



Administrative Committee

Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday
May 14, 2018

3:00 PM

Council Chambers
206 E. Third St.

The meeting was called to order at 3:00 PM

PRESENT: Gina Taruscio Chair, Art Bettge Councilmember, Anne Zabala Councilmember

OTHERS: Mayor Bill Lambert, Councilmember Brandy Sullivan, Councilmember Kathryn Bonzo (3:45), Councilmember Jim Boland (3:55)

STAFF: Gary J. Riedner, Mike Ray, Mia Vowels, Jen Pfiffner, Laurie M. Hopkins, James Fry (4:05)

1. Approval of Administrative Committee April 23, 2018 Minutes – Laurie M. Hopkins

RESULT:	ACCEPTED [UNANIMOUS]
AYES:	Gina Taruscio, Art Bettge, Anne Zabala

2. Medical Insurance Review and Direction - Gary J. Riedner

Healthcare costs for both the City and employees has risen year after year. As our employee base becomes more diverse with the various generations and preferences for service the model that has served us well for many years is being reviewed, given changes in the healthcare industry as well. Per the Human Resources Strategic Plan and in support of long-range planning initiatives, exploration of available options for managing the City's health insurance including, medical insurance costs for the City and the employees is being conducted.

Murray Group, the City's consultant for employee benefits, will provide an overview and presentation relating to self-funded health insurance options. City employee groups will view the presentation earlier in the day.

PROPOSED ACTIONS: Review presentation and provide staff direction.

Riedner introduced Chad Murray and Nellie Armstrong from Murray Group. Murray explained maintaining benefits so that it is affordable, sustainable and protects the option of benefits is their end goal. The question is can pursuing a self-insured model do this? Murray went through a benefit strategy development including business priorities. See attached presentation. Self-funding helps keep the employees engaged yet they won't see any changes in process. The Department of Insurance (DOI) will regulate the health plan and be sure it is running correctly. Riedner reiterated this because there are a lot of rules to follow including the creation of a trust. The Murray Group determines if the employer is ready for self-funding by running through questions, including risk tolerance, claim history, long-term perspective and promotion of wellness. Murray went through the pros and cons, a proposed schedule and a claim history from November 2014 through March 2018. Riedner said a reserve is required and Finance is looking into it and the prospect of proceeding. If it isn't the option the City wants, the Council can pull out.

Armstrong said the next step would be selection of trustees (5). After selection of trustees, the DOI would request a phone call to explain fiduciary responsibility and confirm financial security. Once actuaries review data, send application and actuarial analysis to DOI for them to review. During that time Murray Group gives options for insurance coverage. DOI will continue to ask for updated data. The proposed plan is to have the self-funded plan approved by November with a go-live date on January 1st.

Riedner said budget-wise, the City will renew the contract with Regence under the traditional plan. Pharmacy claims are up a bit but should not continue. The City's experience is trending down. This is a major challenge area in the strategic plan and staff is looking at the other benefits offered as well. Zabala would like to see more historical data and Riedner said they can put more info together. Riedner said the item will go forward to the full Council on May 21, 2018.

3. Public Hearing: Amendment of Title 4, Chapters 1, 2, 3, 4, 6, 11, and 12 of Moscow City Code Regarding the Use Table Ordinance - Michael Ray

As part of the ongoing work of the Planning and Zoning Commission and Community Development Department to update the Zoning Code, the Commission has been working on a code amendment to convert portions of the Zoning Code from a narrative format to a table format. In order to accommodate the conversion of these portions of the code there is restructuring and relocation of certain sections of the code for ease of use and also the creation of new sections for instruction or explanation. Also included within this amendment are: the conversion of commercial use definitions to the North American Industry Classification System (NAICS); minor amendments to the sign code; the insertion of standards for drive-through facilities; and the insertion of illustrations to more clearly convey requirements. The Planning and Zoning Commission conducted a public hearing on the proposed ordinance on April 11, 2018 and recommended approval of the ordinance to City Council with a slight modification. This was reviewed by the Administrative Committee on May 14, 2018.

PROPOSED ACTIONS: Recommend forwarding the item for public hearing upon the proposed ordinance at the Council's upcoming May 21, 2018 meeting; or provide staff further direction.

Ray introduced the item and described the changes per chapter. See attached presentation. A lot of the changes are moving sections into areas that make more sense. Using a table format for some of the regulations will help with understanding the information. Illustrations and a definition of how to measure setbacks are also included to provide visualization with the narrative. Planning and Zoning Commission conducted a public hearing and had one change to the hierarchy of a bullet point but was not substantial. The Commission recommended approval. After P&Z's recommendation, staff made one more change to the ordinance for educational services. After more staff discussion, the ordinance was amended to exclude universities from residential zoning with the exception of multi-family.

Bettge said he has some suggestions for "word smithing" and will meet with Ray after the Committee meeting to discuss. Bonzo asked if the citizen survey question on educational conditions coordinate with the table. Ray said P&Z discussed and reaffirmed leaving it as a CUP in the Central Business Zoning District.

The Committee forwarded the item for public hearing at the May 21, 2018 Council meeting.

Adjourn

The meeting was closed at 4:24 PM





THE MURRAY GROUP

Benefits Strategy Roadmap



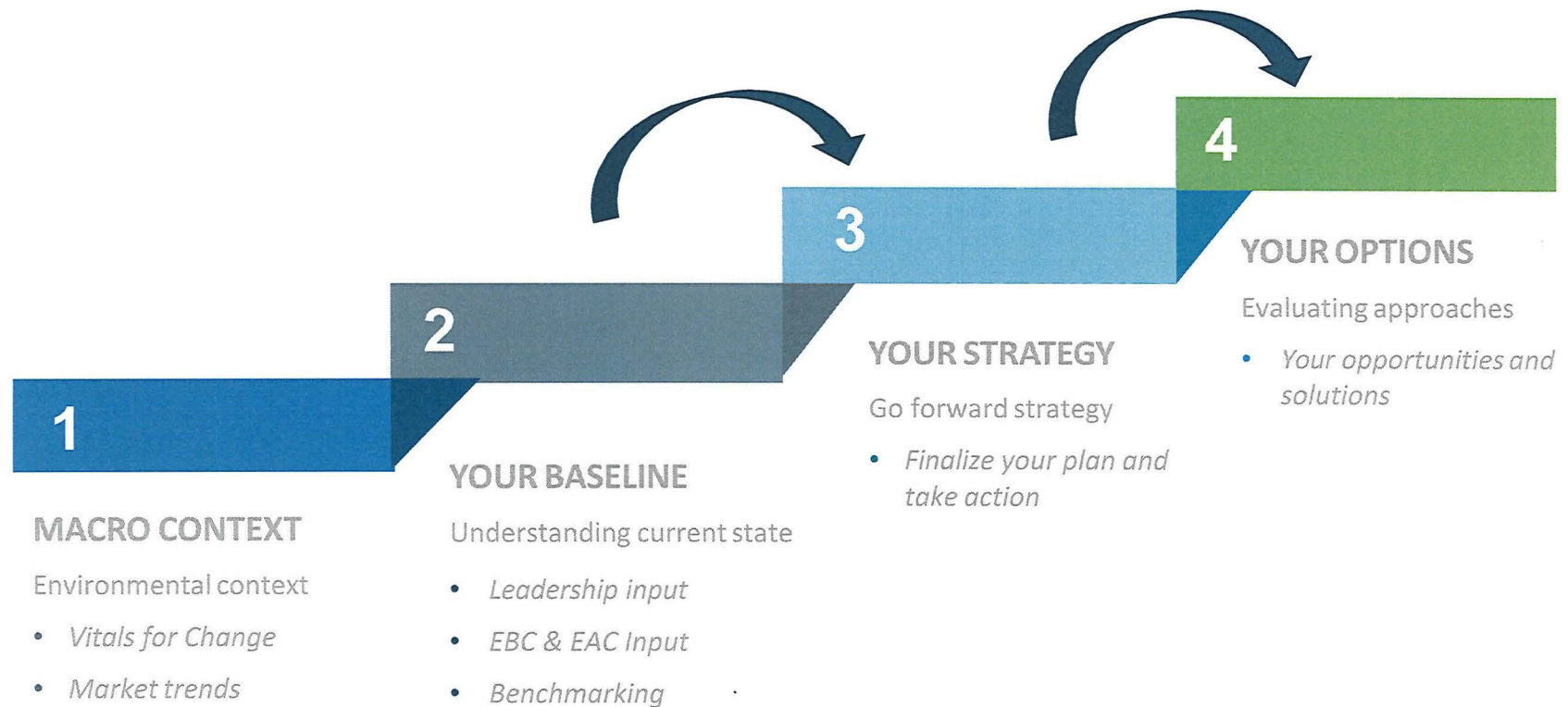
The City of Moscow

May 14, 2018

Agenda

- » Benefits Strategy
- » Timeline
- » Experience
- » Questions

Benefit Strategy Development City of Moscow



Benefit Strategy Development

City of Moscow

BUSINESS PRIORITIES

- Affordable Benefits for all employees, including their dependents
- Employee Choice/Accountability
- Ensure healthcare/benefits strategy and solutions are relevant to the employees
- Offer competitive benefits, comparable or better programs
- Promote Well-being – Ongoing cultural change
- Managed Cost/Budget
- Secure “best in class” services and benefits administration solutions
- Achieve the Triple Aim:
 - Improve the health of the City of Moscow’s employee population
 - Improve the overall patient experience
 - Improve the sustainability of healthcare program

