

BOARD of ADJUSTMENT



Jerry Schutz
Board Chair
BOA@ci.moscow.id.us

Public Hearing
~ Agenda ~

Lucy Falcy
Staff Liaison
208.883.7095

<https://www.ci.moscow.id.us/581/Agendas-and-Minutes>

Wednesday
March 18, 2026

7:00 PM

Council Chambers
206 E Third Street

WELCOME AND ATTENDANCE

REGULAR AGENDA

1. **Approval of Minutes from February 17, 2026 (ACTION ITEM)**

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

2. **Public Comment**

Time limit 15 minutes. Members of the Public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Board of Adjustment. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

3. **Public Hearing: Proposal for a Conditional Use Permit at 324 N. Jackson St. Permit Application LUP2025-0005 (ACTION ITEM)**

Conditional Use Permit application for the utilization of an existing building located at 324 North Jackson Street as a Public Service Facility operating as a family-based resource center and overnight shelter, within the Motor Business (MB) Zoning District, per Moscow City Code 4-3-4.

PROPOSED ACTIONS: Conduct the Public Hearing for the Conditional Use Permit (CUP) request, and upon consideration of any testimony received, approve the CUP and direct Staff to prepare a Reasoned Statement of Relevant Criteria and Standards; or approve the CUP with conditions and direct Staff to prepare a Reasoned Statement of Relevant Criteria and Standards; or deny the CUP and direct Staff to prepare a Reasoned Statement of Relevant Criteria and Standards; or take other action as deemed appropriate.

REPORTS

ANNOUNCEMENTS

UPCOMING EVENTS/MEETINGS

The next Board of Adjustment meeting is scheduled for 5:30 PM on March 31, 2026.

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.

BOARD of ADJUSTMENT



Jerry Schutz
Board Chair
BOA@ci.moscow.id.us

Public Meeting
~ Minutes~

Lucy Falcy
Staff Liaison
208.883.7095

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

Tuesday
February 17, 2026

5:30 PM

Council Chambers
206 E. Third Street

Schutz called the meeting to order at 5:30 PM

MEMBERS PRESENT: Jerry Schutz, Chair; Marshall Comstock, Tim Thomson, Laura Weldon
MEMBERS ABSENT: Steve Bush, Ivy Dickinson, Tim Kinkeade
STAFF: Nichoel Baird Spencer, Lucy Falcy, Jennifer Fleischman

REGULAR AGENDA

1. Approval of Minutes from February 9, 2026 (ACTION ITEM)

Thomson moved for approval of the minutes as written, seconded by Comstock. Vote by Acclamation; Ayes: Comstock, Thomson, Weldon (3). Nays: None. Abstentions: Schutz (1). Motion carried.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Board of Adjustment. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

None offered.

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

Conditional Use Permit for a Type II Accessory Home Occupation to conduct a Personal Care Service (hair salon) located at 1882 Sunnyside Ave within the Low-Density Single-Family Residential (R-1) Zone, per Moscow City Code 4-3-4. Permit Application LUP2025-0037.

Comstock moved for approval of the Reasoned Statement of Relevant Criteria and Standards for the Conditional Use Permit as written, seconded by Thomson. Roll Call Vote; Ayes: Unanimous (4). Nays: None. Abstentions: None. Motion carried.

REPORTS

ANNOUNCEMENTS

The new Director of Community Development, Nichoel Baird Spencer, introduced herself to the Board.

UPCOMING EVENTS/MEETINGS

A Public Hearing meeting will be scheduled in late March or early April.

The meeting was adjourned at 5:33 PM

Jerry Schutz, Chair

Date

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

HEARING DATE: Wednesday, March 18, 2026

GENERAL INFORMATION

Hearing Body: Board of Adjustment

Subject: LUP2026-0005 - Conditional Use Permit application for the utilization of an existing building located at 324 North Jackson Street as a Public Service Facility operating as a family-based resource center and overnight shelter within the Motor Business (MB) Zoning District, per Moscow City Code 4-3-4.

Attachments:

1. Public Hearing Notice – published in the Moscow-Pullman Daily News on Saturday, February 28, 2026
2. Conditional Use Permit Application
 - a. Building Plans
 - b. Site Plan

Prepared by: Lucy Falcy, Planner 1

STAFF REVIEW

Proposal:

The applicant, Family Promise of the Palouse (FPP) is proposing to convert an existing building located at 324 North Jackson Street into their main operating center. Services to be provided include information resource center, household supply donation center, social program services, transportation, daytime living facilities for families involved in the program, and temporary overnight sleeping facilities for up to two (2) families. FPP limits its services to families with children experiencing housing insecurity or homelessness.

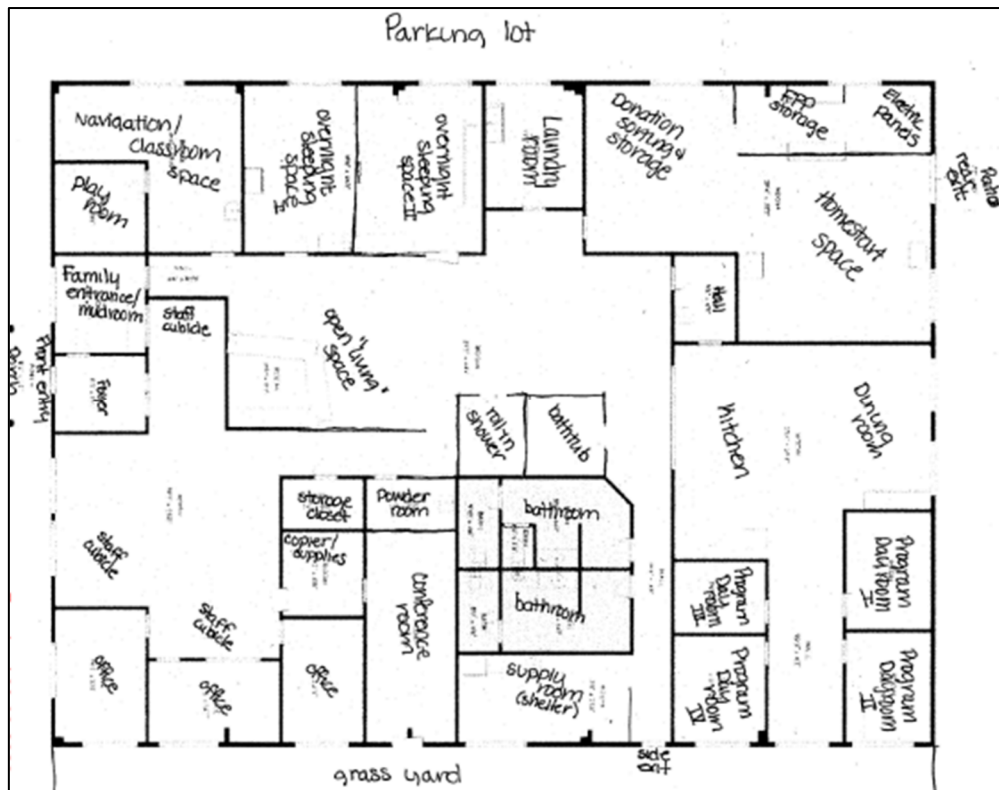
FPP operates by enrolling eligible families in their programs which include homelessness prevention, stabilization services once a client has obtained housing, and day and overnight shelter for families experiencing homelessness. Families experiencing homelessness go between spending the night (including breakfast and dinner) at various rotating host sites throughout the City. FPP then brings them to the operating center where they are able to spend the day. FPP anticipates 5-15 clients to be within the operation center on a daily basis. As families work towards obtaining housing, they become eligible to stay overnight at FPP's operation center. This is the last step before acquiring permanent housing.

