

# Administrative Committee



Regular Meeting  
~Agenda~

Laurie M. Hopkins  
City Clerk

[www.ci.moscow.id.us](http://www.ci.moscow.id.us)

208-883-7015

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**Monday, June 22, 2026**

**4:00 PM**

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

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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 May 26, 2026 Minutes (ACTION ITEM) - Laurie M. Hopkins**

**2. Rendezvous in the Park Alcohol Use Request in East City Park (ACTION ITEM) - Amanda Argona**

Rendezvous in Moscow, Inc. is hosting its annual music and arts festival, Rendezvous in the Park, on July 17-18, 2026, in East City Park. The festival features live, family-friendly concerts in the evenings, a two-day arts festival for children during the mornings, food vendors, and one licensed beer/wine vendor. Following standard operating procedures for events with alcohol within a City Park, Rendezvous in Moscow, Inc. is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the hours of 4 p.m. and 10 p.m. during the aforementioned dates. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration.

**PROPOSED ACTIONS:** Recommend approval of the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Rendezvous in the Park during the listed times and dates of the event; or provide staff further direction.

**3. PUBLIC MEETING: Lot Division at 924 Public Avenue (ACTION ITEM) - Lucy Falcy**

The applicants, Renee and Emmett Love and Isaak and Aven Julye, are requesting a lot division to create two lots of approximately 1.62 and 2.81 acres in size as well as an unbuildable tract of approximately 0.59 acres in size on their existing five acre parcel located at 924 Public Avenue. An existing single-family dwelling, 924 Public Avenue, will remain on the newly created southern lot. The subject property is located in the Single-Family Residential (R-1) Zoning District. Within the R-1 zone, lots are required to be a minimum of 9,600 square feet in size, have a minimum lot width of eighty (80) feet, and have forty (40) feet of public street frontage. Both 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. The applicants intend to donate the unbuildable tract to Palouse-Clearwater Environmental Institute to use as a pedestrian

path. Property owners within 600 feet of the subject property have been notified of the proposed division and a sign was posted on the subject property 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.

**4. Indefinite Trailer Permit at 1824 E. D Street (ACTION ITEM) - Lucy Falcy**

Under MCC Section 6-1-6, City Council may grant a temporary trailer permit for an indefinite period if unusual hardship is shown by the issuance of an ordinary 60 day permit. The permit for an indefinite period shall only be issued upon showing that the trailer is used to house an aged, infirm, or ill member of the immediate family of the owner of the parcel of land upon which said trailer is situated and upon which the owner of said parcel of land himself resides; and such permit shall only remain in existence until the termination of the condition which required the application for a special permit due to hardship. A request has been made to the Planning Division for an Indefinite Trailer Permit at 1824 E. D Street in the City of Moscow. The applicant, Ryan Urie, is requesting long-term placement of a 33-foot travel trailer to be occupied by his mother and father, aged 79 and 84. The applicant has submitted a letter, photos, and a site plan of the subject property for the Council's review.

**PROPOSED ACTIONS:** Recommend approval of the proposed Indefinite Trailer Permit in accordance with the submitted application and provisions of MCC Section 6-1-6, Recommend denial of the proposed Indefinite Trailer Permit, or take other action deemed appropriate.

