

BOARD of ADJUSTMENT



Joe Bazzoli
Commission Chair

~ Meeting Agenda ~

Leah Carlson
Staff Liaison

boa@ci.moscow.id.us

208.883.7095

<http://www.ci.moscow.id.us/agendacenter>

Tuesday
February 26, 2019

7:00 PM

Council Chambers
206 E 3rd Street

Call to order

1. Approval of Minutes from January 24, 2019

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

2. Public Hearing: Proposal for a Conditional Use Permit for a Type 2 Accessory Home Occupation at 816 Hathaway Street – LUP2018-0039

Conditional Use Permit application for a Type 2 Accessory Home Occupation to conduct a massage therapy business within the Moderate Density, Single Family Residential Zoning District (R-2) per MCC 3-5 (B)(2)(b).

ACTION: Conduct the public hearing for the proposed Conditional Use Permit and upon consideration of any testimony presented, approve the CUP without conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or approve the CUP with conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or deny the CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

3. Public Hearing: Proposal for a Conditional Use Permit for a Police Services Facility at 155 Southview – LUP2019-0007

Conditional Use Permit application to construct a new Police Services Facility within the Motor Business Zoning District (MB) per MCC 3-4.

ACTION: Conduct the public hearing for the proposed Conditional Use Permit and upon consideration of any testimony presented, approve the CUP without conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or approve the CUP with conditions and direct Staff to prepare a reasoned statement of relevant criteria and standards; or deny the CUP and direct Staff to prepare a reasoned statement of relevant criteria and standards; or take other action as deemed appropriate.

4. Announcements

Adjournment

NOTICE: Moscow City Council Commission meetings can be televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

BOARD of ADJUSTMENT



Joe Bazzoli
Commission Chair

~Meeting Minutes~
January 24, 2019

Leah Carlson
Staff Liaison

boa@ci.moscow.id.us

208.883.7095

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

The meeting was called to order at 5:36 PM

MEMBERS PRESENT: Mark Monson, Vice Chair; Annette Bieghler, Steve Bush, Laurene Sorensen

MEMBERS ABSENT: Joe Bazzoli, Marshall Comstock, Tim Thomson

STAFF IN ATTENDANCE: Leah Carlson, Anne Peterson

1. Approval of Minutes from January 15, 2019.

Bush moved approval of the minutes as presented.

RESULT:	ACCEPTED BY ACCLAMATION [UNANIMOUS]
MOVER:	Bush
SECONDER:	Sorensen

2. Approval of Relevant Criteria and Standards for Property Located at 421 S Jackson—LUP2018-0038

Bieghler moved approval of the Relevant Criteria and Standards as presented.

RESULT:	APPROVED BY ACCLAMATION [UNANIMOUS]
MOVER:	Bieghler
SECONDER:	Bush

3. Board Communications

The next hearing is scheduled for February 26, 2019. Joann Muneta was the one citizen in attendance and Monson asked if she had any input for the Board. Muneta said she was surprised the Board didn't conduct any discussion on the RCS. Board members explained the general process and acknowledged that staff does such a good job recording the Board's deliberations from the hearing that the RCS rarely need additional discussion.

Adjournment

The meeting adjourned at 5:46 pm.

Joe Bazzoli, Chair

Date

NOTICE OF PUBLIC HEARING

Proposal for Conditional Use Permit at 816 Hathaway Street
Permit Application LUP2018-0039

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:

Conditional Use Permit application for a Type 2 Accessory Home Occupation to conduct a massage therapy business within the Moderate Density, Single Family Residential Zoning District (R-2) per MCC 3-5 (B)(2)(b).

HEARING DATE: Tuesday, February 26, 2019

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 at the Community Development Department located in the Paul Mann Building at 221 East Second Street, Moscow, Idaho. Call 883-7035 to get a meeting agenda and further information about the matter.

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



Laurie Hopkins, Moscow City Clerk

Anne Peterson, Deputy City Clerk

Publish: Saturday, February 9, 2019

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

HEARING DATE: Tuesday, February 26th, 2019

GENERAL INFORMATION

Hearing Body: Board of Adjustment

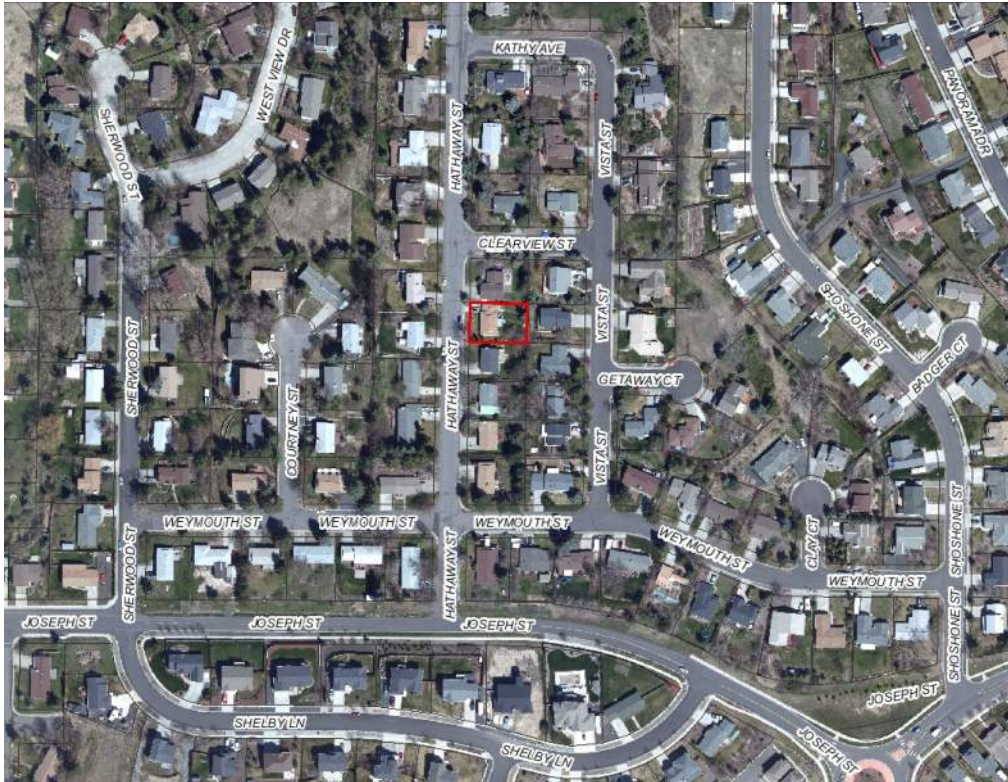
Subject: LUP2018-0039 – Conditional Use Permit application for a proposed Type II Accessory Home Occupation located at 816 Hathaway Street within the Moderate Density, Single Family Residential (R-2) Zoning District per Moscow City Code 3-4.

Attachments:

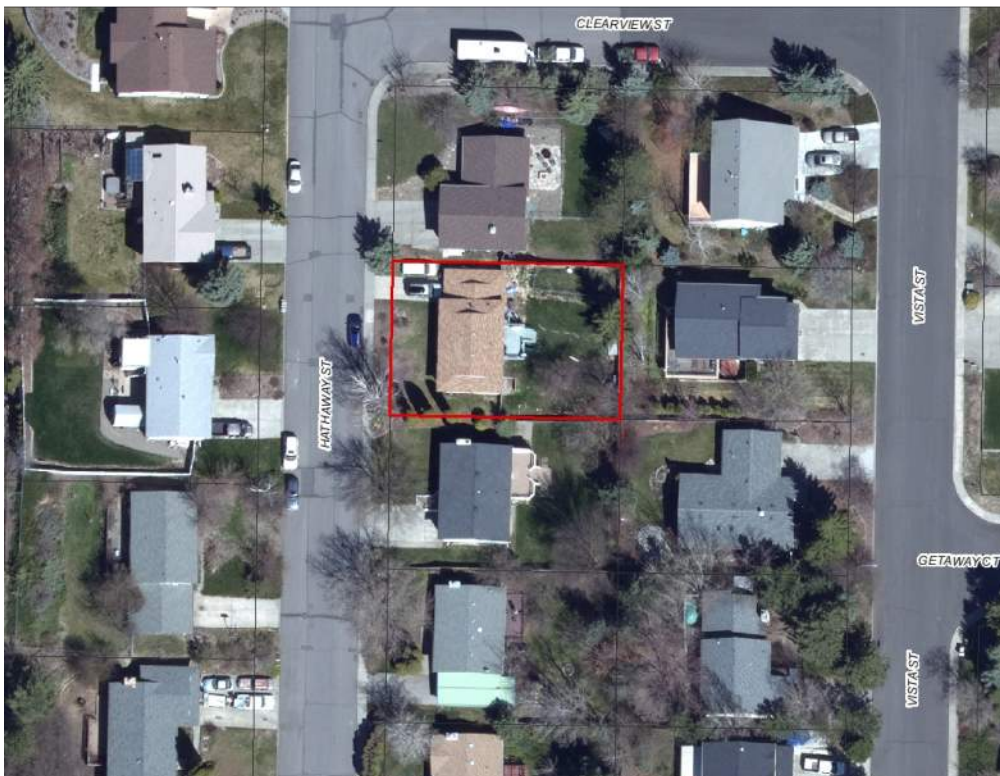
- A. Public Hearing Notice
- B. Conditional Use Permit Application
- C. Site Plan with Floor Plans
- D. Relevant Criteria and Standards

Prepared by: Leah Carlson, Planner I

Proposal: The applicant, Jennilyn Hall, has submitted an application for a Conditional Use Permit (CUP) for a Type II Accessory Home located at 816 Hathaway Street. The applicant is proposing to operate a massage therapy business out of her home. The subject property is within the Medium Density, Single Family Residential (R-2) Zoning District. Accessory-home occupations that provide on-site customer service within the R-2 Zoning District are required to obtain a CUP in order to operate.

