Moscow City Council

Regular Meeting
~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Tuesday, September 2, 2025 **7:00 PM** **Council Chambers 206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website and the City's YouTube channel. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. **All Consent Items (ACTION ITEM)**

   A. **Approval of Moscow City Council August 18, 2025 Minutes - Laurie M. Hopkins**

   B. **Approval of Payment of Claims - Sarah Decker**

   C. **Hills and Rivers Housing Trust - Affordable Housing Grant Request - Alisa Anderson**
   On November 15, 2021, the Mayor and City Council approved Resolution 2021-22, establishing the "City of Moscow Affordable Homeownership Grant Program" governed by specific eligibility and disbursement guidelines. The Hills and Rivers Housing Trust (formerly the Moscow Affordable House Trust) initially requested funding for five homes in 2022, with the first award issued in January 2023 to support ongoing affordable housing development. Since then, the Trust has had no eligible applicants until the current submission, which involves a unique situation where down payment assistance from the buyer's parents and IHFA reduced the home's purchase price, but the requirement for a parent's name on the title, while meeting all other grant criteria, falls outside the program's standard parameters. The buyer meets the grant's requirements and obligations per Resolution 2021-22, and all documentation has been reviewed and verified. The assistance provided aligns with the program's goal of reducing barriers to homeownership and ensuring monthly payments remain manageable for low-to-moderate income households. Accordingly, staff recommend that the City Council approve the request, endorsing the exception as being in accordance with the overarching objectives of the program. This item was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

ACTION: Approve the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City's property interest in the home for $10,000.

REGULAR AGENDA

2. **Mayors Appointments (ACTION ITEM)**

3. **Public Comment (limit 15 minutes)**

4. **Citizen Commission Report**

5. **PUBLIC HEARING: Augustine Avenue Apartments Planned Unit Development and Preliminary Plat (ACTION ITEM) - Mike Ray**

   The applicant, Impact Investors, is proposing a preliminary subdivision plat and Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow. The proposed preliminary plat is a 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition. The proposed PUD is a mixed-use development consisting of ten (10) buildings comprised of 114 dwelling units and sixteen (16) commercial live/work units. The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed PUD and preliminary plat on July 9, 2025, and recommended approval with one condition.

   PROPOSED ACTIONS: Conduct the public hearing upon the PUD and preliminary plat and upon consideration of any testimony presented:

   1. Approve the preliminary PUD for Augustine Avenue Apartments Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary PUD with conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary PUD and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.
   2. If the preliminary PUD is approved, approve the preliminary plat for Augustine Avenue Apartments Addition with one condition and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary plat with no conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary plat and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.

6. **Consideration of Human Rights Commission Sponsorship Requests (ACTION ITEM) - Anthony Dahlinger, Erin Agidius**

   In observance of Inclusive Communities Month in September, the Human Rights Commission would like to sponsor three events, including two movie screenings and a community dinner event in September for Inclusive Communities Month. The City's adopted Policy requires that all requests with a monetary value of more than Five Hundred Dollars ($500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The sponsorship requests are now before the Council for consideration.

   PROPOSED ACTIONS: Approve the proposed sponsorship requests; Deny the proposed sponsorship requests; or take other action as deemed appropriate.

7. **PUBLIC HEARING: Open Budget for Fiscal Year 2024-2025 (FY2025) (ACTION ITEM) - Sarah Decker**

   The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2025 budget adoption in August 2024 and headed into its FY2024 fiscal year-end. During the fiscal year-end, it was determined that multiple major operating funds accumulated unappropriated fund balances. Also, during FY2025, Information Systems performed an in-depth evaluation of future capital and minor IS equipment needs and determined excess unappropriated accumulation that should be returned to the contributing funds during the FY2025 fiscal year-end. Staff is proposing to amend Ordinance 2024-12 in the amount of $5,710,476 to accommodate the unappropriated fund balances. This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

   PROPOSED ACTIONS: Conduct the public hearing and, on consideration of public testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

8. **Low-to-Moderate Income (LMI) Randomized Community Survey – (ACTION ITEM) - Alisa Anderson**

   On June 24, 2024, Staff received notice from the Idaho Department of Commerce that, effective August 1, 2024, the City of Moscow is no longer eligible to apply for Idaho Community Development Block Grant funds based on the 2020 American Community Survey (ACS) data. The data states that Moscow now has a 50.9% Low to Moderate Income (LMI) rate, just below the 51% threshold required for area-wide benefit projects. To verify this, Staff proposes conducting a citywide Random Income Survey to confirm whether the actual LMI percentage meets or exceeds 51%. The survey would include multiple response methods and a public outreach campaign, with a target of 279 valid responses out of 372 surveys mailed. If successful, this new LMI designation would be valid for five years, which would allow the City to continue applying for future Idaho Community Development Block Grant (ICDBG) funds to support upcoming projects aimed at enhancing public parks, recreational facilities, and essential public infrastructure, including water systems, sewer systems, roadways, fire engines, and downtown revitalization projects. Staff has prepared all necessary documentation and seeks approval to proceed with the survey. This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

   PROPOSED ACTIONS: Approve Staff to proceed with the LMI Randomized Community Survey, or take other action deemed appropriate.

9. **Idaho Community Development Block Grant (ICDBG) – Affordable Housing Project (ACTION ITEM) - Alisa Anderson**

   City staff is working with a development corporation proposing a two-phase project on a 10-acre site at Warbonnet Drive, consisting of 92 affordable rental units targeted at households earning 30-80% AMI, with amenities such as gardens, a playground, and community rooms. City staff is proposing to support the effort by applying for a $500,000 Idaho Community Development Block Grant to fund infrastructure extensions, with a $50,000 in-kind match for grant administration. Staff seeks approval to begin planning and submit the application in November 2025 on behalf of the development corporation, with final awards announced in April 2026. This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

   PROPOSED ACTIONS: Approve staff to prepare and submit an Idaho Community

Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project, or provide staff with further direction.

REPORTS

City Council

Mayor

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.

Moscow City Council

Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, August 18, 2025 | **7:00 PM** | **Council Chambers 206 E. Third St.**

The meeting was called to order at 7:00 p.m.
PRESENT: Mayor Art Bettge, Drew Davis, Sandra Kelly, Hailey Lewis, Julia Parker,
ABSENT: Bryce Blankenship, Gina Taruscio
STAFF: Bill Belknap, Cody Riddle, Kelli Cooper, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE
Council Vice President Davis led the Pledge of Allegiance.

CONSENT AGENDA

1. **All Consent Items (ACTION ITEM)**

   A. **Approval of Moscow City Council August 4, 2025 Minutes - Laurie M. Hopkins**

   B. **Approval of Payment of Claims - Sarah Decker**

   C. **Disbursement Report July 2025 - Sarah Decker**
   Staff presented the July 2025 Accounts Payable Report to the Public Works / Finance Committee on August 11th, 2025. The Committee received the report and recommended approval of the disbursement report.
   ACTION: Accept the Disbursements Report for the month of July 2025.

   D. **Moscow-Pullman Airport Grant Agreement Approval - Bill Belknap**
   The Moscow-Pullman Airport (PUW) has been awarded two Airport Improvement Program grants. One grant will fund the purchase of a new Aircraft Rescue and Fire Fighting vehicle and extraction tools (AIP 72) with a grant award of $1,096,979, and the second will fund the expansion of the existing airport apron (AIP 73) with a grant award of $550,316. All required local match funding will be provided by PUW, with no additional funding required from the airport sponsors. Additionally, the Idaho Transportation Department, Division of Aeronautics, has awarded the City a grant for the airport apron project of $225,000 with no local match required. Staff has prepared two resolutions authorizing the acceptance of these three grant awards for the Council's review and approval. This was reviewed by the Public Works/Finance Committee on August 11, 2025, and recommended for approval.
   ACTION: Approve the two resolutions authorizing acceptance of the three grant awards.

   E. **Development Agreement Amendment for 2216 S. Main St. (Fountain's Business Park) - Bob Buvel**
   On December 2, 2024, City Council approved a development agreement with Joel Cohen, the owner of 2216 S. Main also known as the Fountain Business Park. As part of the agreement, the City of Moscow agreed to pay the cost to upsize the existing 6-inch water main located in US95 to a 10-

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inch main. The water main was oriented in a way that it could be continued east when Nelson Avenue is extended. During preparations for construction, 4G realized they had misread the plans and that the work was going to extend all the way across the highway rather than half. 4G re-negotiated with Mr. Coen to reflect that cost. During the construction of the 10-inch main in the highway, the contractor discovered several unforeseen conditions that impeded production and required additional time and materials. Unforeseen conditions like a buried retaining wall, unmapped utilities and city-directed design revisions required the contractor to procure and install additional fittings, perform additional delicate excavation and implement traffic control for a longer period of time. The contractor tracked time and equipment for these issues and that document has been included. Mr. Cohen has requested the city's contribution to the project be increased from $57,000.00 to $79,737.00 to reflect the true cost to install the 10-inch line. Prior to the original agreement, staff reached out to a third party contractor for a quote to do the work. M.L. Albright's responded with a quote of $67,880.00 to bore this pipe and $83,930.00 to trench install this pipe. That bid has been included. The revised cost with Mr. Cohen and 4G is still less than the third party bid to trench this work. The Development Agreement Amendment reflects the revised price to complete the work. This item was reviewed by the Public Works and Finance Committee on August 11, 2025 and recommended for approval.

ACTION: Approve the Development Agreement Amendment.

F. Third Amendment to Solid Waste Franchise Agreement Exhibit G - Tyler Palmer

Fees associated with the services provided under the Solid Waste Franchise Agreement between the City of Moscow and Latah Sanitation, Inc., dba Inland North Waste, are adjusted each fiscal year to reflect changes in the cost of operations, as reflected by fluctuations in the Consumer Price Index (CPI), as published by the U.S. Bureau of Labor Statistics. The statistics used are for a one-year period and represent the end-of-year adjusted figures for the annual change in the calendar year, as published in January of each year. The figure for 2024 was 2.86%. Staff has prepared an amended Exhibit G to reflect these changes for the Council's review and approval. This was reviewed by the Public Works/Finance Committee on August 11, 2025, and recommended for approval.

ACTION: Approve the Third Amendment to Exhibit "G" of the Solid Waste Franchise Agreement.

Kelly moved and Parker seconded to approve the consent agenda as presented. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REGULAR AGENDA

2. Public Comment (limit 15 minutes)

Cody Barr (Moscow), owner of Refuge Cigar Lounge spoke on Moscow City Code Title 10 Chapter1 Section 23. The stated purpose is to protect patrons of a bar from unwanted secondhand smoke. His business is different as smoking is the primary activity. The ordinance treats his business the same as a typical bar as the circumstances are fundamentally different. He often hears patrons say it will be great when the business gets a liquor license but the ordinance prevents patrons from enjoying a cigar with a good whiskey. He asked the Council to consider an amendment to the City Code, specifically to allow alcohol in a business where smoking is the central purpose. He said this is his first brick and mortar business and said has been a pleasure working with the Council and staff.

3. Citizen Commission Report - Sustainable Environment Commission - Kyle Steele / Steve McGeehan

Cooper introduced Steve McGeehan who presented the report. The water conservation program began with device, toilet and wisescape programs and has evolved to include irrigation audits, new construction recommendations and developing a site-specific commercial rebate program. Other

programs the Commission discussed are the electronic waste program, pesticides in parks, and the energy grid capacity. Future events include an electric transportation fair and an energy efficiency and electrification fair.

4. East City Park Stage Project Update (ACTION ITEM) - Cody Riddle

On May 6, 2024, City Council approved a contract with Design West Architects to develop a 30% conceptual design and cost estimate for replacement of the East City Park Stage. The design was to build upon a previous design and outreach effort that concluded in 2012, and the subsequent construction of the existing restroom building that was completed in the spring of 2013. The original design effort, and restroom construction, was based on an extensive public outreach effort that dates back to 2010. Staff and the Project Architect, Ned Warnick with Design West Architects, provided the Council with project updates on June 3 and December 16, 2024. Council directed staff to complete the 30% design effort and emphasized the importance of additional public outreach. Staff will provide a summary of outreach, the feedback received, and present the resulting concept design and cost estimate.

PROPOSED ACTIONS: Accept report and provide feedback as appropriate.

Riddle went through the background of the project which dates back to 2010 and many public engagement meetings, both public and single citizen. Highlights from the public meetings include 1) overall support for the project; 2) strong desire for a public art component; 3) desire to incorporate wood highlights; 4) inclusion of color in the stage and paving; 5) better integration for storage and lighting rooms; 6) careful balance of paving and landscape areas; and 7) preservation of existing trees.

Ned Warnick presented the updated stage design, noting adjustments based on previous feedback. Changes included an enlarged storage room to function as a changing room, addition of a stairway for direct audience-level access, and a step along the stage front. The stage is now four feet wider, while maintaining the current depth. The design incorporates the colors, materials, and roof slope of the adjacent restroom building to create a cohesive appearance, with artwork and color integration planned in sheltered areas. A detailed cost estimate for the base project is $800,000. Options reviewed included increasing both roof and stage size, with one option expanding the stage by 50% to better accommodate large ensembles. Rendezvous in the Park representatives expressed support for both stage size options.

Riddle stated staff are seeking Council support to issue an RFQ, pursue grant funding, and prepare construction drawings for a spring/summer start.

Davis noted this project reflects how staff has been responsive to public input, providing ample opportunities for engagement. Parker echoed Davis's comments, expressing appreciation for stakeholder involvement, and asked whether the Council's decision would move forward with the smaller or larger stage. Riddle said staff believes a single shed roof integrates best with the restroom building and supports the larger stage, which could be bid as an alternate. The FY2026 budget includes $885,000 for design and construction. Belknap added that grant opportunities have not yet been explored, so funding will influence stage size.

Lewis expressed continued concerns with load-in/load-out logistics, overall cohesiveness, and safety. She raised concerns about unlit areas at night, questioned the use of materials, and asked about police input. Warnick responded that he is coordinating with David Schott on reusing wood from the existing stage without creating maintenance issues, and confirmed adequate power would be available, though users would need to bring their own lighting. Lewis voiced support for the new location but characterized the current design as lacking character. She encouraged exploring creative alternatives such as a portable stage and expressed concern about construction timing disrupting next year's events.

In answer to Kelly's question, Riddle said the pathway would need changes but the opportunity to travel through the park was a priority at the public meetings and would be reconfigured. Kelly asked about the disabled parking stall by the restroom and Warnick said it would be maintained.

Parker responded to Lewis, emphasizing that stage design work has been underway for over a year and that artistic elements, such as murals, will add vibrancy. She stated a portable stage would not meet long-term needs and stressed the importance of moving forward. Belknap said construction timing could be managed by starting after the last scheduled event, with completion in the fall and spring cleanup.

Lewis reiterated interest in comparing Pullman's approach and exploring stage functionality at Friendship Square but expressed appreciation for the amended construction schedule.

Parker moved to accept the report. Davis seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

5. Street Banner Policy Update (ACTION ITEM) - Bill Belknap

The City of Moscow has long maintained a program for the placement of banners in the downtown area for the display of government banners as well as public notification of special events. The program, administered by the Streets Department, has been updated several times over many years, with a formalized policy adopted by the City Council in 2013. Since the adoption of the 2013 policy, the location and use of light pole banners within the City has changed such that it requires an update. The revised policy provides the policy purpose, permitted uses, banner standards, application process and fees, and prioritization criteria to address when multiple requests are received for the same period of time. The policy establishes that the use of light pole banners and over-the-street banners are restricted for governmental use and is not intended to establish or be utilized as a public forum. This item was reviewed by the Council during the August 4, 2025 Council meeting and at which time the Council requested amendments to the draft policy. This is back for the Council's review and further consideration.

PROPOSED ACTIONS: Approve the updated Street Banner Policy and associated Resolution, or take other action deemed appropriate.

Belknap provided a background on the item as written above. The council directed staff to modify the policy to restrict it to only City and governmental event advertising and eliminate the city sponsored community event use of the spaces. He detailed the changes page by page of the policy.

Davis appreciated staff's edits. After discussion at committee, the Council had no questions. Davis moved to approve the updated street banner policy and associated resolution. Parker seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Fair and Affordable Housing Commission – Parker said they discussed affordable housing authority and the Commission is moving forward with drafting a letter to council.

Moscow Urban Renewal Agency – Davis said the Agency had the hearing on the FY2026 budget and are moving forward with a couple projects.

Planning and Zoning Commission – Kelly said the Commission had a public hearing on an application that will come before the council.

Moscow Volunteer Fire Department – Kelly said the new volunteers attended the meeting. There will

be a new giant American flag at the first MHS football game.
Parks and Recreation Commission – Kelly said they tabled at the market and are recruiting for referee's and coaches.

Council members spoke on other meetings and events they attended.

Mayor

Mayor Bettge said he attended the CI/CO/MSD/UI meeting and met with AIC regarding areas north of McCall.

ADJOURN

It was mutually agreed upon to adjourn at 8:10 p.m.

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Arthur D. Bettge, Mayor

ATTEST:

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Laurie M. Hopkins, City Clerk

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Accounts Payable
Checks for Approval

August 27, 2025 03:27 PM

jlopez

Check #	Check Date	Fund	Account	Vendor Name		Amount
113675	08/20/2025	Sewer Fund	Professional Development	Adam Martian		$891.20
					Check Total:	$891.20
113676	08/20/2025	Sewer Fund	Utility Accounts Receivable	ADEN YULY		$21.25
113676	08/20/2025	Water Fund	Utility Accounts Receivable	ADEN YULY		$16.00
113676	08/20/2025	Sanitation Fund	Utility Accounts Receivable	ADEN YULY		$10.56
113676	08/20/2025	Water Fund	Utility Accounts Receivable	ADEN YULY		$4.91
113676	08/20/2025	Stormwater Fund	Utility Accounts Receivable	ADEN YULY		$1.56
					Check Total:	$54.28
113677	08/20/2025	Fleet Management Fund	Shop Supplies	Amazon Capital Services		$18.50
113677	08/20/2025	Fleet Management Fund	Office Supplies	Amazon Capital Services		$24.60
113677	08/20/2025	Fleet Management Fund	Office Supplies	Amazon Capital Services		$66.97
113677	08/20/2025	Fleet Management Fund	Office Supplies	Amazon Capital Services		$24.77
					Check Total:	$134.84
113678	08/20/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113678	08/20/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$80.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$220.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$220.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$200.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$280.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$224.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$110.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$220.00
113678	08/20/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$110.00
113678	08/20/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
					Check Total:	$2,294.00
113679	08/20/2025	General Fund	Uniform Expense	ARTBEAT, INC.		$26.00
					Check Total:	$26.00
113680	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.		$8.02

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Check Total:	$8.02
113681	08/20/2025	Water Fund	Operations & Maintenance Parts	Backflow Apparatus & Valve Co., Inc	$329.60
				Check Total:	$329.60
113682	08/20/2025	Sewer Fund	Professional Development	Blake Koszarek	$215.00
				Check Total:	$215.00
113683	08/20/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC	$340.00
113683	08/20/2025	Information Systems Fund	Professional Services - IS	Blue Logix, LLC	$425.00
				Check Total:	$765.00
113684	08/20/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	$10.00
113684	08/20/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	$10.00
113684	08/20/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	$10.00
113684	08/20/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	$10.00
113684	08/20/2025	General Fund	R & M - Equipment	BLUE RIBBON LINEN SUPPLY, INC.	$10.00
				Check Total:	$50.00
113685	08/20/2025	General Fund	Uniform Cleaning	BLUE RIBBON LINEN SUPPLY, INC.	$212.62
				Check Total:	$212.62
113686	08/20/2025	Water Fund	R & M - Equipment	CANON SOLUTIONS AMERICA, INC.	$33.04
				Check Total:	$33.04
113687	08/20/2025	Recreation & Culture	Professional Services	CHERLE PATRICIA POULSON	$4,006.47
				Check Total:	$4,006.47
113688	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	CHIPMAN & TAYLOR CHEVROLET	$159.54
				Check Total:	$159.54
113689	08/20/2025	Fleet Management Fund	Motor Fuels & Lubricants	CHS, INC.	$18,300.00
				Check Total:	$18,300.00
113690	08/20/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow	$12.00
				Check Total:	$12.00
113691	08/20/2025	General Fund	R & M - Buildings	CLEARWATER ROOTER SERVICE, LLC	$175.00
113691	08/20/2025	General Fund	R & M - Buildings	CLEARWATER ROOTER SERVICE, LLC	$175.00
				Check Total:	$350.00
113692	08/20/2025	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.	$3,963.79
113692	08/20/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	$4,876.64
113692	08/20/2025	Water Fund	Operations & Maintenance Parts	CONSOLIDATED SUPPLY CO.	$1,036.07
113692	08/20/2025	Water Fund	Meters	CONSOLIDATED SUPPLY CO.	$7,770.54

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$17,647.04
113693	08/20/2025	Streets Fund	Uniform Expense	Crown Enterprises		$44.99
					Check Total:	$44.99
113694	08/20/2025	Sewer Fund	Professional Development	David Hartley		$301.00
					Check Total:	$301.00
113695	08/20/2025	Information Systems Fund	Minor Equipment - IS	DELL MARKETING, L.P.		$2,049.72
113695	08/20/2025	Information Systems Fund	Minor Equipment - Public Safety	DELL MARKETING, L.P.		$8,966.48
					Check Total:	$11,016.20
113696	08/20/2025	General Fund	Travel & Meetings	FBI Command College		$3,600.00
					Check Total:	$3,600.00
113697	08/20/2025	Sewer Fund	R & M - Equipment	Ferguson Waterworks		$838.67
					Check Total:	$838.67
113698	08/20/2025	Water Fund	R & M - Equipment	FILTRATION TECHNOLOGY, INC		$181.45
					Check Total:	$181.45
113699	08/20/2025	Sewer Fund	Utility Accounts Receivable	FRANK NEWMAN		$9.43
113699	08/20/2025	Water Fund	Utility Accounts Receivable	FRANK NEWMAN		$7.10
113699	08/20/2025	Sanitation Fund	Utility Accounts Receivable	FRANK NEWMAN		$3.65
113699	08/20/2025	Water Fund	Utility Accounts Receivable	FRANK NEWMAN		$2.26
113699	08/20/2025	Stormwater Fund	Utility Accounts Receivable	FRANK NEWMAN		$1.39
					Check Total:	$23.83
113700	08/20/2025	Fleet Management Fund	Professional Development	Gabe Reese		$170.00
					Check Total:	$170.00
113701	08/20/2025	General Fund	Janitorial Services & Supplies	GG Gutters, Inc.		$2,597.17
113701	08/20/2025	Recreation & Culture	Janitorial Services & Supplies	GG Gutters, Inc.		$2,546.78
113701	08/20/2025	Recreation & Culture	Janitorial Services & Supplies	GG Gutters, Inc.		$1,302.33
					Check Total:	$6,446.28
113702	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	GORDON TRUCK CENTERS, INC.		$29.98
					Check Total:	$29.98
113703	08/20/2025	Recreation & Culture	R & M - Buildings	GROPP, LLC		$267.00
					Check Total:	$267.00
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.		$143.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	$143.00
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	$143.00
113704	08/20/2025	Recreation & Culture	Department Supplies	HAHN RENTAL CENTER, INC.	$143.00
				Check Total:	$858.00
113705	08/20/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	$339.27
				Check Total:	$339.27
113706	08/20/2025	1912 Center Fund	Professional Services	HEART OF THE ARTS, INC.	$7,000.00
113706	08/20/2025	1912 Center Fund	Utility Expense	HEART OF THE ARTS, INC.	$3,750.00
				Check Total:	$10,750.00
113707	08/20/2025	Recreation & Culture	Department Supplies	HELBLING MACHINE & AUTO PARTS	$20.23
113707	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	HELBLING MACHINE & AUTO PARTS	$215.88
				Check Total:	$236.11
113708	08/20/2025	General Fund	Miscellaneous Services & Charges	IDAHO DEPT. OF HEALTH & WELFARE	$20.00
				Check Total:	$20.00
113709	08/20/2025	Water Fund	Lab Supplies	IDEXX DISTRIBUTION, INC.	$1,582.23
				Check Total:	$1,582.23
113710	08/20/2025	Sewer Capital Fund	WRRF Facility Improvements	J-U-B ENGINEERS, INC.	$4,230.00
				Check Total:	$4,230.00
113711	08/20/2025	Recreation & Culture	Moscow Farmers Market Programs	JEANNE MCHALE	$300.00
				Check Total:	$300.00
113712	08/20/2025	Sanitation Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	$125.00
113712	08/20/2025	Sanitation Fund	Utility Accounts Receivable	KICK ASSET MANAGEMENT LLC	$4.24
				Check Total:	$129.24
113713	08/20/2025	Sewer Fund	Professional Development	Kody Martin	$301.00
				Check Total:	$301.00
113714	08/20/2025	Sewer Fund	Office Supplies	LANDGROVE COFFEE, INC.	$165.75
				Check Total:	$165.75
113715	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS	$655.96
				Check Total:	$655.96
113716	08/20/2025	General Fund	Professional Services	Madison Zumhofe	$450.00
				Check Total:	$450.00
113717	08/20/2025	Recreation & Culture	R & M - Buildings	McCoy Plumbing & Heating, Inc.	$35.25

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$35.25
113718	08/20/2025	Stormwater Fund	Department Supplies	NORCO, INC.		$127.22
					Check Total:	$127.22
113719	08/20/2025	Recreation & Culture	Professional Services	Owen O'Dea		$128.00
					Check Total:	$128.00
113720	08/20/2025	Recreation & Culture	R & M - Grounds	PATT'S GARDEN CENTER		$335.82
113720	08/20/2025	Recreation & Culture	R & M - Grounds	PATT'S GARDEN CENTER		$453.85
					Check Total:	$789.67
113721	08/20/2025	Sewer Fund	R & M - Equipment	PHILLIP R. STRADLEY		$3,373.30
					Check Total:	$3,373.30
113722	08/20/2025	Information Systems Fund	Telephones & Communications	PORT OF WHITMAN COUNTY		$502.91
					Check Total:	$502.91
113723	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	Productivity Plus		$100.05
113723	08/20/2025	Fleet Management Fund	Operations & Maintenance Parts	Productivity Plus		$200.10
					Check Total:	$300.15
113724	08/20/2025	Sewer Fund	Utility Accounts Receivable	RICHARD & LUCY RUSSELL		$128.69
113724	08/20/2025	Sewer Fund	Utility Accounts Receivable	RICHARD & LUCY RUSSELL		$6.75
					Check Total:	$135.44
113725	08/20/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.		$15.96
113725	08/20/2025	Water Fund	Department Supplies	Rosauers Supermarkets, Inc.		$23.94
					Check Total:	$39.90
113726	08/20/2025	Sewer Fund	Professional Development	Ryan Triplett		$301.00
					Check Total:	$301.00
113727	08/20/2025	General Fund	Uniform Expense	Scott Springer		$90.97
					Check Total:	$90.97
113728	08/20/2025	Recreation & Culture	Moscow Farmers Market Programs	Sean Bohnet		$300.00
					Check Total:	$300.00
113729	08/20/2025	Water Fund	R & M - Buildings	Spence Glass LLC		$9,947.00
					Check Total:	$9,947.00
113730	08/20/2025	General Fund	R & M - Buildings	Stoneway Electric Supply Co.		$24.36
113730	08/20/2025	General Fund	Department Supplies	Stoneway Electric Supply Co.		$38.61
113730	08/20/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.		$41.77

Check #	Check Date	Fund	Account	Vendor Name		Amount
113730	08/20/2025	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.		$65.47
					Check Total:	$170.21
113731	08/20/2025	Information Systems Fund	Professional Services	SUMMIT UTILITY CONTRACTORS, LLC		$2,756.00
					Check Total:	$2,756.00
113732	08/20/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylor Namahoe		$150.00
					Check Total:	$150.00
113733	08/20/2025	Recreation & Culture	Repair & Maintenance	Toad Alley Picture Framing		$928.86
					Check Total:	$928.86
113734	08/20/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$288.40
113734	08/20/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$288.40
113734	08/20/2025	General Fund	Advertising & Publishing	TRIBUNE PUBLISHING COMPANY		$112.37
					Check Total:	$689.17
113735	08/20/2025	General Fund	Uniform Expense	Uniforms2Gear,Inc.		$52.65
					Check Total:	$52.65
113736	08/20/2025	Sewer Fund	R & M - Equipment	Univar USA, Inc.		$9,495.13
113736	08/20/2025	Sewer Fund	R & M - Equipment	Univar USA, Inc.		$9,495.13
					Check Total:	$18,990.26
113737	08/20/2025	Water Fund	Meters	USABLUEBOOK		$56.30
					Check Total:	$56.30
113738	08/20/2025	Water Fund	Other Miscellaneous Supplies	Walter E. Nelson Co.		$212.20
					Check Total:	$212.20
113739	08/20/2025	Sewer Fund	R & M - Equipment	WHITNEY EQUIPMENT CO		$670.00
					Check Total:	$670.00
113740	08/20/2025	Recreation & Culture	Moscow Farmers Market Programs	Wing Over Farm		$14.00
					Check Total:	$14.00
113741	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Affinity Farm		$12.00
					Check Total:	$12.00
113742	08/27/2025	Streets Fund	Office Supplies	Amazon Capital Services		$35.48
					Check Total:	$35.48
113743	08/27/2025	Water Fund	Professional Services	Anatek Labs, Inc.		$110.00
113743	08/27/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
113743	08/27/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
113743	08/27/2025	Sewer Fund	Professional Services	Anatek Labs, Inc.		$210.00
					Check Total:	$740.00
113744	08/27/2025	Sewer Capital Fund	Lift Station Renovations	Ardurra Group, Inc.		$25,834.40
					Check Total:	$25,834.40
113745	08/27/2025	Streets Fund	Maintenance	Arrow Construction Supply, Inc.		$9,317.66
					Check Total:	$9,317.66
113746	08/27/2025	Water Fund	Uniform Expense	ARTBEAT, INC.		$39.00
					Check Total:	$39.00
113747	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	AUTOZONE, INC.		$21.62
					Check Total:	$21.62
113748	08/27/2025	General Fund	Professional Development	Ben Kline		$1,532.00
					Check Total:	$1,532.00
113749	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Calhoun Family Fruit		$10.00
					Check Total:	$10.00
113750	08/27/2025	Information Systems Fund	Department Supplies	CANON SOLUTIONS AMERICA, INC.		$29.51
					Check Total:	$29.51
113751	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Chelsea M. Feeney		$300.00
					Check Total:	$300.00
113752	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	City of Moscow		$20.00
					Check Total:	$20.00
113753	08/27/2025	General Fund	Professional Development	Clayton Tash		$1,532.00
					Check Total:	$1,532.00
113754	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Cloud of Moscow		$16.00
					Check Total:	$16.00
113755	08/27/2025	Fleet Management Fund	Motor Fuels & Lubricants	COLEMAN OIL CO.		$309.71
					Check Total:	$309.71
113756	08/27/2025	Water Fund	Uniform Expense	Crown Enterprises		$74.95
113756	08/27/2025	Water Fund	Uniform Expense	Crown Enterprises		$289.91
					Check Total:	$364.86
113757	08/27/2025	Water Fund	Professional Services	D P Dunlap Construction LLC		$7,040.00
					Check Total:	$7,040.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
113758	08/27/2025	Stormwater Fund	Operations & Maintenance Parts	ENVIRONMENTAL PRODUCTS & ACCESS, LL	$79.15
				Check Total:	$79.15
113759	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Eric Engerbretson	$300.00
				Check Total:	$300.00
113760	08/27/2025	Recreation & Culture	R & M - Buildings	FISHER SYSTEMS, INC.	$378.79
				Check Total:	$378.79
113761	08/27/2025	General Fund	Professional Services	Gallagher Benefit Services	$3,333.33
				Check Total:	$3,333.33
113762	08/27/2025	Water Capital Fund	Improvements	GeoProfessional Innovation Corp.	$3,897.50
				Check Total:	$3,897.50
113763	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	GORDON TRUCK CENTERS, INC.	$356.00
				Check Total:	$356.00
113764	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Graham Banks	$300.00
				Check Total:	$300.00
113765	08/27/2025	Fleet Management Fund	Shop Supplies	GRAINGER, INC.	$73.08
113765	08/27/2025	Fleet Management Fund	Shop Supplies	GRAINGER, INC.	$22.68
113765	08/27/2025	Fleet Management Fund	Shop Supplies	GRAINGER, INC.	$210.21
				Check Total:	$305.97
113766	08/27/2025	Water Fund	Meters	H.D. FOWLER COMPANY	$190.00
				Check Total:	$190.00
113767	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	HAGEN'S ORCHARD	$12.00
				Check Total:	$12.00
113768	08/27/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	$101.84
113768	08/27/2025	Sewer Fund	Lab Supplies	Hardy Diagnostics	$123.96
				Check Total:	$225.80
113769	08/27/2025	Streets Fund	Maintenance	HERCO, INC.	$1,057.86
113769	08/27/2025	Streets Fund	Maintenance	HERCO, INC.	$1,096.74
				Check Total:	$2,154.60
113770	08/27/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.	$208.97
113770	08/27/2025	Stormwater Fund	Department Supplies	Home Depot U.S.A, Inc.	$179.00
				Check Total:	$387.97
113771	08/27/2025	General Fund	R & M - Equipment	HOWARD HUGHES APPLIANCE & TV	$519.95