FPP also proposes operating their HomeStart program at this facility. This is a distribution area for new/lightly used household goods that are available to the public. These items are donated during open hours and are prepared and stored within the building. Access to this program is by appointment only, though donations are allowed on a drop-in basis.

Additional activities beyond the day-to-day programs offered at the operation center include various evening classes offered intermittently throughout the year and board of director and volunteer meetings.

FPP anticipates four (4) full-time staff, two (2) part-time staff, two (2) drivers to operate, and volunteers to provide services at this location. The site will be staffed between 7:00 a.m. and 6:00 p.m. Monday through Friday and staff are available on-call outside of those hours. FPP clients have access to the facility by appointment only. During weekends, when staff are not within the building, guests at the facility would include families that are overnight guests at the facility as well as, during the daytime only, participants in the rotating shelter program. Security cameras will be installed throughout the building. Applicants are screened for drug use and history of violence.

The proposed use of the existing structure will necessitate some internal building modifications. The building will include office space, HomeStart storage and distribution space, a classroom, a playroom, two (2) overnight sleeping rooms, four program day rooms, laundry facilities, communal 'living area', program rooms, dining room and kitchen, and bathing facilities. FPP is currently working with a designer and the proposed floor plan included below is a draft working guide.



Proposed Floor Plan

Background:

Between October 2013 and April 2025, FPP operated out of the Gritman Wellness Center, located at 510 W. Palouse River Drive. Services at that facility were limited to support services and day use by program participants with no overnight facilities. In 2025, FPP had to relocate temporarily to Pullman. This application represents FPP’s intent to return to Moscow as well as to offer limited overnight shelter to up to two (2) families at a time who are at the final stages of acquiring permanent housing.

Site and Area Land Use:

The subject property is located on N. Jackson Street between A and D Streets. The subject property is approximately 20,000 square feet in area and houses a single building, approximately 7,500 square feet in area which was originally constructed in 2002 to house a science lab. The site has a paved parking lot that is striped to accommodate seven (7) parking spaces to the north of the building, which gains access from a drive aisle off of Jackson Street and connects to the alley on the east side of the lot. A site plan for the 2012 remodel of the building shows drainage swales located along the east and south sides of the building. There is a row of mature evergreen trees along the south property line.

Properties to the west of the subject site include the Moscow Recycling Center and Hunga Dunga Brewing Company. Property to the north is a single-family dwelling (allowed under a conditional use permit, LUP2015-0006), to the east is Dutch Bro’s Coffee, and the property to the south is owned and operated by Culligan Water Conditioning.



Aerial



Subject Property

Streets and Access:

The property has access from North Jackson Street as well as the alley to the east of the site. North Jackson Street is classified as a collector street in the Moscow Comprehensive Plan. The building’s primary entrance is on its western face and has direct access to the sidewalk along Jackson Street. It is unclear if the building is currently ADA accessible but becoming accessible will be required as part of the building permit review. The site is within two (2) blocks of Smart Transit in any direction.

Comprehensive Plan:

Chapter 2, Community Character, designates the subject property as Auto Urban Commercial on the Existing Land Use Character map and Urban Mixed on the Future Land Use and Growth Plan.

2.6.1 Existing Land Use- “Auto-Urban Commercial is the character type of the commercial land uses along each of the community’s main corridors, including those approaching downtown. The majority of these areas are currently zoned Motor Business MB)”

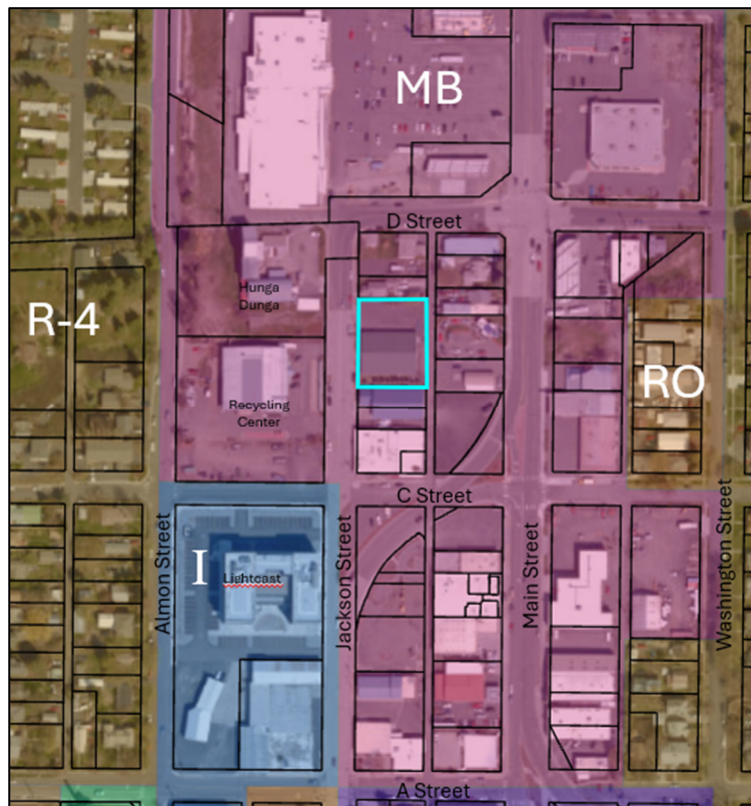
2.6.2 Future Land Use- “Urban Mixed designated areas are intended to provide for the infill development and adaptive reuse of areas that surround downtown. Within these areas, a mix of residential and limited commercial uses should be promoted through the development of small urban apartments, townhomes, and two-to three-story vertically mixed-use buildings. The urban mixed area should provide a pedestrian connection between the University of Idaho and downtown, and provide space for a variety of housing alternatives, niche retail, restaurants, artist studios, and personal and professional services. Off-street parking should be required, but the requirements should be reduced in this area due to the likely number of non-motorized travel the uses will attract.”

A general goal of Chapter 5.9, Public Utilities, Services, and Growth Capacity, is to “provide for the orderly and efficient delivery and location of public facilities, utilities and services to the residents and businesses within the community.”

The proposed public service facility fits within the concept of the future land use designation of ‘Urban Mixed.’ It would adaptively reuse the site to accommodate housing, retail, and professional and social services. It would also meet the needs of some of Moscow’s more vulnerable residents in an efficient and convenient location, close to many other services and resources.

