

AGENDA PLANNING AND ZONING COMMISSION

Wednesday, February 8th, 2012
Council Chambers, Moscow City Hall

7:30 P.M.
206 E. Third St.

1. Call to Order
2. Approval of Minutes of January 11, 2012
3. Correspondence
4. Transportation Commission Meeting Report
5. Open Microphone: *(Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters **NOT on the Agenda nor currently pending before the Planning and Zoning Commission.** Please state your name and address for the record and limit your remarks to three minutes.)*
6. Report on Legacy Crossing Overlay and Urban Mixed Commercial Adoption Process
7. Review of Unified Code Project Process
8. Review of Potential Additional Zoning District Amendments
9. Report on City Council Joint Meeting Schedule
10. Adjournment

Future Meeting Dates and Tentatively Scheduled Items:

February 22nd, 2012

- *TBD*

March 14th, 2012

- *TBD*

March 28th, 2012

- *Public Hearing: Urban Mixed Commercial District, Legacy Crossing Overlay and Design Guidelines*

Individuals who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015, as soon as possible so that arrangements may be made.
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City of Moscow

Planning & Zoning Commission

Meeting Minutes

January 11, 2012

	Members Absent	Also in Attendance
Art Bettge, Chair		Bill Belknap, Community Development Director
Nils Peterson, Vice Chair		Mike Ray, Planner II
Joel Hamilton		Tim Brown, Council Representative
Nels Reese		Merrilie Larsen, Secretary
Deborah Reynolds		
Kurt Obermayr		
Jerry Schutz		
Jim Boland		

1. **Call to Order:** Chair Bettge called the meeting to order at 7:30 pm in Council Chambers of City Hall.

2. **Approval of Minutes of November 30, 2011:**

Schutz moved to approve the minutes as presented, Boland seconded the motion. Vote by Acclamation: Ayes: Six. Nays: None. Abstentions: Two; Reese and Reynolds. Motion carried.

3. **Correspondence:**

The updated 2012 Zoning Code Land Use Regulation Manuals were distributed to the Commission members.

Councilor Tim Brown announced that he is sitting in at this meeting for Sue Scott who is travelling in New Zealand for a month; Tim will be attending this and the next P & Z Commission meeting until her return. Councilor Brown also extended appreciation to the P & Z Commission for their effort in facilitating the 'A' Street rezone, which was recently approved by the City Council. He added that he believes that the zoning changes represent the City's needs, as well as the property owners' needs and that the project was very well prepared and presented.

4. **Transportation Commission Report:**

Hamilton stated that the Transportation Commission has not met in a while, but will meet tomorrow afternoon at 4:00 pm.

Councilor Brown added that the Transportation Commission was pleased the sidewalk plan was successfully approved by City Council. Belknap informed the Commission that the Transportation Commission and Public Works Staff have been working on this project over the last year to develop a sidewalk improvement plan, which would develop a process for identification of sidewalks in need of repair and would allow the coordination of the needed improvements between the property owner, the contractor and the City. Belknap added that there is an element in the plan regarding the replacement/repair work to downtown sidewalks that, due to the size of these sidewalks and the intense public use of these sidewalks, the City has agreed to pay 30% of the cost of the replacement/repair.

The Commission members were informed that the Mobility Task Force has researched major corridors within the City and has identified areas with missing sidewalks needing replacement. This project will be addressed separately from the sidewalk repair program. Belknap added that the Mobility Task Force has identified several areas needing attention, and several small hot spot locations. The 2012 City Council budget has added funding to the City Sidewalk Project to address these hot spot locations in 2012. The Council will monitor the remaining areas identified by the Mobility Task Force on a yearly basis, thereafter.

5. Open Microphone:

Chair Bettge read into the record David Pierce's letter of retirement from regular attendance at the City Council and Planning & Zoning Commission meetings. Chair Bettge thanked Pierce for his dedicated attendance at past meetings. Bettge then invited the citizens of Moscow to attend the P & Z Commission meetings.

6. Election of Commission Officers for 2012:

Chair Bettge called for nominations for the position of Chair. Schutz nominated Bettge to remain as Chair, Reynolds seconded the motion. Hearing no other nominations, Chair Bettge called for a vote by Acclamation: Ayes: Eight. Nays: None. Abstentions: None. Motion carried; Bettge remains Chair of the P & Z Commission for 2012.