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$519.95
113772	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	HUBER ACTION FREIGHT, INC.		$21.45
					Check Total:	$21.45
113773	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	HUGHES FIRE EQUIPMENT, INC.		$281.66
					Check Total:	$281.66
113774	08/27/2025	General Fund	Humane Society Allocation	HUMANE SOCIETY OF THE PALOUSE		$4,846.24
					Check Total:	$4,846.24
113775	08/27/2025	Water Fund	Dues, Subscriptions & Memberships	Idaho Rural Water Association		$27.00
					Check Total:	$27.00
113776	08/27/2025	Water Fund	Water Conservation Program	Jeri S. Pool		$150.00
					Check Total:	$150.00
113777	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	JOHN DEERE FINANCIAL		$1,203.35
					Check Total:	$1,203.35
113778	08/27/2025	General Fund	Travel & Meetings	Joseph Sieverding		$298.00
					Check Total:	$298.00
113779	08/27/2025	General Fund	Professional Development	Josh Thueson		$298.00
					Check Total:	$298.00
113780	08/27/2025	Water Fund	Water Conservation Program	Kasten Dumroese		$150.00
					Check Total:	$150.00
113781	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	LES SCHWAB TIRE CENTERS		$2,361.78
					Check Total:	$2,361.78
113782	08/27/2025	General Fund	Refunds & Reimbursements	LIFE FLIGHT NETWORK		$68.75
					Check Total:	$68.75
113783	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Loves Kombucha LLC		$12.00
					Check Total:	$12.00
113784	08/27/2025	Water Fund	Water Conservation Program	Lucas Dickson		$75.00
					Check Total:	$75.00
113785	08/27/2025	Recreation & Culture	R & M - Buildings	McCoy Plumbing & Heating, Inc.		$1.50
					Check Total:	$1.50
113786	08/27/2025	General Fund	R & M - Buildings	Mike's Mechanical Services		$697.50

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Check Total:	$697.50
113787	08/27/2025	General Fund	Rental Property & Equipment	MOSCOW VOLUNTEER FIRE DEPARTMENT	$1,750.00
				Check Total:	$1,750.00
113788	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	MUNDY'S MACHINE & WELDING	$21.50
				Check Total:	$21.50
113789	08/27/2025	Sewer Fund	Lab Supplies	NCL OF WISCONSIN, INC.	$1,469.91
				Check Total:	$1,469.91
113790	08/27/2025	General Fund	Recruitment Expense	Nikki J. Stypa, Psy.D., PLLC	$650.00
				Check Total:	$650.00
113791	08/27/2025	Streets Fund	Maintenance	NORTH IDAHO CRUSHING, INC.	$561.60
				Check Total:	$561.60
113792	08/27/2025	Water Fund	R & M - Buildings	OVERHEAD DOOR, INC.	$186.50
				Check Total:	$186.50
113793	08/27/2025	Sewer Fund	Chemicals	OXARC, INC.	$4,454.06
				Check Total:	$4,454.06
113794	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	Pape Machinery, Inc.	$184.24
				Check Total:	$184.24
113795	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	PATTY OMODT	$20.00
				Check Total:	$20.00
113796	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	PATTY'S MEXICAN KITCHEN & CATERING	$14.00
				Check Total:	$14.00
113797	08/27/2025	General Fund	Section 125 Administration	Peak 1 Administration, LLC	$638.60
113797	08/27/2025	General Fund	Professional Services	Peak 1 Administration, LLC	$9.00
113797	08/27/2025	General Fund	Professional Services	Peak 1 Administration, LLC	$20.00
113797	08/27/2025	General Fund	Section 125 Administration	Peak 1 Administration, LLC	$275.00
				Check Total:	$942.60
113798	08/27/2025	Fleet Management Fund	Operations & Maintenance Parts	Productivity Plus	$160.94
				Check Total:	$160.94
113799	08/27/2025	General Fund	Professional Development	SALT LAKE WHOLESALE SPORTS	$6,176.00
				Check Total:	$6,176.00
113800	08/27/2025	Sewer Fund	Miscellaneous Services & Charges	SE Moscow Sewer District	$133.00

Check #	Check Date	Fund	Account	Vendor Name		Amount
					Check Total:	$133.00
113801	08/27/2025	Streets Fund	Traffic Control	Stoneway Electric Supply Co.		$(68.16)
113801	08/27/2025	Streets Fund	Traffic Control	Stoneway Electric Supply Co.		$68.16
113801	08/27/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.		$41.56
113801	08/27/2025	Recreation & Culture	R & M - Buildings	Stoneway Electric Supply Co.		$5.55
113801	08/27/2025	Transit Center	R & M - Buildings	Stoneway Electric Supply Co.		$36.39
113801	08/27/2025	Sewer Fund	R & M - Equipment	Stoneway Electric Supply Co.		$65.84
					Check Total:	$149.34
113802	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	Taylormade Kitchen		$16.00
					Check Total:	$16.00
113803	08/27/2025	Sewer Fund	Chemicals	THATCHER COMPANY OF MONTANA		$9,935.04
					Check Total:	$9,935.04
113804	08/27/2025	Recreation & Culture	Moscow Farmers Market Programs	TONNEMAKER HILL FARM		$20.00
					Check Total:	$20.00
113805	08/27/2025	Recreation & Culture	R & M - Buildings	W.M Smith and Associates, Inc.		$604.80
					Check Total:	$604.80
113806	08/27/2025	Recreation & Culture	Events & Programs	Wildflour, LLC		$825.00
					Check Total:	$825.00
113807	08/27/2025	General Fund	Professional Development	Zachary Lorenzo J.		$1,532.00
					Check Total:	$1,532.00

Check #	Check Date	Fund	Account	Vendor Name	Amount
				Total Amount Being Paid:	**$229,080.13**

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

Hills and Rivers Housing Trust - Affordable Housing Grant Request - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

On November 15, 2021, the Mayor and City Council approved Resolution 2021-22, including Exhibit A, which established the "City of Moscow Affordable Homeownership Grant Program." This program allocates $50,000 annually (at a rate of $10,000 per home), depending on available funding. The Resolution also sets forth guidelines regarding applicant eligibility, the application process, eligible activities, requirements and obligations, and the disbursement of funds.

On November 29, 2021, the Moscow Affordable House Trust, now known as the Hills and Rivers Housing Trust, submitted a grant request for five homes to be constructed in 2022. This request was approved by the City on December 20, 2021. The first award was issued on January 23, 2023, which included $10,000 in ARPA funding, resulting in a total award of $20,000. The funds were disbursed to the Trust to support their ongoing efforts to build affordable homes in Moscow, thereby fulfilling the intent of the grant program.

Since that initial award, the Trust has not received any eligible homeowner applications until the current one was submitted. This request presents a unique situation, as detailed in the attached letter from the Trust dated August 4, 2025. In summary, the down payment assistance provided to the buyer by the parents and the Idaho Housing and Finance Association (IHFA) reduced the purchase price of the home so that the monthly payment does not exceed 35% of the buyer's income. However, IHFA required a parent's name to be on the title, but the lender did not require it on the mortgage loan. As stated in the Trust's letter, the buyer meets the "Grant Requirements and Obligations" outlined in No. 6 of Resolution 2021-22.

Staff has reviewed and verified all documentation submitted by the Trust, confirming that it meets the grant's requirements and obligations outlined in Resolution 2021-22. Although the Trust's request falls outside the usual parameters due to the inclusion of the parent's name on the title, staff supports the request because it aligns with the program's purpose and intent. The assistance offered helps reduce barriers to homeownership and ensures that monthly payments are manageable for low-to-moderate income households. Therefore, staff recommends that the City Council approve the request and endorse the exception, affirming that it aligns with the overall objectives of the program. This item was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

REVIEWED BY

Administrative Committee

PROPOSED ACTIONS

ACTION: Approve the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City's property interest in the home for $10,000.

STAFF RECOMMENDATION

Approve the application submitted by the Hills and Rivers Housing Trust for the Affordable Housing Grant Program and authorize the Mayor to execute the necessary documentation to secure the City's property interest in the home for $10,000.

OTHER RESOURCES

Not applicable.

FISCAL IMPACT

FY2025 Budget Non-Departmental Contractual 101-140-670-26 Affordable Housing Participation $10,000

PERSONNEL IMPACT

Grants, Legal, Finance

ATTACHMENTS

1. Letter from Trust - Application
2. Resolution 2021-22 Adoption of Affordable Housing Program

627 N Van Buren St.
Moscow, ID 83843
509.336.1664 mobile
HillsRiversHousingTrust@gmail.com
501.c.3 nonprofit
Tax ID #27-0306873

Executive Director: Nils Peterson

Language translation available on request

Board of Directors
Karl Johnson, President (2025)
Jonathan Carson, Vice President (2027)
Casey Holcomb, Treasurer (2025)
Teresa Heitmann, Secretary (2026)
Megan Guido (2027)
Janice Smith-Hill (2025)
Amanda Headtke (2026)
Vacant (2026)
Vacant (2027)
Terms expire Sept 30 of year stated

August 4, 2025

Alisa Anderson
Grants Manager/ADA Coordinator
Community Development - City of Moscow

This letter is an application for a City of Moscow Affordable Housing grant per Resolution No.2021-22.

This buyer is a little outside what may have been imagined when the program was designed. The situation is that the Buyer is on total disability and the Buyer's Parent is trying to secure safe, affordable housing to last beyond the Parent's lifetime. To that end, the Parent worked with Idaho Housing and Finance Association – the manager of the Federal HOME funds used for the construction of this house, to be able to combine down payment assistance from IHFA with a large down payment gifted by the Parent too the Buyer.

The net effect of these two forms of assistance is the Buyer can make a payment that is 31% of their income despite having a low income.

In the transaction, IHFA required the Parent be an additional person named on the title. The lender did not make a similar requirement, so the mortgage is in the name of the Buyer only.

The different number of people on title vs the loan, makes this transaction unusual and raises an issue of how to interpret the City's grant requirements. Since the Buyer is the only name on the loan, hence having the sole liability for making payments, only the Buyer's information was used to complete the application.

6) Grant Requirements and Obligations
The buyer's household income shall be eighty percent (80%) or less of the Latah County AMI.
Requirement met: Buyer income is $21,363/year; in FY25 the 80%AMI level is $53,550/year (See attached HUD income limits)

A. The housing unit ***must meet one*** of following affordability measures:

i) The home sale price may not exceed what is deemed to be affordable to a family of three (3), based upon seventy percent (70%) of the AMI, as established by the City on an annual basis.

ii) The annual mortgage payment amount (inclusive of principle, interest, taxes, private mortgage and homeowner's insurance, and utilities) may not exceed 35% of the 70% AMI annual household income based upon the buyer's family size.

2nd Requirement Met:
see attached 445 Powers Housing Cost Summary

B. All housing units shall be required to be owner occupied. **Requirement Met:** Required in the ground lease between buyer and Hills & Rivers Housing Trust. Monitored by the Trust.
C. The non-discrimination in employment and housing practices detailed in Moscow City Code Title 10, Chapter 19, along with all local, state and federal laws shall be followed. **Requirement Met:** The Trust has similar non-discrimination policies and used a licensed Realtor for the transaction.
D. All grant recipients shall provide a legally enforceable means to ensure either subsidy recapture or subsidy retention to guarantee the grant award will be retained to preserve affordability of the housing unit. All proposed retention or recapture obligations shall be in perpetuity and subject to City review and approval. **Requirement Met:** Deed of Trust with City of Moscow
E. The subsidy recapture shall be accomplished by the placement of a lien, or other secured property interest, payable to the City of Moscow in the amount equal to the original grant award. **Requirement Met:** Grant agreement
F. The subsidy retention shall be accomplished with a deed restriction upon the property which limits the future home resale amount to retain affordability, including the obligation to sell the home to a buyer who meets the same conditions and criteria of the original purchaser as specified herein. **Requirement Met:** Ground Lease has provisions to control the maximum resale price to keep it affordable.

Sincerely

Nils Peterson
Executive Director

RESOLUTION NO. 2021 – 22

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, AUTHORIZING AND ESTABLISHING AN AFFORDABLE HOUSING GRANT PROGRAM WITHIN THE CITY; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the health and safety of all citizens of the city of Moscow is the greatest priority and is of the upmost importance to the Mayor and City Council; and

WHEREAS, Idaho Code § 50-302, enables cities to promote the general welfare of its citizens; and

WHEREAS, the cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest including residents within the City of Moscow; and

WHEREAS, according to Multiple Listing Service and the U.S. Bureau of Labor Statistics data, from 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020; and

WHEREAS, studies have shown affordable housing encourages social connection, reduces overcrowding, increases adjacent property values, attracts businesses and jobs, and lowers crime rates; and

WHEREAS, it is the policy of the City of Moscow (hereinafter "City") to encourage equal opportunity in housing for all persons regardless of race, color, religion, gender, national origin, disability, familial status, sexual orientation, or gender identity/expression; and

WHEREAS, The City of Moscow supports the development of affordable housing within Moscow, believes it is a benefit to the Moscow community as a whole and serves an important public purpose and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue; and

WHEREAS, the Mayor and City Council have recognized that "Lack of Affordable Housing Creates Economic Disadvantages" as a major challenge area in its Strategic Plan, and has included funding in its adopted Fiscal Year 2022 budget to address the issue; and

WHEREAS, the Council supports this policy and wishes to adopt it by Resolution in order to accomplish the purposes stated herein;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows.

1. That the City of Moscow Affordable Homeownership Grant Program attached hereto as Exhibit "A" is adopted;

2. That this Resolution shall become effective as of the 15th day of November, 2021.

PASSED AND APPROVED by the Mayor and the City Council of the City of Moscow, Idaho, this 15th day of November, 2021.

_____
Bill Lambert, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on November 15, 2021 and attest to the Mayor's signature.

_____
Laurie M. Hopkins, City Clerk

EXHIBIT A

City of Moscow Affordable Homeownership Grant Program

1) Overview: The cost to rent or purchase housing has become less affordable for millions of people and families across the Pacific Northwest, and Moscow is no exception. From 2015 to 2019, the average home sales price increased by more than 25%, while per capita incomes only grew by 10%, and the average home sale price in the City of Moscow increased an additional 12.2% between 2019 to 2020. Studies have shown affordable housing provides community stability, encourages social connection, increases adjacent property values, attracts businesses and jobs, and lowers crime rates. The City of Moscow supports the development of affordable housing within Moscow and has established an Affordable Homeownership Program to promote and encourage non-profit organizations to collaborate and work cohesively as a community on this issue.

1) **Definitions:** For the purpose of the Affordable Homeownership Grant Program, the words and terms used herein are defined as follows:
   a) *Affordable*. Where the cost of housing including principal, interest, taxes, private mortgage insurance, land leases payments, homeowner's association dues and utilities do not exceed thirty-five percent (35%) of the buyer's monthly gross income.
   b) *AMI*. The Latah County Annual Median Household Income as published by the U.S. Department of Housing and Urban Development.
   c) *Buyer*. The individual or family that is the intended purchaser of an affordable housing unit.
   d) *City*. The City of Moscow, Idaho.
   e) *Council*. The City of Moscow City Council
   f) *Non-Profit Housing Developer*. A non-profit organization with a mission that is focused on the creation, renovation, preservation, operation, and maintenance of affordable housing.
   g) *Owner Occupied*. A property owner, as reflected in real property records, who makes their legal residence at the property, as evidenced by voter registration or similar means and actually resides at the property for more than six (6) months out of any given year. Owner occupancy may also include a named natural person with an ownership or benefit in a private trust, but shall not extend to corporate trusts.
   h) *Community Land Trust*. A trust created to effectuate a real estate ownership arrangement in which the trustee holds legal and equitable title to the property subject to the provisions of a trust agreement setting out the rights of the beneficiaries whose interests in the trust are declared to be personal property.
   i) *Program*. The City of Moscow Affordable Homeownership Grant Program.
   j) *Subsidy Retention*. A mechanism which is a legally binding restriction upon the future housing unit sale price in accordance with an approved inflationary income index to ensure the housing unit remains affordable in perpetuity.
   k) *Subsidy Recapture*. A mechanism which includes a legally binding requirement to collect and return the City's original contribution to the housing unit upon future sale of the said unit.

2) Annual Allocation:

a) The City Council intends to allocate funding for the Program each fiscal year subject to available funding and the Council's approved budget appropriation. The goal is to allocate Fifty Thousand Dollars ($50,000) annually to the Program depending upon available funding.

b) The annual appropriation will be placed within a designated capital fund where it will be retained and accumulated until disbursements are approved in accordance with the Program.

3) Organization Eligibility:

a) An eligible non-profit housing developer whose primary mission and purpose is the development and provision of affordable housing.

b) Evidence of successful completion of affordable housing projects.

4) Grant Application Process

a) Grant applications will be accepted annually beginning October 1st of each year on a first come first served basis until the annual allocation has been obligated.

b) The maximum grant award shall be Ten Thousand Dollars ($10,000) per housing unit, unless otherwise approved by the Council.

c) Grant awards shall be effective for twenty-four (24) months from the date of approval, unless otherwise specified and approved by the City Council. If closing on the housing unit does not occur prior to the expiration date, the grant award will be null and void, and the allocated funds will be returned to the Affordable Homeownership Grant program budget.

5) Eligible Activities

a) The development and provision of perpetual affordable homeownership opportunities which may include:

   i) Construction of new detached single-family homes, attached single-family homes, townhouses and/or condominium units;

   ii) Acquisition and rehabilitation/renovation of existing detached single-family homes, attached single-family homes, townhouses and/or condominium units;

   iii) Other uses as may be approved by the City Council.

b) The development of affordable housing within a community land trust shall be allowed and encouraged.

6) Grant Requirements and Obligations

a) The buyer's household income shall be eighty percent (80%) or less of the Latah County AMI.

b) The housing unit must meet one of following affordability measures:

   i) The home sale price may not exceed what is deemed to be affordable to a family of three (3), based upon seventy percent (70%) of the AMI, as established by the City on an annual basis.

ii) The annual mortgage payment amount (inclusive of principle, interest, taxes, private mortgage and homeowner's insurance, and utilities) may not exceed 35% of the 70% AMI annual household income based upon the buyer's family size.

c) All housing units shall be required to be owner occupied.
d) The non-discrimination in employment and housing practices detailed in Moscow City Code Title 10, Chapter 19, along with all local, state and federal laws shall be followed.
e) All grant recipients shall provide a legally enforceable means to ensure either subsidy recapture or subsidy retention to guarantee the grant award will be retained to preserve affordability of the housing unit. All proposed retention or recapture obligations shall be in perpetuity and subject to City review and approval.
f) The subsidy recapture shall be accomplished by the placement of a lien, or other secured property interest, payable to the City of Moscow in the amount equal to the original grant award.
g) The subsidy retention shall be accomplished with a deed restriction upon the property which limits the future home resale amount to retain affordability, including the obligation to sell the home to a buyer who meets the same conditions and criteria of the original purchaser as specified herein.

7) Grant Disbursement

a) Unless otherwise specified, grant awards shall be disbursed on a reimbursement basis subject to final verification of sales price and buyer qualification at the time of closing.
b) The grant award shall be paid within thirty (30) days of receipt of notice of property closing and receipt of all necessary documentation to verify compliance with all conditions of this Program.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

PUBLIC HEARING: Augustine Avenue Apartments Planned Unit Development and Preliminary Plat (ACTION ITEM) - Mike Ray

RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

The applicant, Impact Investors, is proposing a preliminary subdivision plat and Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow. The proposed preliminary plat is a 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition. The proposed PUD is a mixed-use development consisting of ten (10) buildings comprised of 114 dwelling units and sixteen (16) commercial live/work units. The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed PUD and preliminary plat on July 9, 2025, and recommended approval with one condition.

REVIEWED BY

Planning and Zoning Commission

PROPOSED ACTIONS

PROPOSED ACTIONS: Conduct the public hearing upon the PUD and preliminary plat and upon consideration of any testimony presented:

1. Approve the preliminary PUD for Augustine Avenue Apartments Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary PUD with conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary PUD and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.
2. If the preliminary PUD is approved, approve the preliminary plat for Augustine Avenue Apartments Addition with one condition and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or approve the preliminary plat with no conditions and direct staff to prepare a Reasoned Statement of Relevant Criteria; or reject the preliminary plat and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take other such action deemed appropriate.

STAFF RECOMMENDATION

Conduct the public hearing upon the PUD and preliminary plat and upon consideration of any testimony presented:

1. Approve the preliminary PUD for Augustine Avenue Apartments Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.
2. If the preliminary PUD is approved, approve the preliminary plat for Augustine Avenue Apartments Addition with one condition and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Staff Report
2. Public Hearing Notice
3. PUD Materials
4. Preliminary Plat Materials
5. Parkland Dedication Memo
6. P&Z Minutes and RCS

COMMUNITY DEVELOPMENT DEPARTMENT
STAFF REPORT

HEARING DATE: September 2, 2025

GENERAL INFORMATION

Hearing Body: City Council

Subject: Proposal for a Preliminary Subdivision Plat and Preliminary Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow, known as the Augustine Avenue Apartments Addition. Permit Applications LUP2025-0010 and LUP2025-0011.

Attachments:

1. Notice of Public Hearing
2. Preliminary Plat Application
3. Preliminary Plat
4. Planned Unit Development Application
5. Planned Unit Development Site Plan
6. Legal Descriptions
7. Neighborhood Meeting Materials

Prepared by: Mike Ray, AICP – Planning Manager

STAFF REVIEW

Proposal: The applicant, Impact Investors, is proposing a Preliminary Subdivision Plat and Preliminary Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow. The proposed preliminary plat and Planned Unit Development (PUD) is a 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition. The proposed PUD is a mixed-use development consisting of ten (10) buildings comprised of 114 dwelling units and sixteen (16) commercial live/work units.

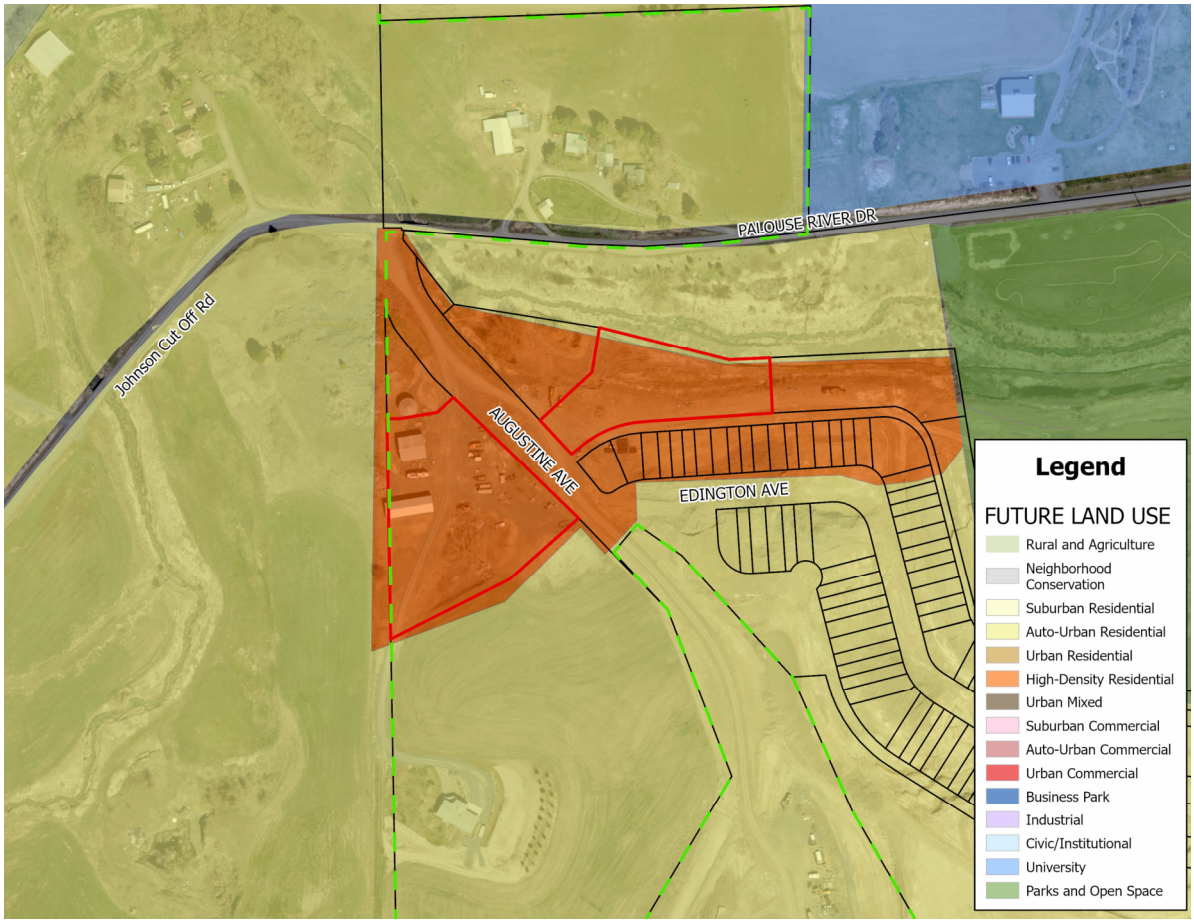
Site and Area Land Use: The subject property is a 4.06-acre area that consists of four parcels, two on each side of Augustine Avenue. The subject properties on the west side Augustine Ave currently contain two large shop outbuildings. The subject property is surrounded by primarily agricultural land to the west, a single-family dwelling to the south, and Edington 1st Addition Subdivision to the southeast. The West Palouse River Drive ball fields property is located to the northeast of the subject property. The South Fork of the Palouse River currently flows through the ball fields property to the north.

Vicinity Map

Aerial of Subject Property

Comprehensive Plan: Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as High-Density Residential. According to the 2019 Comprehensive Plan, High-Density Residential designated areas are intended to,

> *"allow the highest density residential development at common densities between 15 and 26 units per acre. Areas appropriate for this designation include those located adjacent to areas of higher activity where there is a range of uses. High-Density Residential areas should be located adjacent or in close proximity to designated arterial or collector streets. New areas of high-density residential development should be located near mixed-use activity areas and corridors that accommodate multi-modal transportation. Lands designated as Urban Residential are generally appropriately zoned Medium Density Residential (R3), Multiple Family Residential (R-4), or Residential Office (RO)."*



Current Comprehensive Plan Land Use Designations

Zoning: The subject property and adjacent properties immediately to the north and east are designated as the Residential Office (RO) Zone. Property to west is located within Latah County in the Agriculture/Forestry (AF) Zone. The portion of the Edington 1st Addition to the southeast is currently designated as a combination of the Medium Density Residential

(R-3) Zone and the Residential Office (RO) Zone. The West Palouse River Drive ball fields to the north is currently designated as Farm, Ranch and Open Space and the Schweitzer property further to the east is designated as Motor Business (MB).

According to the City of Moscow Zoning Code, the RO Zone is a moderately intensive zone including both offices and high-density housing. It serves as a transitional Zoning District between residential Zoning Districts and commercial or industrial Zoning Districts.

The RO Zoning District is appropriately applied in the following circumstances:

1. On the perimeter of commercial or industrial districts where they abut residential land uses;
2. Where transportation network use is greater than desirable for lower density residential uses;
3. Where landforms create sites which are reasonably accessible by transportation systems and which are buffered from nearby residential areas; and
4. Where the development patterns in a neighborhood will allow development of moderate intensity to occur without producing adverse visual impact or harm to the transportation network.

Uses permitted within the RO Zone include single family dwellings, two family dwellings, multi-family dwellings, twinhomes, townhouses, market and community gardens, veterinary services, professional offices, restaurants up to 1,500 sf in size, group and small child care facilities, community/neighborhood centers, health care services, public parks and recreation facilities, telecommunications services, personal care services, and bed and breakfast inns.

Existing Zoning

Preliminary Plat: The applicant is proposing to subdivide the 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition. The applicant is proposing a Planned Unit Development (PUD) to coincide with the preliminary plat in order to allow for separate ownership of 10 buildings which are each proposed to be constructed on the individual lots.

The minimum lot size for lots within the RO Zone is 5,000 sf or 800 sf per dwelling unit, whichever is greater. With the existing size of the properties being 4.06 acres, the number of dwelling units which would be permitted by right on the property would be 221 dwelling units. The applicant has chosen to go through the PUD process in order to divide the property in a configuration which would create lots for each of the 10 proposed buildings with two common tract properties which include all of the common features such as parking lots, stormwater detention pond, open space, and sidewalks. Every lot which is created within the City is required to have a certain length of property frontage on a public street right-of-way. Since that would not be achievable with the applicant's proposal, they have chosen to go through the PUD process in order for each building to be on a separately platted lot.

The proposed PUD is a mixed-use development which includes 10 buildings with a total of 114 dwelling units and 16 commercial live/work units. The applicant is proposing two different building types, one referred to as the Alfred and the other referred to as the 10-plex. The Alfred is a three-story, 40 ft by 100 ft building which contains four commercial live/work suites and two studio apartments on the ground floor, and five studio apartments and two 2-bedroom apartments on each of the second and third floors. The applicant has provided different façade variations for the exterior so that each building will appear unique.

The 10-plex is proposed to be a two-story, 40 ft by 100 ft building which contains four 2-bedroom, 2.5 bath townhouse apartments; two 1-bedroom apartments; and four studio apartments. The applicant has provided different façade variations so that each building will appear unique.

The setback requirements for the RO Zone are a minimum of 10 feet in the front, 5 feet on the side, and 20 feet at the rear yard. Looking at the original lot boundaries, the proposed building footprints will meet all the setback requirements for the RO Zone. The proposed buildings within the proposed new lots will have a 5-foot setback to their property lines.

The total number of off-street parking spaces which are required for the entire PUD is 192 spaces. The applicant has provided 198 off-street parking spaces including 6 ADA accessible spaces. The applicant has also proposed to provide 88 bike parking spaces both sheltered and not sheltered.

Base Density: The applicant is proposing to construct a total of 114 dwelling units as part of the Augustine Avenue Apartments PUD. The base density of the RO Zone is 24 units per acre, which equates to a base density of 97 dwelling units for the entire project. Therefore, the applicant needs an 18% density bonus in order to achieve the proposed 114 units. The PUD section allows for numerous ways of achieving bonus density and the applicant has chosen to focus on the provision of mixed housing types and/or land uses, sustainable development, and other function or aesthetic development features.