COST PRIORITIES

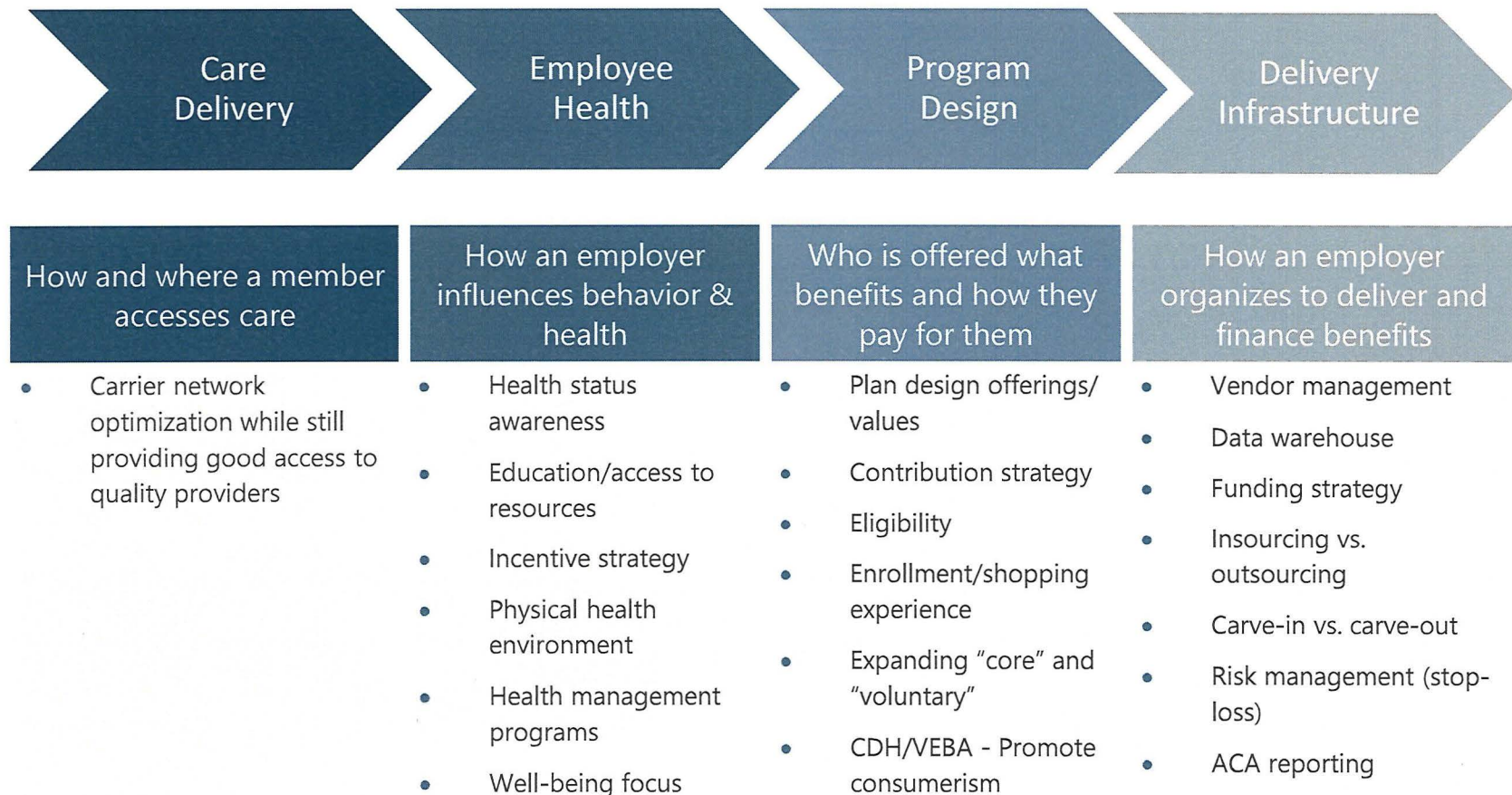
- Keep health care spending below a determined threshold
- Maximize options, but minimize cost pass through to all employees
- Develop and expand upon a Value-Based Care Model
- Ongoing evaluation of innovative cost containment strategies management opportunities.

EMPLOYEE PRIORITIES

- Maximize employee benefit choice
- Empower employee benefit accountability
- Offer programs to support employee health improvement
- Access to consumer driven engagement tools, well-being resources, and incentives



Benefit Strategy Development City of Moscow



Self-Funded



Employer assumes all or a portion of the risk for health benefits



Administrative options available to employers choosing self-funding:

- Administrative Services Only (ASO)

- Third Party Administration (TPA)

- Self-administrator

Self-Funded Terms

Administrative Fee:

Fee charged for claims adjudication, billing, eligibility, customer service, plan document maintenance, access fees and managed care fees.

Expected Claim:

Total claims the underwriter expects you to have in one policy year; actuarially determined from your past claims experience.

Self-Funded Terms

Specific Stop Loss Insurance:

Purchased to protect you when eligible claims during the policy year on any one individual exceed the specific liability limit.

When this does occur, you are reimbursed by the insurance company.

Aggregate Stop Loss Insurance:

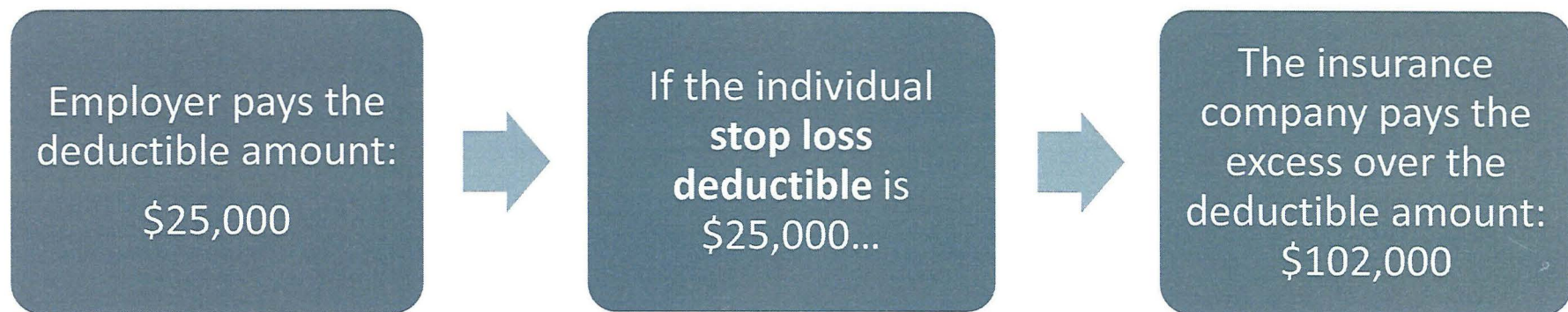
Protects you from eligible claims for the entire group that exceed the annual aggregate liability limit

This is 125 percent above your expected claims level

- Claims that exceed this level are reimbursed by Stop Loss carrier
- 125 percent = Aggregate Attachment Factor; percentage can vary, but 125 percent is most common

Individual & Aggregate Stop Loss

Example of how a \$127,000 claim would be handled:



*The amount funded but not reimbursed (\$25,000 in this example) will apply toward the **annual aggregate deductible**.*

Is the Employer ready for self-funding?

- Risk Tolerance
- How has the plan run historically – claims experience?
- Employer's workforce – stable, turnover?
- Rate and plan design history?
- Employer philosophy towards providing benefits? "I have to offer a plan to stay competitive, or I want to offer a plan to take care of my employees", both?
- Does the employer have a short-term perspective (dipping their toe in the water), or does the employer understand self-funding with a long term-term focus?
- What is the employer's philosophy towards promoting wellness – in and out of the workplace?

Pros & Cons to Self Funding:

PROS



Cash Flow

Under the current fully insured arrangement, there are monthly premium payments. If the plan is self-funded, the City holds reserves.



Plan Design Flexibility & Control

Ability to make changes within the plan design to better fit the City's goals.



Cost Efficiencies

With the monthly claims reconciliation and the competitive administrative fee, there does not appear to be undue profit in the current arrangement



Not Subject To Most State-Mandated Benefits

Less of an advantage in Idaho due to minimal state-mandated benefits that apply to fully-insured plans, but not to self-funded plans (ERISA pre-emption).