Zoning:

The subject property, as well as all surrounding properties, is located in the Motor Business (MB) Zoning District.



Zoning

Per MCC 4-2-4-M, “The MB Zoning District is intended to provide for the location and grouping of compatible uses having similar operation as they involve enterprises which depend primarily on the transient motor vehicle-based trade. By concentrating such uses the City intends to increase public convenience when utilizing such services and, within the regulation, to allow such activities to render the maximum service.”

The subject site is centrally located to a wide variety of amenities and resources.

The proposed use is not specifically listed in the Moscow Land Use Table (MCC 4-3-4). Per MCC 4-3-3, “if a proposed use is not specifically listed within the Land Use Table, the Zoning Administrator or designee shall make a determination as to the zoning classification

into which such use should be placed, based upon the most comparable use listed within the table.”

In 1999, a similar use (LUP 1999-0012, Sojourner’s Alliance) was classified as a “Public Service Facility.” The Zoning Administrator has determined the use proposed herein shall be considered a public service facility. Public service facilities are conditionally permitted use in the MB Zone (MCC 4-3-4). The following sub -uses proposed for the site are permitted outright in the MB Zone: social advocacy services, professional offices, community neighborhood centers, retail, and lodging.

MCC 4-1-6-D-116 defines a Public Service and Utility Facility as “*public facilities necessary to serve the neighborhood or community, including, but not limited to, fire stations, police stations, national guard armories, fire training facilities, pumping stations, electrical substations, and telephone switching facilities.*”

Bulk Standards- Per *MCC 4-4-2 Bulk Placement and Regulations Table*, the following relevant setback is required for structures within the MB Zone: front-ten (10) feet. The 2012 site plan for the building shows that it meets all relevant setbacks. No external building modifications are proposed as part of this proposal.

Parking Requirements- *MCC 4-6-2-E-6 Minimum Number of Automobile Parking Spaces Required by use of building or site* specified that Public Service and Utility Facilities have no off-street parking requirements. Since the Zoning Code does not have any parking requirements for Public Service and Utility Facilities, it would be up to the Board to consider the potential parking impacts and determine if the proposed number of parking spaces is adequate for the use. FPP provides transportation to most of the clients utilizing their services as most do not have vehicles themselves. In addition, due to the nature of FPP’s philosophy, a large portion of their clients are children.

The site is currently striped for seven (7) vehicles with space for four (4) additional parallel parking spaces on its north edge. FPP is currently working on an updated parking lot plan. The parking design will not be allowed to back onto N. Jackson. The parking plan, if it utilized an ingress only off of N. Jackson and had 45-degree angled parking with an exit onto the alley, could accommodate fourteen (14) parking spaces. Staff is recommending that the proposed use provide at least the parking that was approved in the 2012 site plan for the site which provides eleven (11) parking spaces and that it utilizes the alley to avoid backing onto N. Jackson.

MCC4-6-2-F Landscaping requires a three-foot landscape buffer between parking lots over five (5) spaces and adjacent properties and public rights-of-way. This requirement is for new buildings or additions and does not pertain to this existing parking lot.

Input from other Departments/Agencies:

No comments were received from other departments/agencies upon review of the request for the conditional use permit.

Other Considerations:

None

RELEVANT CRITERIA AND STANDARDS

The following are Staff's comments relating to the criteria required for approval of a Conditional Use Permit. The following statements may be used for the Relevant Criteria and Standards or changed to include or remove any statement deemed necessary or appropriate by the Board.

1. The proposed use (is/is not) a conditionally permitted use within the Zoning District.

The MB Zone permits public service and utility facilities within the Motor-Business Zone with a Conditional Use Permit. It also permits outright the various sub-uses of the site, including social advocacy services, professional offices, community neighborhood centers, retail sales, and lodging.

2. The character of the proposed use (will/will not) be in harmony with the neighborhood and surrounding land uses.

The proposed use will be in harmony with the area. Existing adjacent uses include a recycling center, potable water distributor, brewery, drive-through coffee-kiosk, and a single-family residence that is permitted through a conditional use permit due to its location in a commercial zone. Rosauer's supermarket is located 200 feet away to the north. These are mostly intense commercial uses. This portion of Jackson Street is a designated collector. The site is within two (2) blocks of public transit in any direction.

3. The proposed use as approved, or as approved with conditions, (will/will not) generate nuisances that would be injurious or detrimental to the adjoining properties or the neighborhood (including, but not limited to, noise, dust, glare, vibrations, odors, and the like).

The proposed use will not generate nuisances or be injurious or detrimental to adjoining properties or the neighborhood. The site is open to the public during business hours, but most services are provided by appointment only. Clients experiencing homelessness are generally brought to and from the site and the amenities serving the clients are indoors.

4. The location, design, and size of the proposed use (will/will not) be adequately served by existing streets, public facilities and services.

The site is adequately served by existing streets, public facilities, and services. No additional utilities or services are requested or required. It is well situated near to public transportation to serve clients that may not have vehicle access.

5. The proposed use (will/will not) endanger the public health or safety if located where proposed.

The proposed facility will not endanger public health or safety. Use of the site is primarily within the existing structure. Traffic to the site will follow historic patterns and have direct access off of an arterial as well as an alley.

6. Proposed use (meets/does not meet) all applicable development standards of the Zoning Code.

The proposed use will meet all applicable development standards, including building setbacks and height restrictions. There is no parking requirement for a Public Service Facility and parking will be provided on-site.

7. The proposed use (will/will not) be in conflict with the Comprehensive Plan.

The use is consistent with the Comprehensive Plan as it supports the goals and strategies of multiple chapters and does not conflict with other sections of the Plan.

RECOMMENDATION FOR CONDITIONAL USE PERMIT APPLICATION

The Board has the option to approve, approve with conditions, or deny the application subject to the Relevant Criteria and Standards and any public testimony provided at the public hearing. The board may also table the decision for the application in order to request more information, including studies of social, economic, fiscal and environmental effects of the proposed Conditional Use Permit.

The Board of Adjustment may impose conditions including, but not limited to those 1) minimizing adverse impact on other development; 2) controlling the sequence and timing of development; 3) controlling the duration of development; 4) assuring that development is maintained properly; 5) designating the exact location and nature of development; 6) requiring the provision for on- 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 development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

Staff recommends **approval** of the application for a Conditional Use Permit for the utilization of an existing building located at 324 North Jackson Street as a Public Service Facility operating as a family-based resource center, day-use center and overnight shelter for up to two (2) families within the Motor Business (MB) Zoning District subject to the following condition:

1. That the subject site parking includes at least eleven (11) spaces parking spaces and that it utilizes a through-traffic pattern to the alley if necessary to avoid backing onto N. Jackson Street.

The Board of Adjustment's actions are to conduct the public hearing and upon consideration of testimony received:

1. Approve the Conditional Use Permit application; or
2. Approve the Conditional Use Permit application with conditions; or
3. Deny the Conditional Use Permit application; or
4. Take other such action as deemed appropriate.