Bonuses of up to 10% may be provided for providing a mix of housing types and/or uses. Any combination of single family, duplex, multiple family residences, and/or commercial, institutional or civic uses may qualify. The applicant has proposed a mixture of various sizes and configurations of multi-family dwellings and also incorporated commercial spaces on the ground floor of the Augustine Avenue street frontage. It is staff's opinion the applicants request of 5% for the proposed mixture of uses is warranted.

The applicant has also proposed to incorporate a number of sustainable development provisions pertaining to indoor environmental quality, provisions of alternative mode transportation features, and water saving features. Bonuses may be awarded up to eight percent (8%) of the base density for PUD projects which make an extended effort to improve the ongoing indoor environment. Provision of outside air ventilation, exhaust vents, air distribution systems and HVAC air filters that exceed requirements of any applicable Code are eligible for a two percent (2%) bonus. Installation of permanent walk-

off mats and central vacuums help to mitigate dirt and dust and may be awarded a two percent (2%) bonus. Homes should be protected from car emissions by tightly sealing walls between the garage and the home, providing an exhaust fan linked to the overhead door, and not locating air handling equipment in the garage; such provisions may be awarded a bonus of two percent (2%). Not providing a garage may satisfy any bonus given for mitigating car exhaust in a garage. The use of finishing products, such as paint or carpeting, which minimize or eliminate toxic fumes that are common in standard products, may be awarded up to an additional two percent (2%) bonus.

The applicant is proposing to incorporate features related to indoor environmental quality such as enhanced outside air ventilation, exhaust vents, and superior HVAC air filtration which shall exceed minimum code requirements. Walk-off mats, no attached garages, and the use of low-VOC paints and carpeting are also being proposed. The applicant has requested a 4% bonus for providing these features, which staff concurs with.

Features which accommodate alternative mode transportation or promote decrease in automobile usage or traffic, such as bus shelters, turnouts, alternative fuel vehicle support facilities, carpool lots, pedestrian paths, bike racks, etc. may be awarded up to a two (2%) percent bonus. To accommodate and encourage alternative modes of transportation, the development will include secure bicycle parking/racks with sheltered charging ports for e-bikes, designated areas for ridesharing, and pedestrian-friendly pathways connecting to public sidewalks. The applicant has also indicated that the development is a 7-minute bike ride to the nearest Smart Transit bus stop on Styner Ave and is in close proximity to the Arboretum which provides a pedestrian route to the University of Idaho campus. It is staff's opinion that the 1% bonus being requested is warranted.

A bonus may be awarded for inclusion of a storm water reuse system, xeriscaping or other water saving development features which are not otherwise required by the Code. Such other water saving features may include those which are sensitive to or which promote aquifer recharge. A total bonus of up to ten percent (10%) may only be awarded if both storm water reuse (five percent [5%] maximum bonus) and xeriscaping (five percent [5%] maximum bonus) are incorporated into the development. A detailed written statement and/or plan shall be provided by the applicant to justify a bonus under this category. The applicant has indicated that the project will incorporate significant water-saving features, including xeriscaping with native and drought-tolerant plants, high-efficiency irrigation systems, and potentially a stormwater reuse system for landscaping. The applicant has provided a landscape plan showing the xeriscaped areas and has indicated that they will provide a more detailed landscaping plan with the construction drawings. It is staff's opinion that a 5% density bonus is warranted for this category.

Other qualifying development features which are designed to visually complement or visually preserve the natural environment, especially scenic views, through use of appropriate materials may include, but are not limited to, architectural variety, building mass and height softening features, building location with regard to lot lines (staggered setbacks), the provision of alley access and scenic view corridor preservation for the benefit of others, recessed, side or rear loading garages, and the arrangement of parking such that

it is not located within the required front nor street side yard or such that it is located behind or underneath the building(s) and not readily visible from the street. Locating the parking behind or below structures shall warrant a higher bonus than locating the parking outside of the required front and street side yard, where it is visible from the street. The maximum bonus under this category will be up to ten percent (10%). The parking for the Augustine Apartments is designed and located such that it is not readily visible from the street, thereby enhancing the streetscape and overall aesthetic of the development. It is staff's opinion that a 4% density bonus shall be warranted in this category.

The sum of the total density bonuses proposed totals 19%, which exceeds the density bonus required to achieve 141 dwelling units on the property.

Access, Streets, Traffic: The subject property has access via Augustine Avenue which is designated as a collector street and was constructed as part of Edington 1st Addition. Augustine is constructed to a 34-foot paved width with two travel lanes, bike lanes on both sides, and no on-street parking. Curbing, gutters, tree lawns, and sidewalks are also constructed on both sides of the street.

Utilities: Water mains will be extended throughout the subdivision from the existing mains within Augustine Avenue. The Engineering Department has determined that the existing system has adequate potable and fire flows to serve the proposed subdivision.

Sanitary sewer is proposed to be extended throughout the subdivision from existing main in Augustine Avenue and the alley to the north of Edington Avenue. The Engineering Department has determined that the existing system has adequate capacity to accommodate the proposed subdivision.

Storm sewer will be piped and directed to a stormwater detention pond located behind Lot 6. The detention facilities of the proposed development will need to meet Moscow's Stormwater Runoff Control Standards which required the stormwater to be detained to the pre-development rate. The stormwater is then conveyed from the detention facilities to the South Fork of the Palouse River.

Parkland Dedication: Per the attached memo from David Schott, Parks and Facilities Manager, the proposed subdivision falls under the requirements of the parkland dedication codes of the City. Based on the preliminary plat for the Augustine Avenue Apartments Subdivision (Lots 1-7) to the southwest of Augustine Avenue, the net developable area includes 118,670 square feet (sf) or 2.72 acres of platted RO Zoning, which has a 9% or 10,680 sf (0.25 acres) parkland dedication requirement. However, the parkland dedication requirements for Lots 8-10 to the northeast of Augustine Avenue have been previously deferred as part of the Edington Subdivision First Addition final plat, see attached memo dated May 6, 2021. Based on the Edington Subdivision First Addition preliminary plat, the total parkland dedication requirement was 44,404 sf (1.02 acres). However, minor changes to the Edington Subdivision First Addition final plat from the preliminary plat resulted in the following:

- 152,189 sf (3.49 acres) of net developable area of platted RO Residential Office (9%), which required 13,697 sf (0.31 acres) of parkland dedication.
- 389,675 sf (8.95 acres) of net developable area of platted R-3 Medium Density Residential (7%), which required 27,227 (0.63 acres) of parkland dedication.

Because of the changes between the preliminary plat and the final plat the total parkland dedication requirement for the Edington Subdivision First Addition was reduced to 40,974 sf (0.94 acres).

The Parks and Recreation Commission will consider the recommended deferral of the 10,680 sf (0.25 acres) of the Augustine Avenue Apartments preliminary plat to a later phase of the Edington Subdivision at their July 24, 2025, regular meeting. It is the Parks and Facilities Manager's recommendation to defer and add the 10,680 sf (0.25 acres) based on the Augustine Avenue Apartments preliminary plat to the previously deferred parkland dedication for the Edington Subdivision final plat (0.94 acres) for a total parkland dedication of 1.19 acres to a later phase of the entire Edington Subdivision. The total parkland dedication requirement to date is 1.19 acres for a future park that is relatively flat and over three (3) miles of public pathways for our community to enjoy.

Other Issues: The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on March 14, 2025 to discuss the proposal. All neighborhood meeting materials are attached to your packet.

Input from other Departments/Commissions:

Parks and Recreation Department

The Parks and Recreation Department has provided parkland dedication requirements within the attached July 2, 2025 and May 6, 2021 memos from David Schott, Parks and Facilities Manager.

The Parks and Recreation Commission recommended deferring and adding the parkland dedication requirements to a later phase of the Edington Subdivision at their regular meeting on July 24, 2025.

RECOMMENDATIONS:

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed PUD and preliminary plat on July 9, 2025, and recommended approval with one condition.

Staff recommends that the City Council conduct the public hearing upon the PUD and preliminary plat and upon consideration of any testimony presented:

1. Approve the preliminary PUD for Augustine Avenue Apartments Addition with no conditions and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.
2. If the preliminary PUD is approved, approve the preliminary plat for Augustine Avenue Apartments Addition with the following condition and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria:
    1. The applicant shall be required to submit a stormwater report for the proposed subdivision and include any mitigation actions necessary to ensure that the stormwater facilities will have no downstream adverse impacts subject to the approval of the City Engineer.

NOTICE OF PUBLIC HEARING

Proposal for a Preliminary Subdivision Plat and Preliminary Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow, known as the Augustine Ave Apartments Addition. Permit Applications LUP2025-0010 and LUP2025-0011.

A public hearing at which you may be present and speak will be conducted by the Moscow City Council at which time the following proposals will be considered:

1. Proposed Preliminary Subdivision Plat of four existing parcels totaling 4.06-acres in size to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition.
2. Proposed Preliminary Planned Unit Development (PUD) of a 4.06-acre area to construct a mixed-use development consisting of ten (10) buildings comprised of 114 dwelling units and sixteen (16) commercial live/work units.

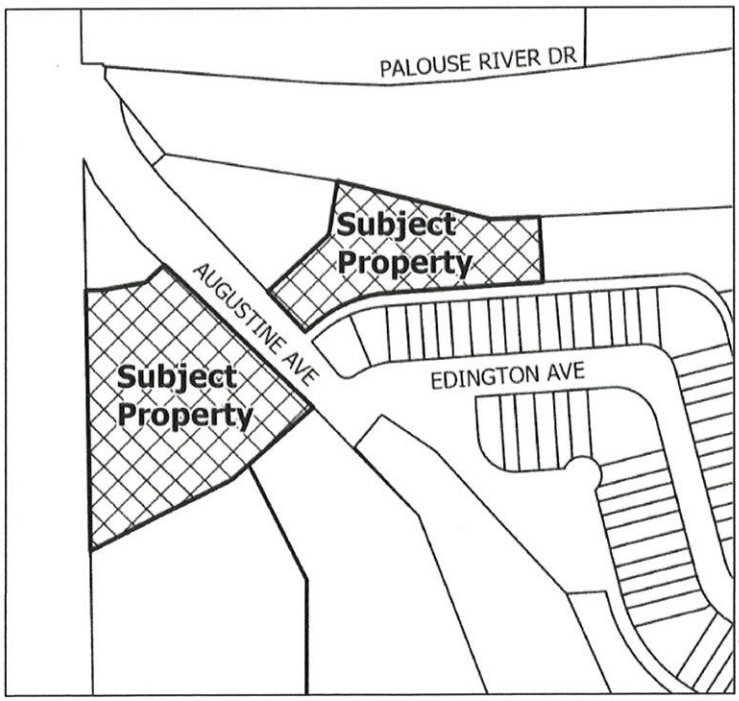
The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Preliminary Planned Unit Development and Preliminary Plat on July 9, 2025 and recommended approval with one condition.

HEARING DATE: Tuesday, September 2, 2025

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 Haddock Building at 504 S Washington Street, Moscow, Idaho. Call 883-7035 for a meeting agenda or further information about the matter.



Verbal testimony at the hearing is generally limited to three (3) minutes time. Public participants desiring to submit textual materials to the decision-making board shall make that submission at least five (5) calendar working days in advance of the scheduled meeting. Materials provided tardy may be admitted for consideration subject to the discretion of the decision-making board. You may obtain further information about the public hearing process and procedures on the City's Website at: https://www.ci.moscow.id.us/593/Public-Hearing-Notices

Laurie M. Hopkins, Moscow City Clerk

Jennifer Fleischman, Deputy City Clerk

Published: Saturday, August 16, 2025

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

For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CDV	Preliminary or Major Amendment	$749.00	
CDV	Minor Amendment or Design Review	$316.00	
	Receipt Number		

APPLICATION FOR PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) OR PUD AMENDMENT

(Please type or print plainly with blue ink.)

APPLICANT:

Name: Scott Sumner Phone: 208.596.7912

Address: 805 N Main St, Ste 107 Email: scott@syntierengr.com

OWNER: (if other than applicant)

Name: Rich Beebe Phone: 509.330.0623

Address: Email: r33beebe@gmail.com

PROPERTY:

1. Proposed PUD Name: Augustine Avenue Apartments
2. Address(es) or Parcel Number(s): RPM00000193260, RPM00000193265, RPM11900100020
3. Legal Description: See Attached
   (Subdivision) (Block) (Lot)

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

PROJECT DESCRIPTION:

Please describe the new (or revised) use, design and construction for the above property:

PUD Development of various size apartment buildings that will have potential for mixed-use opportunities.
Public and private utilities and infrastructure will also be constructed to support the development.

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 include all required notations and detail drawings pursuant to Moscow City Code Title 4, Chapter 7, Section 7-4.B. and shall show, label and include dimensions of all property lines, easements, existing and proposed buildings, parking lot(s), driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

For Minor Amendments/Design Review only: Skip to Page 3

Received 03-25-2025

AUTHORIZATION:

1. Section _____of the Moscow Zoning Ordinance authorizes the proposed use, subject to a Planned Unit Development application.

2. Before the Moscow Planning and Zoning Commission ("Commission") can approve a Type 1 Planned Unit Development ("PUD") or City Council can approve a Type 2 PUD request, the Commission or City Council must first make findings of compliance in accordance with MCC 4-7-9, with the following six **Relevant Criteria and Standards**. Please describe in the spaces provided below how your proposed PUD is in compliance with each of the Relevant Criteria and Standards:

A. The proposed PUD is consistent with the Comprehensive Plan.

The proposed PUD is consistent with the city's Comprehensive Plan and will support its goal of sustainable, incremental growth while enhancing the characteristics of the town. Development will primarily include one bedrooms and studios of various sizes, and meet the needs of a large range of Moscow residents

B. The proposed PUD is consistent with the intents and purposes of Title 4, Chapter 7 of the City Zoning Code.

The proposed PUD will provide for the innovative development of the subject property in a way that is efficient and economical, with plans for public and private utilities and services. It would also provide opportunity for local land developers to be involved in the growth of the city, rather than one major entity.

C. The proposed PUD is compatible with the character and uses in the surrounding area.

The proposed PUD is located on the south portion of Moscow, to the west of the Edington Subdivision. Since the area consists of primarily apartments and residential housing, development plans are compatible with the character of the surrounding area. The proposed PUD would provide various housing options and opportunities for mixed-use.

D. Public Services and utilities are available or can be made available and are adequate to accommodate the proposed PUD.

The proposed PUD will provide for the orderly and efficient delivery and location of public facilities, utilities, and services for the proposed buildings. Development will include plans for a water system and sanitary sewer system, with Franchise utilities to be coordinated as well.

E. The proposed PUD will not endanger the public health or safety.

The proposed PUD will comply with all relevant city standards to ensure public health and safety. All buildings will be constructed in compliance with local building and fire codes, with adequate setbacks and safety inspections.

F. The residential densities, proposed land uses, and design proposed within the PUD, promote the innovative, efficient, economic, and attractive development of the subject property.

Development on the subject property would direct growth to an area that has potential for efficient and economical development of public services and help plan for future capacity needs.

Received 03-25-2025

CONDITIONS OF APPROVAL:

The Commission or City Council may impose required modifications or conditions as part of the approval pursuant to MCC 4-7-10, including but not limited to, (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for on-site or off-site public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed PUD upon delivery of services by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE:

1. Should the preliminary PUD be approved, a final PUD review before the original decision-making body is required to determine whether the proposed development conforms to the intent and conditions of the preliminary PUD approval.
2. Approval of a preliminary PUD proposal shall expire automatically eighteen (18) months after the date of approval unless final PUD approval has been obtained prior to such time.
3. Where final proposed PUD plans are subsequently modified from the approved preliminary PUD plans, such plan modifications must be submitted to the Community Development Department to be reviewed for substantial conformance with the approved plans. If plan modifications are not in substantial conformance, the plans may need to go through a minor or major amendment process as detailed in Title 4, Chapter 7, Section 7-13 of the Moscow City Code.
4. In the event of failure to comply with the approved PUD plans or with any of the conditions imposed upon the PUD project, such permit shall be immediately revoked and shall be automatically null and void.

REVOCATIONS:

If building permits pertaining to an approved PUD, consistent with any proposed phasing, are not obtained within eighteen (18) months of the final PUD approval, such final PUD approval shall be immediately revoked and shall be automatically null and void. The applicant may request a one (1) time extension of a final PUD approval not to exceed one (1) year. Such request shall be in writing and shall be approved by the applicable decision-making body prior to expiration of the original PUD approval or such approval shall not be granted.

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

1. Application Fees
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings and/or Renderings, drawn to scale

I understand this information is a public record and may be posted to a public website. I declare and certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I have the legal authority to submit this application.

Signature of Applicant — Date: 3/25/2025

Signature of Property Owner (if different) — Date: 3/25/2025

Received 03-25-2025

CONDITIONS OF APPROVAL:

The Commission or City Council may impose required modifications or conditions as part of the approval pursuant to MCC 4-7-10, including but not limited to, (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for on-site or off-site public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed PUD upon delivery of services by any political subdivision, including school districts, providing services within the planning jurisdiction.

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Signature of Applicant — Date: 3/25/2025

Signature of Property Owner (if different) — Date: 3-31-25

405 SE Brelsford Dr., Ste C
Pullman, WA, 99163
509-339-6187

Augustine Avenue Apartments Concept Statement

This PUD project is proposed as a multifamily development that has separate parcels for each of the buildings, with the remaining space a shared use and responsibility of the entire PUD. This development is intended to provide local developers the opportunity to pool their resources in the infrastructure and development of the area. The PUD also allows for the sharing of parking infrastructure on each side of Augustine Avenue to utilize the allowable space more effectively.

How the proposed PUD departs from the underlying zoning requirements of the property

The proposed PUD departs from the underlying zoning requirements on the lot size, as the minimum lot size is 5,000 square feet for a multi-family dwelling in a RO zoning district. There are multiple lots that are 2,750 square feet parcels.

Stating how special features of the property or the proposed PUD make the development both desirable and compatible with other uses in the area.

The property is on the edge of the Edington Addition to the City of Moscow. The residential subdivision consists of single-family housing on the east side, with more dense townhomes on the west side. The project abuts the townhome portion of the Edington Development and will allow for a much needed an increase in the available housing in Moscow. The development will be desirable, as it will provide smaller 1-2 bedroom apartments that are harder to find in the area.

Received 05-08-2025

Impact Investors
805 N Main Street
Moscow, ID 83843

REVISED - July 2, 2025

Zoning Administrator
City of Moscow
Planning and Zoning Department
206 E Third Street
Moscow, ID 83843

Subject: Request for Dwelling Unit Density Bonus for Augustine Apartment PUD (RO Zoning) – Pursuant to Sec. 7-6

This letter serves as a formal request for a dwelling unit density increase for our proposed Planned Unit Development (PUD), the "Augustine Apartments," located within an RO (Residential Office) Zoning District. This request is made pursuant to Section 7-6 of the City of Moscow Zoning Code, which allows for density bonuses based on the provision of specific community benefits and superior development features.

The base density for the RO Zoning District is 24.0 dwelling units per acre. We are seeking a bonus density of nineteen percent (19%) of the base density.

Our commitment to creating a high-quality, sustainable, and community-oriented development is reflected in our plan to incorporate the following features, which qualify for density bonuses under Sec. 7-6(C):

1. **Provision of Mixed Housing Types and/or Land Uses (Sec. 7-6(C)(2)):**
    - **Planned Feature:** The Augustine Apartments will incorporate a mix of variously sized studio apartments, 1-bedroom apartments, a variety of 2-bedroom flats, townhouse style 2-bedroom apartments, and ground level store-front commercial units to accommodate businesses and services as allowed in the RO zone. We believe this will foster a vibrant and enjoyable community.
    - **Requested Bonus:** 5%
2. **Sustainable Development – Indoor Environmental Quality (Sec. 7-6(C)(5)(c)):**
    - **Planned Feature:** We will make an extended effort to improve the ongoing indoor environment by incorporating features such as enhanced outside air ventilation, exhaust vents, superior HVAC air filtration, all of which shall exceed the code requirements, as well as, permanent walk-off mats, no attached garages, and the use of low-VOC paints and carpeting.
    - **Requested Bonus:** 4%
3. **Sustainable Development – Provision of Alternative Mode Transportation Features (Sec. 7-6(C)(5)(d)):**
    - **Planned Feature:** To accommodate and encourage alternative modes of transportation, the development will include secure bicycle parking/racks with sheltered charging ports for e-bikes, designated areas for ridesharing, and pedestrian-friendly pathways connecting to public sidewalks. The development is a 7-minute bike ride to the nearest Smart Transit bus stop on

Received 07-02-2025

Styner Ave and is a pleasant bike ride or walk through the Arboretum to the UI campus.
    - **Requested Bonus:** 1%
4. **Sustainable Development – Water Saving Features (Sec. 7-6(C)(5)(e)):**
    - **Planned Feature:** The project will incorporate significant water-saving features, including xeriscaping with native and drought-tolerant plants, high-efficiency irrigation systems, and potentially a stormwater reuse system for landscaping.
    - **Requested Bonus:** 5%
5. **Other Functional or Aesthetic Development Features – Parking Design (Sec. 7-6(C)(9)):**
    - **Planned Feature:** The parking for the Augustine Apartments will be designed and located such that it is not readily visible from the street, likely [briefly describe, e.g., located behind or underneath the building(s) or significantly screened by landscaping and architectural elements], thereby enhancing the streetscape and overall aesthetic of the development.
    - **Requested Bonus:** 4%

The sum of the individual bonuses for the features outlined above is 19%. Per Sec. 7-6(C), this is below the maximum allowable PUD bonus of **50%** of the base density. We believe these enhancements will make the Augustine Apartments a valuable addition to the City of Moscow, aligning with the city's goals for quality development.

Please refer to the provided drawings showing the proposed site plan, building plans and elevations.

Thank you for your time and consideration.

Sincerely,

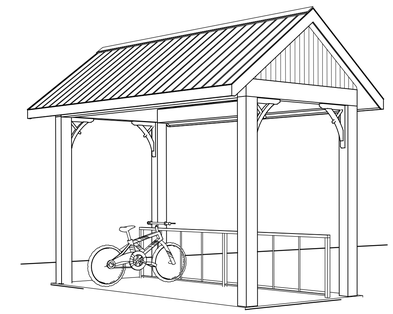
Rich Beebe, Impact Investors

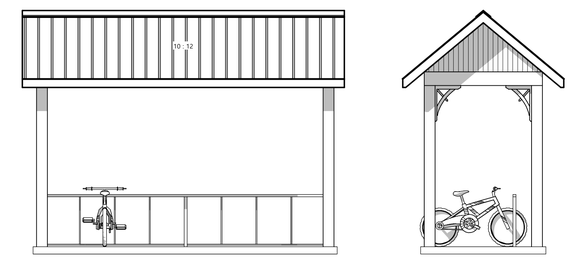
Received 07-02-2025

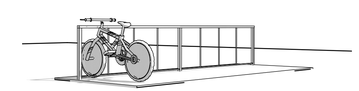
AUGUSTINE AVENUE APARTMENTS

SHEET LIST

A-1	COVER SHEET
A-2	MASTER PLAN
A-3	10 - PLEX
A-4	10 - PLEX FACADES
A-5	10 - PLEX FACADES
A-6	23 UNIT
A-7	23 UNIT FACADES
A-8	23 UNIT FACADES
A-9	EXISTING SHOP
A-10	RENDERINGS







COVERED + UNCOVERED BIKE RACK EXHIBIT

scale: N/A

OWNER:
IMPACT INVESTORS LLC
RICH BEEBE

CONTRACTOR:
ASPEN ENTERPRISES CONSTRUCTION LLC

ARCHITECT:
NORTH HOUSE DRAFTING AND DESIGN
LUKE RYAN

CIVIL ENGINEER:
SYNTIER ENGINEERING INC
SCOTT SUMNER

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

COVER SHEET

Date: 7/17/2025
Project No: 021-038

A-1

Received 07-31-2025

MASTER PLAN

CURRENT PARKING SPACES: 198
TOTAL DWELLING UNITS: 114
TOTAL COMMERCIAL UNITS: 17

10 - PLEX x5
x4 STUDIOS
x2 2 BED APT
x4 2 BED TOWNHOUSE

ALFRED x4
x12 STUDIOS
x4 2 BED APT
x4 LIVE/WORK UNITS

EXISTING SHOP

A2.1 Site Plan
scale 1" = 30'

-30 0 30 60 90

NORTH

Project: AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

MASTER PLAN

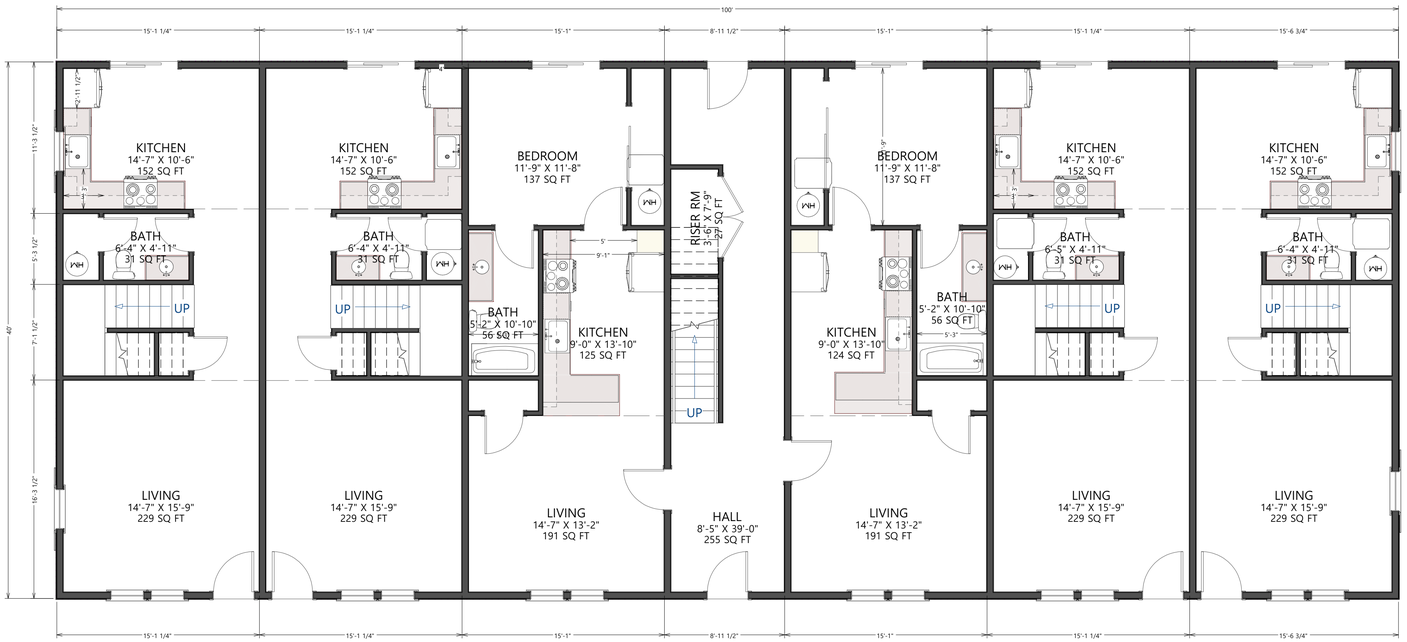
Date: 7/17/2025
Project No: 021-038

A-2

Received 07-31-2025

10 - PLEX

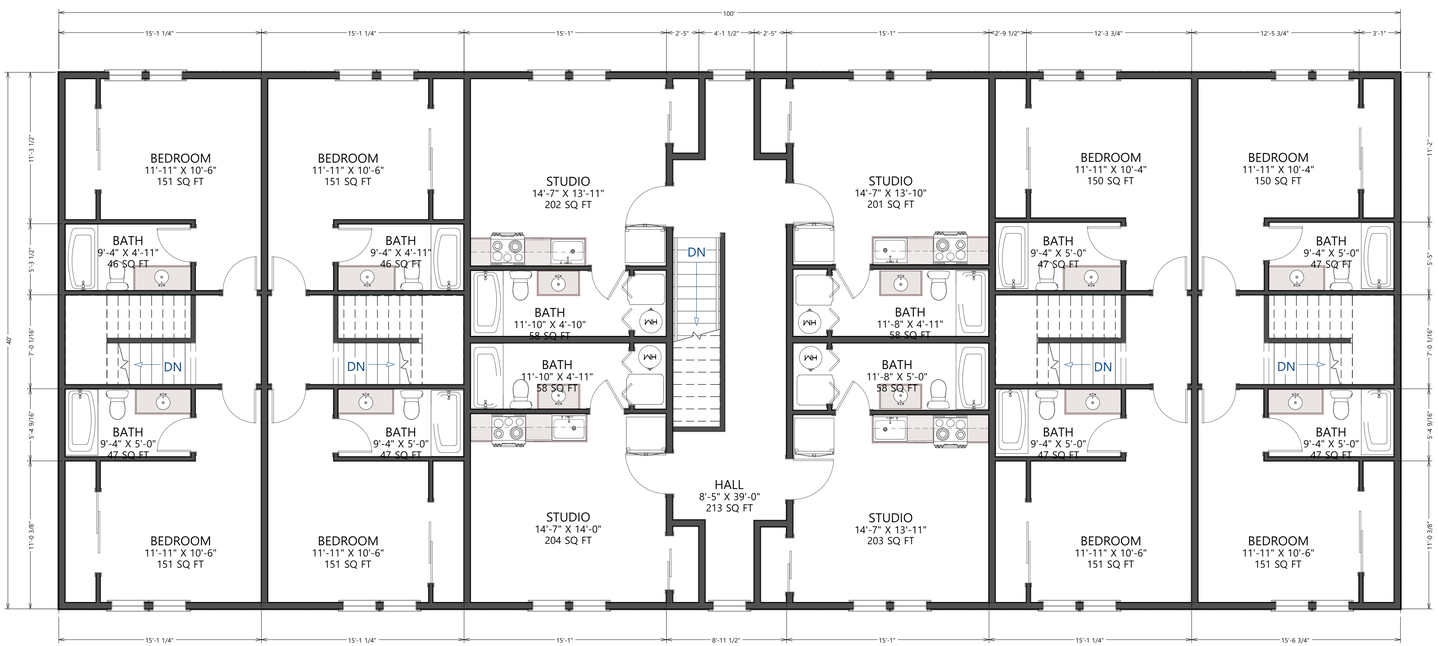
4 - 2 BED 2.5 BATH TOWNHOUSE APTS 1000 SQ FT
2 - 1 BEDROOM 568 SQ FT
4 - STUDIOS 293 SQ FT



LIVING AREA
4000 SQ FT

GROUND FLOOR

scale 3/16" = 1'



