

Administrative Committee



Regular Meeting
~Minutes~

Laurie M. Hopkins
City Clerk

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**Monday, November 24,
2025**

4:00 PM

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

The meeting was called to order at 4:00 p.m.

PRESENT: Sandra Kelly, Hailey Lewis

ABSENT: Bryce Blankenship, Drew Davis, Julia Parker

OTHERS: Council-elect Evan Holmes

STAFF: Bill Belknap, Mia Bautista, Alisa Anderson, Megan Cherry, Mike Ray, Cody Riddle, Laurie M. Hopkins

REGULAR AGENDA

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

The minutes were approved as presented.

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.

Riddle introduced the item as written above. The city property is just over 3,500 square feet and meant to be part of the streetscape. The purpose of the easement is for a service drive which would provide conforming parking spaces. The draft agreement has an initial term of 20 years and includes exclusive use in support of the academic institution. The annual payment would be \$1,200 with 3% annual escalation. NSA is responsible for all improvements and maintenance with two years to complete. The City has two years to complete the landscaping once NSA's improvements are complete.

Lewis asked about landscaping cost. Belknap said the City envisioned this area being part of the downtown beautification project. He didn't think it would be difficult to plan for the cost. Lewis asked if the off-street parking conditions of the CUP that was granted in 2017 are being met, why is this coming up now. Riddle said both areas are non-conforming and the required parking is scattered throughout the neighborhood. This provides them assurance for the next 20 years and relying on less off-street parking. Kelly felt it didn't make sense as it is just more parking. Belknap said this would allow some of the off-site parking spaces closer to the use, minimizing the impact on the surrounding areas. Kelly felt there would just be more parking spaces and those that were parking there, won't be able to now. Belknap said the CUP had a requirement of off-street parking to mitigate the impact on the downtown public parking. This is an opportunity to have parking on site to achieve that goal. Riddle said it would not function as a two-way service drive without using some of the city property.

Kelly asked about the landscaping plan and loss of parking spaces. Belknap said the area was part of the 2015 beautification plan and has not yet been designed. The area does not have recognized parking spaces and the City has wanted to see that area landscaped, not a parking lot.

Lewis asked if 20 years was standard? Belknap said given the scale of investment it makes sense to be 20 years.

Lewis and Kelly felt it should go before the full council with no recommendation.

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 (MAC) 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.

Cherry provided a timeline of the project. A survey was sent to the public and Public Works staff in the summer of 2025. Staff received 37 public responses with 31 of them in favor of art at the city shop. Comments regarding subject matter included animals and/or nature, city shop equipment and the Palouse landscape. The project would be a concrete wall between the two gates on Polk Street and would include lighting. There is 390 sf of printable mural space. Cherry referenced the budget as written above.

Lewis pointed out in response to a couple public comments about paving rather than art, the public art projects are paid for from a separate and specific art fund and not street funds. Lewis asked why build a wall when there is a building that art could be placed upon. Cherry said the MAC had a robust discussion and felt there was a lot of chain link and felt aesthetically, they would like to address that. The shop will have new metal siding which is not conducive to painting.

Kelly said she is a big fan of murals and looking forward to it.

The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Ray introduced the item as written above. Both council members spoke on congestion in the area and the blind corner. The new lots would not be able to back out onto the street because Mountain View is an arterial.

Kelly asked for any public comment.

Marshall Comstock (Moscow), said he owns property just south of the proposal. The easement staff mentioned is the sewer for his property. The terms of the easement say that area must not have structures built on it in case of future maintenance. He wanted to be sure this was noted on the final plat. With the reconstruction of Mountain View, the road elevation was raised. The proposed lot division is five feet lower than the existing sidewalk. His property is also five feet below the sidewalk. He is worried about stormwater provision requirements and flooding onto his property. Belknap said there should be catch basins on both sides of the street on the 90-degree bend. The footing and roof drains will be reviewed at the permitting process. Comstock said there is an existing well on Lot 2 and doesn't know how many of the homes will hook up to that. He also has an existing well and wants to be sure that if three of these homes were connected to the existing well that it doesn't harm his well. Belknap said the city does not regulate the irrigation side of wells; the Department of Water Resources does.

Belknap said there will not be a final plat per se. There will be a record of survey recording with the new lots and then in the future when it comes for development there will be engineering plans for frontage improvements or for the lot development. At the time of permit issuance, staff reviews everything related to stormwater to ensure that the foundation drains and roof drains are connected appropriately. Comstock thanked staff and committee members for answering questions and hearing concerns. He does not object to the lot division.

Bill Church, applicant, is happy to answer questions. The Committee had no questions.

Kelly said with all the concerns and questions on the record, she is comfortable with placing the item on the consent agenda. Lewis was concerned about traffic.

The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Ray introduced the item as written above. The members had no concerns or questions about this change. The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson introduced the item as written above. The City receives a 50% reimbursement rate on the vests. The traffic enforcement grant will provide five special emphasis patrols as well as a special event that can be added later. The partnership provides education on campus about drugs and alcohol. The City is not eligible to apply for the step grant this year. The \$50,000 still allows some room for some special mobilizations.

The Committee recommended approval and that it be placed on the Council consent agenda.

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.

Anderson introduced the item as written above. Belknap said the intent is to promote the anniversary with the street banners and the Latah County Historical Society events with the over Main Street banner.

Kelly is glad the City is just supporting the other events.

Lewis is happy the city found a way to suggest something that we could get more than a single use from.

The Committee recommended approval and that it be placed on the Council regular agenda to help with promotion of the event.

ADJOURN

The meeting closed at 5:00 pm

