

Administrative Committee



Regular Meeting
~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208-883-7015

**Monday, November 24,
2025**

4:00 PM

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

The Moscow Mayor, City Council and Staff welcome you to today's meeting. 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 and limitations may be placed on the time allowed for comments. If you plan to address the Committee, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that council committee 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.

REGULAR AGENDA

1. Approval of Administrative Committee October 27, 2025 Minutes (ACTION ITEM) - Laurie M. Hopkins

2. Access Agreement-City of Moscow and New Saint Andrews College (ACTION ITEM) - Cody Riddle

City Staff is recommending approval of an agreement that will allow New Saint Andrews College (NSA) access across unimproved City property adjacent to the college building at 112 N. Main Street. The access easement will allow NSA to improve a non-conforming parking lot that has historically served tenants of the building.

PROPOSED ACTIONS: Recommend approval of the access easement; or provide staff with further direction.

3. City Shop Public Art Project (ACTION ITEM) - Megan Cherry

In anticipation of the construction of the new City Shop facility, the Moscow Arts Commission discussed and voted to recommend installation of a mural. Arts staff conducted budget research by analyzing factors such as the cost per square foot and project scope in 10 calls for mural artwork posted between 2024 - 2025 in the United States. The \$55,000 project budget, proposed to be funded by the 1% for Arts fund, will accommodate \$36,000 to construct a wall with integrated lighting to serve as a permanent mural location; \$6000 to be paid to a painting contractor to complete site prep, priming, and anti-graffiti clear coat; \$1000 honoraria for up to three design finalists; and an artwork commission honorarium of \$10,000. The project is now set to move into the submission phase upon approval of the RFQ and artist agreements by City Council. At present, the project is slated for an initial submission period from January - February 2026, with the goal of completing installation at the end of September 2026.

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

4. PUBLIC MEETING: Proposed Lot Division Located at 1026 North Mountain View Road (ACTION ITEM) - Mike Ray

The applicant, Church and Church Inc, is requesting a lot division to create three lots of approximately 11,792 square feet, 12,501 square feet, and 12,496 square feet in size from an existing 36,789 square foot parcel located at 1026 North Mountain View Road. An existing single-family dwelling, 1026 Mountain View Road, will remain on the newly created westernmost lot and will be located 21.9 feet from its new eastern lot line. The subject property is located in the Low-Density Single-Family Residential (R-1) Zoning District. Within the R-1 Zoning District, lots are required to be a minimum of 9,600 square feet in size and have a minimum lot width of 80 feet. All three proposed lots meet the minimum lot area and width requirements of the R-1 Zone, and the existing single-family dwelling will meet all setback requirements. Property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

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

5. Proposed Lot Line Adjustment between 505 and 517 South Jackson Street (ACTION ITEM) - Mike Ray

The applicants, Jackson Street LLC and New Saint Andrews College Inc, are requesting a lot line adjustment between two properties located at 505 and 517 South Jackson Street. The proposed lot line adjustment would increase the lot size of 517 South Jackson Street by approximately 344 square feet by bringing the northwest corner of the site further north 5.5 feet, thereby squaring off the lot and reflecting the historic use of the area by Jackson Street LLC. 505 South Jackson Street will be approximately 3,353 square feet and 517 South Jackson Street will be 9,966 square feet following the lot line adjustment. There will be no change to the current parking lot use at 505 South Jackson Street. Both properties are part of the Cox's Lots subdivision and located in the Central Business (CB) Zoning District. There is no minimum lot size, setbacks, or parking requirements within the CB Zone. The proposed lot line adjustment meets all zoning code requirements.

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

6. Moscow Police Department – Annual Small Grant Requests and Awards (ACTION ITEM) – Alisa Anderson

The Moscow Police Department (MPD) annually secures grants to support equipment purchases, traffic enforcement, and safety programs that promote community policing and public safety. These include the Bulletproof Vest Partnership, which provides custom-fitted vests to officers, and the Traffic Enforcement Grant from the Idaho Transportation Department, funding high-visibility enforcement efforts like seatbelt and impaired driving campaigns. Additionally, MPD participates in a Law Enforcement grant from the Idaho Office of Drug Policy to prevent underage drinking and drug use through checks, patrols, and educational partnerships with the University of Idaho. These grants enhance officer safety, foster community collaboration, and enable targeted enforcement and prevention initiatives across Moscow. The MPD is requesting approval of the funding requests and awards for small grants applied for in an amount not to exceed a combined total of \$50,000 for the FY2026 fiscal year.

PROPOSED ACTIONS: Recommend approval of funding requests and awards for small grants applied for by the Moscow Police Department not to exceed a combined total of \$50,000 for the FY2026 fiscal year, or provide staff further direction.

7. America250 in Idaho Celebration Fund Grant Request (ACTION ITEM) - Alisa Anderson

America250 in Idaho is a multi-year statewide celebration leading up to the 250th anniversary of the United States in 2026, with efforts supported by the Idaho Office of the Governor, the Idaho State Historical Society, and other agencies. Designated from 2024 to 2027, this period encourages Idahoans to reflect on their history, strengthen community ties, and honor American ideals through various events and projects. The Celebration Fund offers grants of up to \$2,500 to help local communities create themed celebrations such as parades, art, exhibits, and festivals, particularly around July 4th, 2026. The application process is open until December 31, 2025, with no local match required, and requires a support letter from local officials. For Moscow, staff has prepared a grant proposal for banners to enhance the city's festivities, supporting the broader effort to commemorate America's milestone anniversary.

PROPOSED ACTIONS: Recommend approval to submit a grant request for \$2,500 to the Idaho A250 Celebration Fund to purchase street banners or provide staff further direction.

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.