LIVING AREA
3690 SQ FT

2ND FLOOR

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

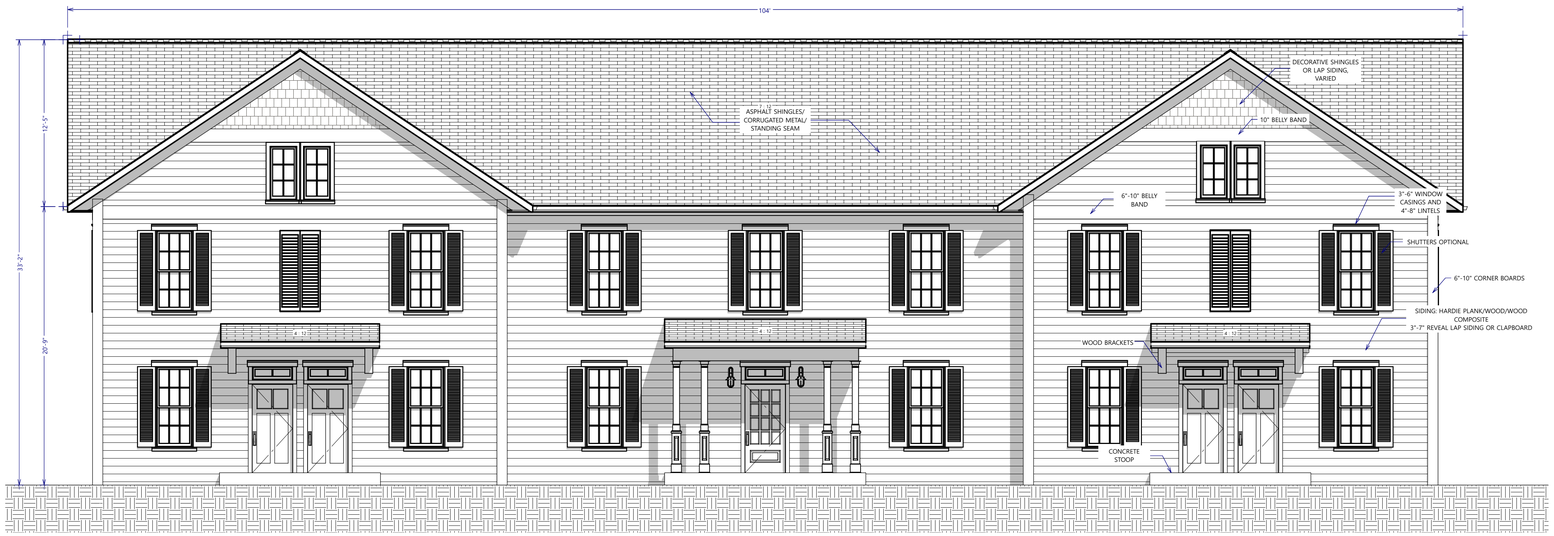
10 - PLEX

Date: 7/17/2025
Project No: 021-038

A-3

Received 07-31-2025

10-PLEX FACADE VARIATIONS TO FOLLOW MATERIAL CALLOUTS OF THE "ILEY"



10 - PLEX

THE ILEY

scale 3/16" = 1'

10 - PLEX END SIDE

THE INMEAD

scale 3/16" = 1'

10 - PLEX

THE DANESBOROUGH

scale 3/16" = 1'

10 - PLEX END SIDE

THE WEIR

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

10 - PLEX FACADES

Date: 7/17/2025
Project No: 021-038

A-4

Received 07-31-2025

10-PLEX FACADE VARIATIONS TO FOLLOW MATERIAL CALLOUTS OF THE "ILEY"

10 - PLEX

THE SELWOOD

scale 3/16" = 1'

10 - PLEX

THE UPHILL

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

10 - PLEX
FACADES

Date: 7/17/2025
Project No: 021-038

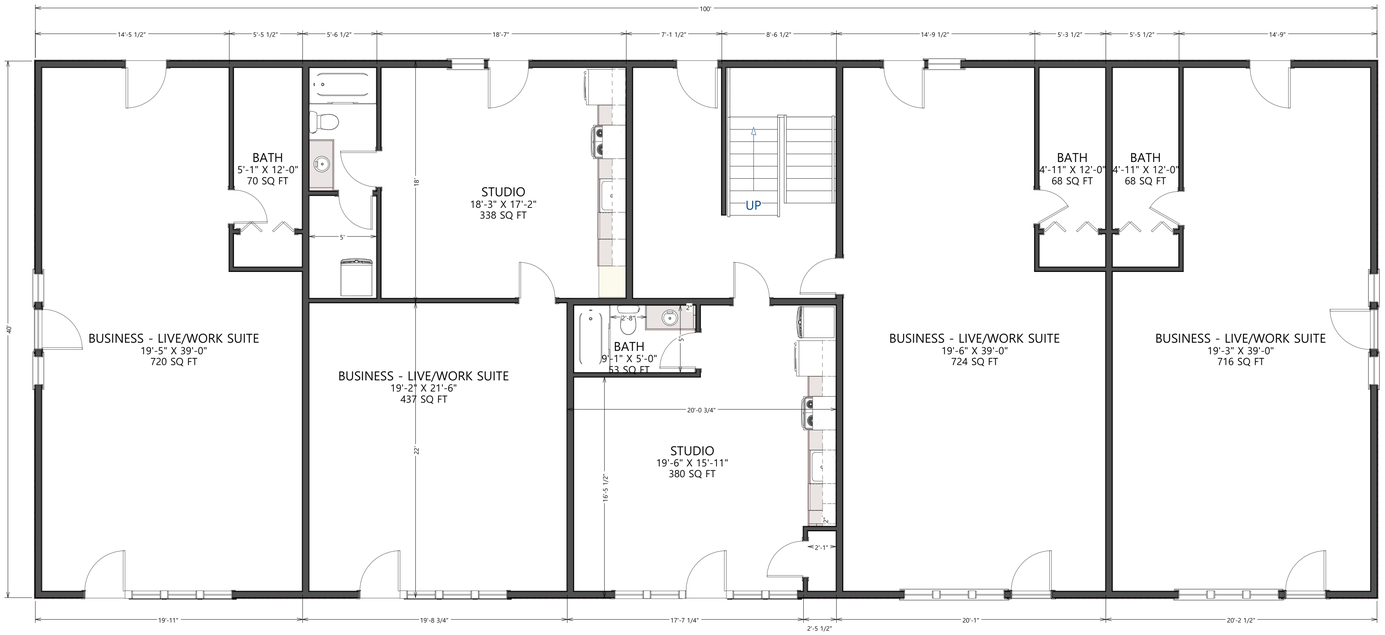
A-5

Received 07-31-2025

20 UNIT - THREE STORY OFFICE/RESIDENTIAL MIXED USE ALFRED FACADE

4 - LIVE/WORK SUITES
4 - 2 BED APT
12 - STUDIOS

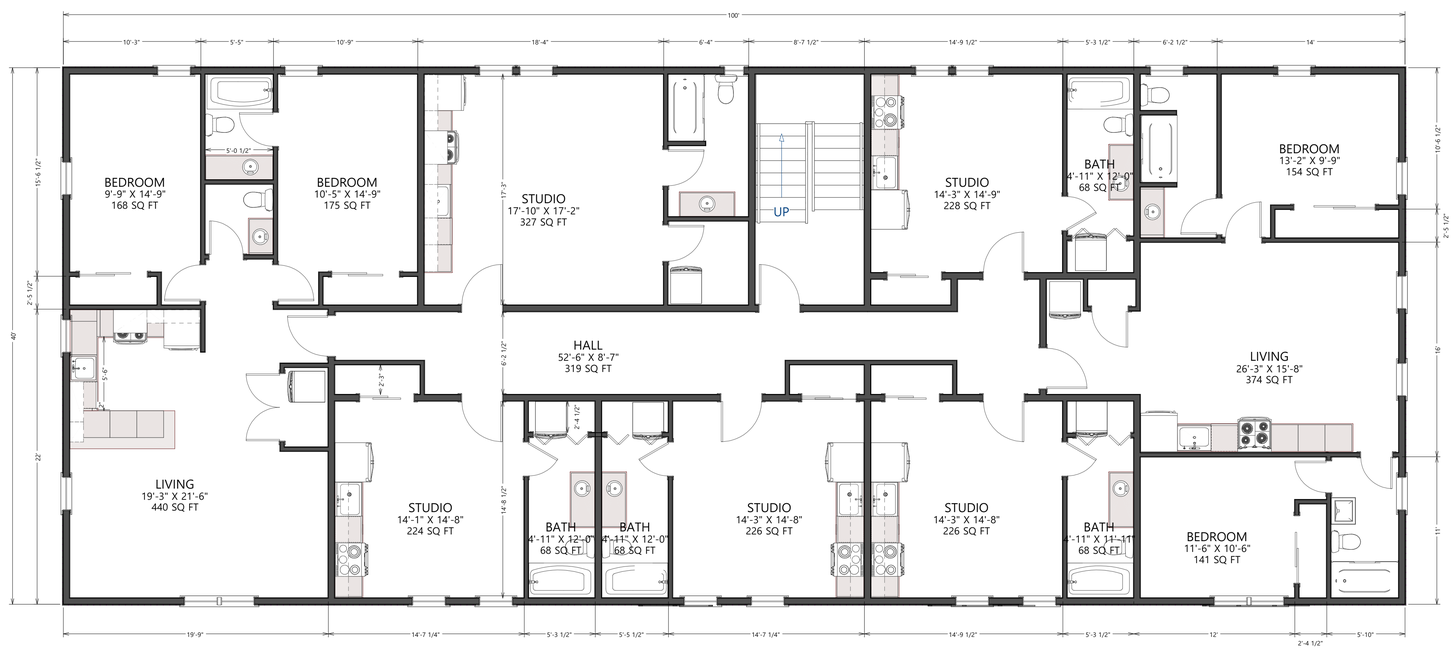
COMMERCIAL SPACES TO INCLUDE NON-RESIDENTIAL USES PERMISSIBLE FOR RESIDENTIAL/OFFICE ZONING DISTRICT. USES FOR THE COMMERCIAL SPACE NOT ALLOWED UNDER RESIDENTIAL/OFFICE DISTRICT ARE NOT PERMITTED



GROUND FLOOR

scale 3/16" = 1'

LIVING AREA
3731 SQ FT



2ND AND 3RD FLOOR

scale 3/16" = 1'

LIVING AREA
4000 SQ FT

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

23 UNIT

Date: 7/17/2025
Project No: 021-038

A-6

Received 07-31-2025

20 UNIT FACADE VARIATIONS TO FOLLOW MATERIAL CALLOUTS OF THE "ALFRED"

20 UNIT

THE ALFRED - GABLE

scale 3/16" = 1'

20 UNIT

THE ALFRED - HIP

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

23 UNIT
FACADES

Date: 7/17/2025
Project No: 021-038

A-7

Received 07-31-2025

20 UNIT FACADE VARIATIONS TO FOLLOW MATERIAL CALLOUTS OF THE "ALFRED"

20 UNIT

THE CAMDEN

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

23 UNIT FACADES

Date: 7/17/2025
Project No: 021-038

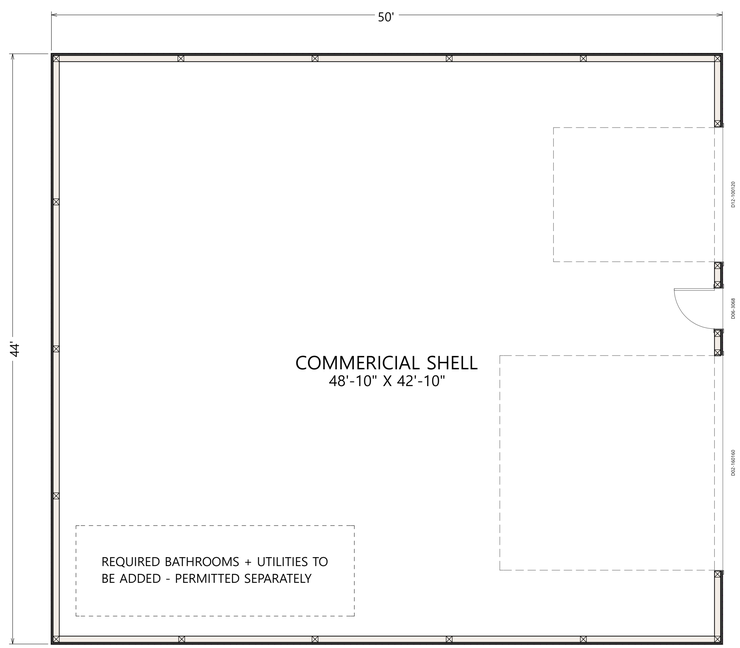
A-8

Received 07-31-2025

EXISTING SHOP CONVERSION

2200 SQ FT

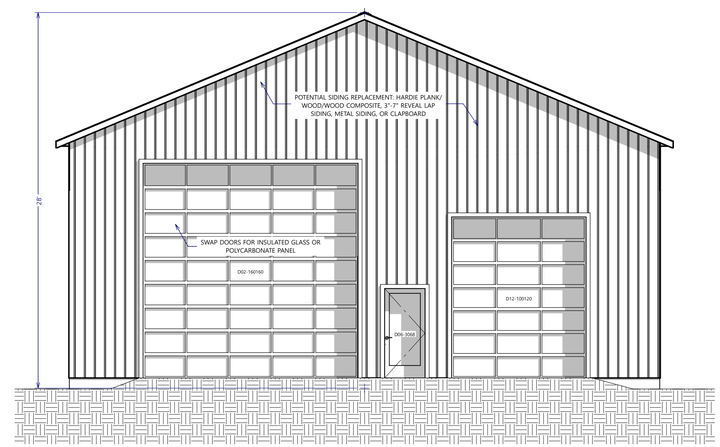
SHOP STRUCTURE TO BE IMPROVED TO VANILLA SHELL TO ACCOMMODATE TI FOR BUSINESS USE AS PERMITTED IN THE RO ZONE. IMMEDIATE INTENDED USE WOULD BE AS A PROFESSIONAL PROPERTY MANAGEMENT OFFICE.



FLOOR AREA
2200 SQ FT

EXISTING SHOP

scale 3/16" = 1'



EXISTING SHOP

scale 3/16" = 1'

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

EXISTING SHOP

Date: 7/17/2025
Project No: 021-038

A-9

Received 07-31-2025

Project:
AUGUSTINE AVENUE APARTMENTS
MOSCOW, ID 83843

RENDERINGS

Date: 7/17/2025
Project No: 021-038

A-10

Received 07-31-2025

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

For City Use Only			
	Date Received		
Dept	Fee Type	Fees	Paid
CDV	Application Fee	$1,023.00	
	Receipt Number		

APPLICATION FOR PRELIMINARY SUBDIVISION PLAT

(Please type or print plainly with blue ink.)

APPLICANT:

Name: Scott Sumner Phone: 208.596.7912

Address: 805 N Main St, Ste 107 Email: scott@syntierengr.com

OWNER: (if other than applicant)

Name: Rich Beebe Phone: 509.330.0623

Address: Email: r33beebe@gmail.com

ENGINEER/SURVEYOR:

Name: Scott Sumner Phone: 208.596.7912

Address: 805 N Main St, Ste 107 Email: scott@syntierengr.com

Primary point of contact (select one): Applicant ☑ Owner ☐ Engineer/Surveyor ☐

PROPERTY:

1. Proposed Subdivision Name: Augustine Avenue Apartments
2. Address(es) or Parcel Number(s): RPM00000193260, RPM00000193265, RMP11900100020
3. Legal Description: *Please attach copy of full description.*
4. Gross Area of all land involved: 4.06 acres, and/or _____ sq. ft.
5. Total Net Area of land area, exclusive of proposed or existing public street and/or other public lands: 4.06 acres, and/or _____ square feet.
6. Total number of lots: 16 Average lot size: 4,375 sf
7. Existing Zoning of subject property: RO

PROJECT DESCRIPTION:

Please describe the concept of the proposed subdivision and approximate percentage (%) of each proposed new land use (i.e. 75% single-family residential; 20% multi-family; 5% commercial). Also include any proposed park land and the acreage:

PUD Development of various size apartment buildings that will have potential for mixed-use opportunities. Public and private utilities and infrastructure will also be constructed to support the development.

Received 04-02-2025

SEWER AND WATER MAIN OVERSIZING REIMBURSEMENT POLICY:

Oversizing of utilities will not be eligible for reimbursement from the City unless a written request is submitted to the City Engineer prior to approval of the project construction drawings and written approval of such a request is issued by the City Engineer.

PRELIMINARY PLAT CHECKLIST - Please provide the following information:

_____ 1. Subdivision name
_____ 2. Location: Section, Township, Range
_____ 3. Subdivider's name & address
_____ 4. Engineer/surveyor name & address
_____ 5. Date of subdivision
_____ 6. Reference to adjoining subdivisions with names
_____ 7. North arrow
_____ 8. Scale, not less than 1 in. = 60 ft.
_____ 9. Existing and proposed right-of-way or public tracts with widths and names
_____10. Lot and block layout with numbering and dimensions
_____11. Existing zoning designation, or proposed if a rezone is requested
_____12. All existing and proposed easements of record stating width and purpose
_____13. Location of any existing open spaces or permanent structures
_____14. General layout of sewer and water utilities
_____15. Proposed phasing, if any
_____16. Acreage breakdown with gross and net (less right-of-way)
_____17. Plan/profile of proposed street grades
_____18. Existing Topography*
_____18. Proposed finished grading plan*
_____19. Location of any delineated wetlands and/or water bodies and, if applicable, the floodway and 100-year floodplain (BFE data must be included if the plat is ≥5 acres or ≥50 lots)
_____20. Vicinity sketch

*5' max. contour interval (except for slopes >50% may have 10' interval). Areas with existing slopes ≥ 20% shall be shaded or clearly indicated on the plans.

APPLICATION SUBMITTAL:

This application must be completed and submitted with the below described items to the Community Development Department at least twenty-one (21) days prior to the hearing at which the application is to be considered by the Planning and Zoning Commission. Applicant will be notified by the City Planner I as to the time, date, and place of the hearing pertaining to this application.

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

1. Payment of application fees.
2. Copy of neighborhood meeting invitation, mailing list, attendance list and minutes.
3. One full-sized Preliminary Plat Map and one electronic copy.

I understand this information is a public record and may be posted to a public website. I declare and certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I have legal authority to submit this Application.

_____ 3/25/2025
Signature of Applicant Date

_____ 3/25/2025
Signature of Property Owner (if different) Date

Received 04-02-2025

SEWER AND WATER MAIN OVERSIZING REIMBURSEMENT POLICY:

Oversizing of utilities will not be eligible for reimbursement from the City unless a written request is submitted to the City Engineer prior to approval of the project construction drawings and written approval of such a request is issued by the City Engineer.

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_____ 1. Subdivision name
_____ 2. Location: Section, Township, Range
_____ 3. Subdivider's name & address
_____ 4. Engineer/surveyor name & address
_____ 5. Date of subdivision
_____ 6. Reference to adjoining subdivisions with names
_____ 7. North arrow
_____ 8. Scale, not less than 1 in. = 60 ft.
_____ 9. Existing and proposed right-of-way or public tracts with widths and names
_____ 10. Lot and block layout with numbering and dimensions
_____ 11. Existing zoning designation, or proposed if a rezone is requested
_____ 12. All existing and proposed easements of record stating width and purpose
_____ 13. Location of any existing open spaces or permanent structures
_____ 14. General layout of sewer and water utilities
_____ 15. Proposed phasing, if any
_____ 16. Acreage breakdown with gross and net (less right-of-way)
_____ 17. Plan/profile of proposed street grades
_____ 18. Existing Topography*
_____ 18. Proposed finished grading plan*
_____ 19. Location of any delineated wetlands and/or water bodies and, if applicable, the floodway and 100-year floodplain (BFE data must be included if the plat is ≥5 acres or ≥50 lots)
_____ 20. Vicinity sketch

*5' max. contour interval (except for slopes >50% may have 10' interval). Areas with existing slopes ≥ 20% shall be shaded or clearly indicated on the plans.

APPLICATION SUBMITTAL:

This application must be completed and submitted with the below described items to the Community Development Department at least twenty-one (21) days prior to the hearing at which the application is to be considered by the Planning and Zoning Commission. Applicant will be notified by the City Planner I as to the time, date, and place of the hearing pertaining to this application.

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

1. Payment of application fees.
2. Copy of neighborhood meeting invitation, mailing list, attendance list and minutes.
3. One full-sized Preliminary Plat Map and one electronic copy.

I understand this information is a public record and may be posted to a public website. I declare and certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct and that I have legal authority to submit this Application.

Signature of Applicant — Date: 3/25/2025

Signature of Property Owner (if different) — Date: 3/31/25

Received 04-02-2025

PLAT DESCRIPTION

A PORTION OF EDINGTON ESTATES RO LOT DIVISION, AS SHOWN BY THE RECORD OF SURVEY INSTRUMENT NUMBER 629386, AND OF EDINGTON 1ST ADDITION, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 627104, RECORDS OF LATAH COUNTY, SITUATE IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 39 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF MOSCOW, LATAH COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 2 AND 3 OF SAID EDINGTON ESTATES RO LOT DIVISION.

TOGETHER WITH LOT 2, BLOCK 10 OF SAID EDINGTON 1ST ADDITION.

TOGETHER WITH THAT PART OF LOT 1, SAID BLOCK 10, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE EASTERLY CORNER OF SAID LOT 1;

THENCE ALONG THE SOUTHERLY LINE OF SAID LOT 1 THE FOLLOWING THREE (3) COURSES;

1) SOUTH 72°47'08” WEST A DISTANCE OF 308.46 FEET;
2) SOUTH 47°05'44” WEST A DISTANCE OF 73.52 FEET;
3) NORTH 42°59'48” WEST A DISTANCE OF 30.65 FEET;

THENCE NORTH 47°00'12” EAST A DISTANCE OF 138.68 FEET;

THENCE NORTH 09°12'06” EAST A DISTANCE OF 89.34 FEET TO A POINT ON THE NORTHERLY LINE OF SAID LOT 1;

THENCE ALONG SAID NORTH LINE SOUTH 75°52'29” EAST A DISTANCE OF 261.59 FEET TO THE **POINT OF BEGINNING**.

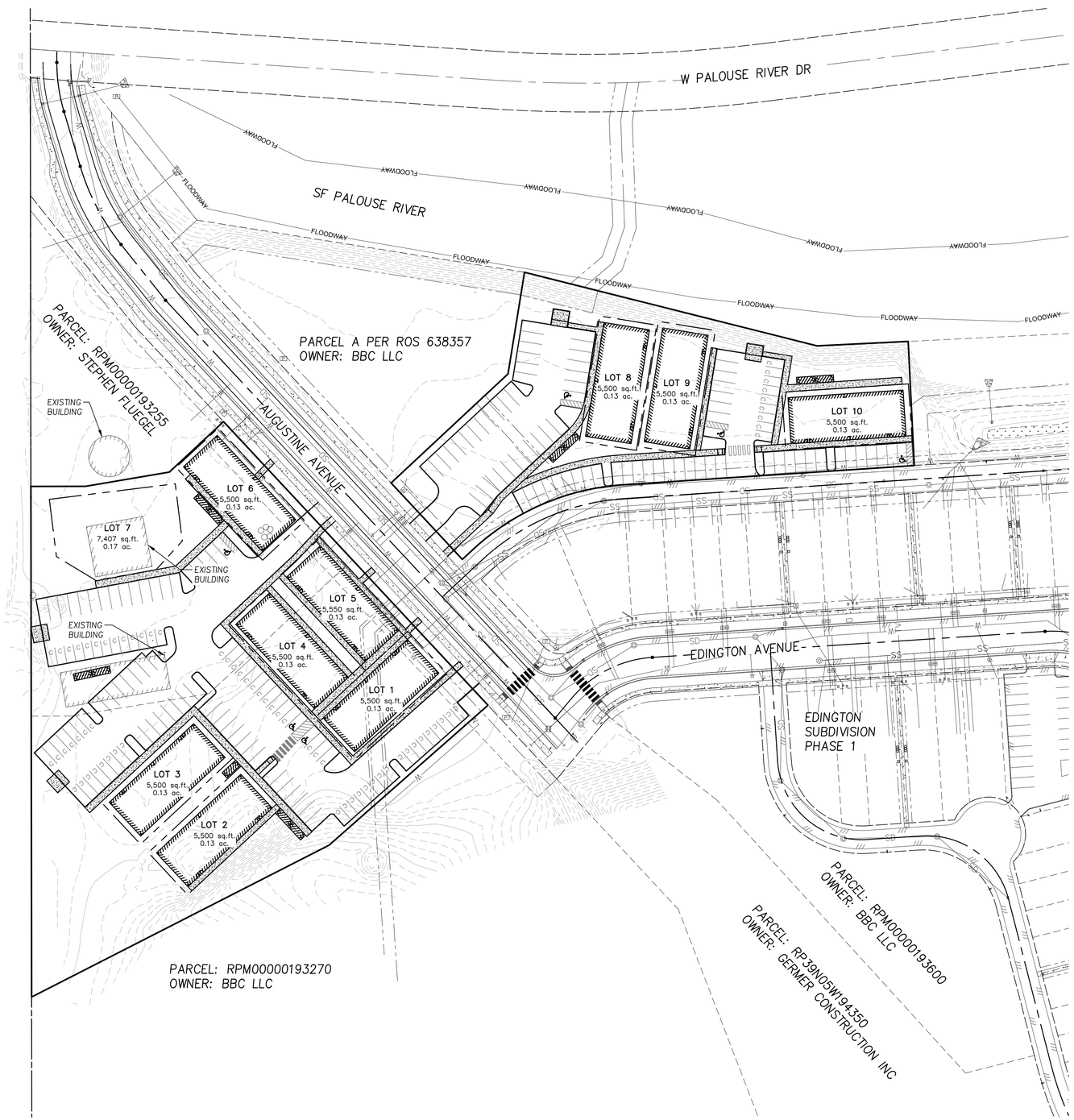
CONTAINING: 177,253 SQUARE FEET OR 4.06 ACRES, MORE OR LESS.

PREPARED BY SYNTIER ENGINEERING.

Received 03-25-2025

AUGUSTINE AVENUE APARTMENTS PLANNED UNIT DEVELOPMENT

MOSCOW, ID



N

0 25 50 100

SCALE: 1" = 50'

SHEET INDEX

1 C1.0 COVER SHEET
2 C2.0 GRADING PLAN
3 C3.0 UTILITY PLAN
4 C4.0 PRELIMINARY PLAT
5 C4.1 SITE PLAN

OWNER

RICH BEEBE
805 N MAIN ST, #107
MOSCOW, ID 83843

LAND AREAS

GROSS LAND: 4.06 ACRES
NET LOTS: 1.31 ACRES

SITE ADDRESS

AUGUSTINE AVENUE
MOSCOW, ID 83843

LAND USE

RO (RESIDENTIAL OFFICE)

LAND SURVEYOR

SYNTIER ENGINEERING, INC
JASON VON LINDERN, PLS

ENGINEER

SYNTIER ENGINEERING, INC
ATTN: SCOTT SUMNER, P.E.
405 SE BRELSFORD DRIVE, STE C
PULLMAN, WA 99163
TEL: 509.339.6187
CELL: 208.596.7912
EMAIL: SCOTT@SYNTIERENGR.COM

FLOOD PLAIN DESIGNATION

AREA WITHIN LATAH COUNTY FEMA BOUNDARY
FLOOD ZONE C
PANEL NUMBER 160086 0330 D
PANEL 330 OF 475

BUILDING COVERAGE	
TOTAL PROPOSED LOT AREA	177,253 SF (4.06 ac.)
TOTAL PROPOSED BUILDING AREA	36,360 SF (0.88 ac.)
TOTAL BUILDING COVERAGE	21%

LEGAL DESCRIPTION

A PORTION OF EDINGTON ESTATES RO LOT DIVISION, AS SHOWN BY THE RECORD OF SURVEY INSTRUMENT NUMBER 629386, AND OF EDINGTON 1ST ADDITION, AS SHOWN BY THE RECORDED PLAT, INSTRUMENT NUMBER 627104, RECORDS OF LATAH COUNTY, SITUATE IN THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 39 NORTH, RANGE 5 WEST, BOISE MERIDIAN, CITY OF MOSCOW, LATAH COUNTY, IDAHO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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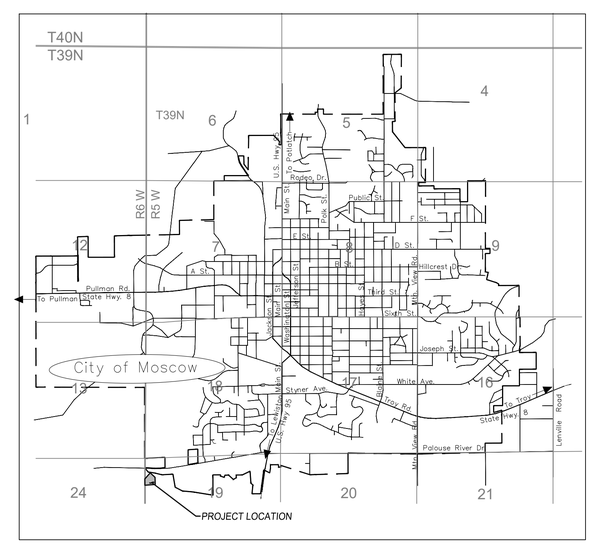
CONTAINING: 177,253 SQUARE FEET OR 4.06 ACRES, MORE OR LESS.

EXISTING LEGEND

- RIGHT OF WAY
- EASEMENT LINE
- PROPERTY LINE
- SECTION LINE

PROPOSED LEGEND

- PROPERTY LINE
- EASEMENT LINE



VICINITY MAP

N.T.S.

UTILITY STATEMENT

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED AS ACCURATELY AS POSSIBLE FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. SYNTIER ENGINEERING, INC. MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. FURTHER, WE DO NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN EXACT LOCATION INDICATED, ALTHOUGH WE DO CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE.