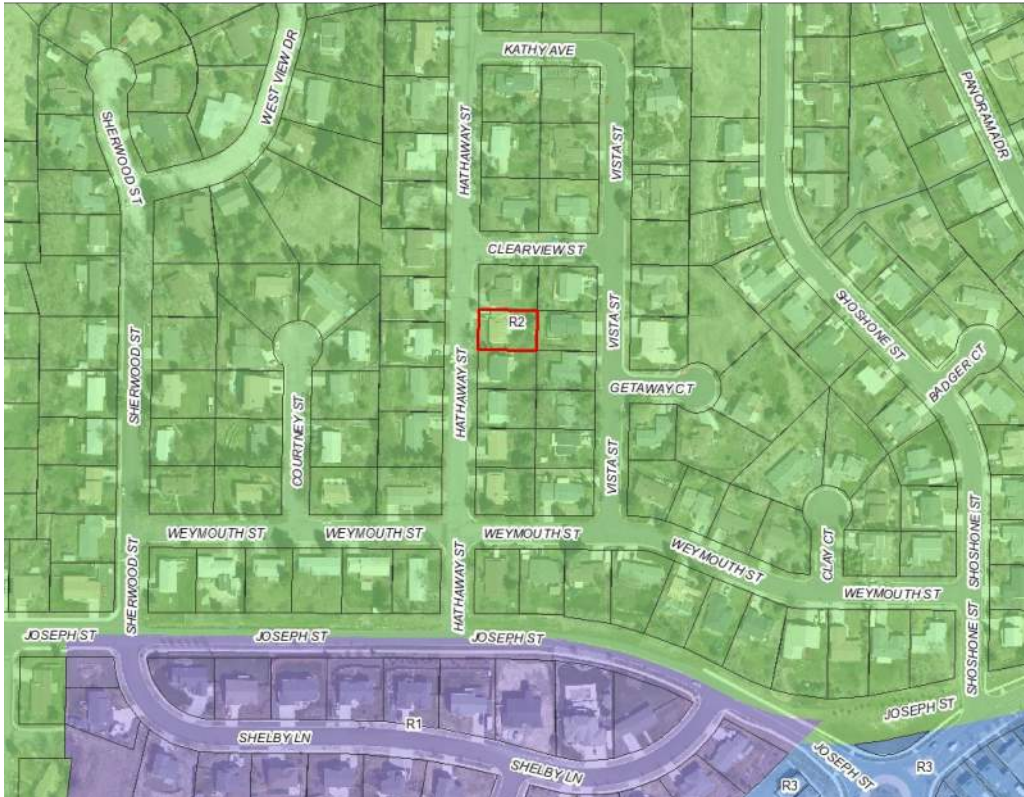


Vicinity Map



Subject Property

Zoning: The subject property is located within the Moderate Density, Single Family Residential (R-2) Zoning District. Adjacent properties to the north, south, east, and west are also in the R-2 Zone. There is a section of Low Density, Single Family Residential Zoning (R-1) located south of Joseph Street, approximately 0.1 miles south of the subject property. All surrounding uses are residential, with the exception of a community church located 0.2 miles to the east of the subject property.



Zoning Map

Site and Area Land Use: The subject property is approximately 7,350 sf in size and measures 70 feet wide by 105 feet long. The subject property was originally used for agrarian purposes prior to being subdivided in 1977 as part of the Vista subdivision.

Streets and Access: Access to the subject property is from Hathaway Street, which intersects with Joseph Street approximately 500 feet south of the subject property. The lot has approximately 70 feet of frontage with Hathaway Street. Hathaway Street has a 60-foot wide right-of-way with a 5-foot wide sidewalk on the eastern side of the street. Hathaway Street has on-street parking on both sides of the street.

Comprehensive Plan: Chapter 2, Land Use and Community Character, designates the subject property as Auto-Urban Residential. The Auto-Urban Residential designation includes the conventional and more recently developed subdivisions with lots ranging from 6,000-9,000 sf where there are no alleys. These designated areas are generally anticipated to be developed for low to moderate density residential uses at densities between 3 to 7 units per acre, which could include a mix of detached single-family, townhome, and limited

scale multiple-family residential dwellings subject to appropriate buffer yard requirements and building scale and design standards to ensure compatibility.

Chapter 3, Community Mobility, identifies Hathaway Street as a local neighborhood street.

A goal of chapter 6, Economic Development, is to, “Enhance and strengthen the regional economy utilizing the strengths and assets of the region.”

Input from other Departments/Agencies: The building department requires ADA compliance, including an ADA van accessible parking space and ADA accessible bathroom, if the section of the house that is used for the accessory home occupation exceeds 10% of the total square footage of the house. The total square footage of the house is 1,756 square feet and the total square footage of the massage room is approximately 156 square feet. Therefore, the applicant is not required to implement accessibility measures because the business space within her home is less than 10% of the total square footage of the house.

RELEVANT CRITERIA AND STANDARDS

- 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

Staff recommends **approval** for the proposed Type II Accessory Home Occupation located at 816 Park Drive with no conditions.

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



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
Ph: 208-883-7035
Fax: 208-883-7033
apeterson@ci.moscow.id.us

For City Use Only			
Date Received		complete 1-8-19	
Dept	Fee Type	Fees	Paid
CD	Application Fee	\$475	12/28/18
Receipt Number		LUP2018-0039	

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: Jennilyn S. Hall Telephone: 1-208-310-9442
816 Hathaway Street, 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: _____
 (home address)

3. Location of Affected Property: 816 Hathaway St

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:

Type 2 accessory home occupation to conduct massage
therapy.

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.

I am a Licensed Massage Therapist. I would like to convert one bedroom into an office/work space to offer quiet healing. One client arrives at a time by appointment, and will be encouraged to park in driveway. Expected 2-5 clients per week 60-90 min. appointment at a time. No other employees.

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: Yes, Type 2, Receiving one client at a time to home residence for Massage Therapy.

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: Yes, it will only require the use of one room within my home 2-5 times a week.

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: It is a peaceful, quiet, healing session. This work creates no noise, odors, or effects to disturb the neighborhood outside of my home.

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: Traffic is low to none for this business. The space and size - all work is contained within the work room of my home.

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

Justification and compliance with criteria #5: The massage therapy business will not endanger public health or safety. Tables, sheets, and equipment are washed between each use. Garbage is appropriately disposed of.

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

Justification and compliance with criteria #6: yes, I will not be placing any signs or building any development outside my home. The only business use is allowing 2-5 clients to come to my home a week to receive massage therapy.

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

Justification and compliance with criteria #7: No, it will not conflict any plan.

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 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.

Jennifer Hall
Applicant's Signature

12-28-18
Date

Jennifer Hall
Owner's Signature

12-28-18
Date

Jennilyn Hall, Residence

816 Hathaway Street, Moscow, Idaho, 83843

- Personal massage therapy business
- Clients scheduled individually and by appointment.

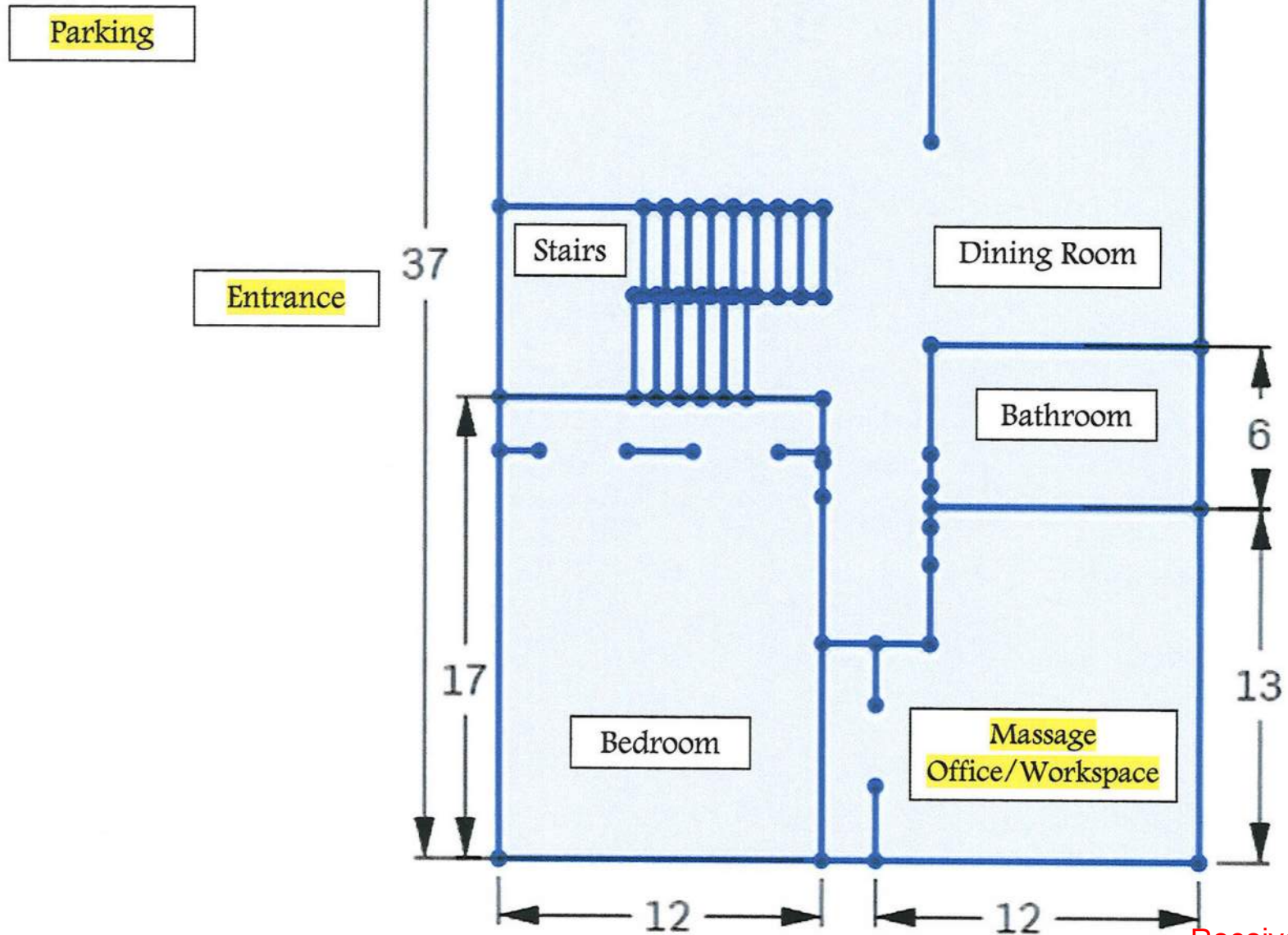
Parking for clients is located in the driveway, on the left side of the house. Some curbside parking, along the front of the house, will also be available.