Employer Holds Reserves – ROI

The City holds the reserves under a self-funded arrangement.



Expanded Availability Of Reporting

Need to understand from reserves the level of access to data and reporting capabilities under the current insured arrangement vs. a self-funded arrangement

PROS



Eliminate State Premium Taxes & Assessments

Estimated plan savings of 1.5% for removal of ACA insured carrier fees and state premium tax



Minimal Impact On Plan Participants

A conversion to self-funding would be seamless to plan participants



Stable Workforce-more Predictable Claims

The City's workforce is generally stable, reducing the claims fluctuation risk under self-funding



Flexibility In Choice Of Carriers/Vendors – “Best Of Best” Choice In Partners For All Programs Or Solutions

- Option to partner with carrier(s) or Third-Party Administrator(s) Option to outsource reinsurance
- Option to determine most appropriate networks or direct contract arrangements
- Option to choose most appropriate Prescription Benefit Manager
- Potential to outsource care management solutions
- Potential to integrate with wellness vendors

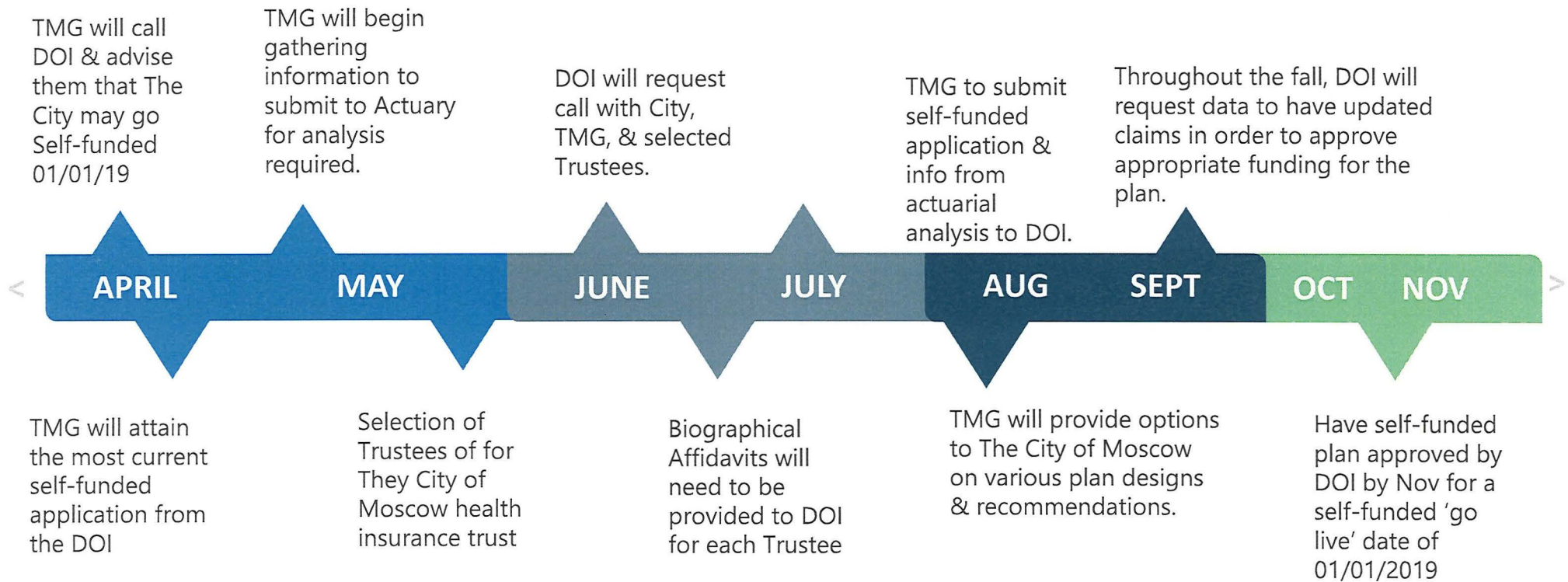
Pros & Cons to Self Funding:

CONS

- **Claims Fluctuations**
The City is considered small so the claims fluctuation is a risk. This will be managed through the reserve policy. Claims will vary on a monthly basis.
- **Potential Financial Risk**
See above.
- **More involvement Required by City's Human Resource and Finance Staff**
Some increased requirements, but a conversion to self-funding can be managed with current staff
- **HIPAA Compliance Responsibility**
Current plan is HIPAA compliant, this requirement will need to be maintained.
- **Legal and Fiduciary Responsibility**
Increased legal and fiduciary responsibility when an employer goes self-funded.

Benefit Strategy Development

City of Moscow



City of Moscow

Aug 2017 – Mar 2018 - Paid

Membership

	Current	Prior	Change
Membership	Aug '17 - Mar '18	Aug '16 - Mar '17	% Inc./(Dec)
Total Employee Months	1,178	1,187	-0.76%
Avg. Enrollment Per Month	147	148	-0.76%

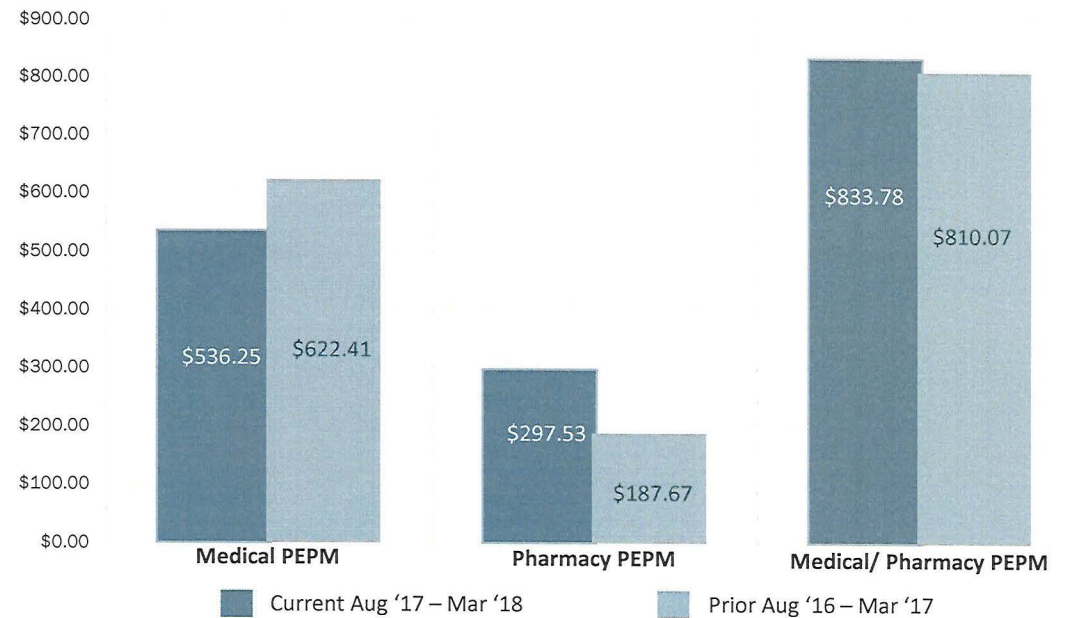
Claims Experience

	Current	Prior	Change
Claims Expense	Aug '17 - Mar '18	Aug '16 - Mar '17	% Inc./(Dec)
Medical Claims	\$631,703.65	\$738,797.79	-14.50%
Medical PEPM	\$536.25	\$622.41	-13.84%
Pharmacy Claims	\$350,490.60	\$222,759.17	57.34%
Pharmacy PEPM	\$297.53	\$187.67	58.54%
Total Medical/Pharmacy Claims	\$982,194.25	\$961,556.96	2.15%
Medical/ Pharmacy PEPM	\$833.78	\$810.07	2.93%
Total Claims Plan Year	\$982,194.25	\$961,556.96	2.15%