UNDERGROUND SERVICE ALERT
ONE-CALL NUMBER
811
CALL TWO BUSINESS DAYS BEFORE YOU DIG

PRELIMINARY

COVER SHEET
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SYNTIER Engineering, Inc.
405 SE Brelsford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

PROFESSIONAL ENGINEER LICENSE NO. 10186 STATE OF IDAHO SCOTT A SUMNER 7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

DATE	NO.	DESCRIPTION

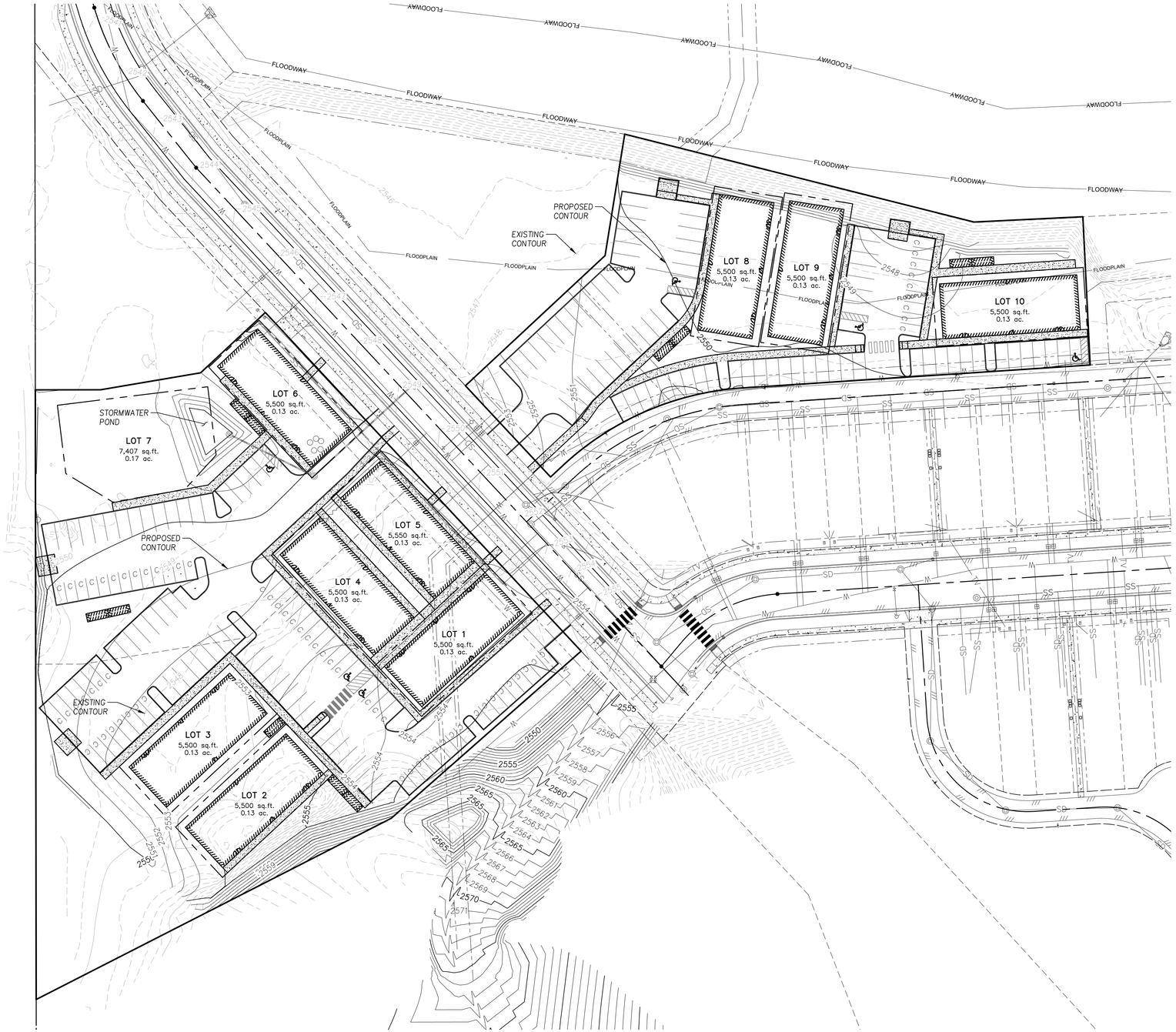
REVISIONS

SHEET NO.
C1.0
1 OF 6

JOB NO.
RBB-01

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\ RBB01 - C1.0 - COVERSHEET.dwg

Received 07-02-2025



0 20 40 80
SCALE: 1" = 40'

EARTHWORK VOLUMES

TOTAL CUT =	1,224 C.Y.
TOTAL FILL =	10,585 C.Y.
*CUT FACTOR = 1.0	
*FILL FACTOR = 1.0	
NET BALANCE =	9,360 C.Y. (FILL)

GRADING PLAN
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SynTierEngineering, Inc.
405 SE Brelsford Drive, Suite C Pullman, WA 99163
www.SynTierEng.com 509.339.6187

PROFESSIONAL ENGINEER
LICENSE
16786
STATE OF IDAHO
SCOTT A SUMNER
7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

REVISIONS

DATE	NO.	DESCRIPTION

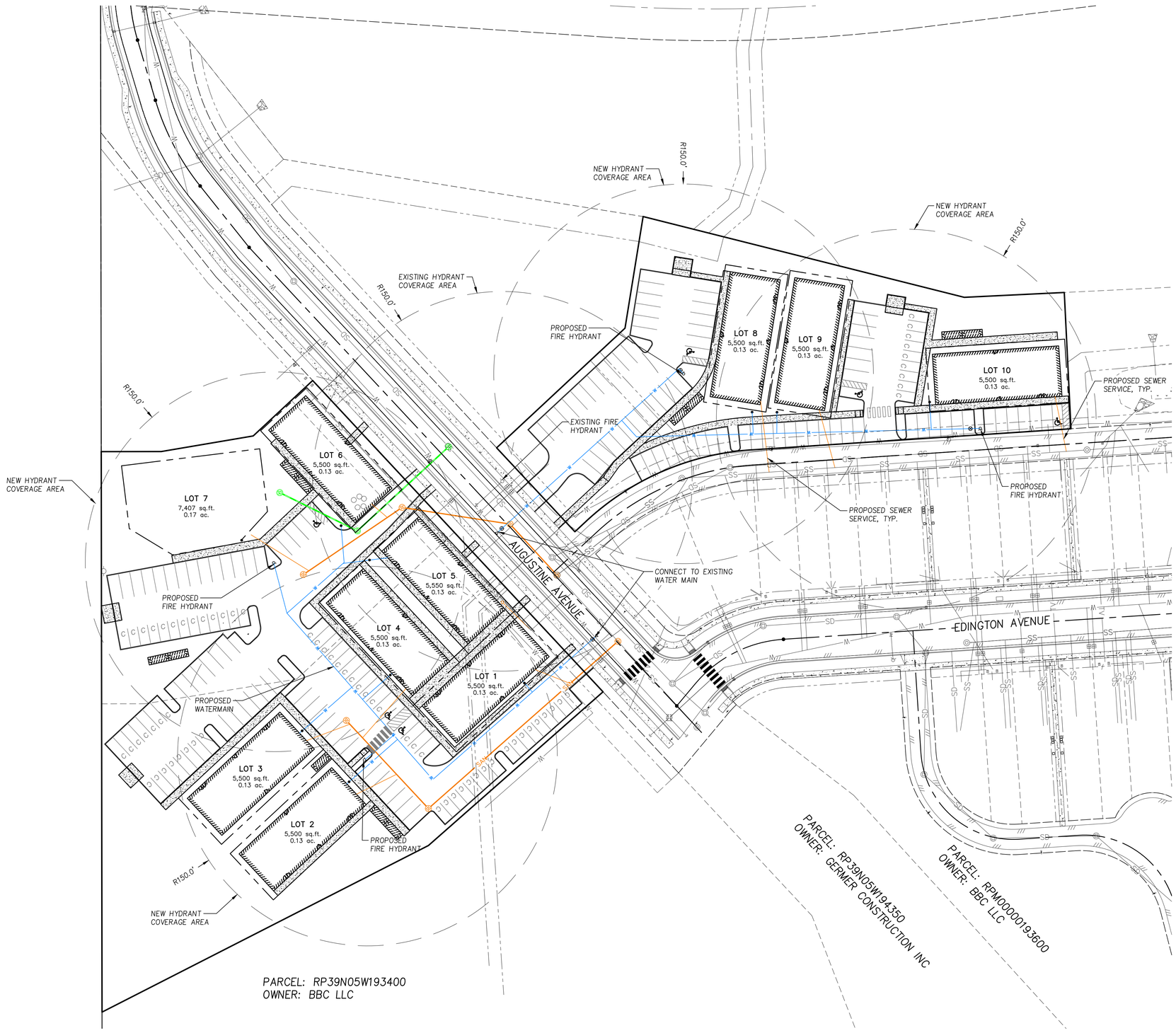
SHEET NO.
C2.0
2 OF 6

JOB NO. RBB-01

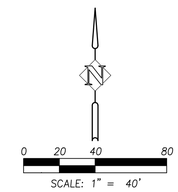
PRELIMINARY

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\RBB01 - C2.0 - GRADING PLAN.dwg

Received 07-02-2025



UTILITY PLAN



UTILITY LEGEND

- W — WATERLINE
- SAN — SANITARY LINE
- STORM LINE

UTILITY PLAN
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SYNTIER Engineering, Inc.
405 SE Bretsford Drive, Suite C Pullman, WA 99163
www.SynTierEng.com 509.339.6187

PROFESSIONAL ENGINEER LICENSE 16466 STATE OF IDAHO SCOTT A SUMNER 7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

REVISIONS

DATE	NO.	DESCRIPTION

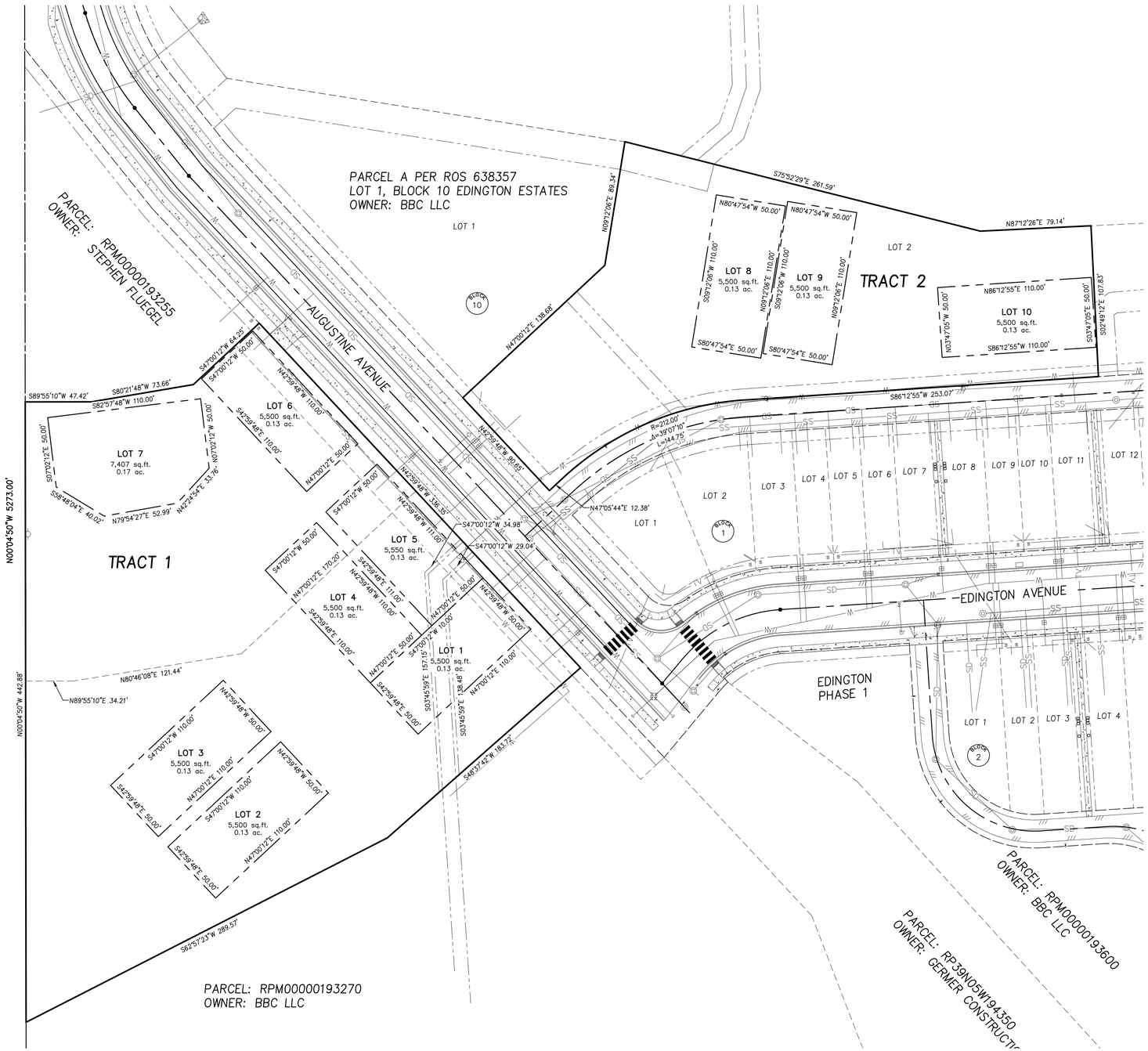
SHEET NO.
C3.0
3 OF 6

JOB NO. RBB-01

PRELIMINARY

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\ RBB01 - C3.0 - UTILITY PLAN.dwg

Received 07-02-2025



0 20 40 80
SCALE: 1" = 40'

PRELIMINARY PLAT
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SynTier Engineering, Inc.
405 SE Bretsford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

PROFESSIONAL ENGINEER LICENSE 16186 STATE OF IDAHO SCOTT A SUMKER 7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

REVISIONS

DATE	NO.	DESCRIPTION

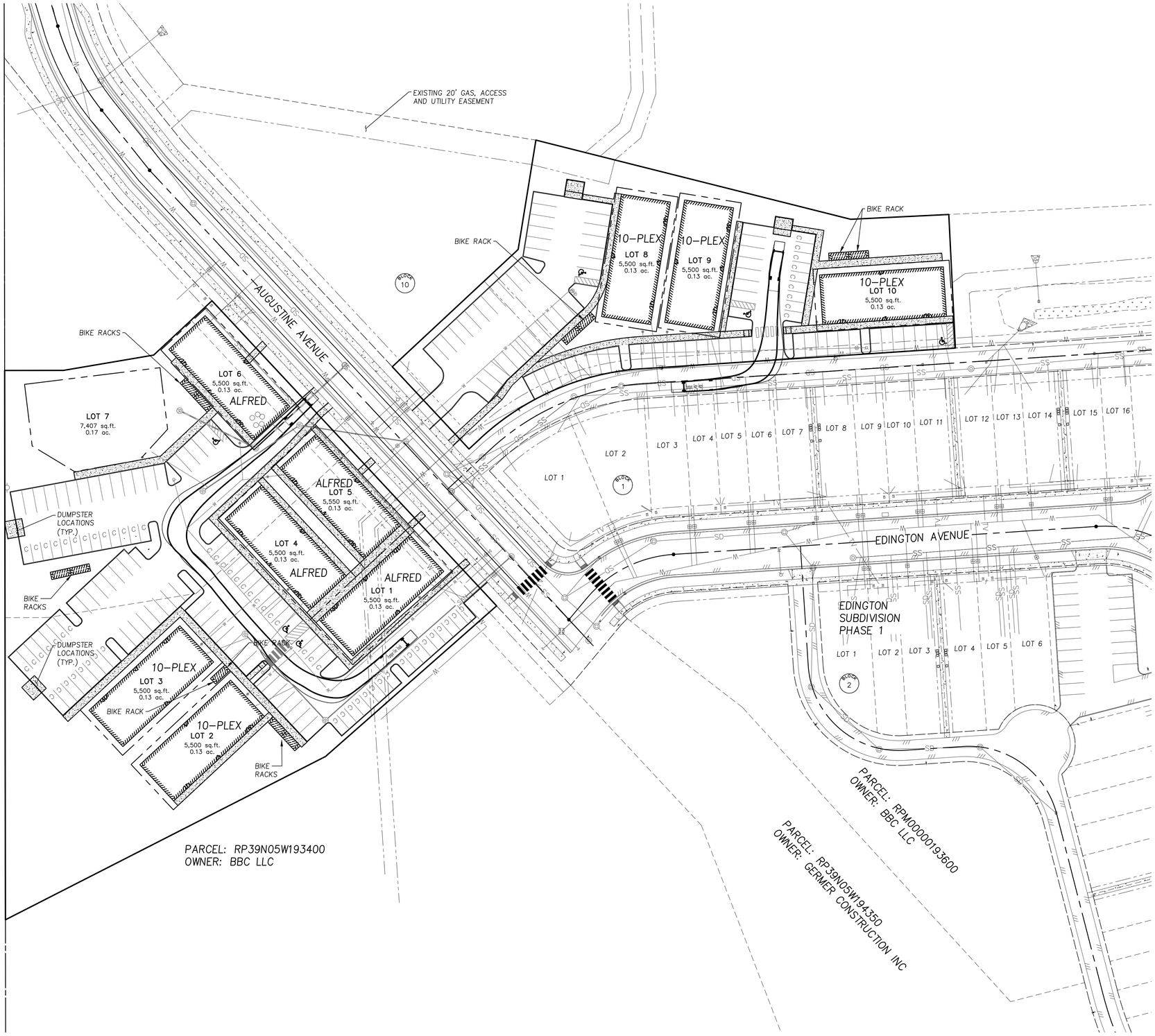
SHEET NO.
C4.0
4 OF 6

JOB NO. RBB-01

PRELIMINARY

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\ RBB01 - C4.0 - PRELIMINARY PLAT.dwg

Received 07-02-2025



PARKING STALL COUNT	
ADA	5
ADA VAN	1
STANDARD (EXCLUDING ADA)	123
COMPACT	69
REMOVED	0
TOTAL INCREASE IN PARKING	198
BIKE SPACES	88

N

0 20 40 80

SCALE: 1" = 40'

SITE PLAN
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SynTier Engineering, Inc.
405 SE Bretsford Drive, Suite C Pullman, WA 99163
www.SynTierEng.com 509.339.6187

PROFESSIONAL ENGINEER LICENSE 16466 STATE OF IDAHO SCOTT A SUMKER 7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

REVISIONS

DATE	NO.	DESCRIPTION

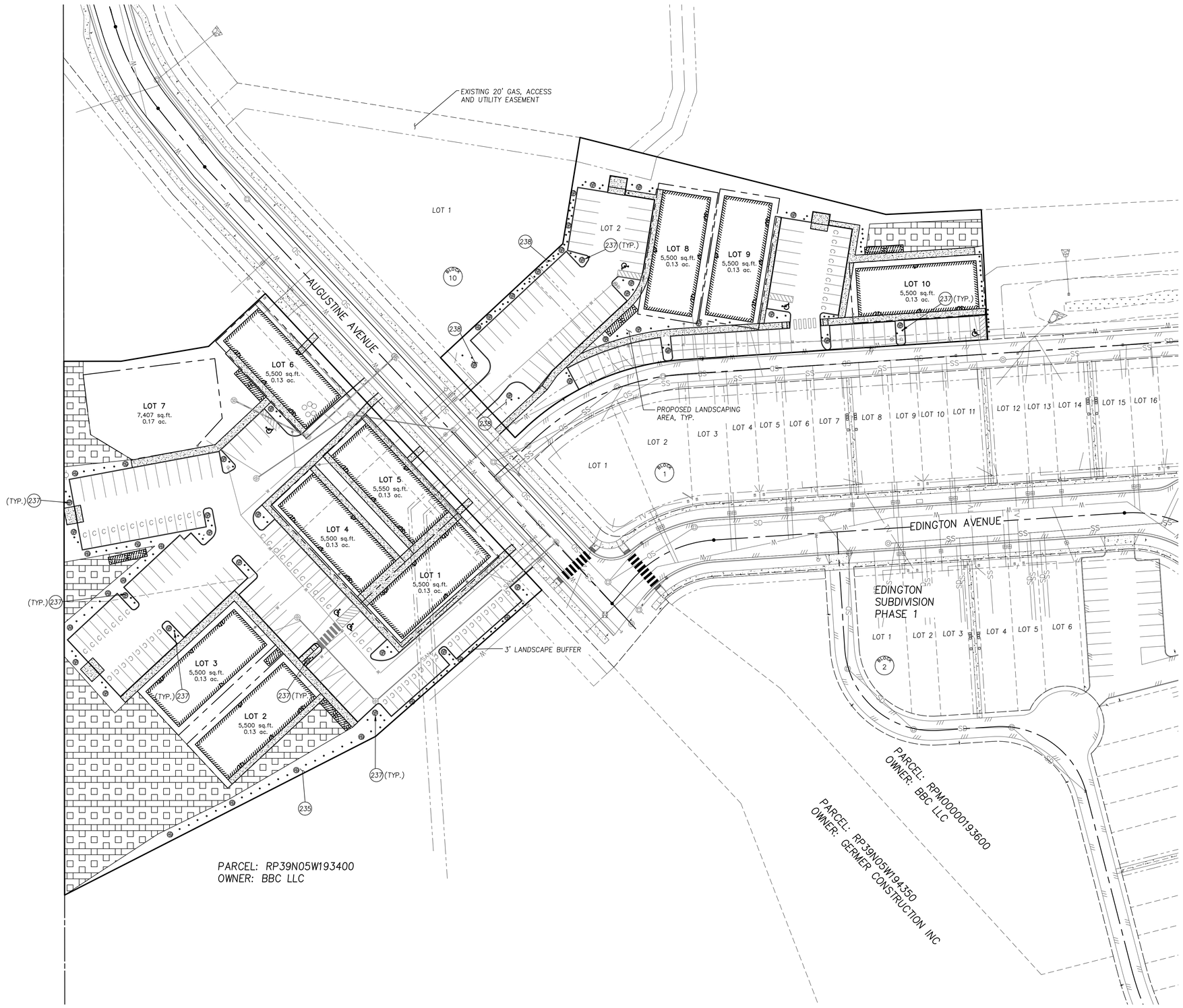
SHEET NO.
C4.1
5 OF 6

JOB NO. RBB-01

PRELIMINARY

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\ RBB01 - C4.1 - SITE PLAN.dwg

Received 07-02-2025



0 20 40 80
SCALE: 1" = 40'

CONSTRUCTION NOTES

(235) INSTALL TYPE "A" LANDSCAPE BUFFER, 2 CANOPY TREES, 4 UNDER-STORY TREES AND 6 SHRUBS EVERY 100 FEET. AT LEAST 4 OF THESE PLANTINGS MUST BE EVERGREEN. PLAN IS CONCEPTUAL AND SHALL BE DESIGN-BUILD.

(237) INTERIOR LANDSCAPING
1 – TREE (1.5" CALIPER)
1 – PERENNIAL LOW SHRUB (1 GAL)
2 – EVERGREEN OR DECIDUOUS SHRUB (2 GAL)
VEGETATIVE GROUNDCOVER

(238) EXTERIOR LANDSCAPING:
1 – TREE (1.5') EVERY 40'
1 – SHRUB (1 GAL) EVERY 6'
2 – DECIDUOUS OR EVERGREEN (2 GAL) EVERY 6'

STREET TREES REQUIRED: MULTI-FAMILY AND COMMERCIAL AS REQUIRED BY MCC 5-8-8-9.C.D, PRIOR TO ISSUANCE OF A BUILDING PERMIT, THE APPLICANT SHALL SUBMIT A LANDSCAPE PLAN THAT SHALL IDENTIFY THE NUMBER, LOCATION,M AND TYPE OF STREET TREES PROPOSED. CONTACT DAVID SCHOTT AT 208.883.7098 OR DSCHOTT@CI.MOSCOW.ID.US FOR ADDITIONAL INFORMATION.

LANDSCAPING WILL BE COMPRISED OF ALMOST EXCLUSIVELY OF NATIVE AND DROUGHT-TOLERANT PLANTS, DETAILED LANDSCAPING PLAN WILL BE SUBMITTED WITH CONSTRUCTION PLANS TO MINIMIZE THE WATER USAGE OF THE DEVELOPMENT. IRRIGATION SYSTEM WILL COMPRISE OF A HIGH-EFFICIENCY SYSTEM TO ESTABLISH PLANTS.

XERISCAPING

PRELIMINARY

LANDSCAPE PLAN
AUGUSTINE AVENUE APARTMENTS
MOSCOW, IDAHO

SynTierEngineering, Inc.
405 SE Bretsford Drive, Suite C Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

PROFESSIONAL ENGINEER LICENSE 16466 STATE OF IDAHO SCOTT A SUMKER 7/2/25

DESIGNED:	SAS
DRAWN:	SAS
CHECKED:	SAS
DATE:	JULY 2, 2025

REVISIONS

DATE	NO.	DESCRIPTION

SHEET NO.
C4.2
6 OF 6

JOB NO. RBB-01

P:\RBB-01 (Edington RO PUD)\RBB01-DWGS\Sheets\Preliminary Shortplat - PUD\ RBB01 - C4.2 - LANDSCAPE PLAN.dwg

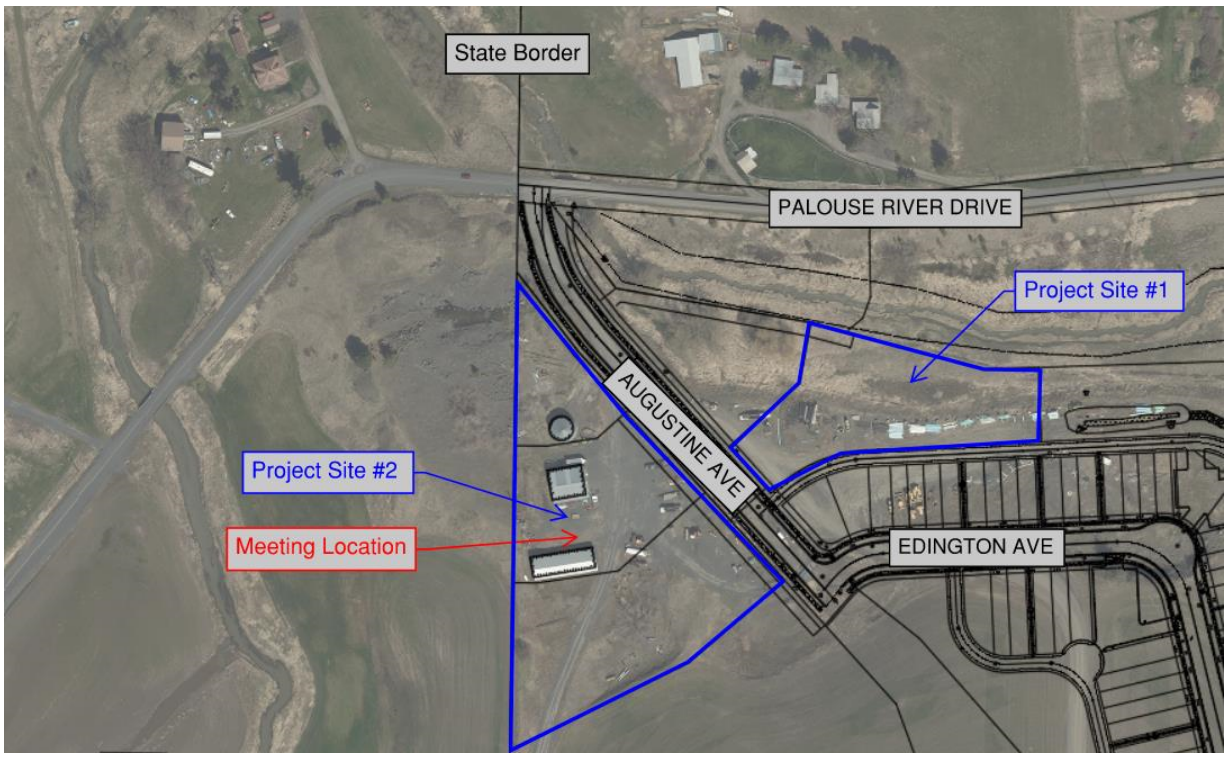
Received 07-02-2025

405 SE Brelsford Dr, Ste C
Pullman, WA 99163
509.339.6187

Neighborhood Meeting

To: Neighbors and Interested Community Members
RE: Augustine Avenue Arboretum Apartments
When: Friday, March 14th, 4:00 pm
Where: On-site, see location below
What: A neighborhood meeting to introduce and discuss the Planned Unit Development and Preliminary Plat for an apartment project with opportunities for mixed-use development.

Meeting location:



See enclosed exhibits for Planned Unit Development and Preliminary Plat information.

Sincerely,

Scott Sumner, PE
Principal
SynTier Engineering, Inc.

Received 04-02-2025

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LUV2025-0010

BBC LLC
PO BOX 8525
MOSCOW, ID 83843

BIG WILLY'S MEOW LLC
805 N MAIN ST
MOSCOW, ID 83843

CITY OF MOSCOW
ATTN: JENNIFER FLEISCHMAN
504 S WASHINGTON ST
MOSCOW, ID 83843

CRAPUCHETTES, ANDREW
4930 LENVILLE RD
MOSCOW, ID 83843

DAVE G, LLC
PO BOX 10003
MOSCOW, ID 83843

FLUEGEL, STEPHEN
3201 PARVIN RD
COLFAX, WA 99111

GADWA, DOUG
1400 SAND RD
MOSCOW, ID 83843

MNF RENTALS LLC
4225 N ECHO GLENN LN
COEUR D'ALENE, ID 83815

RANDALL BUTTE LLC
1160 POTTER RD
VIOLA, ID 83872

THREE AMIGOS HOLDINGS LLC
612 BRITTON LN
MOSCOW, ID 83843

UNIVERSITY OF IDAHO
ATTN: GERARD BILLINGTON
875 PERIMETER DR, MS #3162
MOSCOW, ID 83843

WELCOME HOME REAL ESTATE LLC
PO BOX 8608
MOSCOW, ID 83843

WHITING MANAGEMENT LLC
1047 SCHULTZ RD
MOSCOW, ID 83843

Pat: avery.com/patents

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Allez à avery.ca/gabarits
Utilisez le Gabarit Avery 5160

Received 03/25/2025

LUP2025-0010

AUGUSTINE AVENUE ARBORETUM APARTMENTS

Neighborhood Meeting
14 March, 2025
Presented
By

SYNTIER

Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

Agenda

- About SynTier
- Project Introduction & Location
- Site Plan
- Preliminary Plat Map
- SynTier Contact

Received 03-25-2025

SYNTIER

SynTier Engineering, Inc. was formed in late 2018. Our staff of 15 has experience providing efficient, cost-effective civil engineering services for our clients in the Palouse, Clearwater Valley, Spokane Valley and Idaho panhandle. We provide licensed civil services in ID, OR and WA; as well as a survey team that is licensed in both ID and WA to create an all-in-one development solutions team for our clients. A major factor for opening a small firm in Pullman was to remove ourselves from corporate red tape, and provide a high level of local knowledge with professional expertise. SynTier focuses on personal, one-on-one relationships with each of our highly-valued customers. We pledge to be accessible at all times throughout your project and ensure to be an integral part of your team.

SynTier Engineering provides general civil engineering services and surveying to municipal public agencies and institutional entities. We also serve private, commercial and residential developers. We offer pre-development consulting, design PS&E's and construction administration for all potential clients.

Our Mission:

To meet the needs of our communities through a client-centric approach to infrastructure and design improvements.

Your Development Solutions Team

405 SE Bishop Blvd, Ste 2
Pullman, WA 99163
509.339.6187 (office)

805 N Main St, #107
Moscow, ID 83843
208.882.8776 (office)

Go to
www.syntierengr.com
or scan below

Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

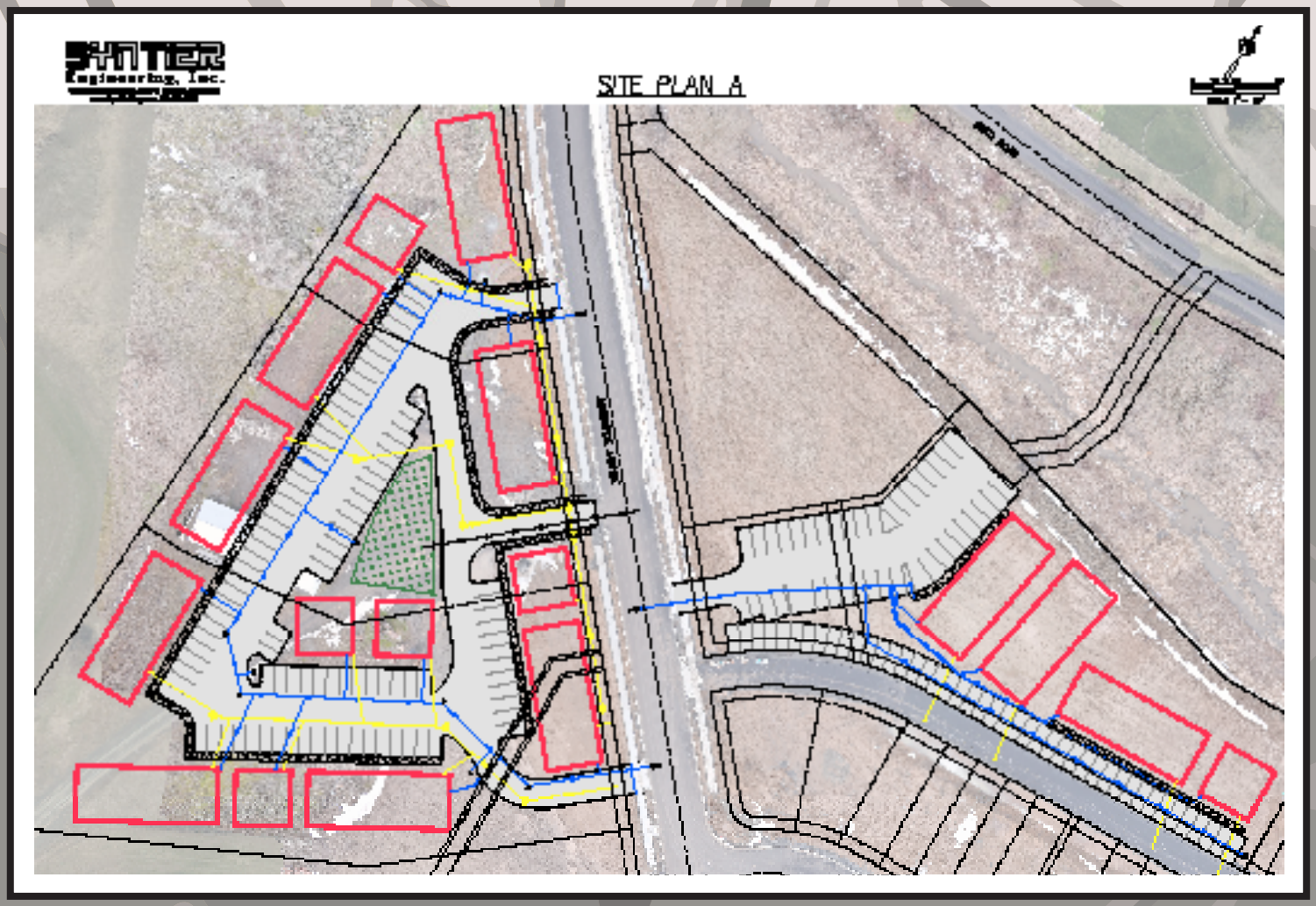
Project Introduction & Location

A neighborhood meeting to introduce and discuss the proposed development on the southern portion of Moscow, Idaho, on the west side of the Edington Subdivision. The proposed project will incorporate multi-family buildings in a Planned Unit Development (PUD), and the preliminary platting of 3.25 acres into 15–20 lots.

Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

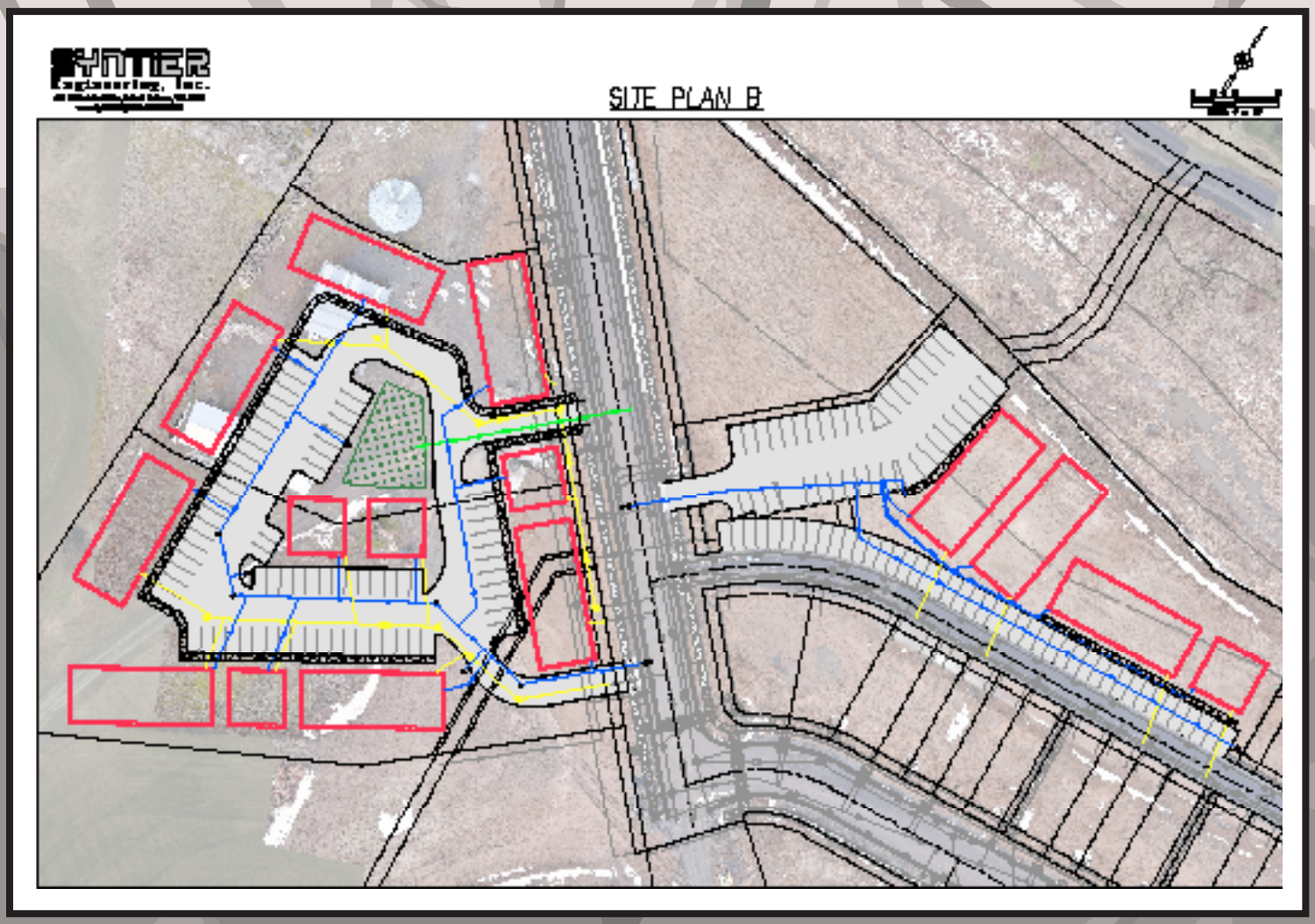
Site Plan - A



Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

Site Plan - B

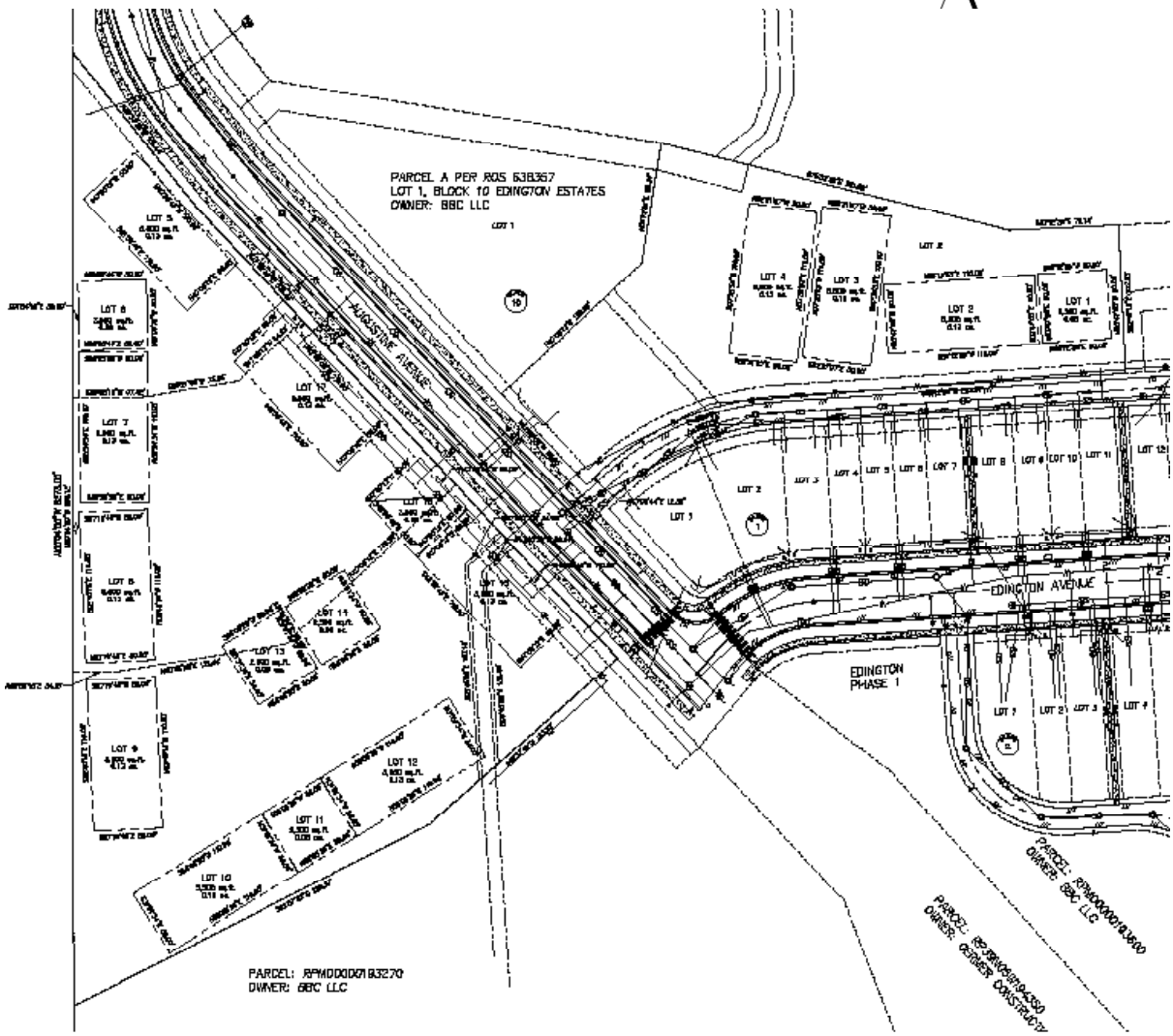


Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

Preliminary Plat

PRELIMINARY PLAT EXHIBIT



THIS EXHIBIT DOES NOT CONSTITUTE A PROPERTY BOUNDARY SURVEY

SHEET 1 OF 1

SYNTIER Engineering, Inc.
405 SE Bishop Blvd, Suite 2
Pullman, WA 99163
www.SynTierEngr.com 509.339.6187

Received 03-25-2025

AUGUSTINE AVENUE ARBORETUM APARTMENTS

Project Contact

SCOTT SUMNER, PE

SYNTIER

Role: Principal-in-Charge, Point-of-Contact

Professional Civil Engineer
- ID#16186
- WA#48109
- OR#89052

scott@syntierengr.com

208-596-7912

Received 03-25-2025

RBB-01 Neighborhood Meeting

Name	Address
Doug Olson	1650 Sand Rd, Moscow
Dalton Olson	1650 Sand Rd, Moscow
Marcus Iohnou	1717 Birch Ave, Lewiston
Katherine Clancy	609 N Almon St #3034, Moscow
Shirley Rencken	236 Cherry St, Moscow
Kalin Nallin	1436 Alpowa Ave, Moscow
Erik Anderson	1003 Colt Rd, Moscow

4:00 Metting start

4:02 Introductions

- Who are the owners?
    - Rich and 5 others
- Will buildings be sold?
    - Ownership team will build all of the apartments; a few buildings might be sold
- Will buildings be low-income?
    - Not at this time
- Where are city limits?
    - Right on the other side of these buildings; at the West line
- Will entire rolling hills be flattened as development occurs?
    - There are houses planned all the way to the ridge; development will be more sporadic as you get farther out, with less earthwork

4:12 Q&A

- Well issues with development?
    - Everything out here will be connected to city water; runs from the entrance on Conestoga and loops all the way around
- Augustine Entrance was not meant to be a primary access?
    - Everything from construction has a separate entrance; this has always been intended to be a full entrance
- Concerns about density near Augustine Entrance with added apartments
- What is RO?
    - Residential Office; a type of residential zoning that allows for business and professional services

Received 03-25-2025

- How many total apartments?
    - Most will be one bedrooms and studios; most we could do is around 170
- How many parking stalls per unit?
    - Required to have 1.25 parking stalls per studios and one bedrooms – maximum of around 180
- Plans for sidewalks along Palouse River Drive?
    - Bridge will be replaced in the next year; will then extend sidewalks from new bridge to Conestoga
- Don't want Arboretum in the name
    - Concerns from Arboretum Board members; discussions will be had about adjusting the name
- Julie:
    - Concerned about Arboretum and 'AAAA' being tied to these Apartments, concerns about preserving natural systems in the Arboretum – vegetated buffer on our side of the creek to reduce noise and light
- How many trips will be generated?
    - Average of 10 trips per day per sing-family home; apartments are harder to predict without knowing the number of occupants
- Additional access to Palouse River Drive?
    - No
- Future meeting date?
    - After compiling everything and submitting to the city they'll review; earliest mid-April, more likely end of April or early-May
- Concerns about mailing radius
    - Mailing list was received from the city; notification follows the city code

4:34 End of Meeting

Received 03-25-2025

City of Moscow
Public Works & Services

Memo

To: Mike Ray, Planning Manager

From: David Schott, Parks and Facilities Manager

Date: July 2, 2025

Re: Parkland Dedication Requirements for the Proposed Augustine Avenue Apartments Subdivision – Preliminary Plat

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As part of the subdivision process, this proposed subdivision falls under the requirements of the parkland dedication codes of the city.

Based on the preliminary plat for the Augustine Avenue Apartments Subdivision (Lots 1-7) to the southwest of Augustine Avenue, the net developable area includes 118,670 square feet (sf) or 2.72 acres of platted RO Multiple Residence Zoning, which has a 9% or 10,680 sf (0.25 acres) parkland dedication requirement.

However, the parkland dedication requirements for Lots 8-10 to the northeast of Augustine Avenue have been previously deferred as part of the Edington Subdivision First Addition final plat, see attached memo dated May 6, 2021.

Based on the Edington Subdivision First Addition preliminary plat, the total parkland dedication requirement was 44,404 sf (1.02 acres).

However, minor changes to the Edington Subdivision First Addition final plat from the preliminary plat resulted in the following:

- 152,189 sf (3.49 acres) of net developable area of platted RO Residential Office (9%), which required 13,697 sf (0.31 acres) of parkland dedication.
- 389,675 sf (8.95 acres) of net developable area of platted R-3 Medium Density Residential (7%), which required 27,227 (0.63 acres) of parkland dedication.

Because of the changes between the preliminary plat and the final plat the total parkland dedication requirement for the Edington Subdivision First Addition was reduced to 40,974 sf (0.94 acres).

The Parks and Recreation Commission will consider the recommended deferral of the 10,680 sf (0.25 acres) of the Augustine Avenue Apartments preliminary plat to a later phase of the Edington Subdivision at their July 24, 2025, regular meeting.

It is my recommendation to defer and add the 10,680 sf (0.25 acres) based on the Augustine Avenue Apartments preliminary plat to the previously deferred parkland dedication for the Edington Subdivision final plat (0.94 acres) for a total parkland dedication of 1.19 acres to a later phase of the entire Edington Subdivision. The total parkland dedication requirement to date is 1.19 acres for a future park that is relatively flat and over three (3) miles of public pathways for our community to enjoy.

Should there be any changes to the developable land or zoning, I would need to review those changes for any possible effects to my recommendation.

Attachment

City of Moscow
Parks and Recreation

Memo

To: Mike Ray, Planning Manager

From: David Schott, Assistant Parks and Recreation Director

Date: May 6, 2021

Re: Parkland Dedication Requirements for the Proposed Edington Subdivision First Addition

---

As part of the subdivision process, this proposed subdivision falls under the requirements of the parkland dedication codes of the City.

There is 182,961 sf (4.2 acres) of net developable area of platted RO Residential Office (9%), which requires 16,466 sf (0.38 acres) of parkland dedication.

There is 399,108 sf (9.16 acres) of net developable area of platted R-3 Medium Density Residential (7%), which requires 27,938 (0.64 acres) of parkland dedication.

The total parkland dedication requirement for the Edington Subdivision First Addition is 44,404 sf (1.02 acres).

It is my recommendation to defer the parkland dedication requirements to a later phase of the entire subdivision for a park that is relatively flat and is approximately 1.7 acres in size and over three (3) miles of public pathways for our community to enjoy.

BBC LLC has submitted a letter to this effect, Exhibit A. Moreover, the Moscow Pathways Commission and the Parks and Recreation Commission both recommended approval of deferring the parkland dedication requirement to a later phase of the entire subdivision during their April 13, 2021 and April 22, 2021 regular meetings, respectively.

Should there be any changes to the developable land or zoning on the final plat, I would need to review those changes for any possible affects to my recommendation.

Please do not hesitate to contact my office with any questions or clarifications.

Exhibit A

April 7, 2021

David Schott
650 N Van Buren Street
Moscow, ID 83843

Re: Parkland Dedication Abeyance Request

Dear David:

BBC LLC is requesting that the parkland dedication of ~1 acre for phase 1 of the Edington subdivision be deferred to a later phase of the entire subdivision. Our vision is for this new neighborhood to have over 3 miles of public pathways to enjoy and take in the incredible views the area embodies. In light of the City already having a large park near the south end of the property we thought it would be more beneficial to have a centrally located neighborhood park. That park is relatively flat and is approximately 1.7 acres.

Thank you for your consideration

Sincerely,

Rich Beebe
BBC LLC

PLANNING & ZONING COMMISSION

Dennis Wilson
Commission Chair
P&Z@ci.moscow.id.us

Regular Meeting
~Minutes~

Mike Ray
Staff Liaison
208.883.7008

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

Wednesday July 7, 2025	**7:00 PM**	**Council Chambers 206 E. Third Street**

Wilson called the meeting to order at 6:59 PM

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

REGULAR AGENDA

1. Approval of Minutes from June 25, 2025 (ACTION ITEM)
Seever moved for approval of the minutes as written, seconded by Reese. Roll Call Vote; Ayes: Hamilton, Mize, Reese, Seever (4). Nays: None. Abstentions: Gropp, Scott, Wilson (3). Motion carried.

2. Public Comment
Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three (3) minutes.
None offered.

3. Public Hearing: Proposal for a Preliminary Subdivision Plat and Preliminary Planned Unit Development (PUD) of four parcels located at 2300 Augustine Avenue within the City of Moscow, known as the Augustine Ave Apartments Addition. Permit Applications LUP2025-0010 and LUP2025-0011 (ACTION ITEM)

1. *Proposed Preliminary Subdivision Plat of four existing parcels totaling 4.06-acres in size to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition.*
2. *Proposed Preliminary Planned Unit Development (PUD) of a 4.06-acre area to construct a mixed-use development consisting of ten (10) buildings comprised of 114 dwelling units and sixteen (16) commercial live/work units.*

Ray presented the Preliminary Plat and Preliminary PUD proposals as described above and recommended approval with one condition for the Preliminary Plat. There was a brief clarification about the layout of the proposed 10-unit complexes. Density Bonus conformity would be confirmed during the building permit process and before a certificate of occupancy could be issued. Staff informed the Commission that a PUD could be approved without a Plat. The City of Moscow requires a floodplain development permit for any buildings constructed within the floodplain which would show that the structures would not be below the floodplain elevation. The City expects updated floodway and floodplain maps from Federal Emergency Management Agency (FEMA) in the next couple of years. The developers could build the proposed plan by right, according to the zoning code, but have chosen to pursue a PUD and subdivision plat to that they could

sell the individual lots.

A Commissioner had concerns about how close some of the buildings appeared to be and what the snow management policy would be. There was also some concern about how many bedrooms are on the second floor of the Alfred complex, which is served by a singular staircase. The Building and Fire Departments have safety requirements that would be met during the building permit process. There was a short conversation about the number of parking spaces and potential places for guest vehicles.

Public Hearing opened at 07:31 PM

Scott Sumner (applicant's representative), Moscow, offered to answer any questions that the Commissioners have and explained the developers desire to provide more varied apartment housing opportunities. He answered some of the questions regarding the process of development in the floodplain. There will be a Homeowner's Association (HOA) that provides snow removal service for the building occupants. The developers chose to create a PUD instead of building a large apartment complex so that more property owners could be involved and providing the opportunity to invest in owning their own building.

Some of the proposed studio apartments do not have a designated kitchen area, according to the submitted plans, but that would be up to the individual developers during the permitting process to plan for kitchen appliance layouts. Building Code requires full housing keeping facilities for each individual unit, including a full stove/range and a sink, as well as full electrical connections sufficient to power a refrigerator.

Doug Gadwa, Moscow, spoke in general of the project and asked that the land not be rezoned. In addition, he was also concerned about the dangers for residents using Augustine Avenue to access W Palouse River Drive. A residential care facility is currently being constructed next to the subject property. Staff explained that the zoning will not be changing as part of the submitted proposals and that buildings could be built by right, without subdividing the lots. He mentioned that his house was one of the residences hit during the rock blasting when the infrastructure improvements were made for Edington First Addition.

Scott Sumner (applicant), Moscow, talked about the previous blasting incident and how that hired contractor did not use the appropriate safety equipment which resulted as a liability for that company. There continued to be a discussion about development in the floodplain. The current elevation of the proposed lots is much higher than the floodplain map shows, as much work has been done since the maps were drawn. The developers have over-mitigated the development requirements for a floodplain permit.

Public Hearing closed at 07:57 PM

The Commissioners talked about the sight triangle requirements for the intersection of Augustine Avenue and W Palouse River Drive and ways the corner could become safer. The Parks and Recreation Manager made a recommendation regarding parkland dedication, which will be brought before the Parks and Recreation Commission for formal consideration and recommendation before City Council. There continued to be conversation regarding the parking. Staff reiterated that the site could accommodate more dwelling units and with parking, by right without creating a PUD. There was a short conversation about allowed uses in the Residential Office zone.

Reese moved to recommend approval of the Augustine Avenue Apartments Preliminary Plat with one condition and the Augustine Avenue Apartments Preliminary PUD with no conditions, as recommended by Staff. The motion was seconded by Seever. Roll Call Vote; Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

Gropp moved to direct Staff to draft the Relevant Criteria and Standards for both the Augustine Avenue Apartments Preliminary Plat and Preliminary PUD, seconded by Seever. Roll Call Vote; Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

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

Proposal for a Major Planned Unit Development (PUD) Amendment and a Preliminary Subdivision Replat of the Woodbury 1st Addition Subdivision, Generally Located North of Slonaker Drive, East of Arborcrest Road, and South of Trail Road within the City of Moscow. Permit Applications LUP2025-0015 and LUP2025-0016.

1. *Proposed Major Planned Unit Development (PUD) Amendment of the existing 21.73-acre Woodbury 1st Addition Subdivision to increase the number of lots from 79 to 107, ranging from 715 square feet to 22,215 square feet in size.*
2. *Proposed Preliminary Replat of a 12.27-acre portion of the existing Woodbury 1st Addition Subdivision to create 81 lots from the existing 52 lots. The proposed lots range from 715 square feet to 8,339 square feet in size and the proposal is referred to as the Woodbury 1st Addition Replat. The proposed Replat would increase the total number of lots in the Woodbury 1st Addition Subdivision from 79 to 107.*

Seever moved to approve both draft Relevant Criteria and Standards for the Woodbury Major PUD Amendment and Preliminary Replat, as written. The motion was seconded by Reese. Roll Call Vote; Ayes: Hamilton, Gropp, Mize, Reese, Seever, Wilson (6). Nays: None. Abstentions: Scott (1). Motion carried.

REPORTS

1. Transportation Commission meeting report.

The next regular meeting is scheduled for July 10th, 2025. Hamilton reviewed some of the agenda items that will be discussed.

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next Planning & Zoning Commission regular meeting is scheduled for July 23, 2025.

The July 23rd meeting will be cancelled.

The meeting was adjourned at 8:18 PM

Dennis Wilson, Chair

8-21-25
Date

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

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR A PRELIMINARY SUBDIVISION PLAT OF A FOUR POINT ZERO SIX (4.06) ACRE AREA LOCATED AT 2300 AUGUSTINE AVENUE, KNOWN AS THE AUGUSTINE AVENUE APARTMENTS ADDITION TO THE CITY OF MOSCOW, IDAHO.

WHEREAS, the applicant filed an application for a Planned Unit Development and Preliminary Plat on April 4, 2025; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on July 9, 2025; and

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

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

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.

2. The subject property is a 4.06-acre area that consists of four parcels, two on each side of Augustine Avenue.

3. The subject properties on the west side Augustine Ave currently contain two large shop outbuildings. The subject property is surrounded by primarily agricultural land to the west, a single-family dwelling to the south, and Edington 1st Addition Subdivision to the southeast.

4. The West Palouse River Drive ball fields property is located to the northeast of the subject property. The South Fork of the Palouse River currently flows through the ball fields property to the north.

5. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as High-Density Residential.

6. High-Density Residential designated areas are intended to,

   "allow the highest density residential development at common densities between 15 and 26 units per acre. Areas appropriate for this designation include those located adjacent to areas of higher activity where there is a range of uses. High-Density Residential areas should be located adjacent or in close proximity to designated arterial or collector streets. New areas

of high-density residential development should be located near mixed-use activity areas and corridors that accommodate multi-modal transportation. Lands designated as Urban Residential are generally appropriately zoned Medium Density Residential (R3), Multiple Family Residential (R-4), or Residential Office (RO)."

7. The subject property and adjacent properties immediately to the north and east are designated as the Residential Office (RO) Zone.

8. Property to west is located within Latah County in the Agriculture/Forestry (AF) Zone. The portion of the Edington 1st Addition to the southeast is currently designated as a combination of the Medium Density Residential (R-3) Zone and the Residential Office (RO) Zone. The West Palouse River Drive ball fields to the north is currently designated as Farm, Ranch and Open Space and the Schweitzer property further to the east is designated as Motor Business (MB).

9. According to the City of Moscow Zoning Code, the RO Zone is a moderately intensive zone including both offices and high-density housing. It serves as a transitional Zoning District between residential Zoning Districts and commercial or industrial Zoning Districts.

10. The RO Zoning District is appropriately applied in the following circumstances:
    1. On the perimeter of commercial or industrial districts where they abut residential land uses;
    2. Where transportation network use is greater than desirable for lower density residential uses;
    3. Where landforms create sites which are reasonably accessible by transportation systems and which are buffered from nearby residential areas; and
    4. Where the development patterns in a neighborhood will allow development of moderate intensity to occur without producing adverse visual impact or harm to the transportation network.

11. Uses permitted within the RO Zone include single family dwellings, two family dwellings, multi-family dwellings, twinhomes, townhouses, market and community gardens, veterinary services, professional offices, restaurants up to 1,500 sf in size, group and small childcare facilities, community/neighborhood centers, health care services, public parks and recreation facilities, telecommunications services, personal care services, and bed and breakfast inns.

12. The applicant is proposing to subdivide the 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition.

13. The applicant is proposing a Planned Unit Development (PUD) to coincide with the preliminary plat in order to allow for separate ownership of 10 buildings which are each proposed to be constructed on the individual lots.

14. The minimum lot size for lots within the RO Zone is 5,000 sf or 800 sf per dwelling unit, whichever is greater. With the existing size of the properties being 4.06 acres, the number of dwelling units which would be permitted by right on the property would be 221 dwelling units. The applicant has chosen to go through the PUD process in order to divide the property in a configuration which would create lots for each of the 10 proposed buildings with two common tract properties which include all of the common features such as parking lots, stormwater detention pond, open space, and sidewalks. Every lot which is created within the City is required to have a certain length of property frontage on a public street right-of-way. Since that would

not be achievable with the applicant's proposal, they have chosen to go through the PUD process in order for each building to be on a separately platted lot.

15. The subject property has access via Augustine Avenue which is designated as a collector street and was constructed as part of Edington 1st Addition. Augustine is constructed to a 34-foot paved width with two travel lanes, bike lanes on both sides, and no on-street parking. Curbing, gutters, tree lawns, and sidewalks are also constructed on both sides of the street.

16. Water mains will be extended throughout the subdivision from the existing mains within Augustine Avenue. The Engineering Department has determined that the existing system has adequate potable and fire flows to serve the proposed subdivision.

17. Sanitary sewer is proposed to be extended throughout the subdivision from existing main in Augustine Avenue and the alley to the north of Edington Avenue. The Engineering Department has determined that the existing system has adequate capacity to accommodate the proposed subdivision.

18. Storm sewer will be piped and directed to a stormwater detention pond located behind Lot 6. The detention facilities of the proposed development will need to meet Moscow's Stormwater Runoff Control Standards which required the stormwater to be detained to the pre-development rate. The stormwater is then conveyed from the detention facilities to the South Fork of the Palouse River.

19. The proposed subdivision falls under the requirements of the parkland dedication codes of the City. Based on the preliminary plat for the Augustine Avenue Apartments Subdivision (Lots 1-7) to the southwest of Augustine Avenue, the net developable area includes 118,670 square feet (sf) or 2.72 acres of platted RO Zoning, which has a 9% or 10,680 sf (0.25 acres) parkland dedication requirement. However, the parkland dedication requirements for Lots 8-10 to the northeast of Augustine Avenue have been previously deferred as part of the Edington Subdivision First Addition final plat, see attached memo dated May 6, 2021. Based on the Edington Subdivision First Addition preliminary plat, the total parkland dedication requirement was 44,404 sf (1.02 acres). However, minor changes to the Edington Subdivision First Addition final plat from the preliminary plat resulted in the following:

    1. 152,189 sf (3.49 acres) of net developable area of platted RO Residential Office (9%), which required 13,697 sf (0.31 acres) of parkland dedication.

    2. 389,675 sf (8.95 acres) of net developable area of platted R-3 Medium Density Residential (7%), which required 27,227 (0.63 acres) of parkland dedication.

20. Because of the changes between the preliminary plat and the final plat the total parkland dedication requirement for the Edington Subdivision First Addition was reduced to 40,974 sf (0.94 acres).

21. It is the Parks and Facilities Manager's recommendation to defer and add the 10,680 sf (0.25 acres) based on the Augustine Avenue Apartments preliminary plat to the previously deferred parkland dedication for the Edington Subdivision final plat (0.94 acres) for a total parkland dedication of 1.19 acres to a later phase of the entire Edington Subdivision. The total parkland dedication requirement to date is 1.19 acres for a future park that is relatively flat and over three (3) miles of public pathways.

22. The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on March 14, 2025 to discuss the proposal.

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

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed subdivision is in conformance with all applicable City Code requirements.** The proposed preliminary plat is consistent with and in conformance with the requirements and provisions of Planned Unit Development chapter of the City Code. The proposed preliminary plat is also in conformance with the general requirements of the Moscow Subdivision Ordinance including, but not limited to, the provision of the logical and orderly connection to the City's street network, public utilities, and the provision of public parkland.
2. **The proposed subdivision is in general conformance with the Comprehensive Plan.** The proposed preliminary plat is consistent with the City of Moscow Comprehensive Plan and provides for the logical and orderly development of lots within an existing subdivision. The proposed lots sizes and densities are consistent with the proposed Comprehensive Plan Land Use designation of High-Density Residential.
3. **Public Services and utilities are available or can be made available and are adequate to accommodate the proposed subdivision.** The subject property has direct access to Augustine Avenue which is a collector street. Water and Sewer connections are readily available in the area and are proposed to be extended through the subdivision.
4. **The proposed subdivision will not be detrimental to the public health, safety, or general welfare.** The proposed preliminary plat provides for the development of four existing lots within the Edington Subdivision and will not be detrimental to the public health, safety, or general welfare.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the Preliminary Subdivision Plat request for the 4.06-acre area located at 2300 Augustine Avenue with the following condition:

1. The applicant shall be required to submit a stormwater report for the proposed subdivision and include any mitigation actions necessary to ensure that the stormwater facilities will have no downstream adverse impacts subject to the approval of the City Engineer.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW on this 13 day of August, 2025.

Dennis Wilson, Chair
Planning and Zoning Commission

* In accordance with Moscow City Code Section 4-6-5, any applicant, City representative or affected person, may appeal a final decision of the Board of Adjustment or of the Planning and Zoning Commission to the Council within ten (10) calendar days following a final decision of such Board or Commission regarding an interpretation of or administration of the Zoning Code by the Zoning Administrator, which includes: a variance application, conditional use permit, or PUD, by filing written notice of appeal specifying the grounds therefor with the City Clerk , or their designee. Grounds upon which an appeal to the City Council may be made following a final decision of the Board of Adjustment or of the Planning and Zoning Commission includes the following:

1. Decision violates statutory or constitutional provisions;
2. Decision exceeds statutory authority;
3. Decision was made upon unlawful procedure;
4. Decision was unsupported by substantial evidence in the records or as a whole; or
5. Decision was arbitrary, capricious, or an abuse of discretion.

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

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR A PLANNED UNIT DEVELOPMENT (PUD) OF A FOUR POINT ZERO SIX (4.06) ACRE AREA LOCATED AT 2300 AUGUSTINE AVENUE, KNOWN AS THE AUGUSTINE AVENUE APARTMENTS ADDITION TO THE CITY OF MOSCOW, IDAHO.

