniced parapets over the door
- f. peaked roof forms or arches
- h. architectural details such as tile work and moldings which are integrated into the building structure and design
- i. integral planters or wing walls that incorporate landscaped areas and/or places for sitting
- j. outdoor patios
- k. display windows

1.4.2 Where additional stores will be located in the principal building, each such store shall have at least one exterior customer entrance, which shall conform to the above requirements.

1.5 Multiple Smaller Stores within a Principal Building

GUIDELINE: The presence of smaller retail stores gives an establishment a “pedestrian friendly” appearance by creating variety, breaking up large expanses, and expanding the range of the site’s activities. Windows and window displays of such stores should be used to contribute to the “human scale” and visual interest of exterior façades. The standards presented in this section are directed toward those situations where additional, smaller stores, with separate, exterior customer entrances are located in principal buildings.

STANDARD:

1.5.1 Principal buildings that contain additional, separately owned stores or tenants which occupy less than 25,000 square feet of gross floor area, and have separate, exterior customer entrances (see also Article 1.6—Entryways), shall meet the following:

- a. The street level façade of such stores shall be transparent between three feet and eight feet above the walkway grade for no less than 60 percent (60%) of the horizontal length of the building façade of such additional stores.
- b. Windows shall be recessed and should include visually prominent sills, shutters, or other such forms of framing.

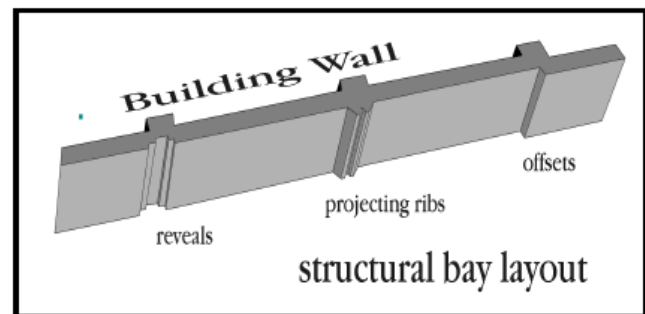
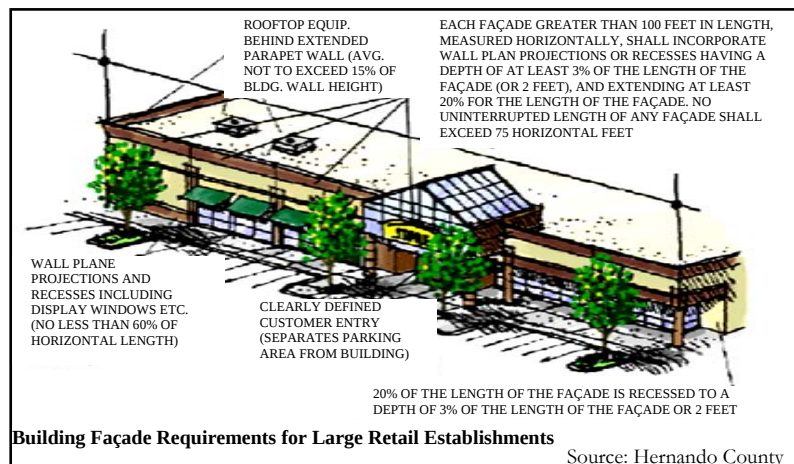
1.6 Architectural Detail Features

GUIDELINE: Buildings should have architectural features and patterns that provide visual interest, at the scale of the pedestrian, reduce massive aesthetic effects, and recognize local character. The elements in the following standard should be integral parts of the building fabric, and not superficially applied trim or graphics, or paint.

STANDARD:

1.6.1 Building façades must include a repeating pattern that shall include no less than three of the elements listed below (at least one of these elements shall repeat horizontally).

All elements shall repeat at intervals of no more than 30 feet, either horizontally or vertically):



- a. Color change
- b. Texture change
- c. Material change
- d. Expression of architectural or structural bay through a change in plane no less than 12 inches in width, such as an offset, reveal, or projecting rib

1.7 Roofs

GUIDELINE: Variations in roof lines should be used to add interest and reduce the massive scale of large buildings. Roof features should complement the character of adjoining neighborhoods.