In accordance with the Board's decision, direct staff to prepare the Relevant Criteria and Standards document.

NOTICE OF PUBLIC HEARING

Proposal for a Conditional Use Permit at 324 North Jackson Street.

Permit Application LUP2026-0005

A public hearing at which you may be present and speak will be conducted before the Board of Adjustment of the City of Moscow at which time the following proposal will be considered:

Conditional Use Permit application for the utilization of an existing building located at 324 North Jackson Street as a Public Service Facility operating as a family-based resource center and overnight shelter, within the Motor Business (MB) Zoning District, per Moscow City Code 4-3-4.

HEARING DATE: Wednesday, March 18, 2026

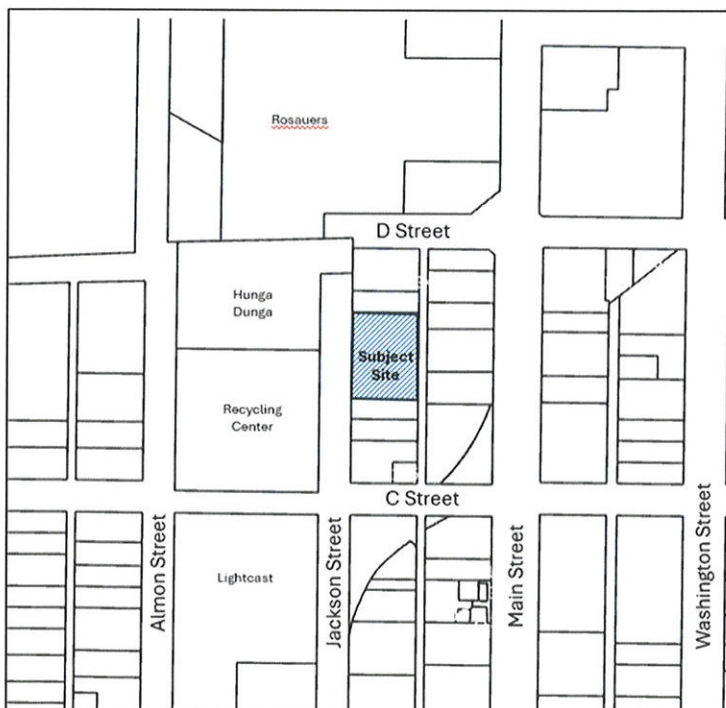
HEARING LOCATION: Council Chambers on the Second Floor of Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 7:00 p.m.

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 to get a meeting agenda and 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 Hopkins, Moscow City Clerk


Jennifer Fleischman, Deputy City Clerk

Published: Saturday, February 28, 2026



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

For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CDV	Application Fee	\$600.00	
Receipt Number			

APPLICATION FOR CONDITIONAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. **Applicant** Family Promise of the Palouse 208.882.0165
 Name: Bruce Pitman, President Autumn Shafer, Executive Director Phone: [REDACTED]
 Address: PO Box 9389, Moscow, ID 83843 Email: [REDACTED]
 Relationship to affected property (please check one):
 Owner Purchaser Lessee Other (explain below)

2. **Owner of Affected Property** (if other than applicant)
 Name: Viral Science Properties, LLC Phone: [REDACTED]
 Address: _____ Email: [REDACTED]

3. **Location of Affected Property:** 324 N Jackson Street
If described by Metes and Bounds, please attach deed on a separate sheet.

Legal Description: Lieuallen's Second Addition Block A 31,32,33,34,35,36,37,38
 (Subdivision) (Block) (Lot)

INFORMATION ON REQUESTED CONDITIONAL USE

4. **Proposal:** The applicant proposes the following use and/or construction for the above-described property:
Family resource navigation center, offering support social services to local families.
Administrative offices for shelter and admin staff.
Occasional overnight monitored short term sleeping space for no more than two (2) families.

The proposed activities and use shall be shown on an attached site plan drawn to a standard engineer's or architect's scale. The site plan shall show, label and dimension all property lines and easements, existing and proposed buildings, parking lot, driveway(s), fencing, and landscaping. A site topography map shall be provided when appropriate.

Received 02-09-2026

Electronically Signed using eSignOnline™ [Session ID : 251bbdfa-fd22-4e40-9b35-1d470b9be313]

5. **Authorization:** Section _____ of the Moscow Zoning Ordinance authorizes the proposed use, subject to a Conditional Use Permit.

6. **Operating Characteristics:** Detail the operating characteristics of the proposed use. In other words, provide specific information which describes and defines how the proposed use will be conducted and what will be involved in the day-to-day operations of the proposed use. Applicable information may include hours of operation, number of people (employees, customers, students, etc.) involved, traffic and/or delivery information, services provided, equipment or machinery which may be involved, or any other information which helps describe and define the proposed use and impacts the proposed use may have.

Monday - Friday 7:00 am-6:00pm office operations, case management and family resource center.

Day to day traffic would include 6-8 staff, clients (5-15 people), mail delivery. Potential overnight space two families.

No equipment use, other than standard appliances and computer equipment. Daily activities are monitored by on-site staff and camera monitoring in the evenings.

7. Before the Board of Adjustment may issue a Conditional Use Permit, the Board of Adjustment must first make findings of compliance with the following seven **Relevant Criteria and Standards**. Please describe in the spaces provided below how your requested Conditional Use is in compliance with each of the relevant criteria and standards.

Criteria #1. THE PROPOSED USE IS A CONDITIONALLY PERMITTED USE WITHIN THE ZONING DISTRICT.

Business activities and overnight accommodations are conditionally permitted uses of the space.

Criteria #2. THE CHARACTER OF THE PROPOSED USE WILL BE IN HARMONY WITH THE NEIGHBORHOOD AND SURROUNDING LAND USES.

The proposed use will be in harmony with the existing businesses in the neighborhood. No activities will disrupt the activities of the neighbors.

Criteria #3. THE PROPOSED USE AS APPROVED, OR AS APPROVED WITH CONDITIONS, WILL NOT GENERATE NUISANCES THAT WOULD BE INJURIOUS OR DETRIMENTAL TO ADJOINING PROPERTIES OR THE NEIGHBORHOOD (INCLUDING BUT NOT LIMITED TO NOISE, DUST, GLARE, VIBRATIONS, ODORS AND THE LIKE).

The proposed use will not generate any noise, dust, glare vibrations, odors or any other nuisance to the surrounding businesses.

Criteria #4. THE LOCATION, DESIGN, AND SIZE OF THE PROPOSED USE WILL BE ADEQUATELY SERVED BY EXISTING STREETS, PUBLIC FACILITIES AND SERVICES.

Yes. No exterior changes are necessary to the building.

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

Proposed use will not pose any danger to public health or safety of the neighborhood.

Daily operations are monitored by on-site staff and overnight activities are monitored by camera. Clients are screened as appropriate to prevent any danger.

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

Yes, all proposed use meets development standards of the zoning code.

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

Proposed use will not be in conflict to the comprehensive plan for the district and city.