WHEREAS, the applicant filed an application for a Planned Unit Development and Preliminary Plat on April 4, 2025; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on July 9, 2025; and

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

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

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.

2. The subject property is a 4.06-acre area that consists of four parcels, two on each side of Augustine Avenue.

3. The subject properties on the west side Augustine Ave currently contain two large shop outbuildings. The subject property is surrounded by primarily agricultural land to the west, a single-family dwelling to the south, and Edington 1st Addition Subdivision to the southeast.

4. The West Palouse River Drive ball fields property is located to the northeast of the subject property. The South Fork of the Palouse River currently flows through the ball fields property to the north.

5. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as High-Density Residential.

6. High-Density Residential designated areas are intended to,

   "allow the highest density residential development at common densities between 15 and 26 units per acre. Areas appropriate for this designation include those located adjacent to areas of higher activity where there is a range of uses. High-Density Residential areas should be located adjacent or in close proximity to designated arterial or collector

streets. New areas of high-density residential development should be located near mixed-use activity areas and corridors that accommodate multi-modal transportation. Lands designated as Urban Residential are generally appropriately zoned Medium Density Residential (R3), Multiple Family Residential (R-4), or Residential Office (RO)."

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9. According to the City of Moscow Zoning Code, the RO Zone is a moderately intensive zone including both offices and high-density housing. It serves as a transitional Zoning District between residential Zoning Districts and commercial or industrial Zoning Districts.

10. The RO Zoning District is appropriately applied in the following circumstances:
    1. On the perimeter of commercial or industrial districts where they abut residential land uses;
    2. Where transportation network use is greater than desirable for lower density residential uses;
    3. Where landforms create sites which are reasonably accessible by transportation systems, and which are buffered from nearby residential areas; and
    4. Where the development patterns in a neighborhood will allow development of moderate intensity to occur without producing adverse visual impact or harm to the transportation network.

11. Uses permitted within the RO Zone include single family dwellings, two family dwellings, multi-family dwellings, twinhomes, townhouses, market and community gardens, veterinary services, professional offices, restaurants up to 1,500 sf in size, group and small child care facilities, community/neighborhood centers, health care services, public parks and recreation facilities, telecommunications services, personal care services, and bed and breakfast inns.

12. The applicant is proposing to subdivide the 4.06-acre area to create ten (10) parcels ranging from 5,500 square feet to 7,407 square feet, and two large common area tracts, referred to as the Augustine Ave Apartments Addition.

13. The applicant is proposing a Planned Unit Development (PUD) to coincide with the preliminary plat in order to allow for separate ownership of 10 buildings which are each proposed to be constructed on the individual lots.

14. The minimum lot size for lots within the RO Zone is 5,000 sf or 800 sf per dwelling unit, whichever is greater. With the existing size of the properties being 4.06 acres, the number of dwelling units which would be permitted by right on the property would be 221 dwelling units. The applicant has chosen to go through the PUD process in order to divide the property in a configuration which would create lots for each of the 10 proposed buildings with two common tract properties which include all of the common features such as parking lots, stormwater detention pond, open space, and sidewalks. Every lot which is created within the City is required to have a certain length of property frontage on a public street right-of-way.

Since that would not be achievable with the applicant's proposal, they have chosen to go through the PUD process in order for each building to be on a separately platted lot.

15. The proposed PUD is a mixed-use development which includes 10 buildings with a total of 114 dwelling units and 16 commercial live/work units. The applicant is proposing two different building types, one referred to as the Alfred and the other referred to as the 10-plex.

16. The Alfred is a three-story, 40 ft by 100 ft building which contains four commercial live/work suites and two studio apartments on the ground floor, and five studio apartments and two 2-bedroom apartments on each of the second and third floors. The applicant has provided different façade variations for the exterior so that each building will appear unique.

17. The 10-plex is proposed to be a two-story, 40 ft by 100 ft building which contains four 2-bedroom, 2.5 bath townhouse apartments; two 1-bedroom apartments; and four studio apartments. The applicant has provided different façade variations so that each building will appear unique.

18. The setback requirements for the RO Zone are a minimum of 10 feet in the front, 5 feet on the side, and 20 feet at the rear yard. Looking at the original lot boundaries, the proposed building footprints will meet all the setback requirements for the RO Zone. The proposed buildings within the proposed new lots will have a 5-foot setback to their property lines.

19. The total number of off-street parking spaces which are required for the entire PUD is 192 spaces. The applicant has provided 198 off-street parking spaces including 6 ADA accessible spaces. The applicant has also proposed to provide 88 bike parking spaces both sheltered and not sheltered.

20. The applicant is proposing to construct a total of 114 dwelling units as part of the Augustine Avenue Apartments PUD. The base density of the RO Zone is 24 units per acre, which equates to a base density of 97 dwelling units for the entire project. Therefore, the applicant needs an 18% density bonus in order to achieve the proposed 114 units. The PUD section allows for numerous ways of achieving bonus density and the applicant has chosen to focus on the provision of mixed housing types and/or land uses, sustainable development, and other function or aesthetic development features.

21. Bonuses of up to 10% may be provided for providing a mix of housing types and/or uses. Any combination of single family, duplex, multiple family residences, and/or commercial, institutional or civic uses may qualify. The applicant has proposed a mixture of various sizes and configurations of multi-family dwellings and also incorporated commercial spaces on the ground floor of the Augustine Avenue street frontage. The Commission finds that the applicant's request of 5% for the proposed mixture of uses is warranted.

22. The applicant has also proposed to incorporate a number of sustainable development provisions pertaining to indoor environmental quality, provisions of alternative mode transportation features, and water saving features. Bonuses may be awarded up to eight percent (8%) of the base density for PUD projects which make an extended effort to improve the ongoing indoor environment. Provision of outside air ventilation, exhaust vents, air distribution systems and HVAC air filters that exceed requirements of any applicable Code are eligible for a two percent (2%) bonus. Installation of permanent walk-off mats and central vacuums help to mitigate dirt and dust and may be awarded a two percent (2%) bonus. Homes should be protected from car emissions by tightly sealing walls between the garage and the home, providing an exhaust fan linked to the overhead door, and not locating air handling

equipment in the garage; such provisions may be awarded a bonus of two percent (2%). Not providing a garage may satisfy any bonus given for mitigating car exhaust in a garage. The use of finishing products, such as paint or carpeting, which minimize or eliminate toxic fumes that are common in standard products, may be awarded up to an additional two percent (2%) bonus.

23. The applicant is proposing to incorporate features related to indoor environmental quality such as enhanced outside air ventilation, exhaust vents, and superior HVAC air filtration which shall exceed minimum code requirements. Walk-off mats, no attached garages, and the use of low-VOC paints and carpeting are also being proposed. The applicant has requested a 4% bonus for providing these features, which the Commission concurs with.

24. Features which accommodate alternative mode transportation or promote decrease in automobile usage or traffic, such as bus shelters, turnouts, alternative fuel vehicle support facilities, carpool lots, pedestrian paths, bike racks, etc. may be awarded up to a two (2%) percent bonus. To accommodate and encourage alternative modes of transportation, the development will include secure bicycle parking/racks with sheltered charging ports for e-bikes, designated areas for ridesharing, and pedestrian-friendly pathways connecting to public sidewalks. The applicant has also indicated that the development is a 7-minute bike ride to the nearest Smart Transit bus stop on Styner Ave and is in close proximity to the Arboretum which provides a pedestrian route to the University of Idaho campus. The Commission finds that the 1% bonus being requested is warranted.

25. A bonus may be awarded for inclusion of a storm water reuse system, xeriscaping or other water saving development features which are not otherwise required by the Code. Such other water saving features may include those which are sensitive to or which promote aquifer recharge. A total bonus of up to ten percent (10%) may only be awarded if both storm water reuse (five percent [5%] maximum bonus) and xeriscaping (five percent [5%] maximum bonus) are incorporated into the development. A detailed written statement and/or plan shall be provided by the applicant to justify a bonus under this category. The applicant has indicated that the project will incorporate significant water-saving features, including xeriscaping with native and drought-tolerant plants, high-efficiency irrigation systems, and potentially a stormwater reuse system for landscaping. The applicant has provided a landscape plan showing the xeriscaped areas and has indicated that they will provide a more detailed landscaping plan with the construction drawings. The Commission finds that a 5% density bonus is warranted for this category.

26. Other qualifying development features which are designed to visually complement or visually preserve the natural environment, especially scenic views, through use of appropriate materials may include, but are not limited to, architectural variety, building mass and height softening features, building location with regard to lot lines (staggered setbacks), the provision of alley access and scenic view corridor preservation for the benefit of others, recessed, side or rear loading garages, and the arrangement of parking such that it is not located within the required front nor street side yard or such that it is located behind or underneath the building(s) and not readily visible from the street. Locating the parking behind or below structures shall warrant a higher bonus than locating the parking outside of the required front and street side yard, where it is visible from the street. The maximum bonus under this category will be up to ten percent (10%). The parking for the Augustine Apartments is designed and located such that it is not readily visible from the street, thereby

enhancing the streetscape and overall aesthetic of the development. The Commission finds that a 4% density bonus is warranted in this category.

27. The sum of the total density bonuses proposed totals 19%, which exceeds the density bonus required to achieve 141 dwelling units on the property.

28. The subject property has access via Augustine Avenue which is designated as a collector street and was constructed as part of Edington 1st Addition. Augustine is constructed to a 34-foot paved width with two travel lanes, bike lanes on both sides, and no on-street parking. Curbing, gutters, tree lawns, and sidewalks are also constructed on both sides of the street.

29. Water mains will be extended throughout the subdivision from the existing mains within Augustine Avenue. The Engineering Department has determined that the existing system has adequate potable and fire flows to serve the proposed subdivision.

30. Sanitary sewer is proposed to be extended throughout the subdivision from existing main in Augustine Avenue and the alley to the north of Edington Avenue. The Engineering Department has determined that the existing system has adequate capacity to accommodate the proposed subdivision.

31. Storm sewer will be piped and directed to a stormwater detention pond located behind Lot 6. The detention facilities of the proposed development will need to meet Moscow's Stormwater Runoff Control Standards which required the stormwater to be detained to the pre-development rate. The stormwater is then conveyed from the detention facilities to the South Fork of the Palouse River.

32. The proposed subdivision falls under the requirements of the parkland dedication codes of the City. Based on the preliminary plat for the Augustine Avenue Apartments Subdivision (Lots 1-7) to the southwest of Augustine Avenue, the net developable area includes 118,670 square feet (sf) or 2.72 acres of platted RO Zoning, which has a 9% or 10,680 sf (0.25 acres) parkland dedication requirement. However, the parkland dedication requirements for Lots 8-10 to the northeast of Augustine Avenue have been previously deferred as part of the Edington Subdivision First Addition final plat, see attached memo dated May 6, 2021. Based on the Edington Subdivision First Addition preliminary plat, the total parkland dedication requirement was 44,404 sf (1.02 acres). However, minor changes to the Edington Subdivision First Addition final plat from the preliminary plat resulted in the following:

    1. 152,189 sf (3.49 acres) of net developable area of platted RO Residential Office (9%), which required 13,697 sf (0.31 acres) of parkland dedication.
    2. 389,675 sf (8.95 acres) of net developable area of platted R-3 Medium Density Residential (7%), which required 27,227 (0.63 acres) of parkland dedication.

33. Because of the changes between the preliminary plat and the final plat the total parkland dedication requirement for the Edington Subdivision First Addition was reduced to 40,974 sf (0.94 acres).

34. It is the Parks and Facilities Manager's recommendation to defer and add the 10,680 sf (0.25 acres) based on the Augustine Avenue Apartments preliminary plat to the previously deferred parkland dedication for the Edington Subdivision final plat (0.94 acres) for a total parkland dedication of 1.19 acres to a later phase of the entire Edington Subdivision. The total parkland dedication requirement to date is 1.19 acres for a future park that is relatively flat and over three (3) miles of public pathways.

35. The applicant conducted a neighborhood meeting with affected property owners within 600 ft. of the subject property on March 14, 2025 to discuss the proposal.

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

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed PUD is consistent with the Comprehensive Plan.** The proposed PUD is consistent with the uses and densities designated within the 2019 Comprehensive Plan. The High-Density Residential allows the highest density residential development at common densities between 15 and 26 units per acre. Therefore, the Commission finds that the proposed PUD is consistent with the Comprehensive Plan.
2. **The proposed PUD is consistent with the intents and purposes of this Chapter.** The proposed PUD meets the intent of the PUD chapter to permit and encourage innovative, economical, and attractive development; which includes land uses which harmonize with natural features and constraints; which promotes efficient, innovative, economical, attractive, and environmentally sensitive development; and which efficiently phases and locates public and private services and facilities. The proposed PUD is a mixture of various sizes and configurations of multi-family dwellings and also incorporates commercial spaces on the ground floor of the Augustine Avenue street frontage.
3. **The proposed PUD is compatible with the character and uses in the surrounding area.** The PUD is consistent with the surrounding area which is primarily a mixture of residential developments. The proposed PUD provides separate ownership of each of the buildings, which provides more affordable options for property ownership.
4. **Public services and utilities are available or can be made available and are adequate to accommodate the proposed PUD.** The Engineering Department has indicated that water, sanitary sewer, and storm sewer systems are readily available in the area and have enough capacity to accommodate the proposed PUD.
5. **The proposed PUD will not endanger the public health or safety.** There is no evidence that the proposed PUD would have an impact on the public health and safety. The proposed PUD will help serve the need of providing additional residential dwelling units to meet the needs of a diverse population and also providing space for commercial services.
6. **The residential densities, proposed land uses, and design proposed within the PUD promote the innovative, efficient, economic and attractive development of the subject property.** The parking for the Augustine Apartments is designed and located such that it is not readily visible from the street, thereby enhancing the streetscape and overall aesthetic of the development. To accommodate and encourage alternative modes of transportation, the development will include secure bicycle parking/racks with sheltered charging ports for e-bikes, designated areas for ridesharing, and pedestrian-friendly pathways connecting to public sidewalks. The applicant has also indicated that the project will incorporate significant water-saving features, including xeriscaping with native and drought-tolerant plants, high-efficiency irrigation systems, and potentially a stormwater reuse system for landscaping.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the Planned Unit Development (PUD) request for the 4.06-acre area located at 2300 Augustine Avenue with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW on this 13 day of August, 2025.

Dennis Wilson, Chair
Planning and Zoning Commission

* In accordance with Moscow City Code Section 4-6-5, any applicant, City representative or affected person, may appeal a final decision of the Board of Adjustment or of the Planning and Zoning Commission to the Council within ten (10) calendar days following a final decision of such Board or Commission regarding an interpretation of or administration of the Zoning Code by the Zoning Administrator, which includes: a variance application, conditional use permit, or PUD, by filing written notice of appeal specifying the grounds therefor with the City Clerk , or their designee. Grounds upon which an appeal to the City Council may be made following a final decision of the Board of Adjustment or of the Planning and Zoning Commission includes the following:

1. Decision violates statutory or constitutional provisions;
2. Decision exceeds statutory authority;
3. Decision was made upon unlawful procedure;
4. Decision was unsupported by substantial evidence in the records or as a whole; or
5. Decision was arbitrary, capricious, or an abuse of discretion.

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

Consideration of Human Rights Commission Sponsorship Requests (ACTION ITEM) - Anthony Dahlinger, Erin Agidius

RESPONSIBLE STAFF

Anthony Dahlinger, Police Chief

ADDITIONAL PRESENTER(S)

DESCRIPTION

Under the City's adopted policy regarding donations, sponsorship, and other financial contributions to outside organizations, "All initial requests for City funding must be evaluated by the City Administrator to determine whether there is an identifiable public purpose to the request that also benefits the City. The request must be a cost-effective method of meeting a public need. Generally, the request must: a. Provide a service that the City legally could provide but chooses not to, or provide a service that complements or enhances a service that the City currently provides; and b. Be aligned with and support the City's mission and purpose; and c. Provide an identifiable public benefit." The City Administrator has reviewed the sponsorship requests and found that the proposed events have an identifiable public purpose, are a service the City could legally provide, present a public benefit, and are aligned with the City's mission and purpose. The Policy requires that all requests with a monetary value of more than Five Hundred Dollars ($500) and which are found to have a legitimate public purpose and are legally permissible shall be reviewed and approved or denied by the City Council. The sponsorship requests are now before the Council for consideration.

The specific sponsorship requests include the following:

1. The film, "Won't You Be My Neighbor," is a documentary about Fred Rogers ("Mr. Rogers"), whose message and legacy encourage community connection, inclusivity, welcoming, non-discrimination, and kindness. A resource fair will also be held at the showing to connect community members with ways they can receive help and help others, which is in line with the HRC's mission to "improve human relations." This film will be free and open to the public. It was originally scheduled for showing on September 17; however, after the commission's vote on 8-19-2025, it will be shown in October or November with funds requested in September. Amount requested: $800. This event will be free and open to the public.
2. The film, "Told in the Hills (1919)," is a major film restoration project and part of the Kenworthy's 2025 Silent Film Festival. It features over 100 Nez Perce actors and creative collaborators, and includes 25 minutes of surviving film footage in addition to over 200 archival photos shot on set and for publicity of this movie. Music scores will be performed and played at the two screenings on September 26 and 27. This restoration is an important partnership with our Nez Perce Tribe neighbors, and this festival is an opportunity for community members to learn about our region's history and people. It aligns with the commission's mission to "eliminate discrimination and improve human relations" in our community. The amount requested was

originally $1,000; however, at the 8-19-2025 commission meeting, the commissioners voted and approved the request for $750.00.

3. A Student Welcome Dinner is tentatively scheduled for September 29, in the 1912 Great Room. This dinner will be provided for University of Idaho students and university neighbors in an effort to build a stronger sense of welcome and belonging, particularly for those who may develop pressing needs due to the closure of identity-specific programming on campus, with consequent loss of services. A common theme across Moscow's student community is food security, with the commission's core mission being that we "eliminate discrimination and improve human relations." This event will be co-sponsored by the Latah County Human Rights Task Force ($300), who will also be available to listen and learn about attendees' concerns so that the commission and Task Force may be able to help address them. Also to note: This dinner is the first in a series of dinners to be held throughout the coming year. Amount requested: $1,200, which was voted and approved by the commission at their meeting on 8-19-2025.

Since the original submission of this item, Staff has learned that the screenings of the Told to the Hills film will not be free to the public as Staff was originally informed. The fact that the sponsored film is not free to the public presents a concern about whether it is appropriate for the City to financially support that screening. If approved, the proposed sponsorship would be funded from the Commission's remaining FY2025 budget allocation.

REVIEWED BY

HRC Chair Erin Agidius and Vice Chair Elizabeth Stevens

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the proposed sponsorship requests; Deny the proposed sponsorship requests; or take other action as deemed appropriate.

STAFF RECOMMENDATION

Approve the proposed sponsorship requests; Deny the proposed sponsorship requests; or take other action as deemed appropriate.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. HRC Sponsorship Request - Film, Told in the Hills
2. HRC Sponsorship Request - Community Dinner
3. HRC Sponsorship Request - Film, Won't You Be My Neighbor

HUMAN RIGHTS
COMMISSION

Sponsorship Request Form

Name: Tara Roberts Date of Request: 7-21-2025

Event Title: Kenworthy 2025 Silent Film Festival

Date and Time for Event: Sept. 25-28, 2025

Location: The Kenworthy Performing Arts Center

Description of Event: (include any links and/or attachments, if needed)

The Third Annual Kenworthy Silent Film Festival runs Sept. 25-28 with a special slate of programs that highlight the early history of movies made in Idaho. We'll kick off with a welcome panel session featuring historians, archivists, and filmmakers, including Nez Perce cultural historian Nakia Williamson-Cloud, at 7 PM, Thursday, Sept. 25. This discussion will furnish some context for KPAC's first major film restoration project, Told in the Hills (1919), a Western romance featuring over 100 Nez Perce actors and creative collaborators. Drawing from 25 minutes of surviving film footage, plus over 200 archival photos shot on set and in publicity for the movie, we've painstakingly recreated the full cinematic experience with reference to the surviving film script. Diné composer Connor Chee will premiere a new score to be performed live at two screenings at 7 PM on Friday and Saturday, Sept. 26-27. To round out the program, KPAC has commissioned three LHSOM composers--Isabel Martin, Mallory Hunt, and Samuel Cooper--to produce new scores for a selection of shorts directed by Nell Shipman, the famed filmmaker and naturalist, who ran her own independent studio at Priest Lake. The shorts will play at 1 and 4 PM on Sunday, Sept. 28.

How does this event align with the Human Rights Commission's mission to promote and protect civil rights and eliminate discrimination?

The Kenworthy's restoration of Told in the Hills is an important partnership with our neighbors in the Nez Perce Tribe, and this festival is an opportunity for people across our community to learn about our region's history and people. This fits the HRC's mission to "eliminate discrimination and improve human relations" in our community.

We also will be able to help promote this event as part of our Inclusive Community Month programming.

Requested Sponsorship Amount ~~$1,000~~ $750

Proposed funds will be utilized for: supporting the Kenworthy's management of the festival, which will help allow them to keep ticket prices affordable, especially for students

Date/Time of Commission Vote: August 19, 2025

Voting Results: Unanimous 8/8

HRC Chair Signature: _____

Staff Liaison Signature: _____

City Supervisor Approval: ☐Yes ☐No

City Supervisor Signature: _____

Mayor Approval: ☐Yes ☐ No

Mayor Signature: _____

Please provide the following information for the Sponsorship Agreement, between the City of Moscow and the organization receiving the funds:

Name of legal entity: Kenworthy Performing Arts Centre

Address: PO Box 8126 Moscow, ID 83843

Email address: executive@kenworthy.org

Phone number: 208-882-4127

Name of signatory: Colin Mannex, executive director

Breakdown/description of use of sponsorship funds:

$1000 for Silent Film Festival sponsorship, to offset costs of the festival and make ticket prices more affordable for community members

HUMAN RIGHTS COMMISSION

Sponsorship Request Form

Name: Jana Argersinger **Date of Request:** 8/12/2025

Event Title: Inclusive Community Month Student Welcome Dinner

Date and Time for Event: 29 September 2025

Location: 1912 Center Great Room

Description of Event: (include any links and/or attachments, if needed)

The City of Moscow Human Rights Commission proposes to co-host the first in a series of free community dinners for University of Idaho students. The aim is to build a stronger sense of welcome and belonging for all our university neighbors—and particularly those who may develop pressing needs due to the closure of identity-specific programming on campus, with consequent loss of services. At the table, members of the HRC and the Latah County Human Rights Task Force, our co-sponsor, will listen and learn directly from students about concerns that the commission and Task Force may be able to help address.

This first dinner is planned for Monday, 29 September, in the 1912 Center's Great Room, as part of the HRC's Inclusive Community Month programming. We will reach out widely with invitations to students and groups across campus. Potential non-monetary partners/co-hosts for the series of dinners include the International Programs Office and such student groups as Vandals First, the Native American Student Association, the Sexual Orientation and Gender Identity Alliance, and the Multicultural Greek Council.

How does this event align with the Human Rights Commission's mission to promote and protect civil rights and eliminate discrimination?

Core to the HRC mission, as articulated City Code Sec. 12-1, is that we work to "eliminate discrimination" and "improve human relations." And there is perhaps no better way to build understanding and respectful relationship than to invite people with varied life experience to share a nourishing meal and conversation.

At the same time, as prices rise, a common theme across Moscow's student community is food security itself—which everyone has a right to, as affirmed in the Universal Declaration of Human Rights (Article 25).

Requested Sponsorship Amount: $1200 (total cost $1500; the Latah County Human Rights Task Force has committed to $300)

Proposed funds will be utilized for: 1912 Center rental fees ($450); catering by Happy Hog Meatery ($795); desserts, beverages, ice, and misc. from Winco/Costco ($125); event promotion ($130)

Date/Time of Commission Vote: 8/19/25

Voting Results: Unanimous w/8

HRC Chair Signature: Elizabeth Stevens /digital sig/ 8-14-2025

Staff Liaison Signature: _____

City Supervisor Approval: ☐**Yes** ☐**No**

City Supervisor Signature: _____

Mayor Approval: ☐**Yes** ☐ **No**

Mayor Signature: _____

Please provide the following information for the Sponsorship Agreement, between the City of Moscow and the organization receiving the funds:

Name of legal entity: Happy Hog Meatery

Address: 630 N Almon St STE 135, Moscow, ID 83843

Email address: walkerswellpreserved@gmail.com

Phone number: (208) 997-1343

Name of signatory: Ed Walker

Breakdown / description of use of sponsorship funds: Exclusively for food (mains, sides, and buns); NO alcoholic beverages.

HUMAN RIGHTS COMMISSION

Sponsorship Request Form

Name: Tara Roberts Date of Request: 7-21-2025

Event Title: Inclusive Community Month Film Night

Date and Time for Event: ~~Wed. Sept~~ Mon. Nov 10. **17/ evening (6 or 7 p.m. start time)**

Location: The Kenworthy Performing Arts Center

Description of Event: (include any links and/or attachments, if needed)

We will host a free showing of the 2018 film "Won't You Be My Neighbor," a documentary about Mr. Rogers, as part of our 2025 Inclusive Community Month events.

We would also like to assemble a small community resources fair in the Kenworthy lobby before the showing, with "neighborly" groups such as food pantries and the Recovery Center.

How does this event align with the Human Rights Commission's mission to promote and protect civil rights and eliminate discrimination?

The filmmakers' description of "Won't You Be My Neighbor" is: "For over 30 years, Fred Rogers, an unassuming minister, puppeteer, writer and producer, was beamed daily into homes across America. In his beloved television program, Mister Rogers' Neighborhood, Fred and his cast of puppets and friends spoke directly to young children about some of life's weightiest issues, in a simple, direct fashion."

Mr. Rogers' message and legacy encourage community connection, inclusivity, welcoming, nondescrimination, and kindness. Gathering together to share the film

is a perfect fit for Inclusive Community Month. Including a resources fair also helps connect community members with ways they can receive help and help others, which is in line with our mission to "improve human relations."

Requested Sponsorship Amount $800

Proposed funds will be utilized for: Renting the Kenworthy as a nonprofit entity ($408) and licensing the film ($250-400)

Date/Time of Commission Vote: August 19, 2025

Voting Results: Unanimous w/8

HRC Chair Signature: _____

Staff Liaison Signature: _____

City Supervisor Approval: ☐**Yes** ☐**No**

City Supervisor Signature: _____

Mayor Approval: ☐**Yes** ☐ **No**

Mayor Signature: _____

Please provide the following information for the Sponsorship Agreement, between the City of Moscow and the organization receiving the funds:

Name of legal entity: Kenworthy Performing Arts Centre

Address: PO Box 8126 Moscow, ID 83843

Email address: executive@kenworthy.org

Phone number: 208-882-4127

Name of signatory: Colin Mannex, executive director

Breakdown/description of use of sponsorship funds:

$408 theater rental

$225 film licensing and delivery

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

PUBLIC HEARING: Open Budget for Fiscal Year 2024-2025 (FY2025) (ACTION ITEM) - Sarah Decker

RESPONSIBLE STAFF

Sarah Decker, Director of Finance & Employee Services

ADDITIONAL PRESENTER(S)

DESCRIPTION

The State of Idaho provides a process for cities to amend the original fiscal year budget appropriation ordinance in accordance with Idaho Code section 50-1003. The City completed its FY2025 budget adoption in August 2024 and headed into its FY2024 fiscal year-end. During the fiscal year-end, it was determined that multiple major operating funds accumulated unappropriated fund balances. Also, during FY2025, Information Systems performed an in-depth evaluation of future capital and minor IS equipment needs and determined excess unappropriated accumulation that should be returned to the contributing funds during the FY2025 fiscal year-end. Staff is proposing to amend Ordinance 2024-12 in the amount of $5,710,476 to accommodate the unappropriated fund balances.

REVIEWED BY

This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Conduct the public hearing and, on consideration of public testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary; or consider the Ordinance on first reading and that it be read by title; or reject the Ordinance; or take such other action deemed appropriate.

STAFF RECOMMENDATION

Conduct the public hearing and, on consideration of public testimony received, approve the Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary.

OTHER RESOURCES

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FY2025 Open Budget Memo
2. Ordinance 2025-__ Amending Annual Appropriation Ordinance FY2024 (Open Budget)_DRAFT

MEMORANDUM

To: Bill J. Belknap, City Supervisor

From: Sarah L. Decker, Director of Finance & Employee Services

CC: Mayor & City Council

Date: August 18, 2025

Re: Open Budget FY2025

This year there are seven changes totaling $5,710,476 recommended for the FY2025 open budget process. These recommended changes are in anticipation of the public hearing scheduled for September 2, 2025.

General Fund:

During the City's FY2024 year-end, the General Fund had an unanticipated and unappropriated remaining fund balance of approximately $726,888. The most notable expense that contributed to this unanticipated fund balance was Moscow PD wage and benefits. The police department ended FY2024 with several vacant patrol positions which created an excess in PD wage and benefits of approximately $682,000.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by $326,888. This will allow for FY2024 General Fund unanticipated fund balance of $326,888 to be pulled into General Fund – beginning fund balance (101-000-900-00) and flow through to General Fund - ending fund balance (101-140-990-01). There is $400,000 of unanticipated and unappropriated fund balance that will remain in the General Fund for anticipated future expenses.

At FY2025 year end, $326,888 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects – ending fund balance (350-130-900-00) in anticipation of future Capital Project needs.

During the FY2026 budget, $326,888 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and ending fund balance (350-130-900-00) in anticipation of moving these funds.

Street Fund:

During the City's FY2024 year-end, the Street Fund had an unanticipated and unappropriated remaining fund balance of approximately $468,006. The most notable revenue that contributed to this unanticipated fund balance is higher than anticipated disbursement of funds from Idaho Transportation Department (ITD) for the City's portion of House Bill (HB) 354. HB 354 transferred a portion of the state's General Fund to ITD for road, bridge and airport projects.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by $468,006. This will allow for FY2024 Street Fund unanticipated fund balance of $468,006 to be pulled into Street Fund – beginning fund balance (105-000-900-00) and flow through to Street Fund - ending fund balance (105-150-990-01).

During FY2025 year-end, $468,006 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects – ending fund balance (350-130-900-00) in anticipation of future Capital Project needs.

During FY2026 budget, $468,006 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and ending fund balance (350-130-900-00) in anticipation of moving these funds.

Recreation & Culture Fund:

During the City's FY2024 year-end, the Recreation & Culture Fund had an unanticipated and unappropriated remaining fund balance of approximately $201,026. During the FY2026 budget, 1% Public Art moved from Recreation & Culture Fund to Capital Projects Fund due to the size and cost associated with future public art projects. Moving this budgeted fund balance out of the Recreation & Culture fund requires the City to backfill the balance to ensure appropriated revenues over expenses net either a positive or neutral fund balance.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by $201,026. This will allow for FY2024 Recreation & Culture Fund unanticipated fund balance of $201,026 to be pulled into Recreation & Culture Fund – beginning fund balance (120-000-900-00) and flow through to Recreation & Culture Fund - ending fund balance (120-160-990-01).

During FY2025 year-end, the 1% Public Art fund balance of $239,114 will move to Capital Projects – beginning fund balance (350-000-900-01) and flow through to Capital Projects ending fund balance (350-130-900-00) in anticipation of future 1% Public Art Capital Project needs.

During FY2026 budget, $239,114 was appropriated in FY2026 Capital Projects – beginning fund balance (350-000-900-01) and split, $150,000 Capital Projects – 1% Public Art (350-165-770-20) and $89,114 Capital Projects – ending fund balance (350-130-900-00) in anticipation of moving these funds.