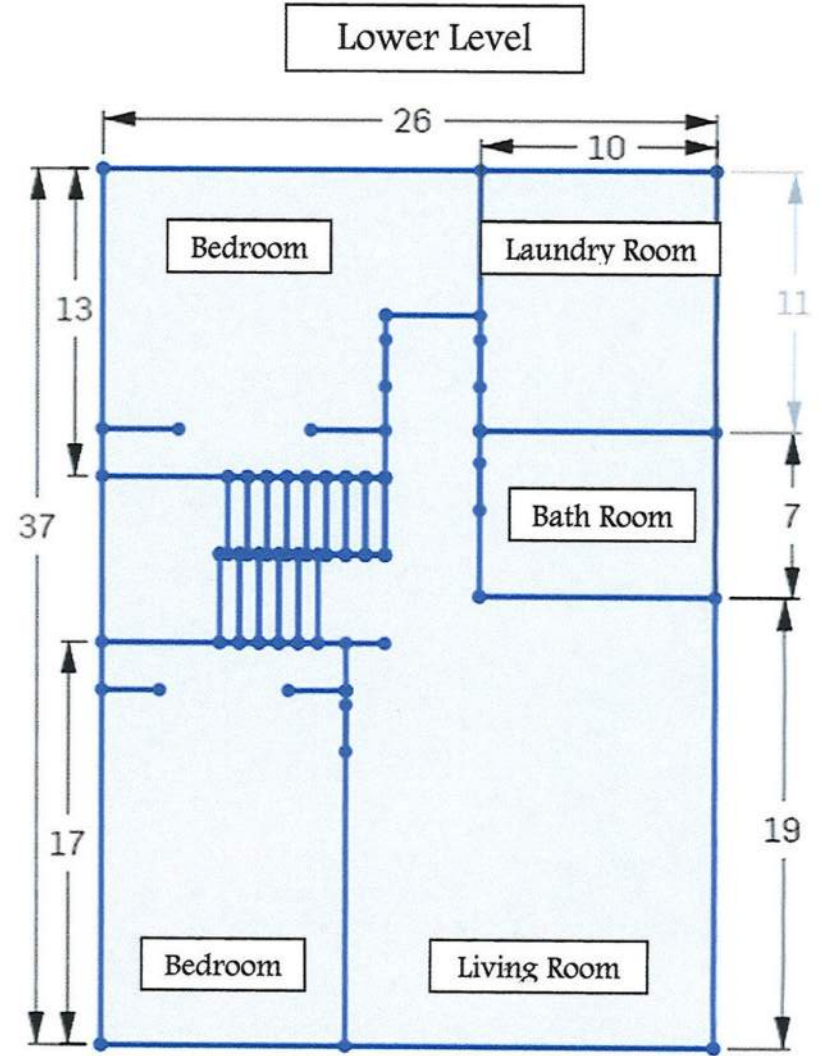
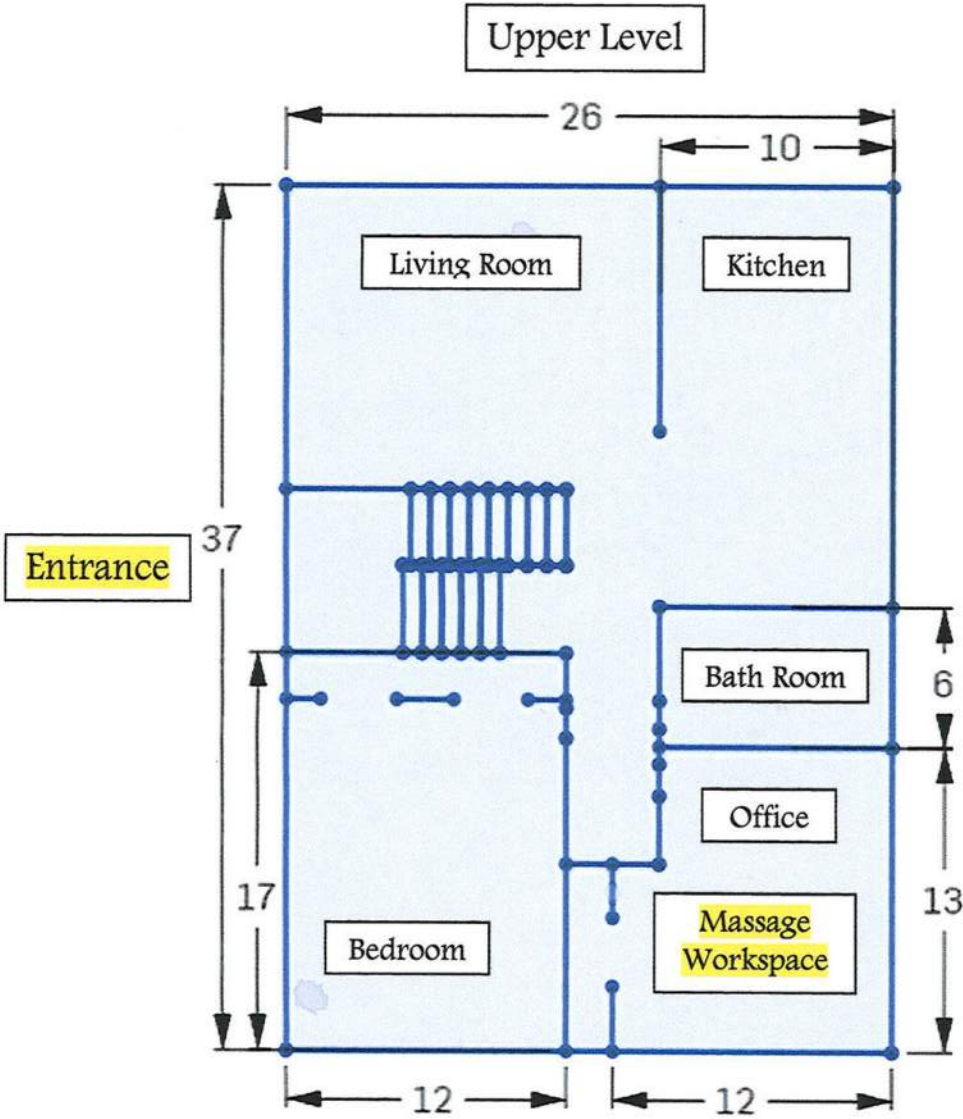
Jennilyn Hall, Residence

816 Hathaway Street, Moscow, Idaho, 83843

Top Level Floorplan



Jennilyn Hall, Residence
816 Hathaway Street, Moscow, Idaho, 83843
Household Floorplan



Anne Peterson

From: Shane Niemela <Shane.Niemela@itd.idaho.gov>
Sent: Wednesday, January 9, 2019 9:54 AM
To: Anne Peterson
Cc: Jared Hopkins
Subject: RE: [EXTERNAL] CUP Application 816 Hathaway

Hi Anne,
ITD has no comments.
Thank you,
Shane Niemela

From: Anne Peterson <apeterson@ci.moscow.id.us>
Sent: Wednesday, January 09, 2019 9:51 AM
To: Greg Bailey <gbailey@msd281.org>; James Fry <jfry@ci.moscow.id.us>; Jared Hopkins <Jared.Hopkins@itd.idaho.gov>; Jesse Flowers <jflowers@ci.moscow.id.us>; Mia Vowels <mvowels@ci.moscow.id.us>; NANCY BECKER (nbecker@phd2.idaho.gov) <nbecker@phd2.idaho.gov>; Shane Niemela <Shane.Niemela@itd.idaho.gov>
Subject: [EXTERNAL] CUP Application 816 Hathaway

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

The attached Conditional Use Permit is being forwarded for your review. In the event you have any input, please respond by Wednesday, January 23. Thank you!

Anne Peterson
Admin Asst/Deputy City Clerk
E | apeterson@ci.moscow.id.us
P | 208-883-7035
F | 208-883-7033



Anne Peterson

From: Dwight Curtis
Sent: Tuesday, January 15, 2019 8:03 AM
To: Anne Peterson
Subject: 816 Hathaway CUP Review

Hi Anne:

I have reviewed the CUP application and have no comments.

Session Name: 816 Hathaway CUP

Session ID: [111-322-240](#)

Server: studio.bluebeam.com

Thanks.

Dwight

Dwight Curtis, PhD, CPRP
Parks and Recreation Director
P.O. Box 9203
Moscow, ID 83843
208-883-7087
dcurtis@ci.moscow.id.us

NOTICE OF PUBLIC HEARING

Proposal for Conditional Use Permit at 155 Southview Ave
Permit Application LUP2019-0007

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:

Conditional Use Permit application to construct a new Police Services Facility within the Motor Business (MB) Zoning District per MCC 3-4.

HEARING DATE: Tuesday, February 26, 2019

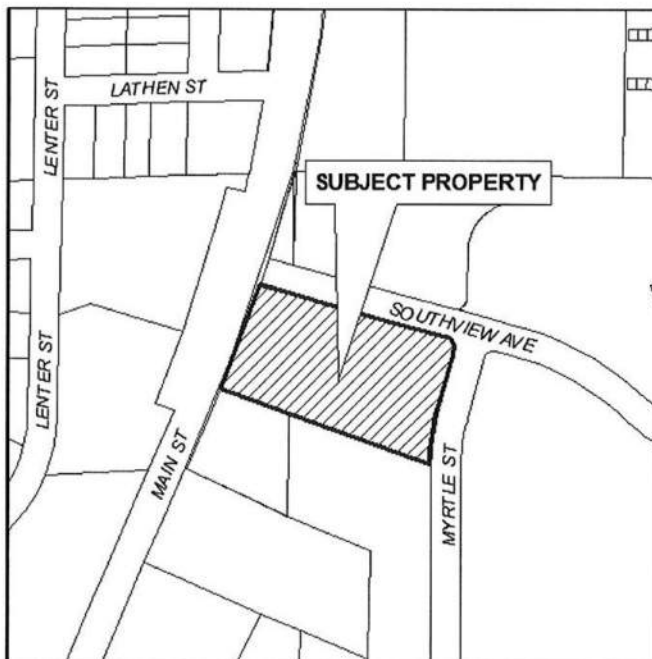
HEARING LOCATION: Council Chambers on the Second Floor of Moscow City Hall
206 East Third Street, Moscow, Idaho

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 at the Community Development Department located in the Paul Mann Building at 221 East Second Street, Moscow, Idaho. Call 883-7035 to get a meeting agenda and further information about the matter.

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



Laurie Hopkins,
Moscow City Clerk


Anne Peterson, Deputy City Clerk

Publish: Saturday, February 9, 2019

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

HEARING DATE: Tuesday, February 26, 2019

GENERAL INFORMATION

Hearing Body: Board of Adjustment

Subject: LUP2019-0007 – Conditional Use Permit application to construct a new Police Services Facility located at 155 Southview Ave within the Motor Business (MB) Zoning District per MCC 3-4.