STANDARD:

1.7.1 Roofs shall have no less than two of the following features:

- a. Parapets concealing flat roofs and rooftop equipment such as HVAC units from public view. The average height of such parapets shall not exceed 15 percent (15%) of the height of the supporting wall and such parapets shall not at any point exceed one-third of the height of the supporting wall. Such parapets shall feature three-dimensional cornice treatment
- b. Overhanging eaves, extending no less than three feet past the supporting walls
- c. Sloping roofs that do not exceed the average height of the supporting walls, with an average slope greater than or equal to one foot of vertical rise for every three feet of horizontal run and less than or equal to 1 foot of vertical rise for every 1 foot of horizontal run
- d. Three or more roof slope planes



Source: City of Bozeman

Appropriate: Using sloping roof forms to reduce the perceived scale of a building is encouraged.

1.8 Materials and Colors

GUIDELINE: Exterior building materials and colors comprise a significant part of the visual impact of a building. Therefore, they should be aesthetically pleasing and compatible with materials and colors used in adjoining neighborhoods.

STANDARD:

1.8.1 Predominant exterior building materials shall be high quality materials. These include, without limitation:

- a. Brick
- b. Wood (*Forest Stewardship Council (FSC) Mixed* certified wood products as a minimum standard) Note: *FSC Mixed* material contains a mixture of FSC certified material, reclaimed (recycled) material and/or controlled wood. It has been processed by an FSC chain of custody certified company, and has been identified as *FSC Mixed*. Non-FSC certified wood can be included in FSC certified products only if it is

reclaimed wood or controlled wood. Post-consumer reclaimed material includes wood and/or wood fiber has been reclaimed from a product after that product has been used for its intended end-use purpose by individuals or businesses. Other reclaimed material includes wood and/or wood fiber that has been reclaimed from a product, by-product or co-product during or after manufacture. It is reclaimed before the product reaches the end-consumer. Controlled wood is not FSC certified, but is controlled by the company to exclude:

1. Wood from forest areas where traditional or civil rights are violated;
2. Wood from forests where high conservation values are threatened;
3. Wood from genetically modified (GM) trees;
4. Illegally harvested wood;
5. Wood from natural forests which have been harvested for the purpose of converting the land to plantations or other non-forested use.

- c. Sandstone
- d. Other native stone
- e. Tinted, textured concrete masonry units
- f. Other materials as deemed appropriate by the Board of Adjustment

1.8.2 Façade colors shall be low reflectance, subtle, neutral or earth tone colors.

1.8.3 Building trim and accent areas may feature brighter colors, including primary colors. Small amounts of non-flashing neon tubing, is an acceptable feature for building trim or accent areas.

1.8.4 Predominant exterior building materials should not include the following:

- a. tilt-up concrete panels
- b. pre-fabricated steel panels

1.9 Structure Adaptability and Reuse Compartmentalization

GUIDELINE: The building design shall include specific elements for adaptation for multi-tenant re-use. Such elements may include but are not limited to compartmentalized construction, including plumbing, electrical service, heating, ventilation, and air conditioning. The building design shall also allow for: the interior subdivision of the structure into separate tenancies; facades that readily adapt to multiple entrances and adapt to entrances on all but one side of the building; parking lot schemes that are shared by establishments or are linked by safe and functional pedestrian connections; landscaping schemes that compliment the multiple entrance design; and other elements of design which facilitate the multi-tenant re-use of the building and site.

STANDARD:

1.9.1 All applications for new large scale retail structures shall include a reuse plan that includes a building schematic drawing that demonstrates the ability to segment and/or compartmentalize the structure in the event of closure or relocation by the original occupant to afford the maximum

opportunity for the repurposing and reuse of the structure. Such plan shall take into consideration the following:

- a. Routing of utility services including electrical, communications and water and sewer services;
- b. Heating, cooling and ventilation system design and zoning;
- c. Building entrance and façade and signage design; and
- d. Customer parking, pedestrian routing and building entrance location

SECTION II. SITE DESIGN

2.1 Vehicular & Public Transit Access

GUIDELINE: Access to retail parking should be designed such that it avoids, to the extent possible, impacts to the existing adjacent street system—specifically the continued ability of an adjacent arterial to function as designed. Additionally, site access must provide opportunity for well-functioning public transit movement, pull-outs and stops as well as the option for park and ride locations.