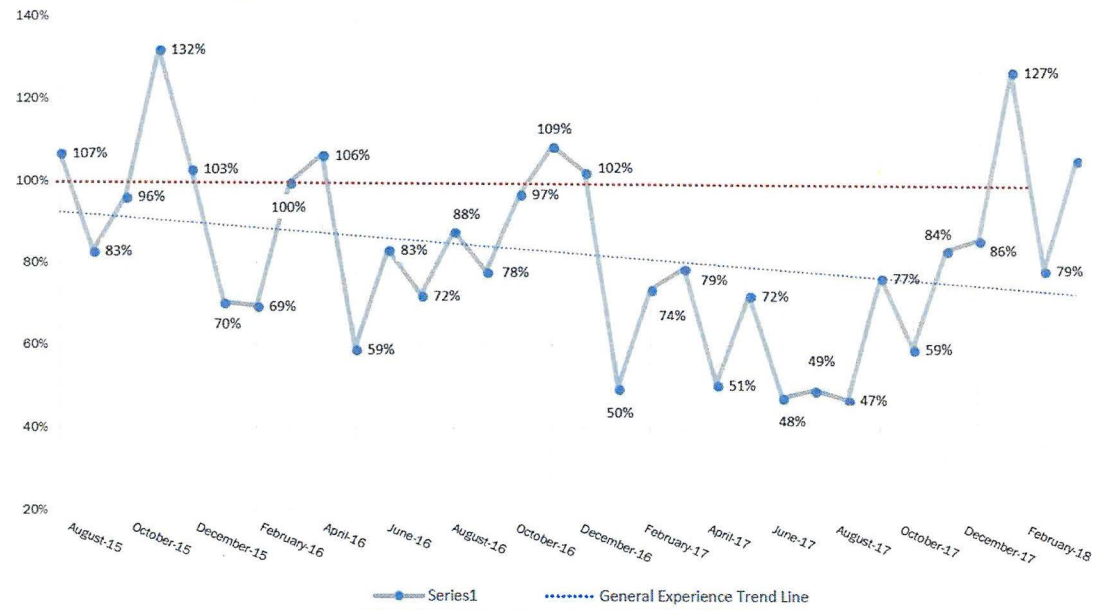
Premium vs. Paid Claims

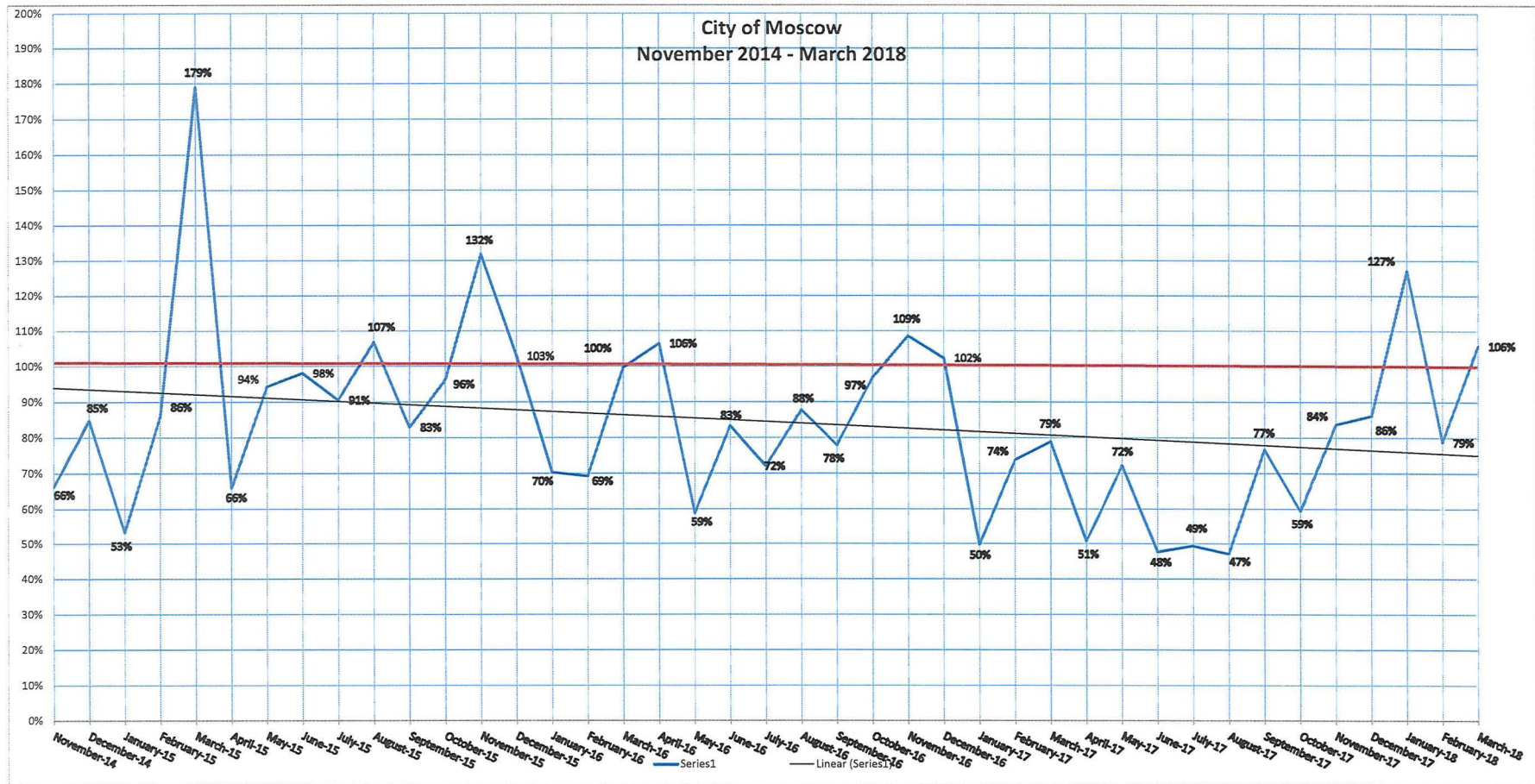
	Current	Prior	Change
Loss Ratio	Aug '17 - Mar '18	Aug '16 - Mar '17	% Inc./(Dec)
YTD Paid Premium	\$1,186,337.00	\$1,136,952.80	4.34%
YTD Total Paid Claims	\$982,194.25	\$961,556.96	2.15%
Loss Ratio	82.79%	84.57%	-2.11%
Loss Ratio	Aug '17 - Mar '18	Aug '16 - Mar '17	% Inc./(Dec)
Dental	63.47%	71.30%	-10.98%
Vision	61.46%	30.02%	104.73%

PEPM Claims Costs



Loss Ratio Aug. 2015 – March 2018





THE MURRAY GROUP



Protecting what matters most

Questions...



THE MURRAY GROUP
MURRAYGR.COM



Use Table Ordinance

ADMINISTRATIVE COMMITTEE

MAY 14, 2018



Chapter 1 – General Provisions

Sec 1-1: Title

Sec 1-2: Authority

Sec 1-3: Purpose

Sec 1-4: Adoption of Comprehensive Plan

Sec 1-5: Scope of Zoning Code

Sec 1-6: Definitions (moved from Section 11-9 and most commercial uses converted to NAICS definitions)

Sec 1-7: Nonconformities

Chapter 2 – Zoning Districts (replaced Residential Zoning Districts)

Sec 2-1 - Establishment of Zoning Districts (moved from Section 1-5)

Sec 2-2 - Adoption of Moscow Zoning Map (moved from Section 1-6)

Sec 2-3 - Rules for Determination of Zoning Districts (moved from
Section 11-6)

Sec 2-4 - District Purposes (only includes purpose statements)

- A. Agriculture/Forestry (AF) District
- B. Farm, Ranch, and Outdoor Recreation (FR) District
- C. Suburban Residential (SR) District
- D. Low Density, Single Family Residential (R-1) District
- E. Moderate Density, Single Family Residential (R-2) District
- F. Medium Density Residential (R-3) District
- G. Multiple Family Residential (R-4) District

Chapter 2 – Zoning Districts (replaced Residential Zoning Districts)

- H. Residential Office (RO) District (moved from Section 3-2)
 - I. Neighborhood Business (NB) District (moved from Section 3-3)
 - J. Research, Technology and Office (RTO) District (moved from
Section 3-4)
 - K. Central Business (CB) District (moved from Section 3-5)
 - L. General Business (GB) District (moved from Section 3-6)
 - M. Motor Business (MB) District (moved from Section 3-7)
 - N. Industrial (I) District (moved from Section 3-8)
 - O. Urban Mixed Commercial (UMC) District (moved from Section
3-9)
 - P. University (U) District (moved from Section 4-1)
- Sec 2-5** – Overlay and Specific Plan Districts
- A. General Provisions
 - B. Legacy Crossing Overlay (LCO) District (moved from Section 4-1)

100

Sec 3-4 - Land Use Table (new table with all listed uses)

[illegible]