Attachments:

- A. Public Hearing Notice
- B. Conditional Use Permit Application
- C. New Police Facility Masterplan

Prepared by: Leah Carlson, Planner I

Proposal: The City of Moscow has submitted an application for a Conditional Use Permit (CUP) to construct a new Police Services Facility located at 155 Southview Avenue. The subject property would include an approximately 16,000 sf administrative and operations building, 4,000 sf storage and evidence processing outbuilding, and associated public and secure parking areas.



Vicinity Map

Comprehensive Plan: The proposed use is consistent and supported within the 2009 Comprehensive Plan. The objective of Section 5.9.5 – Emergency Service, is to, “plan for and provide the efficient and effective delivery of emergency police and fire protection and emergency medical services to the Community today and in the future.” The first implementation action within the section directs the City to, “locate, plan, and maintain emergency service facilities and resources necessary to meet the needs of current and future residents of the community.” The proposed facility will satisfy the implementation action of Section 5.9.5 in providing a facility that will allow for future growth and expansion well into the future.

Chapter 2, Future Land Use and Growth Plan, designates the subject property as Auto-Urban Commercial. According to the Comprehensive plan, Auto-Urban Commercial designated areas are,

“Those generally anticipated to be developed for low to moderate density residential uses at densities between 3 to 7 units per acre which could include a mix of detached single-family, townhome, and limited scale multiple-family residential dwellings subject to appropriate buffer yard requirements and building scale and design standards to ensure compatibility.”

Zoning: The subject property is located within the Motor Business (MB) Zoning District as well as adjacent properties to the north and south. Adjacent properties to the east and west are located within the Multiple-Family Residential Zoning District (R-4).

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.”

There is no minimum or maximum lot area or lot width within the MB Zoning District.



Zoning Map

Site and Area Land Use: The subject property is a 2.31 acre lot currently used for agricultural purposes. The lot is relatively flat and currently has no buildings on the site. The Grove, a large multi-family development, sits to the east of the site. The lots directly north and west of the site are currently undeveloped. Pape Machinery, Moscow Auto, a construction contractor, and self-storage facilities are located along the highway to the south of the subject property.

Streets and Access: The property is located on the corner of Main Street and Southview Avenue as well as the corner of Southview Avenue and Myrtle Street.

Sidewalks have been constructed on the west and north side of the property. As part of the proposed development, Myrtle Street to the east of the subject property will be constructed and underground utilities extended. A sidewalk will also be installed along the eastern side of the subject property.

The development agreement for Indian Hills 9th Addition stipulated that the development of Myrtle Street occurs prior to the development of any of the commercial lots within Indian Hills 9th Addition Subdivision that are adjacent to Highway 95.

Parking Requirements

While Moscow's Zoning Code requires no parking for the proposed use, the proposed development provide 22 spaces for public parking and 74 spaces for employee parking, 23 of which are covered and dedicated for patrol vehicle parking.

Building Layout

The first floor of the proposed facility contains a public lobby, an interview room, reception area, records center, evidence storage and labs, wellness center, men and women's locker rooms, armory, break room, and various offices.

The second floor contains a training room, various offices, a parking enforcement center, administration center, and storage area.

The outbuilding contains storage spaces including bike, motorcycle, and evidence storage.

Landscaping

Required landscaping between the off-street parking lots and public rights-of-way are shown on the submitted plans. Upon issuance of a building permit, all required planting will be checked to ensure they meet the required standards.

The adjacent property to the east is within the Multiple Family Residential Zoning District (R-4), therefore a Type B landscape buffer is required along the site's eastern property line. Submitted plans show the landscape buffer and upon issuance of a building permit, all required planting will be checked to ensure they meet the required standards.

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 for the Conditional Use Permit application for a new Police Services Facility located at 155 Southview Ave with no conditions.

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



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
Ph: 208-883-7035
Fax: 208-883-7033
apeterson@ci.moscow.id.us

For City Use Only			
Date Received		2-5-19	
Dept	Fee Type	Fees	Paid
CD	Application Fee	\$475	
Receipt Number		LUP 2019-0007	

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: City of Moscow Telephone: 208.883.7000
206 E. Third Street
 (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: Indian Hills Trading Co. LLC Telephone: _____
PO BOX 106 Ritzville WA 99169
 (home address)

3. Location of Affected Property: 155 Southview Avenue

Legal Description: Indian Hills 9th Add. 2 1
 (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 proposes to construct a new Police Services Facility upon the subject property to include an approximately 16,000 sf administrative and operations building, 4,000 sf storage and evidence processing outbuilding and associated public and secure parking areas as shown in Attachment B.

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.
Please See Attachment A.

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: Please See Attachment A.

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: Please See Attachment A.

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: Please See Attachment A.

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: Please See Attachment A.

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

Justification and compliance with criteria #5: Please See Attachment A.

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

Justification and compliance with criteria #6: Please See Attachment A.

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

Justification and compliance with criteria #7: Please See Attachment A.

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 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.

Bruce Jamieson
Applicant's Signature

2-6-2019
Date

Owner's Signature

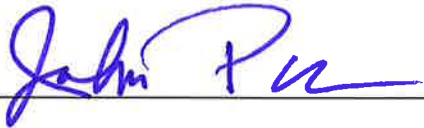
Date

Indian Hills Trading Company grants the City of Moscow permission to act as his/her agent for the conditional use permit for the land as described in the attached.

↑ Exhibit A

Seller

Indian Hills Trading Company

By: 

John Powers representing Indian Hills Trading Company

Date: Feb 5, 2019

Address: Lot 1 Block 2 of Indian Hills 9th Add
Moscow, ID 93943

Attention: Justin Rasmussen

Phone: (208) 310-3892

Email: Justin@palousecommercial.com

Exhibit A

LEGAL DESCRIPTION

LOT 1 BLOCK 2 OF THE INDIAN HILLS 9TH ADDITION TO THE CITY OF MOSCOW, AS SHOWN BY THE
RECORDED PLAT THEROF.

City of Moscow Police Services Facility Application Attachment A

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. Please see Attachment B for a detailed description of the anticipated facility program components and operating characteristics. The proposed Site Plan is attached as Attachment C and conceptual floor plans and building elevations are included as Attachment D. It is important to note that the facility plans are conceptual in nature and reflect the anticipated scale and appearance of the facility, however it is anticipated that there may be some alterations to the facility design as the City progresses through the construction design phase of the project. The applicant will be pleased to answer any additional questions the Board may have during the hearing of this application.

Criteria #1. THE PROPOSED USE IS A CONDITIONALLY PERMITTED USE WITHIN THE ZONING DISTRICT. Justification and compliance with criteria #1: The proposed use of a police station is classified as a public service and utility facility, which is listed as a conditional use within the Motor Business Zone.

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 use is located along the Highway 95 corridor, so the surrounding uses are primarily motor vehicle oriented commercial uses. Pape' Machinery, Moscow Auto, a construction contractor, and self-storage facilities are all located along the highway to the south of the subject property. Properties to the west and to the north are currently undeveloped, but are anticipated to be developed with Motor Business and Multiple Family Residential uses. There is an undeveloped City Park to the northeast and the closest residential development is the Grove Apartments to the east. The Grove development is across Myrtle Street to the east and is buffered by topography, as the project is sited at a higher elevation than the subject property. The proposed use of a police station is compatible with the surrounding land uses and will provide essential services to the neighborhood and City.

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 police station is located along a commercial highway corridor which currently generates similar motor vehicle oriented activity. Highway 95 is located directly adjacent to the subject property and is designated as a National Highway and is the primary north/south route through Moscow. Highway 95 is currently four lanes on this section and carries large volumes of automobile and semi-truck traffic, generating traffic

noise in the area. The operations of the police station will be almost entirely contained within the proposed building and will therefore not generate any additional nuisances to the adjacent properties or neighborhood. The increased automobile activity that the use will generate is similar to uses which are allowed by right along the Highway 95 corridor and the proposed use will not introduce activity that would be above and beyond what already exists in the area.

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 use is located adjacent to three street frontages which provide multiple points of access to the subject property. The primary access locations will be on Southview Avenue near the intersection with Highway 95, which is a National Highway that is intended to carry large volumes of traffic. The existing water and sewer mains within the adjacent roadways have enough capacity to serve the proposed use. As part of the proposed development, Myrtle Street to the east of the subject property will be constructed and underground utilities extended. The development agreement for Indian Hills 9th Addition stipulated that the development of Myrtle occur prior to the development of any of the commercial lots within Indian Hills 9th Addition Subdivision that are adjacent to Highway 95.

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 of a police station provides essential police services to the surrounding area and the community. The subject property is located adjacent to a north/south highway and in close proximity to an east/west minor arterial, providing police officers multiple routes to allow for reduced response times. The additional traffic that the proposed use will generate is typical within the commercial corridor the subject property is located within and the use will have direct access to Highway 95. Public health and safety should be increased in the area with the development of a police station that is of adequate size to serve the needs of a growing population.

Criteria #6. THE PROPOSED USE MEETS ALL APPLICABLE DEVELOPMENT STANDARDS OF THE ZONING CODE. Justification and compliance with criteria #6: The proposed building and ancillary facilities will meet all development standards of the zoning code. Standards that are satisfied include bulk and dimensional standards, parking lot and accessibility requirements, landscaping standards, stormwater management requirements, building and fire code requirements, and engineering standards.

Criteria #7. THE PROPOSED USE WILL NOT BE IN CONFLICT WITH THE COMPREHENSIVE PLAN. Justification and compliance with criteria #7: The proposed use is consistent and supported within the 2009 Comprehensive Plan. The objective of Section 5.9.5 – Emergency Service, is to, “plan for and provide the efficient and effective delivery of emergency police and fire protection and emergency medical services to the Community today and in the future.” The first implementation action within the section directs the City to, “locate, plan and maintain emergency service facilities and resources necessary to meet the needs of current and future residents of the community.” It has long been identified that the existing police department building is inadequate to meet the current and future needs of the community. The proposed facility will satisfy the implementation action of Section 5.9.5 in providing a facility that will allow for future growth and expansion well into the future.



MOSCOW POLICE DEPARTMENT

NEW POLICE FACILITY MASTERPLAN

December, 2016

TABLE OF CONTENTS

table of contents

1. INTRODUCTION

- City of Moscow Background

2. PROGRAM SUMMARY

- Programming and Planning Process
- Facilities Program Summary
- Parking Requirements
- Site Requirements

3. PROGRAM DETAIL

- Public Entrance
- Records
- Patrol
- Evidence
- Staff Support
- Administration
- Detectives
- Support
- Building Support
- Outbuilding

4. CONCEPT DESIGN

- Site Concept
- Building Concept
- Opinion of Probable Cost

1 | INTRODUCTION

CITY OF MOSCOW BACKGROUND

Moscow is the county seat of Latah County in northern Idaho, along the Washington/Idaho border. The city is the home of the University of Idaho, the land grant institution and primary research university for the state. Eight miles to the west is Pullman and Washington State University. While the University of Idaho is the dominant employer in Moscow, the city also serves as an agricultural and commercial hub for the Palouse region. As of the 2013 census, the city had a total population of 24,832. Along with the rest of northern Idaho, Moscow resides in the Pacific Time Zone.