Water Fund:

During the City's FY2024 year-end, the Water Fund had an unanticipated and unappropriated remaining fund balance of approximately $915,484. This fund balance is due to a combination of growth over the last few fiscal years, anticipation of the second DEQ Loan, FY2024 budget holdbacks due to the timing of expenses towards the advanced metering infrastructure project and due to the timing of expenses towards the water comprehensive plan update.

In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by $915,434. This will allow for FY2024 Water Fund unanticipated fund balance of $915,434 to be pulled into Water Fund – beginning fund balance (220-000-900-03). The offsetting expenses will be $97,235 Water Fund – Professional Services (220-220-

642-10), $100,000 Water Fund – Meters (220-220-770-78), $172,426 Water Fund – Principal – DEQ Loan 2024 (220-220-790-87), $95,773 Water Fund – Interest – DEQ Loan 2024 (220-220-791-86), and $450,000 will flow through to Water Fund – ending fund balance (220-220-990-03).

During FY2025 year-end, $450,000 will move to Water Capital – beginning fund balance (320-000-900-05) and flow through to Water Capital – ending fund balance (320-220-990-05) in anticipation of future Water Capital Project needs.

During FY2026 budget, $450,000 was appropriated in FY2026 Water Capital – beginning fund balance (320-000-900-05) and Water Capital - ending fund balance (320-220-990-05) in anticipation of moving these funds.

Sewer Fund:

Over the last few fiscal years, Sewer Fund unanticipated and unappropriated fund balance has grown to approximately $1,279,769. In anticipation of FY2025 year-end, we would like to open the FY2025 budget to increase appropriated revenue and expense by $1,279,769. This will allow for FY2024 Sewer Fund unanticipated fund balance of $1,279,769 to be pulled into Sewer Fund – beginning fund balance (230-000-900-03) and flow through to Sewer Fund – ending fund balance (230-230-990-03).

During FY2025 year-end, $1,279,769 will move to Sewer Capital – beginning fund balance (330-000-900-03) and flow through to Sewer Capital – ending fund balance (330-230-990-05) in anticipation of future Sewer Capital Project needs.

During FY2026 budget, $1,279,769 was appropriated in FY2026 Sewer Capital – beginning fund balance (330-000-900-03) and Sewer Capital - ending fund balance (330-230-990-05) in anticipation of moving these funds.

Sanitation Fund:

Over the last few fiscal years, Sanitation Fund unanticipated and unappropriated fund balance has grown to approximately $1,125,403. In anticipation of FY2025 year-end, we would like to open the budget to increase appropriated revenues and expense by $1,125,403. This will allow for Sanitation Fund FY2024 unappropriated fund balance of $1,125,403 to be pulled into Sanitation Fund – beginning fund balance (240-000-900-03) and flow through to Sanitation Fund - ending fund balance (240-255-990-00).

During FY2025 year-end, $1,125,403 will move to Sanitation Capital-beginning fund balance (340-000-900-03) and flow through to Sanitation Capital – ending fund balance (340-240-990-05) in anticipation of future Sanitation Capital needs.

During FY2026 budget, $1,125,403 was appropriated in FY2026 Sanitation Capital – beginning fund balance (340-000-900-03) and ending fund balance (340-240-990-05) in anticipation of moving these funds.

Information Systems:

During FY2025, Information Systems performed an in-depth evaluation of future funding needs for the City's capital and minor IS equipment. $1,393,950 was identified as excess accumulation that

should be returned to the contributing funds. In anticipation of FY2025 year-end, we would like to open the budget to increase appropriated revenues and expense by $1,393,950. This will allow for Information Systems unappropriated fund balance of $1,393,950 to be pulled into Information Systems Fund – beginning fund balance (295-000-900-05) and flow through to Information Systems Fund - ending fund balance (295-130-990-05).

During FY2025 year-end, Information Systems will pay back each fund's contribution of the accumulated $1,393,950. Each contribution amount will move to the corresponding Capital Fund – beginning fund balance and will flow through to the corresponding Capital Fund – ending fund balance. The distribution is as follows:

- $966,762 - Capital Projects – beginning fund balance (350-000-900-01) and Capital Projects – ending fund balance (350-130-990-00).
    - General Govt – $720,511
    - Recreation & Culture – $176,503
    - Streets – $69,748

- $193,222 - Water Capital – beginning fund balance (320-000-900-05) and Water Capital – ending fund balance (320-220-990-05).

- $173,185 - Sewer Capital – beginning fund balance (330-000-900-03) and Sewer Capital ending fund balance (330-230-990-05).

- $25,660 - Stormwater Capital – beginning fund balance (335-000-900-05) and Stormwater Capital – ending fund balance (335-235-990-05).

- $13,148 - Sanitation Capital – beginning fund balance (340-000-900-03) and Sanitation Capital – ending fund balance (340-240-990-05).

- $21,973 - Fleet Fund – beginning fund balance (290-000-900-05) and Fleet Fund – ending fund balance (290-130-990-05).

During the FY2026 budget, these contribution amounts were appropriated in each Capital Fund – beginning fund balance and Capital Fund – ending fund balance in anticipation of moving these funds.

ORDINANCE NO. 2025 – __

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; AMENDING ORDINANCE NO. 2024–12, THE ANNUAL APPROPRIATION ORDINANCE FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; TO APPROPRIATE MONIES IN THE SUM OF FIVE MILLION SEVEN HUNDRED TEN THOUSAND FOUR HUNDRED SEVENTY-SIX DOLLARS (5,710,476); PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

BE IT ORDAINED by the Mayor and Council of the City of Moscow, Idaho as follows:

SECTION 1: That Ordinance No. 2024–12, the Appropriation Ordinance for the City of Moscow, Idaho, for the fiscal year commencing October 1, 2024, and ending September 30, 2025, be and the same is hereby amended as follows:

	FY2025 ORIGINAL BUDGET	AMENDED BUDGET	FY2025 FINAL BUDGET
General Fund			
General Government	8,206,129	$326,888	8,533,017
Public Safety	11,920,299	$0	11,920,299
TOTAL	**$20,126,428**	**$326,888**	**$20,453,316**
Street Fund	**$3,530,055**	**$468,006**	**$3,998,061**
Transit Center Fund	**$104,265**	**$0**	**$104,265**
Recreation & Culture			
Recreation & Culture Fund	$3,729,412	$201,026	$3,930,438
MSDCP	292,352	$0	292,352
1912 Center Fund	149,540	$0	149,540
Hamilton Trust Fund	32,000	$0	32,000
Total	**$4,203,304**	**$201,026**	**$4,404,330**
Water Fund	**$9,282,000**	**$915,434**	**$10,197,434**
Sewer Fund	**$10,179,453**	**$1,279,769**	**$11,459,222**
Stormwater Fund	**$1,320,721**	**$0**	**$1,320,721**
Sanitation Fund	**$6,820,823**	**$1,125,403**	**$7,946,226**

Fleet Management Fund	**$8,046,883**	**$0**	**$8,046,883**
Information Systems Fund	**$3,528,879**	**$1,393,950**	**$4,922,829**
Capital Projects Funds			
Water Capital Projects Fund	$9,515,629	$0	$9,515,629
Sewer Capital Projects Fund	25,683,902	$0	25,683,902
Stormwater Capital Projects Fund	316,329	$0	316,329
Sanitation Capital Projects Fund	10,385,938	$0	10,385,938
Capital Projects Fund	19,003,634	$0	19,003,634
LID Construction Fund	0	$0	0
Total Capital Construction Funds	**$64,905,432**	**$0**	**$64,905,432**
Debt Service Fund			
General Obligation Debt Fund	$1,061,172	$0	$1,061,172
Special Assessments Fund	35,611	$0	35,611
Total Debt Service Funds	**$1,096,783**	**$0**	**$1,096,783**
GRAND TOTAL	**$133,145,026**	**$5,710,476**	**$138,855,502**

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

SECTION 3: EFFECTIVE DATE: This Ordinance shall be in full force and effect from and after its passage, approval and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Drew Davis	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____
Bryce Blankenship	_____	_____	_____	_____

DRAFT

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this ____ day of _____, 2025.

_____
Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of an Ordinance passed at a regular meeting of the City Council, City of Moscow, held on _____, 2025 and attest to the Mayor's signature.

_____
Laurie M. Hopkins, City Clerk

DRAFT

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

Low-to-Moderate Income (LMI) Randomized Community Survey – (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

On June 24, 2024, Staff received notification from the Idaho Department of Commerce (IDOC) that, effective August 1, 2024, the City of Moscow is no longer eligible to apply for Idaho Community Development Block Grant (ICDBG) funds. This determination is based on the updated 2020 American Community Survey (ACS) Low-to-Moderate Income (LMI) data, which is utilized by the U.S. Department of Housing and Urban Development (HUD) to assess income levels across geographic areas and determine eligibility for activities benefiting LMI individuals and communities.

Most activities funded through the ICDBG programs aim to benefit low to moderate income (LMI) persons, either directly, such as through housing, jobs, and services, or indirectly, by benefitting residents of primarily residential areas where at least 51% of the residents are LMI. Area-wide benefit projects are evaluated based on the LMI percentage within the targeted areas. Historically, Moscow's LMI percentage has been at or above 51% for over 20 years; however, the 2020 ACS data indicate a rate of 50.9%, effectively disqualifying the City from receiving funds. HUD does not permit rounding up to a two-digit number to ensure data integrity.

HUD allows eligible entities to conduct their own LMI surveys to verify or challenge the ACS data. The process for this is outlined in Chapter 3: Surveys and Methodology of the ICDBG Application Handbook, attached to this report. Given that the current LMI rate is just below the 51% threshold, Staff recommends conducting a citywide (area-wide) LMI survey to confirm whether the true rate meets or exceeds 51%. If confirmed, this new designation would be valid for five years from the date the survey results are verified by IDOC. Maintaining eligibility would enable the City to continue applying for ICDBG funds for future projects aimed at enhancing public parks, recreational facilities, and essential public infrastructure, including water systems, sewer systems, roadways, fire engines, and downtown revitalization projects.

Staff has gathered all necessary information, prepared the required documentation, and obtained review and approval from IDOC. The estimated cost of conducting the survey is less than $1,000, excluding Staff wages. A detailed project schedule and staffing plan have been developed to ensure efficient management and accurate data collection. Additionally, a comprehensive public outreach campaign has been prepared using various methods to inform residents about the survey and encourage participation.

Survey responses can be submitted via mail using the provided prepaid envelopes, through an online portal accessed via QR code and by phone using a unique identifier number, or through in-person door-to-door field visits to those addresses that have not responded within three weeks of the initial mailing.

The process begins with an initial mailing including a letter and survey, followed by a reminder postcard 12 days later, and a final "last chance" postcard on day 22. Door-to-door surveys by City Staff will commence after day 22 and continue through day 45 or until the required number of responses are collected within the 75 calendar days allowed to complete and receive IDOC approval of the survey.

Per HUD requirements, Staff will mail 372 surveys but will only need to receive at least 279 valid responses (75%) to complete the process. The purpose of this presentation is to address any questions regarding the survey process and to seek approval to proceed with the LMI Randomized Community Survey. This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

REVIEWED BY

This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve Staff to proceed with the LMI Randomized Community Survey, or take other action deemed appropriate.

STAFF RECOMMENDATION

Approve Staff to proceed with the LMI Randomized Community Survey.

OTHER RESOURCES

N/A

FISCAL IMPACT

$1,000 or less plus Staff wages.

PERSONNEL IMPACT

Grants and Community Development Staff

ATTACHMENTS

1. ICDBG 03-App.-Handbook-Surveys-Methodology

Idaho Community Development Block Grant
Application Handbook
Chapter 3: Surveys and Methodology

I. Area Wide Survey Methodology:

All communities who are using a survey to determine their eligibility for a project must follow strict survey guidelines. This chapter provides instructions on how to conduct an income survey for the Community Development Block Grant (CDBG) Program. Contact your community development specialist before conducting the survey.

Definition: Household means all persons who occupy a housing unit. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements.

A. When to Use a Survey:

To determine if a proposed projects' beneficiaries meet the 51% low-to-moderate income (area-wide) national objective you may need to conduct an income survey. Income surveys are typically done for service areas whose boundaries do not match up with census tracts or local governments that don't believe the current American Community Survey (ACS) data accurately reflects their community's LMI percentage.

Income surveys are not easy to set up. The City/County needs to consider their current LMI percentage to evaluate the likelihood that an income survey will result in an LMI percentage over 51%. Has there been a downturn in the local economy or job loss? If current LMI percentage is under 41% chances are the survey results will not come in over 51%.

The proposed survey **process** needs to be approved by Commerce at least 32 calendar days prior to the deadline date of the applicable application. The maximum number of days allowed to complete an approved survey is 75 calendar days.

Temporary and seasonal residents must be included in income surveys for Idaho CDBG projects such as the installation of sewer or water lines, treatment plants, fire stations, etc.

Survey results are good for five (5) years from the date the survey was conducted if there has not been a change to the service area.

B. Census Survey vs. Random Survey:

A census survey is performed when a community is made up of 75 households or less. When you conduct a census survey, you survey every household in the project service area.

A random survey is performed when your community consists of more than 75 households. When you conduct a random survey, you do not survey every household in the project service area.

C. **Census Survey Guidelines:**

In areas with 75 households or less, you must use a census survey, therefore, survey every household. You will need at least an 80% response rate for the survey to be considered valid. When doing a census survey follow the Random Survey guidelines, except for step 3 below (Select the Sample). When calculating the low-to-moderate income percentage for the census survey, the number of persons in the service area becomes the denominator for calculating the low-to-moderate income percentage.

Example: Your small community, which has 67 households (134 persons), is applying for a grant to help fund a wastewater system upgrade. Therefore, when you perform the census survey you need to use the total project service area population as the denominator (134 persons). In order for your community to be considered eligible, the completed surveys must show that at least 69 persons indicated that they were low-to-moderate income (69/134 = 51%).

D. **Random Survey Guidelines:**

A random survey needs to be used when a community is made up of more than 75 households. The following steps (1-8) should be followed when organizing a survey in your community:

1. Select the Methodology

There are three different survey methods that your community may choose to use: telephone, door-to-door, or mailed surveys. A combination of the methodologies could also be utilized such as mailings with phone-call follow-ups. Each of these methods has a range of benefits and drawbacks, and your community must decide which type is best for them.

2. Develop the Questionnaire

The Idaho Department of Commerce has developed a survey (Exhibit A) for your community to use. When using this survey, be sure to use the most recent income data that Commerce has available on their website. There is also a sample combined survey for USDA Rural Development and Idaho Department of Commerce in Exhibit A. This is just a general example of a combined survey; any actual survey will need to be reviewed and approved by both agencies.

Note: HUD's income data has three categories: extra low income, very low income and low income. Use the **LOW-INCOME** limits by family size for your survey**. LOW-INCOME** is considered moderate income for the CDBG program.

	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
EXTRA LOW INCOME	**13,100**	**16,020**	**20,160**	**24,300**	**28,440**	**32,580**	**36,730**	**40,890**
VERY LOW INCOME	**21,850**	**25,000**	**28,100**	**31,200**	**33,700**	**36,200**	**38,700**	**41,200**
LOW-INCOME	**34,950**	**39,950**	**44,950**	**49,900**	**53,900**	**57,900**	**61,900**	**65,900**

3. Select the Sample

   i. First define the project service area. Create a map with the boundaries of the service area.

   ii. Next identify the persons to benefit. Determine how many persons live in the service area, and how many households are in the service area. You will be using the number of households to determine your sample size.

   iii. Determine the sample size; in order to do this, visit www.surveysystem.com/sscalc.htm. Choose "95 percent" confidence level; enter "5" in the space for confidence interval, and then enter the number of households in the population field. Hit the calculate button, and the site will tell you how many households you must survey.

   iv. You will use a random number generator to determine who to call, mail, or interview. To do this, number each household's address or phone number 1 through however many there are within the area (this will be referred to as your original list).

   Visit www.random.org and click on "Sequence Generator" under "FREE Services – Numbers" box. Enter 1 in the smallest value box, and however many households there are in your service area in the largest value box. Click on "Get Sequence" and the site will give you a random list of numbers that correlate to the households in your service area.

   Print this list (this will be referred to as your random list). If the sample size calculator told you to survey 200 households, you would use the first 200 randomly selected numbers. If the first number on the random list was 96, then that would be the first of the 200 households you would contact. You would complete this process for the first 200 households from your random list, matching them to the addresses or phone numbers from your original list. **Note: household list and surveys must contain identifier tying the surveys and addresses together for verification purposes.**

4. Conduct the Survey

   The goal of the survey is to gather accurate, usable data for your community, but in order to do that you must have a high level of participation. In order to encourage high levels of participation HUD recommends using publicity to create public awareness. When doing this, it is important that publicity does not bias the results. For example, it is better to say that the community is applying for an Idaho CDBG grant, and that, as part of the application, the community has to provide current estimates of the incomes of residents within the service area. It is not appropriate to say that, in order for the community to receive the desired funding, a survey must be conducted to show that most of the residents of the service area have low-to-moderate income.

   If you are going to use interviewers, it is important to remember to choose interviewers that will make the respondents feel comfortable. Your community does not need to employ professional interviewers but may utilize volunteers from the local

communities or a nearby college. If your interviewers are going door-to-door, it is important that they have all necessary materials:

- Map of the service area
- Sufficient copies of the survey (in both English and Spanish if applicable)
- Official identification
- A phone number the respondent can call to verify the interviewer's authenticity

HUD provides these guidelines to help ensure a successful interview:

- Make sure that the person you are interviewing has sufficient knowledge to answer the questions being asked.
- Don't ask, suggest what you want. Instead of saying, "May I come in to do an interview?" say, "I'd like to take a few minutes of your time to interview you for a very important study."
- Introduce yourself, the organization you are representing, show your ID and assume the respondent will be interested in participating.
- If the respondent is interested in participating, briefly describe the study.
- Read the questions exactly as they are written. If the respondent doesn't understand the question, just repeat the question. Do not guide the respondent to a particular answer. At the end of the interview, review the respondent's answers with the respondent to ensure accuracy.

Whether your interviewers are going from door-to-door or conducting a phone interview, it is important that they plan to contact local residents at a time when they are most likely to get a high rate of response. Telephone interviews are usually conducted early in the evening when most people are at home. Door-to-door interviews are generally conducted in the early evening (before dark) and on weekends. You should try again, at a different time, to reach anyone in the initial sample who was missing during the first effort. It is important to avoid conducting interviews during times that may yield biased results (for example, only conducting interviews during the weekdays when most residents would be at work).

5. Replacement Households (if 75% response rate has not been achieved)

In order to ensure that your survey has at least a 75% response rate, it may be necessary to replace households that are unreachable or refuse to participate. Only after at least two tries or an outright refusal should a household be replaced. Document when a household is unreachable or refuses to participate.

To replace a household, go to the next household on your random list that was part of the initial sample and survey that household.

Example: You were supposed to conduct 200 interviews for your mail survey, and the 99th household on your random list refused to participate. You would then use the 201st household on your random list to replace household #99. Each time a refusal or unreachable household is encountered, this process should be followed.

6. Analyze the Results

After you have completed your survey, it is important to analyze the results in order to utilize the information you have gathered. Follow these steps:

i. Review the surveys you have collected and determine how many are valid responses and how many are invalid responses (an invalid response may include surveys that were filled out incompletely or unclearly)

ii. In order for your survey to be considered valid, you must have at least a 75% response rate of the sample size. To calculate your response rate, divide the number of valid household responses by the sample size.

iii. Using the "Survey Tabulation Form" (Exhibit B), fill out the table using the valid responses. Utilizing the form will help you convert households to persons. The CDBG program rules require the low-to-moderate income percentage to be based on persons, only.

iv. Although the form does request to know how many invalid responses were received, all calculations should be made using only the valid responses. In order to calculate the low-to-moderate income percentage, divide the total number of low-to-moderate income persons surveyed by the total number of persons surveyed. Do not use households!

v. After you have calculated your low-to-moderate income percentage it is important to verify your data a number of ways:

- First, compare the percentages of low-to-moderate income persons with the percentage of the above low-to-moderate income households. The more similar the two distributions are, the more confident you can be that you survey captured accurate information.
- Compare your results to the American Community Survey data. If there is a more than a 15% discrepancy in the two low-to-moderate income percentage figures, you may be required to identify the contributing factors, i.e., significant job loss in the community.
- After completing your data collection, analyze the occurrence of non-respondents to see if they were reasonably random. If you do not detect any major gaps in the coverage of your sample or any anomalies in the characteristics of your non-respondents, you can be more certain of the accuracy of your results.

7. Create Survey Report

This is required to be submitted with your application. See Page 6 of this chapter.

8. Document and Save Your Results

You must document and save the results of your survey. Commerce may request copies or view the actual surveys for verification. Keep in mind the surveys are confidential and should be kept separate from publicly viewable files. Survey data should be saved in accordance with CDBG rules.

II. Survey Report:

A written report of the survey process **MUST BE** included in the application. The report should be approximately a page in length and must include:

A. A narrative of the survey process:

- What type of survey was conducted (**census** for 75 or fewer households or **random** for more than 75 households)?
- What survey method was used (mail, phone, door to door, etc.)?
- When was the survey conducted?
- Who conducted the survey?
- How was the Survey Systems website utilized?
- What was the sample size indicated?
- How were the residential addresses tied to the random number generator?
- What was your first rate of return (percentage)?
- If 75% was not achieved, describe second attempt follow-up survey process to achieve the required 75% return rate.
- What is the total after your second attempt?
- Did you have to go above initial survey sample size after second attempt?

B. The following attachments:

- Copy of Sample Size Calculator page http://www.surveysystem.com/sscalc.htm
- Copy of the random numbers generated and corresponding addresses http://www.random.org/
- A map of the survey area
- A map of the project benefit area
- Copy of the actual survey and the completed survey tabulation form

Compare your results to the American Community Survey data. If there is a more than a 15% discrepancy in the two low-to-moderate income percentage figures, you may be required to identify the contributing factors, i.e., significant job loss in the community.

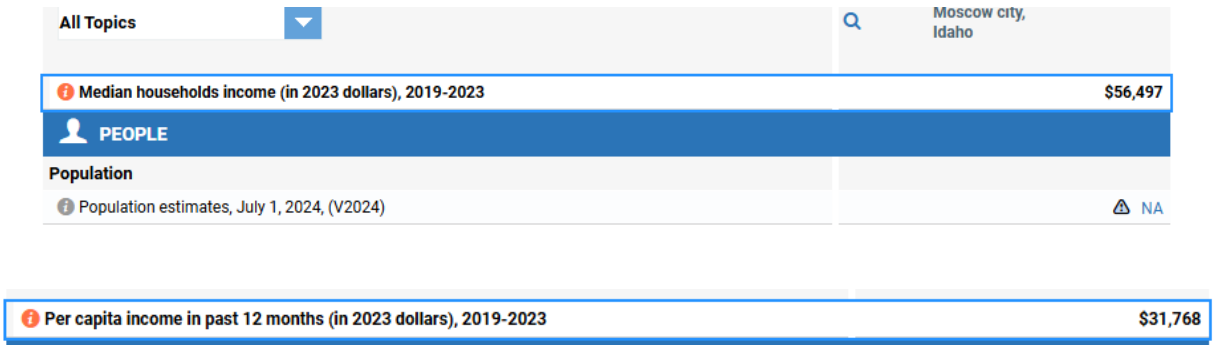

EXHIBIT A
EXAMPLE AREA WIDE SURVEY

Idaho Community Development Block Grant Survey
City/County of _____

The City/County of _____ is conducting this survey to obtain the information necessary to apply for an Idaho Community Development Block Grant to partially fund improvements. Please help us by carefully answering the following questions. Your response will aid the City/County of_____in assessing the benefit of this project to the community. Your cooperation is essential for the city's block grant application. All responses will be kept confidential. Thank you for your help.

INSTRUCTIONS:

1. Using the chart below, **CIRCLE** the number of people in your household.

2. After indicating the number of people in your household, review the amount in the second (2nd) column (same line). Then, in the third (3rd) column, determine if your household income (same line as # of persons in Your Household) is ABOVE or BELOW that amount.

NOTE: **Total household income is the same as the ADJUSTED GROSS INCOME stated on your IRS income tax return (Form 1040).**

# of Persons in Your Household	**Household Income**	Is your Total Household Income **ABOVE or BELOW** the amount to the left? (same line as # of Persons in Household) Circle correct description
1	$__,____	ABOVE **OR** BELOW
2	$__,____	ABOVE **OR** BELOW
3	$__,____	ABOVE **OR** BELOW
4	$__,____	ABOVE **OR** BELOW
5	$__,____	ABOVE **OR** BELOW
6	$__,____	ABOVE **OR** BELOW
7	$__,____	ABOVE **OR** BELOW
8	$__,____	ABOVE **OR** BELOW

3. Number of persons in your household? _____

Exhibit B

SURVEY TABULATION FORM

Total Number of Households in Project Benefit Area_____

Household Size	ABOVE		BELOW		Total	Total
	Households	Persons	Households	Persons	Households	Persons
One						
Two						
Three						
Four						
Five						
Six						
Seven						
Eight						
Nine						
Ten						
Eleven						
TOTALS						

Total Number of Surveys Distributed _____
Total Number of Valid Household Responses _____
Total Number of Invalid Responses Received _____
Total Number of Persons Surveyed _____
Total Number of LMI Persons Surveyed _____
Total LMI Person Surveyed ÷ Total Persons Surveyed = LMI % _____

COMMITTEE / CITY COUNCIL STAFF REPORT

DATE: Tuesday, September 2, 2025

AGENDA ITEM TITLE

Idaho Community Development Block Grant (ICDBG) – Affordable Housing Project (ACTION ITEM) - Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager

ADDITIONAL PRESENTER(S)

DESCRIPTION

City staff have been in communication with a development corporation that has submitted an application to the Idaho Housing and Finance Association for Low-Income Housing Tax Credits for affordable housing. The proposed project involves constructing a two-phase development on a 10-acre parcel at the north end of Warbonnet Drive, comprising 92 affordable rental units with a mix of 1, 2, and 3-bedroom layouts. These units will primarily target households earning between 30% and 80% of the Area-Median-Income (AMI), with priority given to families with children, and housing authority and veterans waitlists.

Community amenities will include raised garden beds, a BBQ area, a playground, and open green space. An interior community room will feature a lounge, full kitchen, computer stations, and an on-site leasing and management office. The development team is also exploring partnerships with local non-profits to incorporate transitional housing and affordable homeownership programs.

The development corporation has requested the City's participation by applying for an Idaho Community Development Block Grant (ICDBG) through the Idaho Department of Commerce. The grant would support extending public infrastructure—water, sewer, power, gas, and streets—to the housing site. The funding category for this application is *Public Facilities*, with a maximum award of $500,000. The application deadline is November 21, 2025, with final award announcements expected in April 2026. The City's contribution would include a $50,000 or 10% in-kind match, covering grant administration for the project. Attached to this report are excerpts from the ICDBG Application Handbook outlining the requirements for this grant category.

Staff is presenting this item to seek approval to initiate the planning process and prepare the grant application, which the City will submit in November on behalf of the development corporation as a designated subrecipient. This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

REVIEWED BY

This was reviewed by the Administrative Committee on August 25, 2025, and recommended for approval.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project, or provide staff with further direction.

STAFF RECOMMENDATION

Approve staff to prepare and submit an Idaho Community Development Block Grant application for Public Facilities to aid in developing affordable rental housing by extending necessary public infrastructure to the project.

OTHER RESOURCES

N/A

FISCAL IMPACT

N/A

PERSONNEL IMPACT

Grants

ATTACHMENTS

1. ICDBG Affordable Housing

The following information are sections from the handbook that apply to Public Facilities Grant Request for Low to Moderate Income Housing Assistance

Idaho Community Development Block Grant

Application Handbook

Chapter 1: Overview

Introduction

The Idaho Community Development Block Grant (ICDBG) program is a **competitive** grant program administered by the Idaho Department of Commerce. Each year the U.S. Department of Housing and Urban Development allocates Idaho's share of the State Community Development Block Program as determined by the funding formula contained in the Housing and Community Development Act of 1974L as amended. The formula is based on Idaho's population, poverty, and age of housing.

Commerce distributes the federal CDBG funding to counties and (non-entitlement) cities through a **competitive** grant process. Therefore, cities and counties may submit an application to Commerce for ICDBG funding for a qualifying project. Qualifying projects must meet an ICDBG national objective and ICDBG funding is typically used for the design and construction of public infrastructure or facilities. The most competitive application factors are matching funds, need, and readiness to proceed.

Funding Categories & Thresholds:

There are five funding categories or set asides. Each funding category has a maximum amount that can be requested. These categories and their corresponding request limits are:

A. Public Facility (public infrastructure, facilities and utilities) – Maximum Award = $500,000

Chapter 2: Eligibility

Introduction

For an application to be eligible it must meet three requirements. The application must:

- be submitted by an eligible applicant,
- consist of eligible ICDBG activities, and
- address an ICDBG national objective

Applicant Eligibility

Idaho "non-entitlement" cities and counties are the only eligible applicants for the Idaho Community Development Block Grant (ICDBG) funds.

Cities and Counties may only apply for ICDBG for a project which lies within their jurisdiction or impact area boundary. The project must address the needs of the residents within their jurisdiction or impact area.

<u>Sub-recipients</u>

Entities other than cities or counties may not apply directly for ICDBG funding. However, entities such as special purpose districts (such as water, fire, or sewer districts) or non-profits (such as senior citizens association) may want to utilize ICDBG funding for eligible improvements. To do so, the entities would need to partner with their representative city or county. The applicable city or county

would then submit the application, and the district or non-profit would be considered the sub-recipient. The relationship between the city or county and the sub-recipient would need to be formalized with an agreement. The city or county must recognize that they are not simply a 'pass-through'—*cities and counties are responsible to comply with national objective, fiscal, civil rights, and environmental requirements.* Sub-recipients are the representatives of the beneficiaries and must comply with all ICDBG regulations and rules.

Public Facility Grants (public infrastructure, community facilities, and public utilities)

Eligible Activities:

Use of CDBG to support affordable (benefiting LMI Households) housing;

a. Rehabilitation and Reconstruction to support the preservation of affordable housing.
b. Conversion of Existing Structures for Housing: A community may increase its supply of housing by converting buildings to affordable housing units.
c. Support of New Housing Construction which is limited to:
    i. Acquisition of land for housing.
    ii. Extending public infrastructure, including streets, to housing.
    iii. Site Improvements.
    iv. Water / sewer hook-ups – connecting individual properties (such as private homes) to service collection or distribution lines. Includes the construction or installation of water wells or septic tanks.
        (a) Eligibility based on individual household income (not LMI area-wide) and ownership.
        (b) Environmental and Davis Bacon rules apply.
d. Using CDBG for New Housing Construction is generally prohibited with the exception of two unique provisions under 24 CFR 570.204 and 207.

LMI Housing

Requires that an eligible ICDBG activity supporting affordable permanent residential structures qualify as benefiting LMI households only to the extent that the housing is occupied by LMI households. Housing assisted by ICDBG funds can be either owner or renter-occupied and can be either one family or multi-unit structures. When housing is to be rented, in order for a dwelling unit to be considered to benefit a LMI household it must be occupied by the household at affordable rents.

Occupancy of the assisted housing by LMI households must meet the following general rules:

- All assisted single units structures must be occupied by LMI households,
- An assisted two-unit structure (duplex) must have at least one unit occupied by a LMI household, and
- An assisted structure containing more than two units must have at least 51 percent of the units occupied by LMI households.
  Exception: The new construction of non-elderly, multi-family rental structures need only have at least 20 percent of the units occupied by LMI households. The ICDBG percentage of total development costs may not be greater than the percentage of units occupied by LMI households.
- ICDBG assistance to two or more structures may be considered to meet the occupancy-by-structure test as though all of the assisted structures were in a single structure if buildings used for rental housing are under common ownership and management is located on the same or contiguous property.