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Agricultural Uses																	
Agriculture, Animal Production	112	P/C ¹⁸	C ⁵														P
Agriculture, Crop Production	111	P															P
Animals and Fowl (as permitted by City Code Title 10)		PA	PA	PA	PA	PA	PA	PA	PA								
Animal Slaughtering and Processing	31161	C													P		P
Gardens (Market and Community) no on-site retail sales ¹		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
With on-site retail sales ¹		P	P	C	C	C	C	C	P	P		P	P	P	P	P	P
Sawmills	321113	C													C		
Amusement and Recreation Facilities																	
Archery/Shooting Ranges (indoor only)	713990											P	P	P	P	P	P
Bowling Centers	713950											P	P	P		P	P
Dance Halls	713990											P	P	P		P	P
Fitness Centers	713940									P		P	P	P		P	P
Golf Courses and Country Clubs	713910	C	C	C	C	C	C	C	C								P
Miniature Golf Facilities	713990											P	P	P		P	P
Movie Theaters	512131											P	P	P		P	P
Riding Stables	713990	C										P	P	P	P	P	P
Stadiums and Sports Arenas (Ice/Roller Rinks, Gymnasiums, Ballfields)	713940						C	C				P	P	P		P	P
Animal-Related Business																	
Veterinary Services	541940	C	C						P	P			P	P	P		
Pet Care Services ¹	812910	C	C							P ¹⁰				P	P		
Financial, Technology, and Professional Services																	
Agencies, Brokerages and Other Insurance Related Activities	5242							P ⁶	P	P	P	P	P	P		P	
Broadcasting Studios	515										P	P	P	P		P	
Business, Professional, Political, Social Advocacy, Grantmaking, and Similar Organizations	8132/8133/ 8139							P ⁶	P	P	P	P	P	P		P	
Commercial Banking, Credit Unions, and Savings Institutions	522110/120/ 130											P	P	P			
Construction Contractor Services	238											P	P	P	P	P	
Data Processing, Hosting, and Related Services	518								P	P	P	P	P	P	P	P	P
Professional, Scientific, and Technical Services	541							P ⁶	P	P	P ¹¹	P ¹¹	P	P	P	P ¹¹	P
Publishing Industries (except Internet)	511										P	P	P	P	P	P	P
Real Estate Services	531							P ⁶	P	P	P	P	P	P		P	
Securities, Commodity Contracts, and Other Financial Investments	523							P ⁶	P	P	P	P	P	P		P	
Software Publishers	5112							P ⁶	P	P	P	P	P	P	P	P	
Food and Beverage Service																	
Coffee/Esspresso Stand										P		C	C	P		C	P
Drinking Places (Alcoholic Beverages)	722410											P	P	P		P	P
Restaurants	72251								P ⁹	P		P	P	P		P	P

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Manufacturing																	
Beverage Manufacturing	3121									C		P	P	P	P	P	
Manufacturing, Heavy															C		
Manufacturing, Light													C	P	P	C	
Aerospace Product and Parts Manufacturing	3364										P		C	P	P	C	
Computer and Electronic Product Manufacturing	334										P		C	P	P	C	
Electrical Equipment, Appliance, and Component Manufacturing	335										P		C	P	P	C	
Medical Equipment and Supplies Manufacturing	3391										P		C	P	P	C	
Pharmaceutical and Medicine Manufacturing	3254										P		C	P	P	C	
Public/Institutional Uses																	
Antenna Towers (new)		C	C	C	C	C	C	C	C	C		C	C	C	C	C	C
Co-Location ¹⁴		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
Cemeteries	812220	C	C	C	C	C	C	C	C					C			
Child Day Care Services ¹																	P
Family, 5 or fewer children		PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	P	
Group, 6 to 12 children		P	P	P	P	P	P	P	P	P	C	C	C	C	C	P	
Small, 13 to 20 children		C	C	C	C	C	P	P	P	P	C	C	C	C	C	P	
Large, 21 or more children		C	C	C	C	C	C	C	C	P	C	C	C	C	C	C	
Civic and Social Organizations	813410											P	P	P		C	P
Community/Neighborhood Center		C	C	C	C	C	C	C	P	P		P	P	P			P
Correctional Institutions	922140													C	C		
Educational Services ¹	611	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C	C	C	C ¹⁶	C	C	C	C	C	P
Fairgrounds		C	C	C	C	C	C	C	C					C			
Funeral Homes and Funeral Services	81221							C	C	P		C	P	P			
Government Office Buildings		C	C	C	C	C	C	C	C	P		P	P	P	P	P	P
Health Care Services (Ambulatory) (excluding 624410)	621								P	P	P ⁸	P	P	P	P	P	P
Hospitals	622											C	P	C			P
Museums and Art Galleries	712110							C	C	P		P	P	P		P	P
Nursing and Residential Care Facilities	623			C	C	C	C	C	C				P	P			
Public Parks & Recreational Facilities (operated by local government) ⁷		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public Service and Utility Facilities		C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	P
Religious Facilities	813110	C	C	C	C	C	C	C	C	P		P	P	P		C	P
Telecommunications Services ¹	517							P ⁸	P	P	P	P	P	P	P	P	
Retail and Personal Services																	
Consumer Goods Rental	5322									P		P	P	P	P	P	P
Laundries and Drycleaners	812310/ 812320									P		P	P	P	P	P	P
Personal Care Services	8121								P	P		P	P	P	P	P	P
Retail Sales (excluding 4411, 444, 447, & 453930)	44-45								PA	P	PA	P	P	P	P	P	P
Large Retail Establishment ¹														P	P		

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Storage Services																	
Self-Storage Facilities	531130	C	C											C	P		
Warehousing and Storage	493										PA ¹²			C	P		
Wholesale Uses	423										PA ¹²			C	P		
Temporary Uses¹												P	P	P	P	P	
Vehicles and Equipment																	
Automobile and RV Dealers	4411											C	C	P	P		
Automotive Repair and Maintenance	8111											C	C	P	P		
Building Material Sales & Garden Equipment/Supplies	444													P	P		
Commercial and Industrial Machinery and Equipment Repair and Maintenance	811310														P		
Electronic and Precision Equipment Repair and Maintenance	8112								P	P		P	P	P	P		
Gasoline Stations	447											C	C	P	P		
Heavy Equipment Sales (manufactured home dealers, farm and garden equipment)	453930													C	P		
423820																	
Parking Lots and Garages	812930	PA	PA	PA	PA	PA	PA	PA	P	P	PA	P	P	P	P	P	P
Personal and Household Goods Repair and Maintenance	8114									P		P	P	P	P	P	
Railroad Yards and General Freight Trucking	488210/4841														P		
Rental and Leasing Services (excluding 5322)	532											C	C	P	P		
Scrap Yards/Material Recycling	423930														C		
Visitor Accommodations																	
Bed and Breakfast Inns		P	P	C	C	C	C	P	P	P		P	P	P		P	
Hotels and Motels	721110											P	P	P		P	P
RV Parks and Campgrounds	721211	C	C					C					P	P	P		P
USE ELEMENTS & EXCEEDANCES TO BULK & DIMENSIONAL REQUIREMENTS		AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Drive-Through Facilities ¹												P/C ¹³	C	P		C	
Exceedance of maximum building height (for permitted non-residential uses)		C	C	C	C	C	C	C	C	C	C	C	C			C ¹⁷	

NOTES

¹ Subject to Specific Use Standards within Section 4-3-4 of this Zoning Code

² Only one principal dwelling permitted per building lot in AF, FR, SR, R-1, and R-2 Zones

³ Residential dwellings located on ground floor on secondary street frontages require a Conditional Use Permit in CB and UMC Zone

⁴ One dwelling unit per lot is allowed where accessory to a permitted principal use

⁵ Feedlots must be on at least 20 acres of land and associated buildings must be set back at least 500 ft from the nearest property line

⁶ Use shall not exceed 2,000 sq ft of office space

⁷ Including all public facilities operated by local government (including but not limited to parks, recreational facilities, and recycling centers)

⁸ Excluding Outpatient Care Centers, Home Health Care Services, and Other Ambulatory Health Care Services (NAICS 6214, 6216, and 6219)

⁹ Restaurants shall not exceed 1,500 sq ft in the RO Zone

¹⁰ Indoor kennels only

¹¹ Excluding Veterinary Services

¹² Indoor storage only

¹³ Drive-up windows permitted for financial institutions only, Conditional Use Permit is required for drive-up windows associated with all other uses in the CB Zone

¹⁴ Antenna shall not extend more than 18 ft above, and shall not project more than 8 ft horizontally away from the existing tower or support structure

¹⁵ Or 600 sq ft per dwelling unit in R-3 and R-4 Zones

¹⁶ Business Schools and Computer and Management Training, and Technical and Trade Schools only, as defined by NAICS code number 6114 and 6115, and excluding aviation and flight training instruction schools, modeling schools, nursing schools, cosmetology schools, and truck driving schools

¹⁷ Residential or commercial uses may obtain a Conditional Use Permit for exceedance of the maximum building height in the UMC Zone

¹⁸ Feedlots with up to 20 animals are permitted by right. Feedlots between 20 and 200 animals require a Conditional Use Permit

¹⁹ Elementary Schools, Secondary Schools, and Other Schools and Instruction only, as defined by NAICS code number 6111 and 6116

Chapter 3 – Permitted Land Uses

Sec 3-5 - Specific Use Standards (moved from Chapter 12)

- A. Accessory Dwelling Units (moved from Section 12-7)
- B. Accessory Home Occupations (moved from Section 12-1)
- C. Child Care Facilities (moved from Section 12-2)
- D. Drive-Through Facilities (new standards have been developed)
- E. Educational Services (Elementary and Secondary Schools) (was previously removed from Section 6-5 last year with the Off-Street Parking Standards Ordinance and is being re-inserted here)
- F. Gardens; Market, Community and Accessory (moved from Section 12-6)
- G. Large Retail Establishments (moved from Section 12-3)
- H. Telecommunications Facilities (moved from Section 12-4)
- I. Temporary Uses (moved from Section 12-8)
- J. Townhouses (moved from Section 12-5)