CONDITIONS OF APPROVAL

The Board of Adjustment, pursuant to Moscow City Code Title 4, Chapter 8, Sec. 8-4.D., may impose conditions including, but not limited to, those (1) minimizing adverse impact on other development; (2) controlling the sequence and timing of development; (3) controlling the duration of development; (4) assuring that development is maintained properly; (5) designating the exact location and nature of development; (6) requiring the provision for onsite or offsite public facilities or services; (7) requiring more restrictive standards than those generally required in an ordinance; and/or (8) requiring mitigation of effects of the proposed development upon service delivery by any political subdivision, including school districts, providing services within the planning jurisdiction.

COMPLIANCE

1. In the event of failure to comply with the plans approved by the Board of Adjustment, or with any conditions imposed upon the Conditional Use Permit, the permit shall be immediately revoked and shall be automatically null and void.
2. Where plans are submitted and approved as part of the application for a Conditional Use Permit, modifications of the original plans may be required by the Board of Adjustment as a condition of approval.
3. Where plans approved by the Board of Adjustment are modified following such approval, such plan modifications must be submitted to and determined by City staff to be in substantial conformance with the plans approved by the Board of Adjustment. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Board of Adjustment for an additional public hearing as an amendment to the Conditional Use Permit application.

REVOCATIONS

If a Building Permit and/or Certificate of Occupancy pertaining to the Conditional Use Permit is not obtained for the subject property within one (1) year from the date of the Board of Adjustment’s final decision, the Conditional Use Permit shall be immediately revoked and shall be automatically null and void. If the use and/or occupancy for which the Conditional Use Permit is approved ceases for a period of twelve consecutive months, unless otherwise provided for in the Conditional Use Permit, then the Conditional Use Permit shall be immediately revoked and shall be automatically null and void.


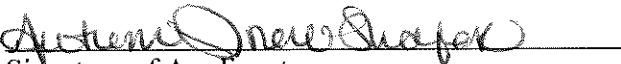
Application Submittal:


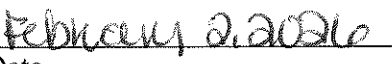
This application must be completed and submitted with the below described items to the Community Development Department at least twenty-one (21) days prior to the hearing at which the application is to be considered by the Board of Adjustment. Applicant will be notified by the City Planner I as to the 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. Application Fee
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings, drawn to scale (for new construction only)

I understand this information is a public record and may be posted to a public website. 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

Dan Surfus, Member

02/09/2026 10:47 PM

Dirk Wischmeier, Member

02/09/2026 06:14 PM

Signature of Property Owner (if different)

Date

Family Promise of the Palouse

In 2011, the League of Women Voters in Latah County produced a poverty study, outlining the needs of the low-income and homeless individuals and families in our community. This report, along with other local and national data, spurred the motivation of a local group of community members to look-into helping solve these issues on the Palouse. After having visited a Family Promise center in Montana, additional studies and careful collaboration, the first Board of Directors for Family Promise was formed. These first board members fostered partnerships with funding agencies, Idaho Housing and Finance and 20 local house of faith to start the Interfaith Housing Network on the Palouse: Family Promise of the Palouse.

On October 7, 2013, Family Promise of the Palouse opened its doors, and welcomed our first family into shelter on October 22. Since that first family, we have served 152 families in our shelter program!

For the first 11 ½ years, our day center was housed above the Gritman Wellness Center, on Palouse River Drive in Moscow.

From 2013-2019, the only service offered by our rotational shelter program—offering overnight housing (at congregations) and case management and daytime space at the Day Center.

Adding prevention services in 2019, we increased the number of families we can serve overall and have helped prevent the homelessness of 220 families!

In April of 2025, the building we were in was shut down and we temporarily relocated to Pullman. This building has allowed us to continue daily operations, but our plan has always been to return operations to Moscow as soon as we are able to.

Family Promise of the Palouse
Proposal for Site use
324 N Jackson Street

Family Promise of the Palouse has a vision of a nation in which every family has a home, a livelihood and the chance to build a better future. Our mission towards this vision is to empower families with children experiencing homelessness to achieve sustainable independence for a more promising future.

Family Promise of the Palouse (FPP) provides shelter and other services to homeless families, and low-income and A.L.I.C.E. population families in Moscow Idaho, Latah County and Pullman Washington, Whitman County. FPP has been providing services, food and shelter to homeless families on the Palouse for almost 13 years. In this time, we have served 154 families through shelter services with an overall 79% success rate.

When we work with a family, we are not only giving them a place to lay their heads, but we are working with the parents to provide education and provide them the resources to build a community family, which has promoted long term stability for children in our community.

In early 2025 we needed to relocate our navigation center to Pullman, temporarily, with the long-term goal of returning operations to Moscow. This new site would allow for continued operations and program growth and expansion of services.

The Navigation Center is where the bulk of our operations takes place. Monday -Friday, staff meet with clients on a daily basis; guiding their progress and helping them meet their goals. Using our resource center, they assist families in applying for benefits, local resources, housing and employment opportunities. Our center is used for daily living operations as well. This is their home during the day, complete with kitchen and bathing facilities.

Administrative staff runs the behind-the-scenes operations. These include grant writing, fiscal operations and managing volunteers. Daily we have student and community volunteers on site to assist with family needs, cleaning, organizing, HomeStart and many other opportunities.

Day to day program offerings include rotational shelter with on-site case management, homeless prevention appointments, rapid rehousing/diversion appointments, volunteer activities, administrative operations, daily living tasks for families and occasional overnight sleeping quarters for up to two families.

We have included program descriptions, details and statistics in the narrative below.

Using a rotational shelter model, we provide homeless children, and their parents shelter for, generally, up to 90 days. While a family is in shelter, they are offered services that help guide them to stability in long term housing. Services include intense case management, financial literacy, parenting education and life skills education. Case-Management consists of a families' current goals such as housing and employment; these are broken down into manageable weekly activities.

Family Promise operates with a broad array of community support and has a unique model that accesses 30 congregations in our community to provide the food and shelter services for families we are serving. Each week a pair of Congregations works together to provide shelter, meals and various supports to our families.

An important outcome of (FPP) is to provide our families with the support they need to have long term stability with education, parenting, housing, finances, and life skills so that families no longer live in poverty. While a family is in shelter with FPP they are required to take part in our intense case-management and have access to Parenting Education, Life Skills Education and Financial Literacy education. The main goal being that they will find long term employment, long term housing and continued success with life stability.

Another program offered Keeping the Promise stabilization services. This program assists graduated families in continuing in their progress to maintain the stability they have attained. Monthly or weekly case management meetings are scheduled. Participants are offered to continue in the courses and programs they were utilizing while in our Shelter Program. We assist families in maintaining their progress and allow for continued growth. Financial incentives are given to families who continue to meet and exceed goals. These incentives include onetime bill payment, grocery card, gas cards, City of Moscow/Pullman pool passes, etc.

