

**MINUTES
CITY OF MOSCOW
PUBLIC WORKS/FINANCE COMMITTEE
Monday, April 14, 2008**

The meeting was called to order at 4:37 p.m.

Attendance:

Council Members: Walter Steed, Wayne Krauss, John Weber

Staff: Gary Riedner, Randy Fife, Don Palmer, Les MacDonald, Dwight Curtis, Bill Belknap, Kevin Lilly, Roger Blanchard, Stephanie Kalasz

1. Approval of Minutes of March 24, 2008 – Laurie Lewis

The minutes were approved as presented.

2. Approval of Monthly Treasurer's Account/Disbursement Report for March 2008 – Don Palmer

Palmer gave highlights of the report. Riedner said next month a more in-depth report will be given. Krauss said he is impressed with how much money is kept locally. The Committee approved and signed the report.

3. Indian Hills 6th Development Agreement – Kevin Lilly

The Thompson Family (as Thompson Development LLC, and the Thompson Family Limited Partnership) has submitted to the City a final plat for the development of their property off the south end of Blaine Street, titled Indian Hills 6th Addition Subdivision. The City Council has approved a preliminary plat for the property. The final plat may include several phases of development. In order for the developer to move forward with the implementation of the project, a development agreement is needed to address construction of public improvements, phasing of such construction, parkland dedication, street tree contributions, and as-constructed drawings. The attached agreement covers these items. The agreement specifies that the public improvements for each phase of the Indian Hills 6th Addition plat will be constructed within nine months of the issuance of the first building permit within that phase. This time frame will allow for winter construction of structures with completion of public works improvements during the summer months.

ACTION: Recommend approval of the development agreement; or recommend denial of the development agreement; or take such other action deemed appropriate.

Lilly presented the issue as written above and displayed a map of the plat. He said a development agreement is needed to proceed with the preliminary plat. Weber confirmed that it is the standard agreement used by the City. Riedner explained the components of the agreement and why it is necessary. He said the developer is still first in line for completing the improvements. Steed said there was an area with parkland included in phase II which meets the Council condition set earlier. Belknap explained that the phase II boundary was extended farther to assist in covering costs of the improvements. He said the land will be dedicated with recording of the final plat. Krauss asked how long it would be until Phase II would be built. Belknap said it would probably be sooner rather than later but he couldn't know for sure. Riedner gave a history of the issue. There was a discussion about how soon the residents would be able to use the parkland.

The Committee will recommend approval of the agreement and that it be placed on the consent agenda.

4. Blaine Street Right-of-Way Dedication – Kevin Lilly

As mentioned above, the Thompson Family Limited Partnership submitted to the City a final plat titled the Indian Hills 6th Addition Subdivision. When the City Council approved the preliminary plat for this property, a required condition was that the Thompson Family dedicate right of way for the future extension of Blaine Street to Palouse River Drive. This dedication fulfills that condition. The total dedicated width of the right of way will be seventy feet as required by City standard and as

described in the attached Exhibit "A". Such dedications must be recognized and accepted by the City.

ACTION: Recommend acceptance of the right-of-way dedication or take such other action deemed appropriate.

Lilly presented the item as written above. He displayed a map of the proposed street right-of-way. Riedner said the government must consent to take control of the right-of-way area. There was some discussion about the configuration of the right-of-way. MacDonald said we anticipate widening Palouse River Drive in the future and this design allows for the widening. The Committee recommended acceptance and that it be placed on the consent agenda.

5. Greenacres Re-Plat Preliminary and Final Plat – Bill Belknap

On June 18, 2007, the City Council approved the Greenacres Final Subdivision Plat that would allow for a 43 unit planned unit development that includes 8 townhomes and 27 detached single family dwellings. Upon review of the construction drawings, it was identified that under the Building Code, the applicant would be required to construct fire walls on the exterior walls of the townhome units due to their close proximity (approximately 9 inches) to the exterior lot lines of the platted townhome lots. In order to avoid this additional requirement, the applicant has requested to make a relatively minor amendment to the previously approved subdivision plat that would widen Lots 1-6 of Block 2 from 26.75 feet in width to 32 feet in width and Lots 7-16 of Block 2 from 26.75 feet in width to 31 feet in width. The building locations would remain the same, but the widened lots would allow for the required five feet of separation from adjacent property lines removing the necessity for fire wall construction. The Planning and Zoning Commission conducted a public hearing on this matter on March 26th and recommended approval of the proposed re-plat and final plat. This matter has been set for public hearing before the City Council at the Council's upcoming meeting of May 5th.

ACTION: Receive report or take such other action deemed appropriate.

Belknap presented the item as written above. He discussed the proposal and said it is a little unusual. He said the change is so minor that the re-plat and final plat are going through together. He said the building locations will remain constant. Steed asked who will own the common area and was told that there will be a home-owners association and each owner will own a small part of the common area. The Committee received the report.