The Moscow Police Department has been located in the same building in downtown Moscow, Idaho since 1968 and currently consists of approximately 9,200 square feet of space. This building at one time housed the entire City Hall and the Police Department has used the entire building since 2004. The building has undergone numerous mismatched remodels over the years.



2 | PROGRAM SUMMARY

PROGRAMMING AND PLANNING PROCESS

PROGRAMMING GOALS

The foremost goal was to develop the program for a new Law Enforcement facility based on the City of Moscow Master Facilities Plan dated December 21, 2015 that would serve the needs of the City of Moscow for the next 20 years. The City directed the consultant team to develop a building program and master plan with the intent of reducing design and construction costs. In addition to the benefit of lower costs, implementing this concept should provide the City of Moscow with the advantages of consistent operations, organizational structure, efficient procedures and a greater ability to retain and recruit staff.

PROGRAMMING CONTEXT

The Project Team emphasizes that the specific facilities program documented below has been developed within the global framework of the long-range City Facilities Master Plan completed in 2015. Therefore, this program is based on:

- The 20-year projections of staffing levels required to meet the anticipated service demand.

The building space program has been formulated to provide a facility with the capacity to meet the 20-year needs of the City of Moscow. Therefore, some growth space will be available upon initial occupancy.

PROGRAMMING PROCESS

Methodology: The Project Team used the following methodology to develop the space program documented herein.

- Consistent industry-accepted space planning standards were utilized for all workstations, equipment and special-use areas.
- The resulting square footage was then multiplied by several factors to account for circulation space and code required elements.

Program Organization: The “program” is comprised of:

- Detailed staff and space program databases which itemize all staff by position and quantity and all space requirements through year 2035.
- Accompanying narrative divided by each major component.

The program documented herein is the result of the collective efforts of the Consultant and the City of Moscow. This program has not been influenced by any specific site or other potential constraints, and is a statement of actual and future needs.

SPACE PLANNING STANDARDS

The space planning standards used here are intended to provide the following benefits to the City of Moscow:

- provide work space allocation standards consistent with City policy;
- provide functional and efficient work space commensurate with the tasks being performed;
- provide appropriate levels of privacy or communal-type environments as needed;
- minimize hard-wall construction, which will yield:
 - maximum rearrangement flexibility;
 - lower construction costs;
 - reduced building maintenance and operations costs by creating minimal fire, lighting, and HVAC zones.

In concert with the space allocation guidelines used, private office allocations should be limited to management-level personnel, or personnel whose tasks require demonstrated privacy and/or confidentiality. These positions include: captains, lieutenants, administrators, and selected sergeant positions. Wherever possible, all other staff requiring workspace should be provided with systems furniture furnishings, except where conventional free-standing furnishings are either desired by the City or recommended by the Consultant Team. Workstations designed to accommodate personnel over multiple shifts should have private lockable storage and file space for each user.

FACILITIES PROGRAM - SUMMARY

The following exhibit provides a space summary of all net useable square footage required by each major functional component of the Law Enforcement Facility.

City of Moscow Police Facility

First Floor

Area Title	Staff 2013 43	Staff 2033 56	Units	Area	NSF	Total GSF	
Public Entrance						800	
1.01 Vestibule					80		24 hours w/ phone to Dispatch (area of refuge)
1.02 Public Lobby			15	20	300		Seating for 15
1.03 Display Area			1	40	40		
1.07 Photo ID/Fingerprint Alcove			1	60	60		Secure w/ Live Scan Machine (dual access)
Public Restrooms-Men			2	20	40		1-WC, 1-sink
Public Restrooms-Women			2	20	40		1-WC, 1-sink
1.06 Interview Room (soft)			1	80	80		Adjacent to Public Lobby (dual access)
Records						1,028	
1.08 Reception Area			2	75	150		2 Stations to Lobby (Secure)
1.26 Records Supervisor	1	1	1	120	120		Private Office-10'x12'
1.27 Record Technicians	2	3	3	64	192		Open Office-8'x8' workstations
1.28 Open Office Equipment			3	30	90		Furniture/Furnishings not in workstations
1.29 Records Storage Room			1	270	270		Mobile Storage Units
Patrol						1,935	
1.37 Shift Sergeant's Office	3	4	2	80	160		Open Office-8'x10' workstations (Shared)
1.40 Open Office Equipment			2	30	60		Furniture/Furnishings not in workstations
1.44 Corporal's Office	3	4	2	80	160		Open Office-8'x10' workstations (Shared)
Open Office Equipment			2	30	60		Furniture/Furnishings not in workstations
1.38 Report Writing Room	20	28	7	25	175		1 Report Writing Station per 4 Officers
1.38 Roll Call			1	325	325		Briefing Area/Audio-Visual Rough-In
1.39 Patrol Storage			1	120	120		Specialty Gear
1.41 Armory			1	150	150		Secure w/ Ammo Storage
Weapons Cleaning			1	50	50		Secure-Inside Armory
1.42 SWAT/SRT Storage			1	144	144		Specialty Gear
Crowd Control Storage			1	144	144		Specialty Gear

City of Moscow Police Facility

First Floor

Area Title	Staff 2013 43	Staff 2033 56	Units	Area	NSF	Total GSF	
Evidence/Property						1,175	
1.52 Evidence Processing			1	80	80		Bag and Tag area
1.53 Evidence Lockers			1	60	60		Pass-Thru Lockers (1-refrigerated)
1.56 Lab			1	200	200		Hood/SS Countertops/Drying Cabinet
1.54 Evidence Custodian			1	100	100		Private Office
1.55 Evidence Storage			1	500	500		Secure/Mobile Storage Units
Staff Support						2,763	
1.30 Conference/Projects/Task Force			12	20	240		Seating for 12
1.31 General Storage			1	108	108		One on each level
1.32 Work/Copy/Mail			1	112	112		One on each level
1.36 Wellness Room			1	400	400		Defensive Tactics
							Full Size Lockers w/Outlets/Trash
1.42 Men's Lockers			44	20	880		Bin/Drinking Fountain
1.43 Showers			1	35	35		Accessible
1.44 Toilet			4	20	80		ADA (1WC/1Urinals/2Lavs)
							Full Size Lockers w/Outlets/Trash
1.47 Women's Lockers			14	20	280		Bin/Drinking Fountain
1.48 Showers			1	35	35		Accessible
1.49 Toilet			2	20	40		ADA (1WC/1Lav)
Building Support						810	
1.62 Janitor/Storage			1	48	48		One on each level
Mechanical Room			1	200	200		On Main Level
Electrical Room			2	100	200		Main demark room plus one closet per floor
Emergency Generator							may be outside
Tele/Data/Server Room			2	100	200		Main demark room plus one closet per floor
Net Usable / Net Square Footage					6,808	8,510	
Gross Square Footage-First Floor				1.1		9,361	Exterior Walls/Vertical and Horizontal Circulation

Second Floor

Area Title	Staff 2013 43	Staff 2033 56	Units	Area	NSF	Total GSF	
Public Entrance						1,496	
Public Restrooms-Men			4	20	80		1-WC, 1-Urinals, 2-sinks
Public Restrooms-Women			2	20	40		1-WC, 1-sink
1.04 Community/Multipurpose/Training/EOC			60	15	900		Seating for 60 (Auditorium Style)
1.05 Kitchenette			1	77	77		w/ ref., sink, microwave, cabinets
Storage Room					100		For Multi-Purpose Room furniture
Administration						1,513	
1.09 Administrative Assistant	1	1	1	64	64		Open Office-8'x8' workstation
1.13 Open Office Equipment			1	60	60		Furniture/Furnishings not in workstations
1.10 Chief of Police	1	1	1	224	224		Private Office-14'x16'
Closet			1	24	24		4'x6'
1.11 Division Commander/Captain	3	3	3	140	420		Private Office-10'x14'
Closet			3	24	72		4'x6'
1.12 Conference Room			12	20	240		Table for 12/Audio Visual Rough-In
1.14 Supply/General Storage			1	80	80		
1.15 Coffee Alcove			1	26	26		w/ sink, cabinets above and below
Investigations						1,843	
1.16 Detective Sergeant	1	1	1	140	140		Private Office-10'x14'
Forensic Detective	1	1	1	140	140		Private Office-10'x14' (lots of computers)
1.17 Detectives Office	3	4	4	80	320		Open Office-8'x10' workstations
1.23 SRO Office	1	1	1	80	80		Open Office-8'x10' workstations
1.18 Open Office Equipment			5	30	150		Furniture/Furnishings not in workstations
1.22 Detective Storage			1	108	108		Specialty Gear-9'x12'
1.24 Code Enforcement	1	2	2	64	128		Open Office-8'x8' workstations
1.25 Parking Enforcement	2	2	2	64	128		Open Office-8'x8' workstations
Open Office Equipment			4	30	120		Furniture/Furnishings not in workstations
1.19 Interview/Interrogation			1	80	80		Secure-AV to go direct to detectives bullpen
1.20 Interview/Interrogation			1	80	80		Secure-AV to go direct to detectives bullpen

CITY OF MOSCOW POLICE DEPARTMENT

program summary

Area Title	Staff 2013 43	Staff 2033 56	Units	Area	NSF	Total GSF
Staff Support						835
1.31 General Storage			1	108	108	One on each level
1.32 Work/Copy/Mail			1	112	112	One on each level
1.34 Lunch/Break Room			1	288	288	Shared
1.35 Quiet/Lactation Room			1	80	80	
1.44 Toilet			2	20	40	ADA (1WC/1Lav)
1.49 Toilet			2	20	40	ADA (1WC/1Lav)
Building Support						310
1.62 Janitor/Storage			1	48	48	One on each level
Electrical Room			1	100	100	Main demark room plus one closet per floor
Emergency Generator						may be outside
Tele/Data/Server Room			1	100	100	Main demark room plus one closet per floor
Net Usable / Net Square Footage					4,797	5,996
Gross Square Footage				1.1		6,596
						Exterior Walls/Vertical and Horizontal Circulation
Total Building Gross Square Footage						15,957

Outbuilding						
Area Title	Staff 2013	Staff 2033	Units	Area	NSF	Total GSF
	43	56				
Outbuilding						3,740
1.61 Maintenance Shop/Storage			1	200	200	
1.64 Bike Storage/Maintenance Room			1	100	100	
1.65 Motorcycle Storage			1	200	200	
Storage Loft			1	500	500	Over 1.61, 1.64 and 1.65
1.63 Impound Vehicle Processing			2	400	800	
1.66 Specialized Police Vehicles			2	800	1600	Bomb/SWAT/Mobile Command Center
Net Square Footage					3,400	3,740
Gross Square Footage				1.1		4,114

PARKING REQUIREMENTS

METHODOLOGY

The following criteria were taken into consideration by the programming team in developing the anticipated parking requirements for the new facilities.