Chapter 3 – Permitted Land Uses

Sec 3-6 - Limitations on Uses Table (each Zoning District previously had limitations on uses listed within each section, which have now been consolidated into one table for all zones)

Sec 3-6 Performance Standards (moved from Sec 6-7)

LIMITATIONS ON USES

	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
All uses other than dwellings:															
No more than 35% of lot area shall be covered by buildings			X	X	X	X									
Off-street parking shall not be located in required front or street side yards			X	X	X	X									
Type-A landscape buffer shall be provided along any property line abutting property zoned SR, R-1, R-2, or R-3			X	X	X	X									
All uses shall be conducted wholly and entirely within enclosed buildings, except:								X	X			X			
Building material yards												X			
Car washes												X			
Drive-in theaters, miniature golf courses, commercial amusement parks and similar uses												X			
Gasoline service stations												X			
Kennels												X			
Landscape supply yards												X			
Market Garden, Community Garden, Accessory Garden								X	X			X			
Movable displays incidental to the major usage, except that such displays shall be confined to privately owned property												X			
Outdoor advertising structures												X			
Outdoor dining areas for restaurants								X	X			X			
Outdoor play areas necessary for schools or daycares								X	X						
Parking and loading areas								X	X			X			
Public utility installations												X			
Sales display areas for automobiles, mobile homes, trailers, boats and heavy duty equipment												X			
Temporary uses, as permitted by this Code												X			
All products made incident to a permitted use which are manufactured, fabricated, processed or treated on the premises shall be sold primarily on the premises	X									X	X				
Uses, buildings and structures that utilize electricity and/or water and are accessory to a single family or duplex residence shall be serviced by the same electrical and/or water meter as the single family or duplex residence. The Zoning Administrator may allow separate meters in the event that the distance between the principal use and the accessory use is determined to be exceptionally long.	X	X	X	X	X	X									

	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Off-street parking areas associated with a principal structure on a lot shall be located behind or to the side of the principal structure that it serves. No off-street parking shall be located between the principal structures and the adjacent principal public street or pedestrian walkway.														X	
Operations conducted on the premises shall not constitute a nuisance beyond the property lines by reason of smoke, fumes, odor, steam, gasses, vibration, noise, hazards, or other causes									X	X	X			X	
Gasoline stations: pump islands shall not be closer than fifteen feet (15') to any street, property line, or public right-of-way												X	X		
Accessory buildings customarily incident to any of the permitted uses shall be located on the same site with the principal building												X	X		
Accessory structures encroaching into the minimum rear yard setback shall not occupy more than fifty percent (50%) of the area of the required rear yard for the parcel	X	X	X	X	X	X	X	X	X						
Uses specifically not permitted:															
Uses involving the use of machinery out of doors that generate significant noise, dust or odors									X						

Chapter 4 – Bulk and Placement Regulations (replaced Special Zoning Districts)

Sec 4-1 - Introduction (new section which explains bulk and placement regulations)

Sec 4-2 - Bulk and Placement Regulations Table (each Zoning District previously had lot area, lot width, setbacks, open space, and building height requirements listed within each section, which have now been consolidated into one table for all zones)

BULK & PLACEMENT REGULATIONS TABLE

	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RT0	CB	GB	MB	I	UMC	U
Minimum Lot Requirements																
Minimum lot area (expressed in square feet unless otherwise noted, no minimum lot area for non-residential uses)																
Single family detached	40 acres ¹³	3 acres	1 acre	9,600	7,000	6,000	5,000 ¹	5,000 ¹	5,000 ¹	-				-		
Twinhome	-	-	-	-	-	3,250	2,250	2,250	2,250	-				-		
Townhouse	-	-	-	-	-	2,000 ²	1,800	1,800	1,800	-				-		
Two family dwelling	-	-	-	-	-	7,000	5,000 ¹	5,000 ¹	5,000 ¹	-				-		
Multiple family dwelling	-	-	-	-	-	-	5,000 ¹	5,000 ¹	5,000 ¹	-				-		
Minimum lot width (in feet, no minimum lot width for non-residential uses)																
Single family detached	150	125	100	80 ³	60 ³	60 ³	50	50	50	-				-		
Twinhome	-	-	-	-	-	30	25	25	25	-				-		
Townhouse	-	-	-	-	-	20	18	18	18	-				-		
Two family dwelling	-	-	-	-	-	60 ³	50	50	50	-				-		
Multiple family dwelling	-	-	-	-	-	-	50	50	50	-				-		
Minimum Setbacks³ (in feet)																
Front ¹⁰	30	25	25	25	20	15	15	10	20	25			10	10		
Rear	35	30	30	20	20	20	20	20	20	20 ⁴						
Side Yard Minimum	35	20	20	5	5	5	5 ^{5/6}	5 ^{5/6}	10	20 ⁴						
Side Yard Combined Minimum				15	15 ⁵	15 ⁵	15 ^{5/6}	15 ^{5/6}								
Street Side	20	17	17	17	15	13	13	10	10	20			10			
Exceptions to Minimum Setbacks Listed Above																
Twinhome and Townhouse Exterior Side Setback	-	-	-	-	-	8	8	8	8	-						
Garage Door Front Setback (when door faces said street)	20	40	40	25	20	20	20	20	20	25						
Garage Door Street-Side Setback (when door faces said street)	20	20	20	20	20	20	20	20	20	20						
Accessory Structure Side & Rear Setback (detached, 200 sq ft or less) ¹¹	0	0	0	0	0	0	0	0	0	0						
Accessory Structure Rear Setback (detached, greater than 200 sq ft) ¹²	5	5	5	5	5	5	5	5	5	5						
Common Open Space (minimum 400 square feet per lot or as required below, whichever is greater, residential uses only)																
							75/du	75/du	75/du			75/du	75/du			

	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Maximum Building Height⁸ (in feet)																
Principal Structure	35	35	35	35	35	35	40	40	40	65	65	65			65	
Accessory Structure (detached, GREATER than 200 sq ft, and encroaching into required rear yard setback for the parcel)																
Building Height	35	35	35	35	35	35	40	40	40	65	65	65				
Wall Height ⁷	14	14	14	14	14	14	14	14	14	14	-	-				
Accessory Structure (detached, 200 sq ft OR LESS, and encroaching into principal structure side or rear yard setbacks)																
Building Height	12	12	12	12	12	12	12	12	12	12	-	-				
Notes																
where space is blank there is no minimum/maximum requirement, " - " = not applicable, use not permitted in that zone																
du = dwelling unit																
¹ Or 800 square feet per dwelling, whichever is greater																
² Average net density of a townhouse development shall not be more than fourteen and one-half (14.5) units per acre																
³ Minimum lot width for lots that have rear alley access is reduced by 10 feet																
⁴ Or equal to the height of the building, whichever is greater, when adjacent to R-1, R-2, R-3, or R-4 Zones																
⁵ Side yard combined minimum of 15 feet only applies to lots 55 feet or more in width																
⁶ Minimum side yard setback for multiple family developments on lots greater than 20,000 square feet shall be no less than 10 feet																
⁷ Dormers may be allowed to exceed 14 feet provided they do not occupy more than fifty percent (50%) of the length of the wall, each wall measured separately																
⁸ Building height is defined in Section 4-1-6 of this Code. For exceptions to maximum building height regulations refer to Section 4-3-3 and Section 4-5-3 of this Code.																
⁹ Minimum setbacks as specified on this table are for building walls. For permitted projections into minimum setback areas, refer to Section 4-5-4(C) of this Code																
¹⁰ Where established front setbacks are less than the minimum required for such Zone, refer to Section 4-5-4(E) of this Code for an alternate front setback requirement																
¹¹ Roof drainage must be contained on-site																
¹² The accessory structure shall not occupy more than fifty percent (50%) of the area of the required rear yard for the parcel																
¹³ Exception to minimum forty (40) acre lot size: No more than one (1) parcel of land less than forty (40) acres may be divided from an existing parcel of forty (40) acres or more in the AF zoning district (a 1/4-1/4 section or full Government Lot shall be treated as a forty (40) acre parcel for the purposes of this Zoning Code). The small parcel shall be at least one (1) acre in area and must be registered with the Office of the Latah County Clerk and the City Community Development Department. Such exceptions must be reviewed and approved by the Council and the Board of Latah County Commissioners.																