6. Greenacres Minor PUD Amendment – Bill Belknap

On June 15, 2007 the Planning and Zoning Commission reviewed and approved the Greenacres Final Planned Unit Development and Final Greenacres Subdivision Plat that would allow for a 43 unit planned unit development that included 8 townhomes and 27 detached single family dwellings. The applicant has requested to amend the Planned Unit Development application to replace the six townhome units that were proposed on Lots 1-6 of Block 2 with six detached single family dwellings utilizing a new floor plan which the applicant calls the Woodland. The Moscow City Code stipulates the process for what are termed minor or major PUD amendments which can be approved by the City Council upon receipt of a recommendation from the Planning and Zoning Commission without having to conduct a public hearing on the request. If the amendment is deemed to be a major PUD amendment, the amendment is processed in the same fashion as the original application. The Planning and Zoning Commission reviewed the request on March 26, 2008 and recommended approval of the amendment to the City Council.

ACTION: Recommend approval of the request; or recommend denial of the request; or take such other action deemed appropriate.

Belknap presented the issue as written above and said this relates to units on the east side of the development because the owner has determined that there is more demand for single family detached structures. He explained the difference between minor and major PUD amendments and he discussed the criteria. He displayed pictures of the proposed buildings. The visual impact has been substantially reduced. Steed asked about the square footage being 1% or less. Belknap said generally, we don't let it be increased by more than 1% but decreasing isn't usually a problem. He said staff looks at impacts to adjacent uses. Riedner said PUDs are designed to give some flexibility to the Zoning Code. Krauss said a minor deviation is generally assessed in terms of having more density. Belknap said there will be the same number of units. There may end up being less occupancy. It is a fairly minor amendment to the proposal. Krauss commented on the tandem garage.

Weber said he works for Mr. Beebe and Mr. Germer so he will recuse himself from the vote even though he isn't working on this project. Krauss and Steed recommended approval and that this be placed on the consent agenda.

7. Memorandum of Understanding between City and Developers of Windfall Hills Subdivision regarding relocation of Verizon Fiber Optic Pedestal on Mountain View Road

In order to complete Mountain View Road improvements (including a sidewalk between Sixth Street and D Street on the east side of Mountain View Road), City and the developers of Windfall Hills subdivision wish to enter into a Memorandum of Understanding (MOU) to facilitate the relocation of a Verizon fiber optic pedestal. Although the final details are pending, the MOU will likely include a provision that if developers install street and sidewalk improvements on or before September 1, 2008 and agree to fund the connection of Janson Street between Damon and the north border of the Windfall Hills subdivision, the City will financially participate in the cost of Verizon fiber optic pedestal relocation.

ACTION: Direct staff to finalize an MOU which can be presented to full City Council or give other direction as appropriate.

Riedner presented the issue as written above and gave some background information. MacDonald displayed an aerial photo of the area. The memorandum of understanding is still being drafted but will meet one of the Council goals. Riedner said the City applied for a Safe Routes to Schools grant for sidewalks along Mountain View Road which was denied. One of the goals of the City Council is to see sidewalks along Mountain View. There is a Verizon Fiber Optic Pedestal on Mountain View Road near the Windfall Hills Property. The City is able to reasonably control City right-of-way but when utilities are moved because of a developer then it is the responsibility of the developer to pay for moving the utility. Because of the requirement that Mountain View be improved, the pedestal must be moved and it will be about \$100,000.

Riedner said at this time, Mike Hoffman, who owns the Windfall Hills Property, has indicated that he would have to abandon this portion of the project because of that cost. He said as part of the MOU, Hoffman has indicated that he will connect Janson Street if the City will help with the cost of moving the pedestal when he does improvements on Mountain View. We have been working with Hoffman and his realtor but we don't have a final draft yet. There was discussion about the locations of phase I and phase II. There will be something more substantial for Council consideration on Monday. Currently, there is money set aside to improve Mountain View between White Avenue and Highway 8 but that could be moved to this end of Mountain View and additional funds can be sought for the other side of Mountain View. There is some fund balance carryover which could be reallocated for this project. He explained the benefits of this arrangement. Staff is looking for direction to proceed with this which would require the Council to allocate \$50,000 to move the pedestal. Council is also being asked to consider reallocated funds for this project. Additionally, staff is asking for approval to open the budget this spring to accommodate the changes.

Krauss said the Windfall Hills Project has been discussed for three years now. He said he would like to see Janson installed in Phase I but he understands the problem of working capital. He is in favor of this proposal.

Steed asked when Janson will be built because it should have been required initially. Riedner said the policy is that streets should be taken to the end of the development but it was not done initially in this case.. Steed asked what utilities need to be extended through Janson. MacDonald explained that it should be a water main and possibly some sanitary sewer. He said there is money in the capital budget that could be used for the project. Riedner said there is some funding that the City would need to pay anyway. Financial assurances would need to be made by Mr. Hoffman. Krauss said he wants the sidewalk built this construction season. The Committee recommended moving forward with the memorandum of understanding. Riedner said he discussed this with Mayor Chaney and Bill Lambert who supported the project. It appears to be a win-win situation. This will be on the Council agenda for Monday.

The meeting concluded at 5:35 p.m.