**5. City Shop Mural Artist Selection (ACTION ITEM) - Megan Cherry**

Following Council's approval of the muralist RFQ for the City Shop on December 1, 2025, artist submissions were accepted from January 5 – March 2, 2026. A total of 21 artists submitted qualifications for consideration. A Selection Panel made up of artists, neighborhood residents, City staff, and Moscow Arts Commission (MAC) members reviewed the submissions and recommended four finalists to create site-specific designs. The MAC voted to recommend those finalists during their regular meeting on Tuesday, April 14th. The finalists presented designs, which were reviewed by the Selection Panel on June 3, 2026. Those designs are available to view here: <https://moscowarts.submittable.com/gallery/20796d7e-9f79-4a1f-b0f1-0aa1db5f44d7>. A public input period was open from May 26 – 29, 2026. A total of 43 people responded, with results in the packet. The Panel recommended that the MAC and City Council select either the design by Sasha Primo or the one by Taylor Shaw, each with slight adjustments to the design. The MAC discussed the designs during their regular meeting on June 9 and recommended moving forward with "Forged in Moscow" by Taylor Shaw, in Colorway #1. Recommended updates to the design include removing the side-by-side, cement truck, and woodchipper, as well as incorporating more figures and park-related subject matter in their place. Following City Council approval, Arts and City Shop staff will work with the artist to complete design edits and will present the final design to the Mayor and City Administration for approval.

**PROPOSED ACTIONS:** Recommend approval of the design by Taylor Shaw, with revisions as recommended by the Moscow Arts Commission, and the associated professional services agreement, or take such other action deemed appropriate.

**6. Moscow Police Department Sculpture Artist Selection (ACTION ITEM) - Megan Cherry**

Following Council's approval of the sculpture RFQ for the Moscow Police Department on February 2, 2026, artist submissions were accepted from February 6 – March 27, 2026. A total of six artists submitted qualifications for consideration. A Selection Panel made up of artists, current and retired MPD officers, City staff, and Moscow Arts Commission (MAC) members

reviewed the submissions and recommended two finalists to create site-specific designs. The MAC voted to recommend those finalists during their regular meeting on Tuesday, April 14th. The finalists presented designs, which were reviewed by the Selection Panel on June 2, 2026. Those designs are available to view here: <https://moscowarts.submittable.com/gallery/cf3db467-c437-4510-8be8-e9304e840d04>. A public input period was open from May 26 – 29, 2026. A total of 89 people responded, with results in the packet. The Panel recommended that the MAC and City Council select “Eternal Watch” by Ken McCall with slight adjustments to the design. The MAC discussed the designs during their regular meeting on June 9 and recommended moving forward with McCall’s design. Recommended updates to the design include adjusting the scale and position of the wings. Following City Council approval, MPD, Arts and Facilities staff will work with the artist to complete design edits and will present the final design to the Mayor and City Administration for approval.

**PROPOSED ACTIONS:** Recommend approval of the design by Ken McCall, with edits as recommended by the MAC, and the associated professional services agreement, or take such other action deemed appropriate.

**7. Ordinance Amending Moscow City Code Title 4, Chapters 1, 3, 4, and 6 Regarding Single-Family Dwellings, Two-Family Dwellings, and Bed and Breakfast Inns (ACTION ITEM) - Mike Ray**

The City of Moscow Community Development Department over the past few years has observed the evolution of building plans being submitted for two-family dwellings which increasingly have multi-family elements. The City has received building permits for the construction of buildings that are portrayed as two-family dwellings, but which appear to contain multiple individual dwelling units intended to be rented as separate dwelling units and function as multiple family dwelling units. These multi-family-like but portrayed as two-family dwellings appear to be intentionally intended to avoid life safety, ADA accessibility, and off-street parking that would otherwise be required for multi-family dwelling units to protect the safety and welfare of the occupants of multi-family dwellings and mitigate the impacts of the use upon the surrounding neighborhood. The Planning and Zoning Commission has identified the need to mitigate the immediate impact upon the surrounding neighborhoods by preparing an ordinance to amend certain definitions, ensure there is adequate open space, and require sufficient off-street parking. Additionally, in order to be in compliance with House Bill No. 583 upon its effective date of July 1, 2026, the City is amending the use table to allow Bed and Breakfast Inns as a permitted use in all zoning districts in which single-family dwellings are permitted. The Planning and Zoning Commission conducted a public hearing on the proposed ordinance on May 13, 2026, and unanimously recommended approval to City Council. The public hearing before City Council has been scheduled for July 6, 2026.

**PROPOSED ACTIONS:** Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming July 6, 2026, meeting; 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 [adaordinator@ci.moscow.id.us](mailto:adaordinator@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.