Divide Parking Areas by Use:

- The parking areas should be physically divided into a minimum of two specific areas:
 - Public and other department visitors
 - City vehicles and staff vehicles.
- Ideally, the City vehicles would be separated from those of staff. Visitor parking should be provided on grade if possible and provide direct access to the public lobby of facility. The parking areas(s) for staff and City vehicles should be both physically and visually secure, for two primary reasons:
 - To provide anonymity for investigative, undercover staff
 - To prevent vandalism which has occurred in the past.
- This parking area(s) should be accessible by key-card only.

Parking Area Design Configuration: Given the secure and “24/7” operational nature of the facility, all parking lots should be well lighted and void of blind spots so they can be adequately monitored either by direct visual means or CCTV.

Staff Parking Capacity: Since the facilities operate 24-hours per day, seven days per week, it is expected that all staff will never be at the facility at the same time. Peak staff parking demand will occur between day and swing shifts, when all staff on those shifts may be present.

GENERAL SITE PARKING GUIDELINES

- Public visitor parking should be immediately adjacent to the public entrance to the public lobby. As with all Law Enforcement facilities, the public lobby should be available as a place of “safe haven” and should not require a threatened person seeking assistance to remain exposed to the perceived threat.
- The exterior employee parking area should well lighted and located as closely as possible to Law Enforcement staff service entrance/exit as practical. The employee parking lot should also be secured by a fenced perimeter and include visual barriers to prevent viewing from public spaces.

- Video surveillance of all parking areas is encouraged and should be monitored by: a) full-time security staff (on- or off-site) (preferred); or b) by the Shift Command position. Video monitoring of any parking areas not directly adjacent to the building is strongly recommended, and use of emergency assistance call telephones is encouraged.

PARKING REQUIREMENTS

Public parking demand is dictated by the community meeting room with a capacity of 60 people. Assuming one space for every two seats there is a peak demand for 30 public spaces.

Staff parking demand is dictated by total number of staff on day shift plus overflow for shift changes. We are anticipating a need for 45 stalls plus 10 covered spaces designated for patrol vehicle parking.

3 | PROGRAM DETAIL

PUBLIC ENTRANCE

Vestibule

All official and public visitors will access the facility by passing through an entry vestibule into the public lobby. The vestibule will be an enclosed, covered room between the outer door and the public lobby. The door into the lobby will only be open during normal business hours, however the vestibule will be open 24 hours per day and also serve as a public area of refuge so the vestibule will be equipped with a phone that will ring to Dispatch for anyone needing assistance after hours.

Public Lobby

The design of the lobby will project an image of professional management through the use of materials, furnishings, and colors, with all construction and furnishings made of highly durable materials to withstand heavy use. The lobby will provide seating for up to 15 people and also include an information kiosk and writing counters for the public to fill out forms. Staff may access the secure area of the building by using their personal key, a proximity reader, or be buzzed through the door by staff at the reception desk.

Public Restrooms - Men/Women

Public restrooms will meet all accessibility requirements and have adequate fixtures to support lobby and Community Meeting Room use.



Community Meeting/Training Room

This room will provide meeting or training space for up to 60 people with theater style seating and up to 50 people with classroom style seating. This room may be used by the public after hours for community meetings and programs. The lobby door will be set up with access controls such that it will allow people, with permissions, to access the lobby after hours. A door shall be located directly from the lobby in addition to a door from the staff secure area. This will allow public to utilize the room without entering the secure area and staff can access the room without traversing the public lobby. The room will include a counter with a sink and the adjacent storage room will be used to store VCR, TV, and additional A/V equipment used in the classroom/training room.



Emergency Operations Center

The Community Meeting/Training Room will also serve as the command center during an emergency response situation. It will be equipped to be set up and utilized as E.O.C. when required.



Interview Rooms

These rooms will be used primarily for officers to perform interviews, write reports, and to provide private refuge for crime victims. One interview room will be equipped with a Live-Scan machine for finger printing activities. Interview rooms will be audio and video monitored and must be sound isolated.

RECORDS

The Records Area will be located behind a secure perimeter directly adjacent to the public lobby. Access to the records area will be through the public lobby and Records staff will serve as reception for all visitors to the facility. Visitors will approach the records desk for assistance or can be screened and cleared by the staff for entrance into the secure portion of the facility.



Records Supervisor

The records supervisors will be located in a private office adjacent to the records open office area and will be responsible for maintaining records for the Police Department.

Record Clerks/Technicians

This area will have workstations in an open office environment located directly behind a public reception counter large enough for two staff to interact with the public. The records clerks will manage the records for the department and act as the building receptionist. Included in the records area are spaces for storage of files along with a centralized work area for copy, fax and files.

Record Storage Room

This space will accommodate up to five years of records onsite in mobile storage units. Records older than five years will be stored offsite.

PATROL

Sergeant's Office

The Patrol Sergeant's Office will be configured to accommodate officer workstations to conduct work, meet with people, and store selected files. The Sergeant's office shall be located directly adjacent to the patrol staff open office area.

Corporal Stations

The corporal's room will be configured to accommodate officer workstations for officers to conduct work and store selected files.

Patrol Staff Open Office/Report Writing

The Patrol Staff office space will be designed as an open office environment to be shared by all patrol officers. Work areas will be provided for report writing, phone calls, and drafting of incident maps. The layout of the patrol work area should be kept simple and free of partitions.



Briefing Room

This room provides space for several functions pertaining to general dispatch and reporting of police field personnel before each shift. This room should consist of mail and form storage, collection and distribution space, equipment storage and supply storage, wall mounting radio charging stations, and a lecture space with seating to accommodate X people at tables. The table-seating area should consist of moveable furnishings to include comfortable, easily stored chairs and a writing surface for each staff member arranged in a forward facing (classroom-style) configuration. The lecture area should include sufficient space for a lectern, marker/white board surfaces, audio/video equipment (for training and briefing purposes) and large tackable surfaces for notices, maps, etc.

Equipment Room

This room will be used for equipment, materials and forms used by patrol officers. This storage room shall be located adjacent to the officers' work area.

EVIDENCE

The evidence component of the facility consists of evidence processing, secure evidence storage and workspace for an evidence technician. Access into the evidence processing room should be in close proximity to the secure staff entrance.

Evidence Technician's Office

The evidence technician is responsible for removal of the evidence from the secure pass-through and tracking the location of all evidence at any given time. This room should have the only direct access to the evidence storage room.



Evidence Processing Room

The initial evidence processing room will be utilized by officers bringing evidence into the facility. This room will require a scale, eyewash station, box drop, refrigerator, fume hood, super glue chamber, exhaust fan, utility sink and floor drain. Adequate ventilation to the outside must be provided for this room. Once evidence has gone through initial processing, it will be placed in self-locking pass-through lockers into the secure evidence storage area. Holding lockers of various shapes and sizes will temporarily hold evidence until the evidence technician retrieves it for long-term storage.



Evidence Storage Room

The Secured Evidence Storage Room will be secured against unauthorized entrance. The secure evidence storage area should be designed to accommodate efficient evidence storage and retrieval. Evidence storage requirements include a safe, refrigerators, freezers, space for weapons, and open bin bulk storage for various sizes of evidence. The evidence room shall be secure with concrete block construction and have an exhaust fan to the outside.



STAFF SUPPORT

The day-to-day stress of working in a law enforcement environment supports the need for facilities where staff meet to share information, discuss issues, and interact with co-workers in a comfortable environment. The staff support component of this facility programming provides decompression spaces for the professional staff who work at the facility on a daily basis.

Lunch/Break Room

This area has been programmed to provide a kitchenette, vending area, and table seating up to 12 people. Special attention should be directed toward providing the area with durable finishes, furnishings, and equipment. If possible, provide access to outdoor or indoor courtyard areas to allow for informal communication between staff to occur.



Wellness Room

This area has been designed to provide a convenient opportunity for officers to maintain their physical fitness. Equipment will be provided through the Police Association or other funding sources.



Staff Locker/Shower Room/Restroom

Separate rooms will be provided for male and female staff. Both rooms will include locker storage, showers and toilets for all staff.



Armory

The armory will include weapons storage, ammo storage and a separate area for protective gear storage.

Equipment Storage Room

This storage room will be used for general equipment storage for miscellaneous equipment.

ADMINISTRATION

The Administrative Area will be located behind a secure perimeter directly adjacent to the public lobby. All visitors to the Administrative area will be screened and cleared by Records staff or met at the lobby and escorted by a member of the Administrative staff. The design of the administrative area should project an image of professional management through the use of materials, furnishings, and colors. Construction techniques and furnishings for these offices should be similar other typical government functions.

Chief's Office

The Chief's office will include a private desk for the Chief's use, a lockable areas for personal items and limited file storage, and space for a four-person conference table.

Staff Offices

The department's command staff -- the Assistant Chief, Division Commanders and Administrative Sergeant -- will be provided private offices and will include a desk and 2 side chairs for guests, located in close proximity to the Chiefs Office.



Conference Room

A conference room shall be located adjacent to Chief's office that is capable of holding meetings or training for up to 12 people.

Supply Storage/Work Room

There will be an enclosed area providing space for the copy machine, clerical paperwork area, and storage of clerical supplies, e.g. paper supplies, forms, computer/copy paper, ink cartridges, pens, pencils, receipt books, file folders.

Staff Restrooms – Men/Women

Staff restrooms will meet all accessibility requirements and include adequate fixtures to support projected staffing levels.

DETECTIVES

Sergeant's Office

The Detective Sergeant's Office will be used for private work, meeting with people, and storing selected files. The Sergeant's office shall be located directly adjacent to the detective open office area.

Detective Open Office

The Detective Open Office will be designed as an open office environment to facilitate the interaction between detectives. Desk space will be provided for report writing, research and making phone calls. The layout of the detective work area should be kept simple and free of partitions, and provide easy access to evidence storage and the interview rooms. An adjacent equipment room will be available for storage of equipment used by detectives. Detectives and informants will use a separate staff entrance, from the secure parking area, which will be controlled by the use proximity reader.