STANDARD:

2.1.1 Whenever feasible, the primary vehicular access point to the site shall not be via an adjacent arterial street.

2.1.2 Public transit access and bus stops shall be located in areas that do not conflict with primary vehicular access points, internal traffic flows, or adjacent street traffic flows.

2.1.3 Public transit pull-outs shall be provided on each adjacent street having a primary building entrance facing it, unless an alternate location can be shown to meet the distance requirement below.

2.1.4 All public transit stops shall be designed to facilitate existing or future planned bus routes on adjacent streets and be located within 100 feet of a primary building entrance(s), incorporate well-lit, easily identified (signs), loading/unloading areas, and be a minimum of 10 feet in width as measured from the adjacent street curb (also see Section 7—Central Features and Community Spaces).

2.1.5 Transit pull-outs shall be a minimum of 60 feet in length, and designed in order not to impede traffic flows.

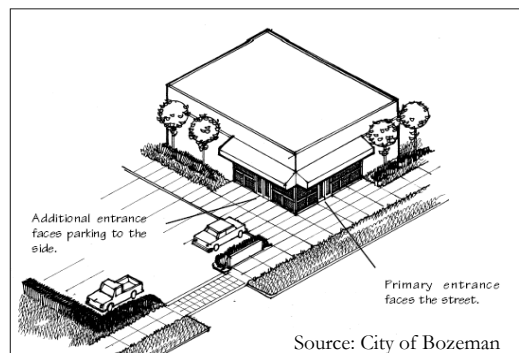
2.1.6 Transit pull-outs shall be adjacent to sidewalks connected to the primary building entrance(s) via pedestrian walkways meeting the standards of Article II.6—Pedestrian/Bicycle Flows.

2.2 Parking Lots

GUIDELINE: Parking areas should provide safe, convenient, and efficient access. They should be distributed around large buildings in order to shorten the distance to other buildings and public sidewalks, provide for attractive landscaping, and to reduce the overall scale of the paved surface. If buildings are located closer to streets, the scale of the complex is reduced, pedestrian traffic is encouraged, and architectural details take on added importance. Additionally, traffic calming devices should be encouraged for pedestrian safety.

STANDARD:

2.2.1 Parking lot location. No more than 50 percent (50%) of the off-street parking area for the lot, tract or area of land devoted to the large retail development shall be located between the front façade of the large retail establishment and the abutting streets (the "Front Parking Area").

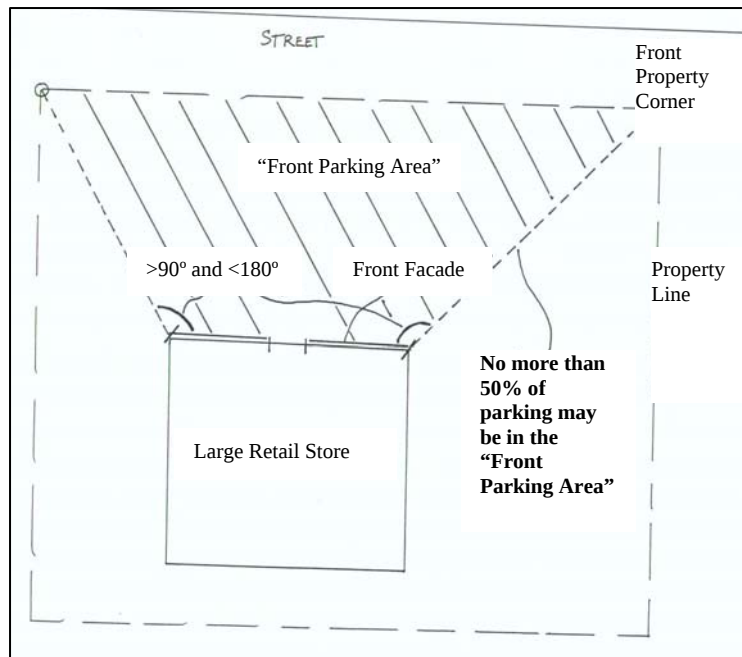


Appropriate: Use a "double-fronted" design where an entrance to parking is needed in addition to a primary entrance that faces the street.