In 2019, we implemented our Prevention Services programs. This program consists of Homeless Prevention Program and Homeless Diversion Program. Prevention is designed to prevent a family from becoming homeless. This program is offered to low income and A.L.I.C.E. population families who are close to becoming homeless due to financial reasons or emergency situations. Case management services are available to cover Financial Literacy, Parenting Courses and Life Choices Guidance. Financial assistance is available for each family. Generally, a Prevention Family is in this program for three months. During that time, they complete their case management goals and checklists and a financial incentive

is provided. A fuel card is given after every case management meeting and during budgeting and financial planning, it is determined what monthly bills Family Promise will assist with for three months' time. Family Promise generally can assist with utility bills, telephone bills, grocery cards, childcare tuition, etc. Cash funds are not given directly to families.

Diversion/Rapid Rehousing Services are offered to families who homelessness is imminent, yet they have another safe, affordable housing option available. We "divert" the family from entering shelter. This can be done by assisting with deposit funds to secure a new residence, assistance with a rent payment or paying for a hotel for the family to bridge the gap between exiting one housing situation and entering the next. Case management services such as budgeting tools and classes, parenting tools and classes and financial literacy are available. Diversion is not a long-term program and long-term case management is not required to obtain assistance. Aftercare services are offered with incentives to participate.

In 2022 Family Promise added an additional service area: our HomeStart Program. HomeStart began in 1982 by the local 1st Presbyterian Church in Moscow, ID. This program offered new or gently used home goods to individuals and families moving into a new home who could not otherwise afford to purchase items. This program is open to anyone in the community, with no prerequisite other than an appointment. The program has outgrown the church, and they had a need and desire to grow in other mission areas. Family Promise happily adopted the HomeStart program from the church and hit the ground running in January 2022. This program aligns with our mission and has given us the privilege of welcoming many people to our center and fulfilling needs. We have also had the ability to offer other services to HomeStart participants, increasing their chances for success.

Since our operation opened, we have had the opportunity to serve 152 families through our shelter program, 228 families through Prevention Services and over 1,500 individuals through shelter, prevention, diversion or through our local donation program and coat closet. We currently have a network of over 2,000 trained volunteers.

Family Promise of the Palouse
Daily Operations Detail
324 N Jackson Street

Daily Activities and Client Flow

- Our facility is staffed Monday-Friday 7:00am-6:00pm. Staff are on-call all weekend and every weekday evening from 6:00pm-7:00 am the next morning.
- We are open to the public Monday-Friday 8:00am-5:00pm.
- The clients that visit our center include homeless families enrolled in our program, low-income or A.L.I.C.E families needing eviction prevention services and clients that have graduated our programs and are receiving after care services.
- All clients must be families that have children in their household. If someone contacts us that does not have children or is ineligible, we refer them to the correct agency to meet their needs and can assist in transporting them there.
- All families requesting services in our programs must be screened for their criminal history and anyone that has been convicted or, or has a pending case involving any crime against a vulnerable population, high violent crimes or any sex-related crime, is not eligible for services and not allowed on the premises.
- All clients are required to be in recovery, if applicable and are drug screened as needed.
- All services are provided by appointment only.
- Average of once per week we will have walk-in requests for services and a general intake is completed and an appointment scheduled after screenings are complete.
- Most walk-in traffic is from community members making contributions to our program.

Staff Daily Activities

Family Promise employs four FTE, two PTE and two temporary drivers.

- The driving staff will be arriving each morning and evening to transport families, as they generally do not have their own vehicles.
- Our Executive Director and Administrative Services Coordinator spend their days completing admin operating tasks, fiscal operations, data entry, reporting, marketing and grant projects, and various meetings off site.

- Our Community Engagement Coordinator schedules all off site shelter sites with the various congregations we partner with. She also interviews, screens and schedules on-site and off-site volunteers. Creating projects and sign-up requests.
- Our Shelter Case Manager/Advocate meets with and supervises the families in our shelter programs. These meetings include case management, action planning, resource procurement, employment application completion, housing application completion, life skills training, and guiding them in whatever areas they are needing. She also meets with graduated families receiving stabilization services, that include case management, budgeting and financial assistance.
- Our Prevention Services Case Manager/Advocate meets with clients in need of eviction prevention and/or rapid rehousing move in costs. These meetings include case management, action planning, resource procurement, employment application completion, housing application completion, life skills training, and guiding them in whatever areas they are needing.

Overnight Activities/Security Monitoring

- There is no overnight staff on site. However, a staff member is on-call every evening and available as needed.
- Any family staying on-site overnight has to earn enrollment into that program. They must complete the initial shelter model for a minimum of 60 days, be full-time employed, successful in completing their action plans.
- Additionally, they must be ready to be housed and securing housing is their final step.
- This program allows us to maximize the shelter spaces available and allows the family to save money while beginning to restart their independent life.
- Family spaces are inspected and monitored daily to ensure cleanliness and ensure no prohibited items are present.
- There is no alcohol, drugs, smoking or vaping allowed in the building or on-site. There is a designated smoking or vaping area, away from the front public entrance.
- We will be installing a fire suppression system throughout the building to ensure family and neighborhood safety.
- Security cameras will be installed throughout the building, as they are at our current site.
- Cameras are monitored every 30 minutes by on-call staff each evening from 7:00pm-10:00 and also reviewed first thing each morning.

- Cameras are monitored every two hours by on-call staff during the weekends.

Other Activities—On-Site Course Offerings/Meetings

- Parenting Classes
 - 8-week course offered twice per year
 - One day per week 6:30-8:00pm
- Tax Prep Course
 - Once per month January-April
- Landlord Tenant Law Courses
 - 3-week course offered quarterly
 - Twice per week 6:00-8:00 pm
- Board of Directors Meetings
 - Fourth Tuesday of each month 7:00-9:00pm
- Volunteer Coordinator Meetings
 - Second Tuesday of each month 5:30-7:00pm

Volunteer Activities

- Volunteer shifts are scheduled by Community Engagement Coordinator
- Current scheduled shifts are Monday, Thursday and Friday 10:00-12:00pm
- Shifts generally include 2-4 volunteers
- Projects include deep cleaning, law care, exterior cleanup, donation sorting, driving and filing/admin tasks.

HomeStart Activities

- This program is offered to the public, not just families with children.
- Access to the program is by appointment only during business hours.
- Staff accompany individuals/families while selecting their items.
- Common items needed and donated are small kitchen items and appliances, linens, small furniture items, coats, shoes and clothing.
- Donations are sorted and organized by volunteers and staff.
- All items are stored in a designated area in the center.
- Donations are accepted during staffed hours and are NOT collected in a donation bin outside.

Jennifer Fleischman

From: Pitman, Bruce [REDACTED]
Sent: Tuesday, March 3, 2026 10:58 AM
To: Lucy Falcy; Rebecca Jones; [REDACTED]
Subject: Re: Family Promise Details

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Lucy

Thanks for the question.

The direct answer is that we have not created a use policy for this facility. Our practice with other facilities has also been that our families are occasionally at the center when our staff are not present.

On weekends, we do have part time staff in the building a few times a day...they are our drivers and we also occasionally will have volunteers who want to answer the phone and be a resource for our families. The center is their daytime home where they care for their children, do laundry, prepare meals and rest. As you know, they are typically staying in churches at night. These functions take place every day and our guests have been very respectful.

