Public Works / Finance Committee

Regular Meeting
~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, January 28, 2019 **3:00 PM** **Council Chambers 206 E. Third St.**

The meeting was called to order at 3:00 p.m.

PRESENT: Art Bettge, Jim Boland, Anne Zabala
OTHERS: Mayor Bill Lambert, Council Vice President Brandy Sullivan
STAFF: Gary J. Riedner, Mia Vowels, Bill Belknap, Jen Pfiffner, Kevin Lilly, Tyler Palmer, Leah Carlson, Laurie M. Hopkins

1. **Approval of Public Works/Finance Committee minutes of January 14, 2019 (ACTION ITEM) - Laurie Hopkins**

   Presentation of minutes for approval.

   PROPOSED ACTIONS: Approve minutes as presented or provide staff further direction.

The minutes were approved as presented.

2. **Public Meeting - Proposed Lot Line Adjustment and Lot Division: 1821-1831 East 'F' Street (ACTION ITEM) - Leah Carlson**

   The applicant, Helene Rogalski, is requesting a lot line adjustment to expand the existing two parcels addressed 1821 and 1831 East ‘F’ Street from 13,210 sf to 14,615 sf. The applicant is also requesting a lot division to split the existing two parcels into four parcels of approximately 7,000 sf, 7,000 sf, 7,615 sf, and 7,615 sf in size. The parcels are located within the Medium Density Residential (R-3) Zoning District. In the R-3 zoning district, the minimum lot area for any housing type is 7,000 sf and the minimum lot width is 60 feet. The proposed parcels meet these requirements. The parcels are currently undeveloped with no buildings on site. Property owners within 600 feet of the property have been notified of the proposed division and notice was posted on site seven (7) days prior to the public meeting date.

   PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot line adjustment and lot division request with no conditions; or recommend approval of the lot line adjustment and lot division request with no conditions; or recommend denial of the lot line adjustment and lot division request, or provide staff further direction.

Carlson introduced the item by showing the current parcels as described above. The lot line adjustment increases the size of the two northern parcels and if approved, would divide the three parcels into five. Bettge is not in favor of flag pole lots but the existing nature of these lots, he doesn't feel there is a lot of choice for development.

Barvey Huitt, 2003 Ilene Dr Moscow, is concerned about the southern most lot, where access for that lot would be, and wants to be sure the area doesn't lead to flooding.

Cheryl Huitt, 2003 Ilene Dr Moscow, is also concerned about the southern lot and what will be developed. Their subdivision drains east to west and had flooding issues when infill was put on the lot in question. Traffic is also a concern when the southern lot is developed as it is a small street.

Zabala pointed out it is an R-3 zone and four properties to the east are also flag lots. It looks to be in characteristic of the neighborhood. The Committee recommended approval with no conditions and that it be placed on the Council consent agenda.

3. **Proposed Lot Line Adjustments: 1627-1733 and 1745-1751 East Third Street (ACTION ITEM) - Leah Carlson**

   The applicant, Phil Rheingans, is requesting eight (8) lot line adjustments within the Harvest Hills development. The proposed lot line adjustments will affect the properties addressed 1627-1733 and 1745-1751 East Third Street. The applicant is requesting the lot line adjustments in order to better accommodate the design of twinhomes that are proposed to be constructed upon the subject properties. The existing lot configurations currently present challenges accommodating the proposed twinhome design with the required side yard setbacks. The subject properties are located within the Medium Density Residential (R-3) Zoning District. Within the R-3 Zoning District, twinhomes require a minimum lot area of 2,000 square feet and a minimum lot width of thirty feet (30'). All proposed lot areas and lot widths meet these requirements.

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

Carlson introduced the item as written above adding most of the lot lines are being adjusted by only a couple feet. The purpose of the adjustment is so the twimhome designs will meet all the requirements necessary. The Committee recommended approval and that it be placed on the Council consent agenda.

4. **Annual report for the 2018 Moscow Farmers Market season and fee recommendation (ACTION ITEM) - Amanda Argona**

   The Moscow Farmers Market concluded the 2018 season on Saturday, October 27th. The annual market report includes data on vendors, shoppers, and general market operations. Included in this report is a list of projects the Farmers Market Commission has worked on including a fee recommendation for the 2019 season.

   PROPOSED ACTIONS: Accept report and recommend approval of the fee recommendation, or provide staff further direction.

Argona explained this was the first year for the implemented vendor handbook and revised fee structure. The 2018 season programming included safe routes to school, musicians, chefs, and chess. There were 298 dogs redirected away from the center and 4 dog defecation incidents. Argona went over a history of number of vendors, sales, financial assistant programs, market costs and revenue. The FMC is recommending no fee increase as the vendors are still getting used to the tiered fee structure. Jen added that the new tiered structure levels the fees for everyone. The Commission wanted time to evaluate how it was working so a long-term fee increase structure can be determined. With that, vendors would know every year what kind of increase there would be. Between the new handbook, online registration and a new fee structure, the vendors had a lot of changes this past season. Staff felt another season prior to implementation of a fee increase would allow the vendors to acclimate. The Committee accepted the report and referred the fee recommendation to the full Council.

5. **Area of City Impact Agreement Amendment (ACTION ITEM) - Bill Belknap**

   Last year the City Council adopted a significant update to the City's Zoning Code. After that action, City and County staff began a discussion related to updating the Area of City Impact (ACI) Agreement to adopt the City's updated Zoning Code, Comprehensive Plan and associated Future Land Use Map for the Area. An update to the existing ACI agreement was prepared and reviewed by both the City and County Planning Commissions during public hearings and recommended them for adoption to their respective governing bodies. The Board of County Commissioners approved the proposed update ACI agreement in December and it is now before the City Council for consideration and approval.

   PROPOSED ACTIONS: Recommend proceeding with a public hearing upon the proposed Area of City Impact Agreement on February 19th; or provide staff direction.

Belknap described the current process for land use applications within the Area of City Impact (ACI) and described the item as written above. The City's role within the ACI is largely advisory. Belknap described the proposed changes and timeline of the process so far. The agreement does not change the boundary. Belknap explained subdividing property in the ACI and the annexation process. The Committee recommended the amendment move forward to a public hearing to take place February 19, 2019.

6. **U of I Parking Agreement Revisions (ACTION ITEM) - Tyler Palmer**

   The City has historically maintained an agreement with the University of Idaho to allow the University to regulate parking on some City-owned Streets that are within the campus. The University has requested that the agreement be amended to include two new areas; Railroad Avenue from College to Sweet, and College Avenue from Deakin to Railroad.

   PROPOSED ACTIONS: Recommend approval of the attached amendment or provide staff further direction.

Palmer invited Becky Couch, U of I Parking and Transportation Director to the table. Palmer introduced the item as written above. Couch added the addition of these two areas will prevent confusion as the areas are within the University area. The Committee recommended approval and that it be placed on the Council consent agenda.

The meeting adjourned at 3:57 p.m.

Minutes Approved On
February 11, 2019
(Clerk Signature)