Appropriate: Combining two pad uses in an L-shape form helps to create an outdoor open space and break up the mass of the building.

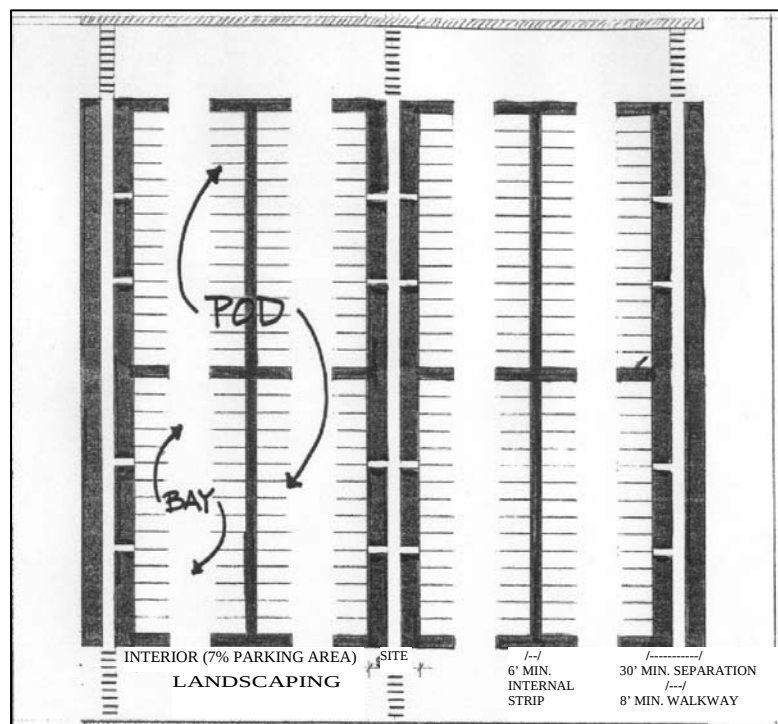
2.2.2 The Front Parking Area shall be determined by drawing a line from the front corners of the building to the nearest property corners. If any such line, when connected to the plane of the front façade of the building, creates an angle that is greater than 180 degrees, then the line shall be adjusted to create an angle of 180 degrees when connected to the plane of the front façade of the building. If any such line, when connected to the plane of the front façade of the building, creates an angle that is less than 90 degrees, then the line shall be adjusted to create an angle of 90 degrees when connected to the plane of the front façade of the building. Parking spaces in the Front Parking Area shall be counted to include all parking spaces within the boundaries of the Front Parking Area, including;



(i) all partial spaces inside the Front Parking Area boundary lines (“partial space” constitutes more than one-half ($\frac{1}{2}$) of said space), and (ii) all parking spaces associated with any pad sites located within the Front Parking Area boundaries.

2.2.3 The designated off-street parking areas (parking lot) shall be designed such that every 140 parking stalls (a parking “pod”) must be separated by a minimum 30 foot wide landscaped and pedestrian walkways or walkway and bike lane in combination. The above pod separation is in addition to the requirement that parking areas or “bays” of over 30 contiguous stalls be divided by landscaped strips. The width of internal landscaped strips in large retail parking lots must be at a minimum six feet wide. As noted in Section 9—Minimum Landscaping Standards, the pod separation areas contribute to the overall site landscaping requirement, whereas the lesser landscaped strips contribute to the internal landscaping requirements.

2.2.4 The maximum number of parking spaces for any large retail establishment shall not exceed 150 percent (150%) or $1\frac{1}{2}$ times the minimum required of the use by the



zoning code Sec. 6-5.E Off-Street Parking Schedule (60 plus 3½ spaces per 1,000 square feet of retail building space in excess of 25,000 square feet).