Chapter 4 – Bulk and Placement Regulations

Sec 4-3 - Exceptions to Height Regulations (moved from Sec 6-2)

Sec 4-4 - Setbacks (some portions moved from Sec 6-11)

A. Definition

B. Setbacks Measurement

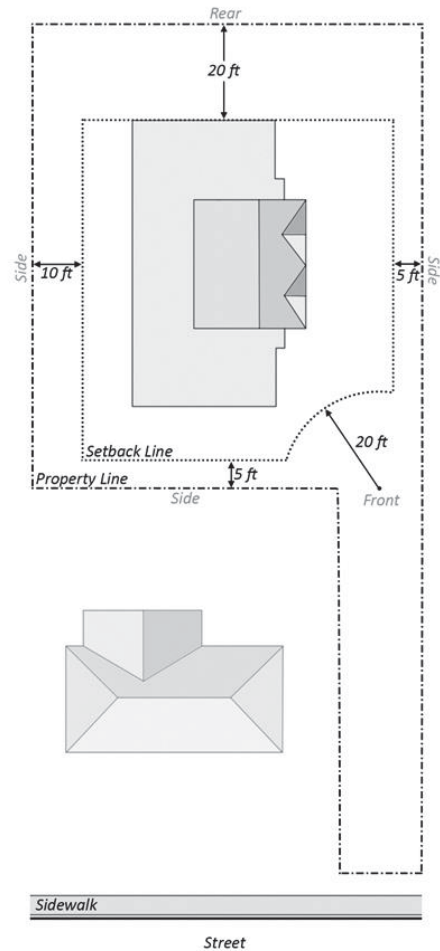
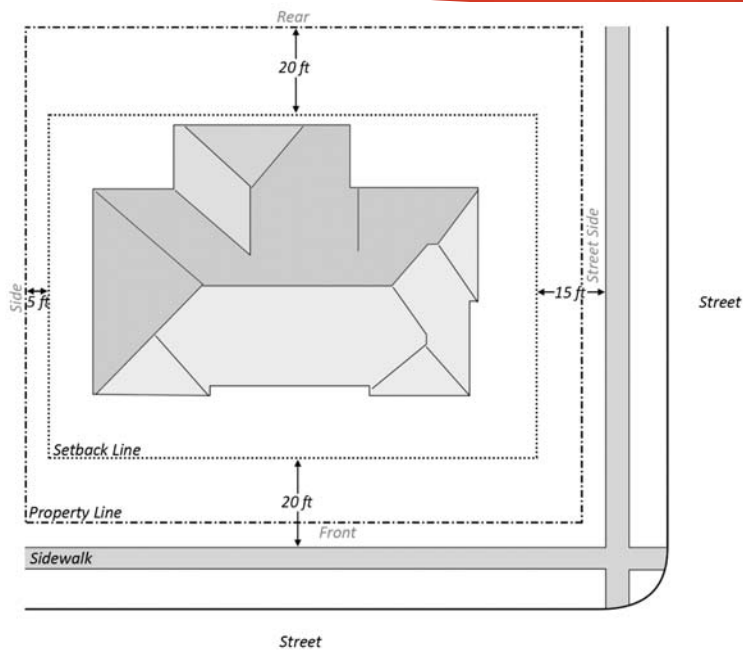
C. Permitted Projections into Required Setbacks
(moved from Sec 6-11)

D. Exceptions to Required Setbacks

E. Alternate Front Setback Requirement (moved from Sec 6-10)

F. Setbacks for Flag Lots

Sec 4-5 - Access to Lots and Buildings (moved from Sec 6-3)



Chapter 6 -Supplementary Regulations

Sec 6-1 - Accessory Building Setbacks

~~Sec 6-2 - Exceptions to Height Regulations~~ (moved to Section 4-3)

~~Sec 6-3 - Access to Lots and Buildings~~ (moved to Section 4-5)

~~Sec 6-4 - Curb Cuts~~ (eliminated)

Sec 6-2 - Off-Street Parking Requirements (new off-street parking table to reflect all land uses within the land use table)

Sec 6-3 - Loading Requirements

~~Sec 6-7 - Performance Standards~~ (moved to Section 3-5)

RESIDENTIAL USES	Minimum Number of Automobile Parking Spaces Required ²
<i>Dwellings in Residential Zones</i>	
Single Family (up to 4 unrelated individuals)	2 per du, plus 1 per bedroom in excess of 4 bedrooms
Two Family	2 per du, plus 1 per bedroom in excess of 4 bedrooms
Twinhome	2 per dwelling unit
Townhouse	2 per dwelling unit
Single Family (up to 6 unrelated individuals)	2 per du, plus 1 per bedroom in excess of 4 bedrooms
Multiple Family (3 or more units)	Studio or one bedroom: 1.25 per du Two bedroom: 1.75 per du Three or more bedroom: 0.75 per bedroom
Mobile Home Parks	2 per mobile home
<i>Group Living</i>	
Boarding House (occupied by owner, up to 6 boarders)	2 per du, plus 1 per bedroom in excess of 4 bedrooms
Dormitories	1 per 2 occupants based upon anticipated max occupancy
Fraternity, Sorority, and Cooperative Houses	1 per 2 occupants based upon anticipated max occupancy
<i>Accessory Uses</i>	
Accessory Dwelling Unit	1 in addition to principal structure requirements
NON-RESIDENTIAL USES	Minimum Number of Automobile Parking Spaces Required ²
<i>Agricultural Uses</i>	
Agriculture, Animal Production	None Required
Agriculture, Crop Production	None Required
Animals and Fowl (as permitted by City Code Title 10)	None Required
Animal Slaughtering and Processing	None Required
Gardens (Market and Community) no on-site retail sales	None Required
With on-site retail sales	None Required
Sawmills	None Required
<i>Amusement and Recreation Facilities</i>	
Archery/Shooting Ranges (indoor only)	1.5 per firing lane
Bowling Centers	6 per lane
Dance Halls	1 per 100 sf
Fitness Centers	1 per 300 sf
Golf Courses and Country Clubs	4 per hole
Miniature Golf Facilities	4 per hole
Movie Theaters	1 per 4 seats
Riding Stables	1 per 3 stalls
Stadiums and Sports Arenas (Ice/Roller Rinks, Gymnasiums, Ballfields)	1 per 8 seats, plus 1 per 100 sf of assembly space without fixed seats ³

<i>Animal-Related Business</i>	
Veterinary Services	1 per 200 sf
Pet Care Services	1 per 400 sf
<i>Financial, Technology, and Professional Services</i>	
Agencies, Brokerages and Other Insurance Related Activities	1 per 400 sf
Broadcasting Studios	1 per 400 sf
Business, Professional, Political, Social Advocacy, Grantmaking, and Similar Organizations	1 per 400 sf
Commercial Banking, Savings Institutions, and Credit Unions	1 per 400 sf
Construction Contractor Services	1 per 400 sf of office space
Data Processing, Hosting, and Related Services	1 per 400 sf
Professional, Scientific, and Technical Services	1 per 400 sf
Publishing Industries (except Internet)	1 per 400 sf
Real Estate Services	1 per 400 sf
Securities, Commodity Contracts, and Other Financial Investments	1 per 400 sf
Software Publishers	1 per 400 sf
<i>Food and Beverage Service</i>	
Coffee/Esspresso Stand	1 per 200 sf
Drinking Places (Alcoholic Beverages)	1 per 200 sf
Restaurants	1 per 200 sf
<i>Manufacturing</i>	
Beverage Manufacturing	1 per 1,000 sf
Manufacturing, Heavy	
Manufacturing, Light	
Aerospace Product and Parts Manufacturing	
Computer and Electronic Product Manufacturing	
Electrical Equipment, Appliance, and Component Manufacturing	
Medical Equipment and Supplies Manufacturing	
Pharmaceutical and Medicine Manufacturing	
<i>Public/Institutional Uses</i>	
Antenna Towers (<i>new</i>)	1 stall per site
Co-Location	None Required
Cemeteries	None Required
Child Day Care Services	
Family, 5 or fewer children	2 per child care facility
Group, 6 to 12 children	2 per child care facility plus the loading zone requirements of Section 4-3-4. D.