Parking/Code Enforcement

A four-person suite will be shared by the parking and code enforcement officers to conduct work, meet with people and store selected files related to non-criminal enforcement.

Computer/Video Forensics

This room will be used by the detectives to securely and privately work on sex-based internet crimes that are sensitive in nature and require a quiet environment.

BUILDING SUPPORT

The building support component consists of all space and storage needs for operation and maintenance of the entire building. All utility space should be designed and located so that replacement equipment can be moved in without difficulty.

Mechanical Room

The Mechanical room will be used for the water heater and fire rise piping. HVAC units will be located on the roof.

Electrical Room

The Electrical Room will be used for electrical panel. Additional electrical subpanels may also be located elsewhere in the facility. The emergency generator will be located adjacent to this room.

Telecom Room

Phone/data equipment racks will be provided.

Janitor/Storage

This janitor/storage room will be used for general equipment storage for building and building maintenance.

OUTBUILDING

The Outbuilding will house non-essential law enforcement functions such as maintenance shops and storage for motorcycles, bikes and specialized vehicles that require protection from the elements.



4 | CONCEPT DESIGN

GENERAL DESIGN GUIDELINES

BUILDING AND SITE IMAGE

Building Image: The building should be immediately recognizable as a Law Enforcement Facility. It should exhibit an image of civic pride, permanency, appear welcoming and friendly, and be human in scale. The facility should be compatible with its immediate surroundings and should have exterior and interior nuances that reveal and identify with the community it serves.

BUILDING AND SITE ACCESS

General: Provide multiple access points. Ideally, separate access points should be provided for each user group: general public, victims/witnesses, suspects, general staff, and undercover staff.

Accessibility: All areas of the facility shall be barrier free.

Wayfinding: Provide easy-to-read, succinct, and aesthetically pleasing exterior and interior signage.

BUILDING AND SITE SECURITY

Provide adequate exterior lighting and direct observation or CCTV monitoring of all entrances and parking areas.

Provide visually and physically secure parking for all department personnel.

Utilities including HVAC air intakes, electrical distribution devices, and telephone and radio services should not be exposed in a way that creates easy access for vandalism and sabotage.

A proximity access card system with multiple security levels should be included at designated points in the facility to control a variety of doors as noted in each component's descriptive narrative.

Key areas of the building and site should be monitored by closed circuit television (CCTV) and captured on time-lapse videotape.

PUBLIC ZONES AND CIRCULATION

The new facility should be designed to effectively restrict the general public to the designated public areas only. In secure areas, public citizens should either be physically escorted or under continuous staff observation (physical or CCTV). Offices requiring public access should be clustered as close to the public lobby as possible to reduce the amount of public circulation within the secure zones of the building.

COMMON OFFICE SUPPORT AREAS

Common office support areas should be located centrally and conveniently to the areas and/or staff they serve. Clustering of clerical/secretarial areas will promote office equipment economies-of-scale and minimize duplication of items such as printers, fax machines, copiers, etc.

INTERIORS

Acoustics and Interior Finishes: Noise-absorbing materials are preferred for wall, floor and ceiling finishes, although in high traffic areas (such as corridors and lobbies) primary consideration should be given to highly durable finishes and hard corner guards. Painted gypsum board wall surfaces in corridors are not recommended within 48" of the floor. All walls dividing offices, conference rooms, interrogation/interview rooms should be of floor-to-ceiling construction and filled with acoustical materials.

Color Scheme: Finishes and fixtures shall be in pleasing and calming tones to enhance the airy and spacious interior environment.

Casework: Establish a consistent building standard of modular casework for future flexibility.

Doors: All doors should be swing-type, commercial quality wood, equipped with commercial passage or lock sets as appropriate, and glazed with impact resistant glass (except for storage and file rooms). Provide fire-rated glazing in corridor doorways and where required by code.

Windows: All windows and window wall systems should be of standard commercial office grade quality and incorporate safety or standard glass (as appropriate per specific location) and be fixed in hollow metal frames.

Finishes: All selected finishes should exhibit wear-resistant, low maintenance characteristics.

- Walls: Exterior walls should be constructed of reinforced concrete masonry units with rigid insulation, furring channels and a painted gypsum board finish on the interior side. Interior partitions should be comprised of metal studs and gypsum walls and be of standard office quality characteristics.
- Floors: All office areas should be finished with commercial grade carpet. Floors in storage rooms, file rooms, and coffee station areas should be treated with vinyl composite tile.
- Ceiling: the suspended grid ceiling will have lay-in acoustical tile.

ENERGY CONSERVATION

Expenses for utilities will be one of the most significant operational costs incurred over the lifespan of the facility. Therefore, the City and design team should thoroughly investigate proven and reliable energy conservation measures and the design team should consider a variety of energy conservation strategies, including:

- minimizing artificial lighting by providing natural light where possible and appropriate,
- providing multi-level lighting for all computer work areas, and
- providing task lighting where possible.

REQUIRED BUILDING SYSTEMS

General: The facility should have electricity, heating, air conditioning, lighting, hot and cold water, waste drain, public address system, telecommunications system, computer network system access, security and life-safety systems as identified below.

HVAC System: The heating and air conditioning system shall be capable of providing constant interior temperatures in all building spaces (interior and exterior HVAC zones). There shall be multiple thermostat control locations, including in long corridors. Systems shall be selected and designed for quiet, vibration-free operation. Designers of the HVAC system zones should take into account the intended flexible nature of key areas, provide ample air flow in locker rooms and physical training areas, and recognize that the facility will operate on a 24/7 basis. A reliable HVAC backup system should be provided for communication equipment rooms.

Plumbing and Fixtures: Provide commercial-quality fixtures in all areas, including stainless steel sinks at work areas.

Fire Protection System: Automatic smoke detection, fire alarm, and sprinkler systems approved by state and local fire marshals should be provided throughout.

Electrical Systems: Provide facility with standard 120/208-volt service, plus emergency backup power for essential elements that are yet to be determined.

Lighting: Provide ample natural light to all offices and workstation areas where feasible. Provide artificial light at a minimum of 60 foot candles in all areas, or as recommended below:

- Open Waiting Areas: 40 - 50 foot-candles
- Public Restrooms: 20 foot-candles
- Staff Restrooms/Shower: 20 foot-candles
- Storage Areas: 40 foot-candles
- Locker Rooms: 40 foot-candles
- Physical Training Areas: 40 foot-candles
- Break Rooms: 40 foot-candles
- Building service areas: 20 foot-candles
- Armory: 20 foot-candles

All fluorescent tubes should be T8-type and be fitted with electronic ballast or LED. Use motion sensor switches in appropriate areas. Provide variable controlled lighting in the Community Meeting/Training Room.

UPS System (Uninterruptible Power Supply): Provide U.P.S. to designated areas as detailed later in this program.

Public Address: The public address system should extend throughout the facility with the exception of storage closets, equipment rooms, and custodial closets. Volume controls should be provided in all conference rooms, roll-call room, and multipurpose rooms.

Cable TV: Cable/Satellite TV should be provided to all conference areas, roll-call rooms and the community multipurpose room.

CCTV System: Time-lapse photography shall be in continuous use in all public areas and high liability/high traffic areas (e.g. detention areas; interrogation/interview rooms).

Building Access System: There shall be an electronic door lock system (proximity access card system) throughout the building and custody area.

Duress Alarm: Provide a call assistance alarm in all rooms that normally serve the public, including reception area and interview/interrigation rooms.

Radio System: All areas of the building(s) shall be capable of receiving police radio transmissions, including underground parking or service areas (if utilized).

- The system should be grounded to the facility's foundation system.
- The building exterior cladding materials shall not block the signal from interior work areas (i.e., stucco walls using metal lath, and metal roofs have been a problem in other areas). While exterior antennas can improve radio reception within a facility, care should be exercised to avoid the problem.

Phone System: The facility should be equipped with a communications system which can locate an individual without interfering with the staff as a whole. Intercom and paging capabilities should be provided in the break room, quiet room, locker room, restrooms, and other areas without phones. This system should have audio and visual signaling devices and the ability to control signals at the receiving location. Provide "in/out", "busy", "do not disturb" functions at all workstation phones. Provide necessary conduit and wiring to provide installation of videophones.

INFORMATION TECHNOLOGY CONSIDERATIONS

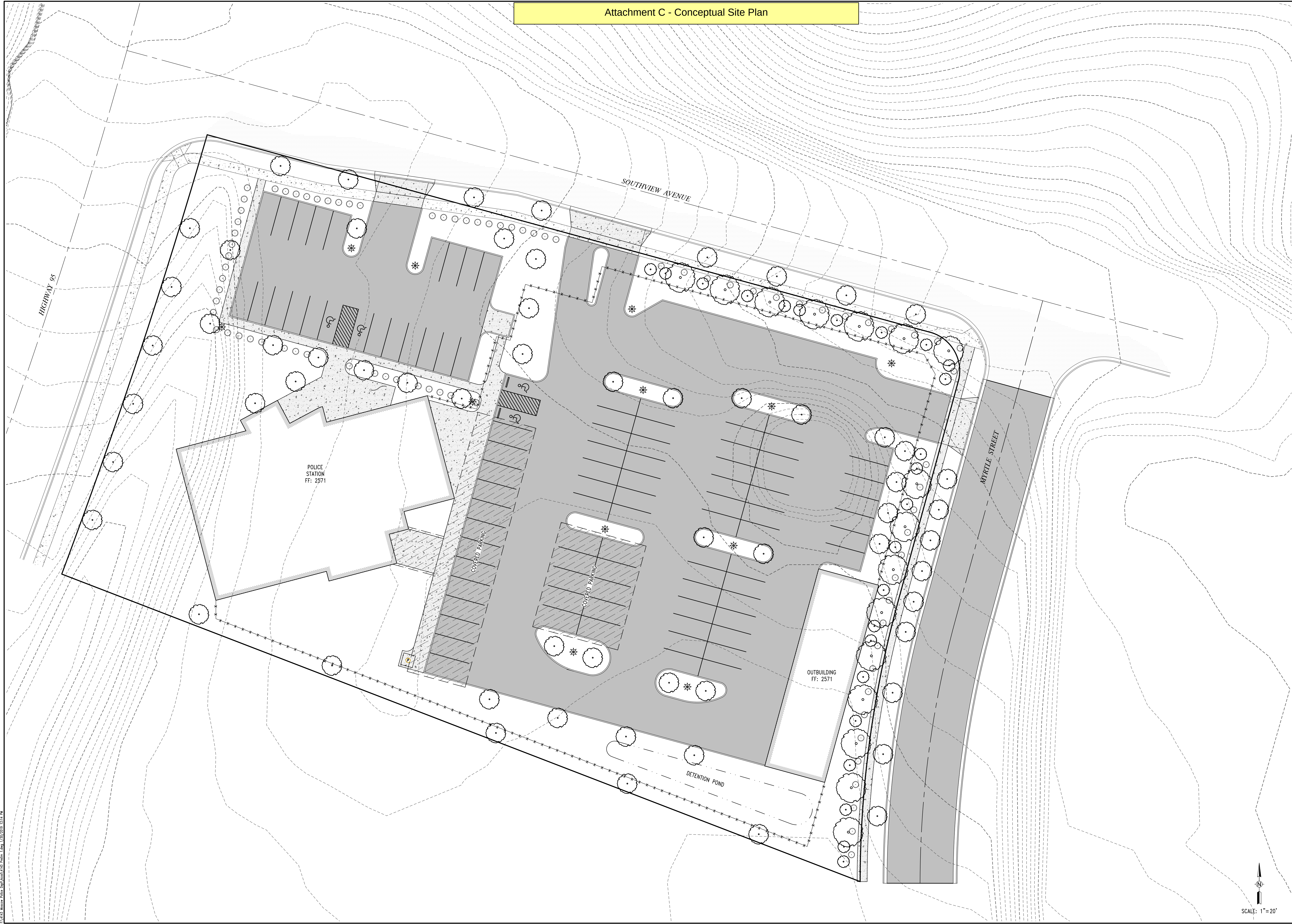
Maximize Pre-Wiring: Plan for full implementation of information technologies. Each workstation and most enclosed support areas should be fitted with a comprehensive cable management system. Additional empty conduit should be provided throughout.