2.3 Outdoor Storage, Trash Collection, and Loading Areas

GUIDELINE: Loading areas and outdoor storage areas exert visual and noise impacts on surrounding neighborhoods. These areas, when visible from adjoining properties and/or public streets, should be screened, recessed or enclosed. While screens and recesses can effectively mitigate these impacts, the selection of inappropriate screening materials can exacerbate the problem. Appropriate locations for loading and outdoor storage areas include areas between buildings, where more than one building is located on a site and such buildings are not more than 40 feet apart, or on those sides of buildings that do not have customer entrances.

STANDARD:

2.3.1 Areas for outdoor storage, truck parking, trash collection or compaction, loading, or other such uses shall not be directly visible from abutting streets.

2.3.2 No areas for outdoor storage, trash collection or compaction, loading, or other such uses shall be located within 20 feet of any public street, public sidewalk, or internal pedestrian way (also see Article II.8—Delivery/Loading Operations).

2.3.3 Loading docks, truck parking, outdoor storage, utility meters, HVAC equipment, trash collection, trash compaction, and other service functions shall be incorporated into the overall design of the building and the landscaping so that the visual and acoustic impacts of these functions are fully contained and out of view from adjacent properties and public streets, and no attention is attracted to the functions by the use of screening materials that are different from or inferior to the principal materials of the building and landscape.

2.3.4 Non-enclosed areas for the storage and sale of seasonal inventory shall be permanently defined and screened with walls and/or fences. Materials, colors, and design of screening walls and/or fences and the cover shall conform to those used as predominant materials and colors on the building. If such areas are to be covered, then the covering shall conform to those used as predominant materials and colors on the building.

2.4 Pedestrian/Bicycle Flows

GUIDELINE: Pedestrian and bicycle accessibility opens auto-oriented developments to the neighborhood, reducing traffic impacts and enabling the development to project a friendlier, more inviting image. This section sets forth standards for public sidewalks and internal pedestrian/bicycle circulation systems that can provide user-friendly access as well as pedestrian/bicycle safety, shelter, and convenience within the large retail development grounds. Additionally, vehicle drive-up facilities should be well-planned to avoid circulation problems with pedestrians and cyclists.

STANDARD:

2.4.1 Sidewalks at least eight feet in width or pursuant to City adopted specifications, whichever is greater, shall be provided along all sides of the lot that abut a public street.

2.4.2 Continuous internal pedestrian walkways and bicycle lanes, no less than eight feet in width for walkways and four feet in width for bikeways (12 feet wide if combined), shall be provided, in the most direct manner possible, from the public sidewalk, path, and/or right-of-way

to the principal customer entrance of all principal buildings on the site. At a minimum, walkways and bike lanes shall connect focal points of activity such as, but not limited to, transit stops, street crossings, building and store entry points, and shall feature adjoining landscaped areas (may be included in site landscaping requirement in Article II.9 below). Bike lanes, if not incorporated into walkways routes must be provided for within the vehicular routes on-site and connect to adjacent pathways.

2.4.3 Sidewalks, no less than eight feet in width, shall be provided along the full length of the building along any façade featuring a customer entrance, and along any façade abutting public parking areas. Such sidewalks shall be located at least six feet from the façade of the building to provide planting beds for foundation landscaping, except where features such as arcades or entryways are part of the façade.