We typically have 2-4 families in our shelter program. Often the "family " consists of a single parent and one or two children. So the number of people using the building range from 3/4 to 8/10 and the number of children almost always equal or outnumber the adults.

I hope that this is helpful.

Bruce

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From: Lucy Falcy <[REDACTED]>
Sent: Monday, March 2, 2026 4:07:45 PM
To: Pitman, Bruce [REDACTED]
Cc: [REDACTED]
Subject: Family Promise Details

Bruce,

Thank you for reaching out today regarding the public hearing process. I hope that Jennifer answered all of your questions.

I do have a follow up question for you as I prepare the staff report.

Are participating families who are not sheltered overnight at the site allowed onto the site when staff is not there? This would include mornings, evenings, and weekends.

Lucy Falcy

Family Promise of the Palouse
Floor Plan Rough Draft
324 N Jackson Street

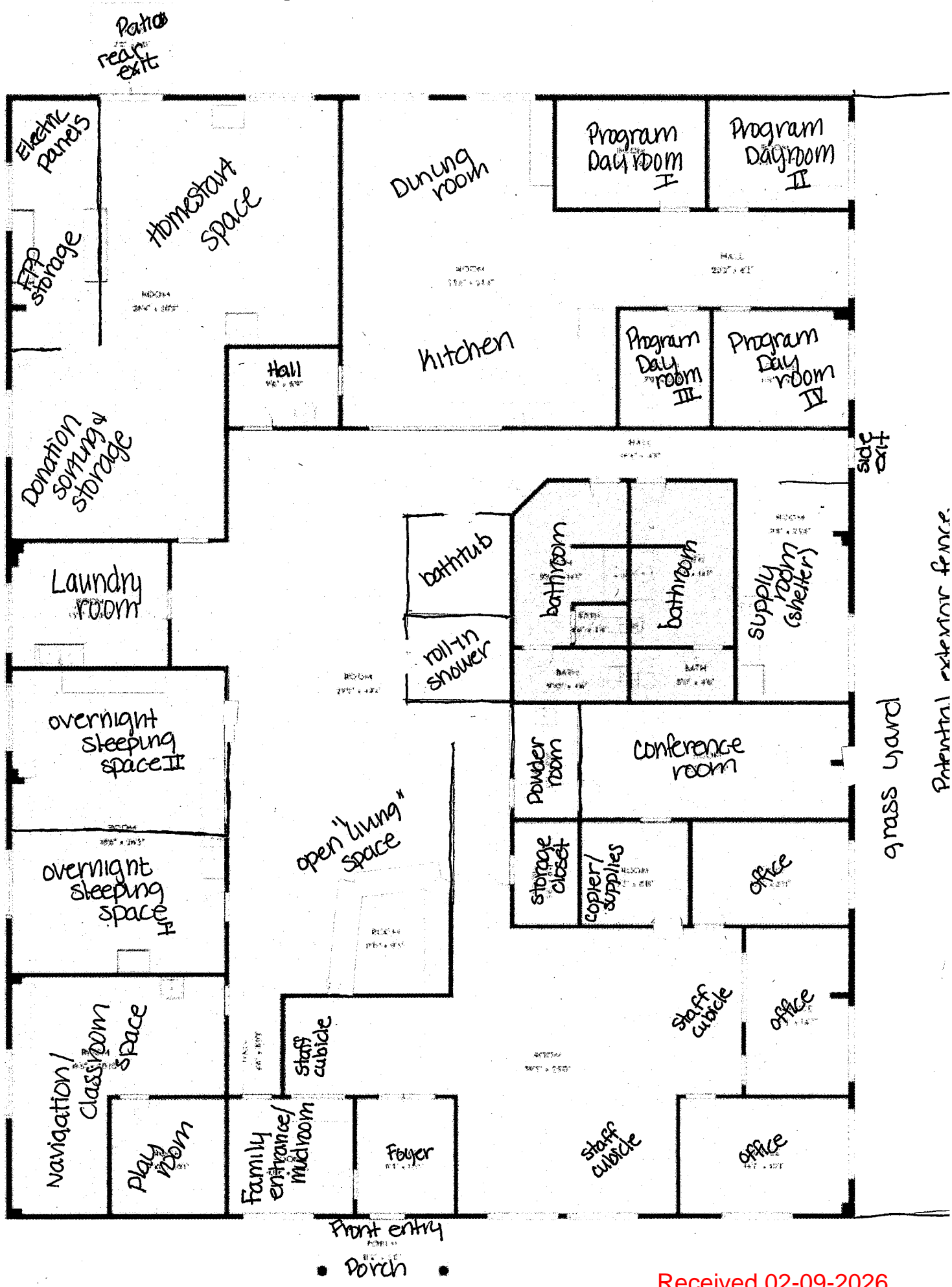
Included are an existing floor plan for the current use and a rough sketch of our needed renovations.

These renovations include removing some interior non-load bearing walls, building a bathroom with a bathtub, building a bathroom with an ADA shower, installing laundry facilities, adding doorways, adding two+ interior walls, adding a powder room and installing a few new windows.

This is a rough sketch, we are meeting with an architect on Monday, February 9th to finalize renovation plans. Our needs will not change, but the specific layout of the interior may be different.

The only exterior renovations planned, other than repaving the parking lot would include a potential fence on the south side of the building between the building and Culligan Water and the installation of signage above the entryway.