Workspace: Plan for eventual placement of computers (fixed or movable) in nearly every workstation (dedicated or shared).

Lighting: Consider the effects of lighting on workstations with computers. Lighting for all offices and workspaces is recommended to be double switched to enable computer users to uniformly reduce light levels. Provide special indirect/task lighting wherever feasible.

PROPOSED LAW ENFORCEMENT FACILITY

The following graphics indicate the proposed concept for the new law enforcement facility and include a generic site layout and floor plan to meet the twenty-year needs of the City, along with a conceptual elevation sketch of the proposed facility.

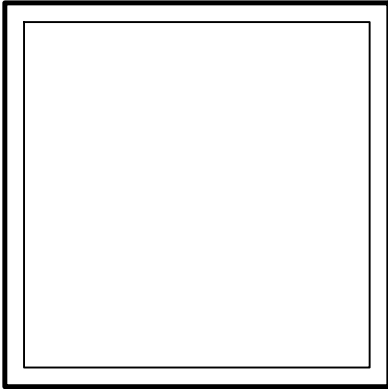


Attachment C - Conceptual Site Plan

Hedge & Associates, Inc.
Engineers • Planners • Landscape Architects

P.O. Box 8728
405 S. Washington Street
Moscow, Idaho 83843
(208) 882-5520

PRELIMINARY
NOT FOR
CONSTRUCTION



CITY OF MOSCOW POLICE DEPARTMENT
PRELIMINARY LAYOUT

CITY OF MOSCOW
SOUTHVIEW AVENUE
MOSCOW, ID 83843
(xxx) xxx-xxxx

Designed by:	SB
Drafted by:	SW
Checked by:	SB
File Name:	4143 Prelim 1.dwg
Tab:	24X36
Layer Style:	TOPO
Plot Style:	OCE.ctb
Project:	4143-01-19
Date:	1/30/19

FLOOR EGRESS
 VERTICAL EGRESS



FIRST FLOOR PLAN



OUTBUILDING FIRST FLOOR PLAN



MOSCOW POLICE FACILITY CONCEPT DESIGN

FLOOR EGRESS
 VERTICAL EGRESS



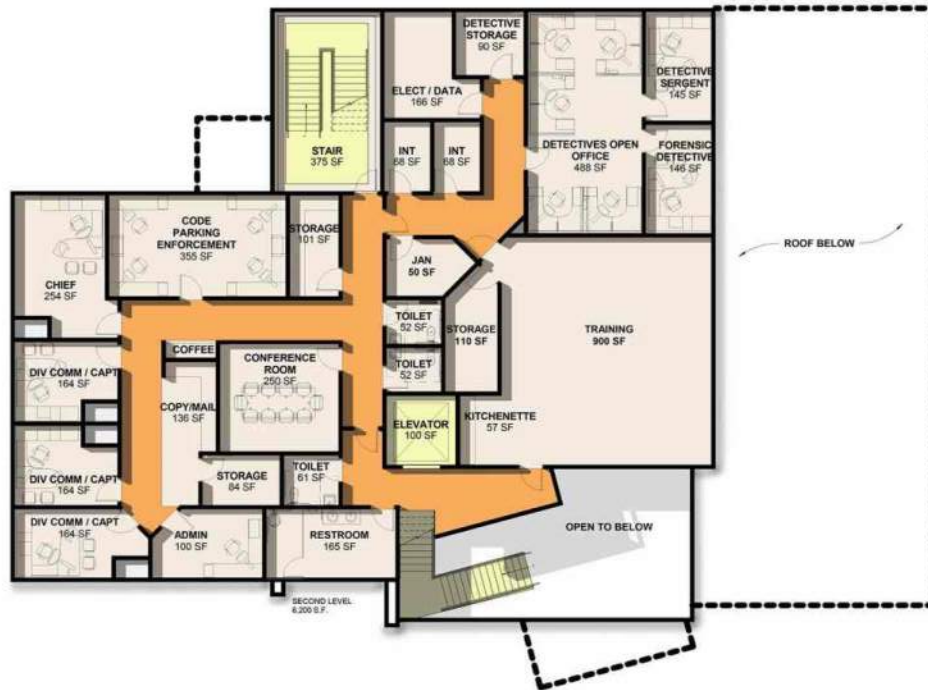
FIRST FLOOR PLAN



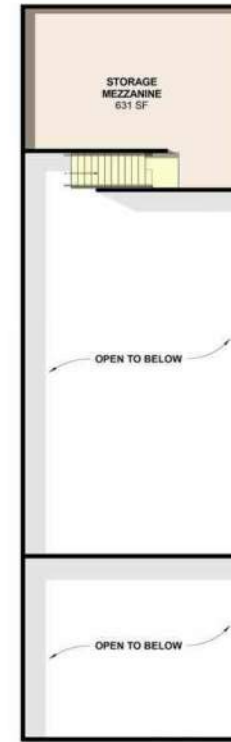
OUTBUILDING FIRST FLOOR PLAN



MOSCOW POLICE FACILITY CONCEPT DESIGN



SECOND FLOOR PLAN



OUTBUILDING SECOND FLOOR PLAN



MOSCOW POLICE FACILITY CONCEPT DESIGN



11/30/16



MOSCOW POLICE FACILITY CONCEPT DESIGN



MOSCOW POLICE FACILITY CONCEPT DESIGN

HIGHWAY 95

SOUTHVIEW AVENUE

MYRTLE STREET

THE GROVE

MOSCOW
POLICE DEPARTMENT

COVERED PARKING

COVERED
PARKING

OUTBUILDING

PARKING

PARKING

DETENTION POND

BOULDER AND SWALE DETERRENT AREA

ENTRY PLAZA

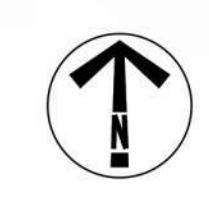
FLAGPOLE

GATE

GATE

GATE

SWALE



CITY OF MOSCOW
POLICE DEPARTMENT
MOSCOW, IDAHO

SCALE: 1" = 20'-0"

LOMBARD
CONRAD
ARCHITECTS

Copyright © 2019 All rights reserved. Reproduction or use in any form or by any means without written permission of Lombard Conrad Architects, Inc. is prohibited and subject to criminal prosecution.

Anne Peterson

From: Jared Hopkins <Jared.Hopkins@itd.idaho.gov>
Sent: Wednesday, February 6, 2019 12:15 PM
To: Anne Peterson
Cc: Shane Niemela
Subject: RE: [EXTERNAL] CUP Application 155 Southview Ave

Thanks Anne-

ITD has no comments with the proposal

Jared

From: Anne Peterson <apeterson@ci.moscow.id.us>
Sent: Wednesday, February 06, 2019 10:44 AM
To: Greg Bailey <gbailey@msd281.org>; James Fry <jfry@ci.moscow.id.us>; Jared Hopkins <Jared.Hopkins@itd.idaho.gov>; Jesse Flowers <jflowers@ci.moscow.id.us>; Mia Vowels <mvowels@ci.moscow.id.us>; NANCY BECKER (nbecker@phd2.idaho.gov) <nbecker@phd2.idaho.gov>; Shane Niemela <Shane.Niemela@itd.idaho.gov>
Subject: [EXTERNAL] CUP Application 155 Southview Ave

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

The attached Conditional Use Permit application and attachments are being forwarded for your review. In the event you have any input, please respond by **Friday, February 15**. Thank you!

Anne Peterson

Admin Asst/Deputy City Clerk
E | apeterson@ci.moscow.id.us
P | 208-883-7035
F | 208-883-7033



Anne Peterson

From: Dwight Curtis
Sent: Wednesday, February 6, 2019 10:55 AM
To: Anne Peterson
Subject: RE: 155 Southview review time

Hi Anne,

I've reviewed the CUP application and have no issues or comments to add. Great location and great use of that property...especially being across the road from the new Edible Forest Park.

Dwight

From: Anne Peterson
Sent: Wednesday, February 6, 2019 10:50 AM
To: Bob Buvel <bbuvel@ci.moscow.id.us>; Carey Edwards <cedwards@ci.moscow.id.us>; Dwight Curtis <dcurtis@ci.moscow.id.us>; Justin Goodwin <jgoodwin@ci.moscow.id.us>
Subject: 155 Southview review time

Hi guys, sorry for the short review time on this CUP application for the new police station, but we want to do the hearing at the same Board of Adjustment meeting that's already scheduled for another CUP. That meeting is Feb 26, so the earlier review deadline is necessary in case there are corrections to deal with. Thanks for your understanding and quick review!

Anne

Anne Peterson
Admin Asst/Deputy City Clerk
E | apeterson@ci.moscow.id.us
P | 208-883-7035
F | 208-883-7033