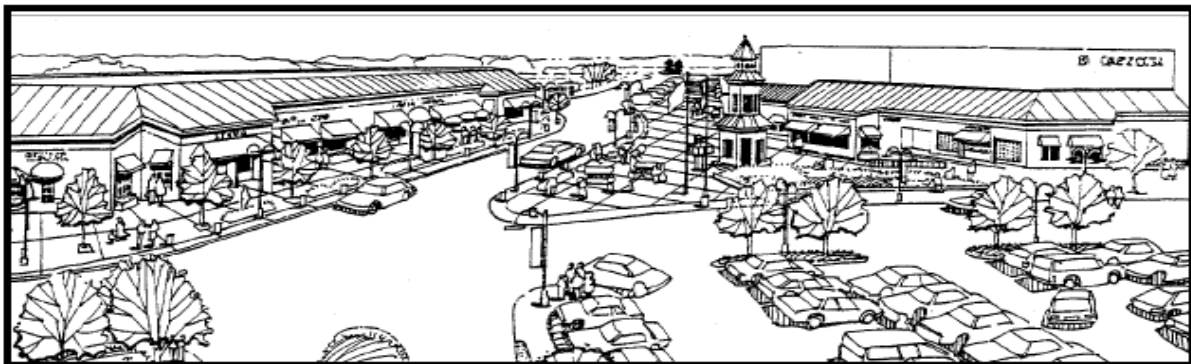
2.4.4 Internal pedestrian walkways provided in conformance with the above standards shall provide weather protection features such as awnings or arcades within 30 feet of all customer entrances.

2.4.5 All internal pedestrian walkways shall be distinguished from driving surfaces through the use of durable, low maintenance surface materials such as pavers, bricks, or scored concrete to enhance pedestrian safety and comfort, as well as the attractiveness of the walkways. Bike lanes, if separate from a walkway, shall be distinguished by standard bike lane striping and signage.

2.4.6 At least one sheltered bicycle parking area, covering a minimum of fifty percent (50%) of the total required bike spaces, shall be located adjacent to each principal building entrance. The area shall include sufficient number of U-Rack style bike parking systems, and at a minimum provide bicycle parking spaces equal to 10 percent (10%) of the total customer vehicle parking spaces provided for the principal retail use.

2.5 Central Features and Community Spaces

GUIDELINE: Buildings should offer attractive and inviting pedestrian scale features, spaces, and amenities. Entrances and parking lots should be configured to be functional and inviting with walkways conveniently tied to logical destinations. Bus stops and drop-off/pick-up points should be considered as integral parts of the configuration. Pedestrian ways should be anchored by special design features such as towers, arcades, porticos, pedestrian light fixtures, bollards, planter walls, and other architectural elements that define circulation ways and outdoor spaces. Examples of outdoor spaces are plazas, patios, courtyards, and window shopping areas. The features and spaces should enhance the building and the large retail development as integral parts of the community fabric.



Example of a center with numerous special features and community spaces.

STANDARD:

2.5.1 Each retail establishment subject to these standards shall contribute to the establishment of community and public spaces by providing at least three of the following, one of which shall be at the rear side of the building:

- a. patio/seating area;
- b. pedestrian plaza with benches;
- c. public transit stop amenities (benches, shelter, etc.);
- d. outdoor playground area;
- e. water feature;
- f. public art feature;
- g. landscaped picnic area or other such deliberately shaped area;
- h. any other focal feature or amenity that, in the judgment of the Board of Adjustment, adequately enhances such community and public spaces.

2.5.2 Any patio, plaza, and picnic areas must be no less than 800 square feet in area each. Any such areas shall have direct access to the public sidewalk network and such features shall not be constructed of materials that are inferior to the principal materials of the building and landscape.

A designated Park and Ride area may be used to satisfy one of the community spaces requirements. Park and Ride areas shall be a minimum of 10 parking spaces (not to be included in satisfying minimum parking lot space requirements).

2.6 Delivery/Loading Operations

GUIDELINE: Delivery and loading operations should not disturb adjoining neighborhoods, or other uses.

STANDARD:

2.6.1 No delivery, loading, trash removal or compaction, shall be permitted within 200 feet of the boundary of a property used primarily for residential purposes or zoned residential at the time of development.

2.7 Minimum Landscaping Standards

GUIDELINE: Use landscaping to enhance the internal attractiveness of the site, break large expanses of parking, and mitigate impacts to surrounding properties as a result of the development.