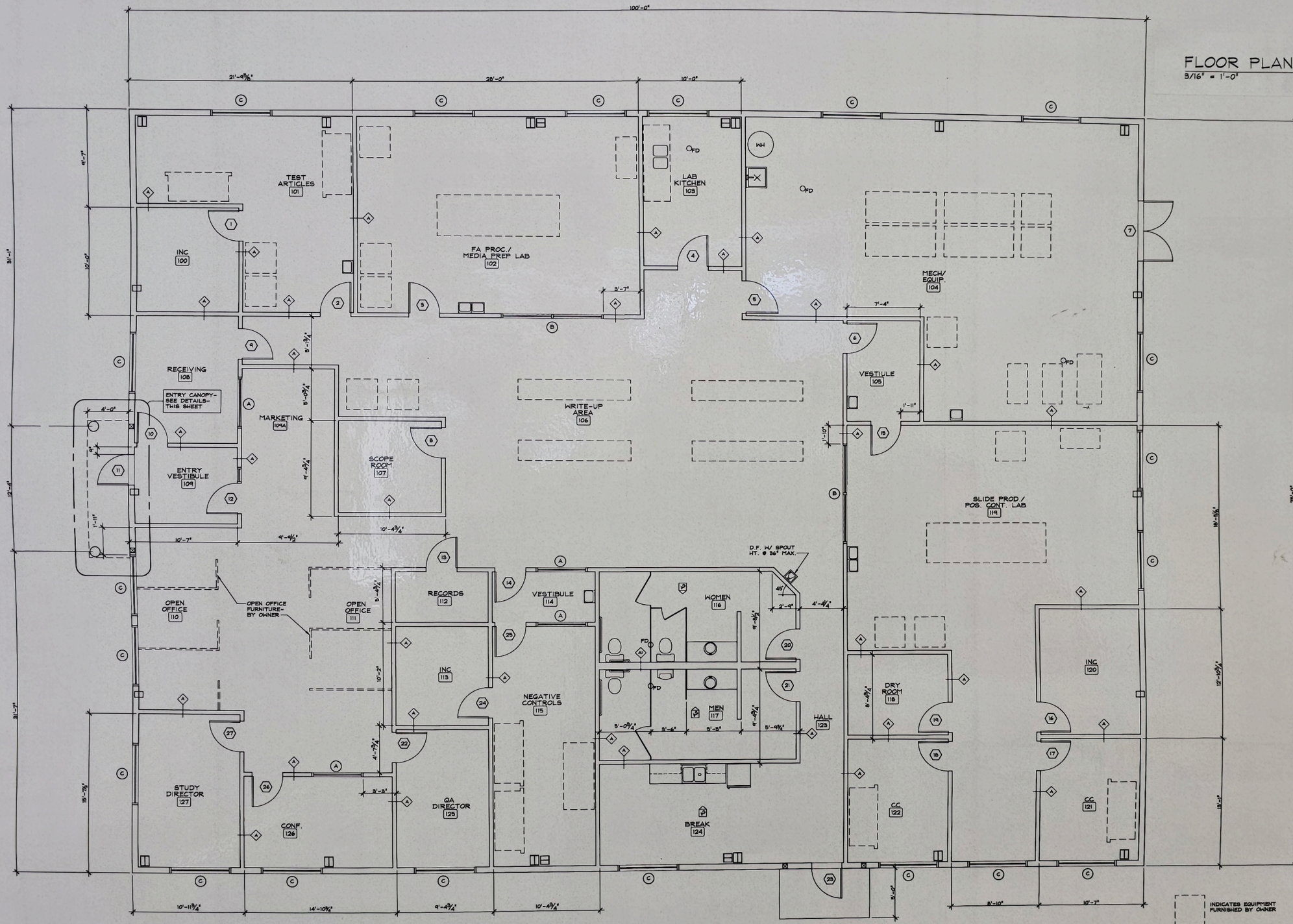
Parking lot



Potential exterior fence.

grass yard

FLOOR PLAN
3/16" = 1'-0"



Family Promise of the Palouse
Parking Lot Proposal
324 N Jackson Street

We are currently working with an architect on full site plans for interior renovations and updating the parking lot.

Plans for the parking lot include re-surfacing and updating the parking space lines.

While resurfacing, the parking lot will be extended closer to the building to allow for parking on both sides of the lot with for two to four single spaces on the north end of the existing parking area.

Included below are photos of the existing parking with our potential changes noted.

Number of spaces is estimated, that will be determined when lot repaved, but will not be less than the current number of spaces.

We may be able to provide staff parking spaces behind the building, depending on what site inspection says.



Jennifer Fleischman

From: Scott Adams <[REDACTED]>
Sent: Saturday, March 7, 2026 11:21 AM
To: Jennifer Fleischman
Subject: Family Promise of the Palouse Conditional Use Permit

Follow Up Flag: Follow up
Flag Status: Flagged

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TO: Moscow City Board of Adjustment
FROM: Scott Adams, Family Promise of the Palouse Board Member
SUBJECT: This statement is in support of the Family Promise of the Palouse application for a Conditional Use Permit to establish a family resource center at 324 N Jackson Street.

I have served on the Family Promise of the Palouse Board of Directors for over 8 years. In that time, I have seen the needs for homeless families in our communities increase and the ability of the Family Promise organization to respond to those growing needs. The Family Promise overarching mission is to bring stability to families and provide them with tools and support to be able to continue to meet their family's needs and assure that the children are raised in a safe and secure environment. The proposed location for the permanent resource center is strategically beneficial for these families with proximity to public transportation, grocery store and pharmacy, and within walking distance to core downtown services. With families as our focus for the services we provide, we maintain a wholesome and uplifting atmosphere, making us good neighbors for the surrounding businesses and landowners. I urge your favorable consideration of our application for a conditional use permit for our new facility.

Scott Adams

Jennifer Fleischman

From: Monte Walker [REDACTED]
Sent: Tuesday, March 10, 2026 1:20 PM
To: Jennifer Fleischman
Subject: Family Promise, Conditional Use Permit @ 324 N Jackson St.

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To: Moscow City Board of Adjustment
From: Monte Walker, [REDACTED], Moscow, ID 83843
Subject: This statement is in support of the Family Promise of the Palouse application for a Conditional Use Permit to establish a family resource center at 324 N Jackson Street

To whom it may concern:

In the 14 years I have been involved with Family Promise, I have been amazed at how the program operates as a hand-up and not a hand-out program. There are so many success stories since the program started.

When Family Promise was told that we could no longer occupy the Palouse River Drive property, we began searching for a new location. None of the locations visited fit the needs of Family Promise like the one at 324 N Jackson Street. This location fills all needs of Family Promise. It has the size and space for running Family Promise and the various programs associated with Family Promise. There is a nice, grassy playground area for children and ample parking. In my opinion, the best thing about this location is the proximity to a grocery store, pharmacy, bus stop and it is within walking distance of downtown.

In this location, Family Promise can continue to be a blessing to the community for years to come. I hope the Moscow City Board of Adjustment will support Family Promise by issuing a conditional use permit for the property at 324 N Jackson Street.

Sincerely,

Monte Walker

Jennifer Fleischman

From: Brandy Sullivan <[REDACTED]>
Sent: Wednesday, March 11, 2026 6:29 AM
To: Lucy Falcy
Cc: Jack Sullivan
Subject: comments for CUP at 324 N Jackson St application LUP2026-0005

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Dear Board of Adjustment,

As owners of a property nearby 324 North Jackson Street (one of the units in the Moscow Medical Condo Association Building on Main street), we received notice of the upcoming public hearing regarding the proposal for a conditional use permit at that location. We are writing in support of the permit application LUP2026-0005.

We read through the application, and agree with the applicants that the proposed use is in compliance with all seven Relevant Criteria and Standards, and are not requesting that any conditions be imposed for approval. As a nearby office building owner that houses two small business tenants, we have no concerns regarding the utilization of 324 North Jackson Street as outlined in the permit application, and in fact we believe it will be a positive addition to this area.

Having served on the Board of the Family Promise of the Palouse (FPP) for the last three years, I know that FPP has proven to be a responsible and impactful organization, with a long and successful history of providing a much needed family resource center for families in our community, and of being good neighbors at both their prior and current temporary locations. Having a permanent location at this site will further support them in their good work, as well as the families that utilize their services. We look forward to the subject building and lot no longer being vacant, have no concerns of any adverse impacts, and fully support the proposed use.

Thank you for considering our comments,

LRK Moscow, LLC
Jack and Brandy Sullivan