<i>Small, 13 to 20 children</i>	3 per facility plus the loading zone requirements of Section 4 3-4. D.
<i>Large, 21 or more children</i>	4 per facility plus the loading zone requirements of Section 4 3-4. D.
Civic and Social Organizations	1 per 4 seats or 100 inches of bench seating, plus 1 per 100 square feet of open assembly area
Community/Neighborhood Center	1 per 4 seats or 100 inches of bench seating, plus 1 per 100 square feet of open assembly area
Correctional Institutions	1 per each 6 beds
Educational Services	Kindergarten, Elementary & Middle Schools: 2 spaces per classroom and 1 for every 8 seats in largest assembly area; High Schools: 5 spaces per classroom and 1 for every 8 seats in largest assembly area;
Fairgrounds	1 per 8 seats and 1 per 100 sf of assembly space without fixed seats
Funeral Homes and Funeral Services	1 per 75 sf used for assembly
Government Office Buildings	1 per 400 sf
Health Care Services (Ambulatory)	1 per 200 sf
Hospitals	1 per bed
Museums and Art Galleries	1 per 500 sf
Nursing and Residential Care Facilities	1 per 3 beds
Public Parks & Recreational Facilities (operated by local government)	1 per 8 seats and 1 per 100 sf of assembly space without fixed seats ³
Public Service and Utility Facilities	None Required
Religious Facilities	1 per 4 seats or 100 inches of bench seating, plus 1 per 100 square feet of open assembly area
Telecommunications Services	1 per 400 sf
Retail and Personal Services	
Consumer Goods Rental	1 per 400 sf
Laundries and Drycleaners	1 per 400 sf
Personal Care Services	1 per 400 sf
Retail Sales (excluding 4411 & 444)	1 per 400 sf; 1 per 800 sf for retail stores handling bulky merchandise (furniture, appliances, etc.)
Large Retail Establishment	
Storage Services	
Self-Storage Facilities	1 per 300 sf of sales or office area
Warehouses/Wholesale Uses	1 per 2,000 sf
Temporary Uses¹	None Required
Vehicles and Equipment	
Automobile and RV Dealers	
Automotive Repair and Maintenance	
Building Material Sales & Garden Equipment/Supplies	
Commercial and Industrial Machinery and Equipment Repair	

Electronic and Precision Equipment Repair and Maintenance	
Gas Stations	
Heavy Equipment Sales (mobile homes, farm equipment)	
Parking Lots and Garages	None Required
Personal and Household Goods Repair and Maintenance	1 per 800 sf
Railroad Yards and General Freight Trucking	1 per 2 employees on maximum work shift, but not less than 1 per 1,000 sf
Rental and Leasing Services	1 per 800 sf
Scrap Yards/Material Recycling ¹	1 per 300 sf of sales or office area
Visitor Accommodations	
Bed and Breakfast	0.5 per bedroom
Hotels and Motels	1 per sleeping room
RV Parks and Campgrounds	1 per each trailer/tent or RV space

NOTES

¹ Or applicant provide parking survey and summary to document peak on-street parking demand for the neighborhood for Zoning Administrator and/or Board of Adjustment determination that adequate parking is available.

² Exemptions to minimum off-street parking requirements in CB, UMC, and U Zones. See Section 4-6-5(E)(4)

³ Or as determined by the Zoning Administrator, in consideration of operating characteristics of the use

Chapter 6 -Supplementary Regulations

Sec 6-8. <RESERVED>

Sec 6-9. Buffer Yard Requirements

~~Sec 6-10. Alternate Front Yard Requirement~~ (moved to Section 4-4)

~~Sec 6-11. Permitted Projections into Required Yards~~ (moved to Section 4-4)

Sec 6-10. Required Garbage Dumpster Areas

Sec 6-11. Moscow Sign Code (sign code amendment to eliminate maximum sign area restrictions in certain zoning districts to accommodate larger properties)

Sec 6-12. Fences

Sec 6-13. Outdoor Lighting

Chapter 11 – Administration and Enforcement

Sec 11-1. Zoning Administrator Responsibilities

Sec 11-2. Zoning Certificates

Sec 11-3. Interpretation

Sec 11-4. Provisions of Title Declared to be Minimum Requirements

~~Sec 11-5. Authorized Uses~~ (moved to Section 3-2)

~~Sec 11-6. Rules for Determination of Zoning Districts~~ (moved to Section 2-3)

Sec 11-5. Complaints Regarding Violations

Sec 11-6. Penalties for Violations

~~Sec 11-9. Definitions~~ (moved to Section 1-6)

Chapter 12 – Specific Use Standards (moved to Section 3-4)

Sec 12-1. Accessory Home Occupations (moved to Section 3-4)

Sec 12-2. Day Care Facility Zoning Standards (moved to Section 3-4)

Sec 12-3. Large Retail Establishments (moved to Section 3-4)

Sec 12-4. Telecommunications Facilities (moved to Section 3-4)

Sec 12-5. Townhouses (moved to Section 3-4)

Sec 12-6. Market Garden, Community Garden, Accessory Garden, Including Retail Sales (moved to Section 3-4)

Sec 12-7. Accessory Dwelling Unit Standards (moved to Section 3-4)

Sec 12-8. Temporary Uses (moved to Section 3-4)

NON-RESIDENTIAL USES	NAICS 2012 Code No.	AF	FR	SR	R-1	R-2	R-3	R-4	RO	NB	RTO	CB	GB	MB	I	UMC	U
Manufacturing																	
Beverage Manufacturing	3121									C		P	P	P	P	P	
Manufacturing, Heavy															C		
Manufacturing, Light															P	P	
Aerospace Product and Parts Manufacturing	3364										P		C	P	P	C	
Computer and Electronic Product Manufacturing	334										P		C	P	P	C	
Electrical Equipment, Appliance, and Component Manufacturing	335										P		C	P	P	C	
Medical Equipment and Supplies Manufacturing	3391										P		C	P	P	C	
Pharmaceutical and Medicine Manufacturing	3254										P		C	P	P	C	
Public/Institutional Uses																	
Antenna Towers (new)		C	C	C	C	C	C	C	C	C		C	C	C	C	C	C
Co-Location ¹⁴		P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
Cemeteries	812220	C	C	C	C	C	C	C	C					C			
Child Day Care Services ¹																	P
Family, 5 or fewer children		PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	PA	P	
Group, 6 to 12 children		P	P	P	P	P	P	P	P	P	C	C	C	C	C	P	
Small, 13 to 20 children		C	C	C	C	C	P	P	P	P	C	C	C	C	C	P	
Large, 21 or more children		C	C	C	C	C	C	C	C	P	C	C	C	C	C	C	
Civic and Social Organizations	813410											P	P	P		C	P
Community/Neighborhood Center		C	C	C	C	C	C	C	P	P		P	P	P			P
Correctional Institutions	922140													C	C		
Educational Services ¹	611	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C ¹⁹	C	C	C	C ¹⁶	C	C	C	C	C	P

¹² Indoor storage only

¹³ Drive-up windows permitted for financial institutions only, Conditional Use Permit is required for drive-up windows associated with all other uses in the CB Zone

¹⁴ Antenna shall not extend more than 18 ft above, and shall not project more than 8 ft horizontally away from the existing tower or support structure

¹⁵ Or 600 sq ft per dwelling unit in R-3 and R-4 Zones

¹⁶ Business Schools and Computer and Management Training, and Technical and Trade Schools only, as defined by NAICS code number 6114 and 6115, and excluding aviation and flight training instruction schools, modeling schools, nursing schools, cosmetology schools, and truck driving schools

¹⁷ Residential or commercial uses may obtain a Conditional Use Permit for exceedance of the maximum building height in the UMC Zone

¹⁸ Feedlots with up to 20 animals are permitted by right. Feedlots between 20 and 200 animals require a Conditional Use Permit

¹⁹ Elementary Schools, Secondary Schools, and Other Schools and Instruction only, as defined by NAICS code number 6111 and 6116

611 Educational Services^T

6111 Elementary and Secondary Schools^T

[61111](#) Elementary and Secondary Schools

[611110](#) Elementary and Secondary Schools

6112 Junior Colleges^T

[61121](#) Junior Colleges^T

[611210](#) Junior Colleges

6113 Colleges, Universities, and Professional Schools^T

[61131](#) Colleges, Universities, and Professional Schools^T

[611310](#) Colleges, Universities, and Professional Schools

6114 Business Schools and Computer and Management Training^T

[61141](#) Business and Secretarial Schools^T

[611410](#) Business and Secretarial Schools

[61142](#) Computer Training^T

[611420](#) Computer Training

[61143](#) Professional and Management Development Training^T

[611430](#) Professional and Management Development Training

6115 Technical and Trade Schools^T

[61151](#) Technical and Trade Schools^T

[611511](#) Cosmetology and Barber Schools

[611512](#) Flight Training

[611513](#) Apprenticeship Training

[611519](#) Other Technical and Trade Schools

6116 Other Schools and Instruction^T

[61161](#) Fine Arts Schools^T

[611610](#) Fine Arts Schools

[61162](#) Sports and Recreation Instruction^T

[611620](#) Sports and Recreation Instruction

[61163](#) Language Schools^T

[611630](#) Language Schools

[61169](#) All Other Schools and Instruction^T

[611691](#) Exam Preparation and Tutoring

[611692](#) Automobile Driving Schools

[611699](#) All Other Miscellaneous Schools and Instruction

6117 Educational Support Services^T

[61171](#) Educational Support Services^T

[611710](#) Educational Support Services

Staff Recommendation

- ▶ The Planning and Zoning Commission conducted a public hearing on the proposed ordinance on April 11, 2018 and recommended approval of the ordinance to City Council with a slight modification
- ▶ Recommend forwarding the item for public hearing upon the proposed ordinance at the Council's upcoming May 21, 2018 meeting