STANDARD:

2.7.1 Site Landscaping. A minimum of fifteen percent (15%) of the area of the lot, shall be landscaped subject to the following requirements:

- a. The applicant shall submit a complete landscape plan, drawn to scale, showing all live plant materials, associated species list, and non-plant materials to be installed on the site in order to meet the landscape requirement;

- b. All plant materials, except existing native plants not damaged during construction or xeriscape species shown not to require regular watering, shall be irrigated by underground sprinkler systems set on a timer in order to obtain proper watering duration and ease of maintenance;
- c. The use of certain attractive non-plant materials as a part of the landscape plan is required. These materials shall include at least one of the following: large landscape quality boulders, wood or concrete soil retaining devices, hillocks and swales, gravels, concrete garden amenities, approved mulch materials, stepping stones and water features. Borders for landscape beds abutting parking areas shall be extruded or poured-in-place concrete, retaining walls, sidewalks and /or other features acceptable to the Board of Adjustment; and
- d. Minimum vegetative placement and plant size at the time of planting shall be regulated as follows:
 - (i) Planting Beds. Planting beds shall be of sufficient width to accommodate the plants at maturity. The planting beds along the perimeter of a building shall incorporate a mix of trees, shrubs and ground covers to buffer the building and reduce the apparent mass of the building as viewed from the street. The plant materials within the planting bed shall not create hiding areas or other security concerns.
 - (ii) Trees. A variety of tree species is encouraged as a way to provide visual interest and to protect against same species die-out or disease. Acceptable tree species shall be those trees which are listed in the *City of Moscow Tree Selection Guide* or as approved through the City of Moscow Parks and Recreation Community Forestry Program as being species that are appropriate to the Moscow area. Selected trees species shall be disease resistant and not create unusual maintenance problems. All deciduous trees shall be a minimum of two inches in diameter. Larger diameter trees are encouraged if soil conditions allow. There shall be one (1) native coniferous species planted for every four (4) deciduous trees required to be planted on the site. All coniferous trees, except Ponderosa, shall be a minimum of six feet in height at the time of planting. Ponderosa trees shall be a minimum of three feet in height.
 - (iii) Shrubs. All shrubs shall be a minimum of three (3) gallons in size at the time of planting. Shrubs adjacent to parking areas shall be planted at least three feet from the parking curb or wheel stop. Shrubs shall not be placed closer to other materials than the plant spread at maturity. At least forty percent (40%) of the shrubs in the landscape plan shall include evergreens. The use of a variety of shrub types is encouraged.
 - (iv) Ground Covers. All ground covers shall be of sufficient size and quantity to provide for maximum coverage in five years based upon the species and growth pattern.
 - (v) Annual Plants. Annual type plants will not be counted as part of the landscaping requirement unless permanent architectural or other non-movable features are specifically created for these types of plants.
 - (vi) Site Distribution. Plantings shall be distributed such that they maximize shading of paved areas as well as focal areas of activity.

2.7.2 Street tree selection, placement and maintenance shall be regulated by the City of Moscow Parks and Recreation Community Forestry Program.

2.7.3 Internal Parking Lot Landscaping. Areas of vehicle maneuvering, parking, loading, or storage shall be landscaped in addition to the development site landscape requirement of fifteen percent (15%) and screened as follows:

- a. Parking lot landscaping shall consist of a minimum of seven percent (7%) (not including the thirty foot wide pod separation areas) of the total parking area plus a ratio of one (1) tree per eight (8) parking spaces to create a canopy effect.
- b. Landscaping in a parking or loading area shall have a width of not less than five feet and shall be located in defined landscaped areas which are uniformly distributed throughout the parking or loading area;
- c. Landscape buffers between parking abutting a property line shall have a minimum width of ten feet or comply with the zoning code Sec. 6-9 Buffer Yard Requirements, whichever is greater;

2.7.4 Vegetative coverage of the landscape area shall be fifty percent (50%) at the time of installation and ninety percent (90%) within five (5) years of planting.

2.7.5 A "Type B" buffer yard is required along the property line at the rear façade of large retail building.

2.7.6 Required landscaping shall be continuously maintained. Vegetation planted in accordance with an approved site plan shall be maintained by the owner, any heir, or assignee. Plants or trees that die or are damaged shall be replaced and maintained.