Chair Bettge then called for nomination for Vice Chair of the Commission. Chair Bettge nominated Nils Peterson as Vice Chair, Obermayr seconded the motion. Vote by Acclamation: Ayes: Eight. Nays: None. Abstentions: None. Motion carried; Nils Peterson remains Vice Chair of the P & Z Commission for 2012.

The Commission decided that even though there was a Second Vice President last year, this position will be eliminated for the 2012 year.

7. Review of Legacy Crossing Overlay and Urban Mixed Commercial Adoption Process:

Belknap provided the presentation by reviewing the three stages of the adoption process yet to be acted upon:

- **Neighborhood Meeting**

Under City code, any property owner within 600 feet of the subject property is to receive written notification at least 14 days in advance of the meeting. Staff is proposing to provide additional notice via publication in the newspaper, posting notification on site and posting

notification on the City's website. The meeting will be held in early to middle evening to accommodate those persons with day jobs. The meeting will most likely consist of an open house format with stations for discussion of the significant elements of the project. We have reserved Council Chambers for Thursday, February 16th.

- **Planning & Zoning Commission Hearing**

City Code requires a 30-day notice prior to the hearing before the Planning & Zoning Commission. This hearing will include three components: 1) Ordinance for establishing the Urban Mixed Commercial Zoning District; 2) Ordinance establishing the Legacy Crossing Overlay Zone, which will zone the property to this designation; 3) Ordinance establishing the Overlay Zone which will designate the process of tying the City Code to the Design Guidelines being adopted by resolution; 4) Adoption of the Design Guidelines by resolution. According to the meeting notification requirements, the earliest meeting date for the P & Z Commission would be on March 28th.

- **City Council Hearing**

There is a 15-day notice prior to the hearing before City Council; therefore, the hearing would be conducted on May 7th. This meeting would also contain the same four components coming before the P & Z Commission meeting on March 28th.

Peterson suggested that the Chamber of Commerce be specifically invited to the Neighborhood Meeting.

The Commission directed Belknap to proceed with the above-noted timelines for action.

8. Status Report and Review of Unified Code Project:

Belknap stated that Staff is progressing through the City's land use and development code update, and is approximately 65% to 75% complete with the drafting of the document. There are some elements that will be ready to proceed in advance of others. Elements, such as lot line adjustments, lot division and subdivision processes, including subdivision design standards, as well as streets, utilities and drainage, which deals with access, utility easements and storm water conveyance and storm water systems, could proceed more readily through the process. Additionally, landscaping and environmental standards could also proceed more quickly. Elements, such as the neighborhood conservation districts, with the time intensiveness of inventorying existing developed areas, will demand additional time for completion. Zoning, too, will take more time to proceed through. Belknap recommended that advancement of the completed elements of the updated code could be implemented within the code structure as it currently exists. This would allow the Commission and the City Council to work on each significant element on an individual basis allowing a more thorough review. Belknap suggested to the Commission that a schedule for review of these elements be developed.

Belknap informed the Commission that the next stage of the Unified Code Project would be the creation of a Technical Advisory Committee (TAC), which could take place over the next few months and would consist of 6 to 9 members. Belknap stated that he would like to see the Committee consist of two members of the P & Z Commission, an architect that works with building and site development, a civil engineer that works with subdivision plats and site development, a representative of the real estate industry with experience in market trends, and a City Council member to act as Council liaison. This Committee would act as a subcommittee of the P & Z Commission and would, therefore, fall under the public meeting law regulations, with meetings requiring public notification for each open meeting held.

Belknap added that as components of the Unified Code Project became available, the TAC would meet for review of these components. TAC responses would be brought back before the P & Z Commission for their consideration and revision, if necessary. The component would then be moved forward through the public hearing process. Hamilton asked how inconsistencies in the existing code can be prevented during the early adoption of these separate elements. Belknap responded that some elements cannot be considered on a separate basis; however elements, such as the subdivision code are stand-alone elements that would not affect the remainder of the code with passage of an update prior to the remainder of the code.

Chair Bettge suggested that Belknap establish a timeline and immediately move forward with the formation of the TAC and the continued development of the Unified Code Project.

9. Adjournment: Hearing no further business, Chair Bettge adjourned the meeting at 8:17 pm.

Chair

Date