



NEW SAINT ANDREWS COLLEGE

405 S. MAIN STREET, P.O. BOX 9025, MOSCOW, IDAHO 83843 | P. 208.882.1566 | F. 208.882.4293 | WWW.NSA.EDU

July 3, 2013

Mr. Bill Belknap
Community Development Director
City of Moscow
221 E. 2nd Street
Moscow, ID 83843

Dear Bill:

I'm writing pursuant to our February and March discussion about the use of three parcels of land located along the west side of Jackson Street between Third and Sixth Streets. Per our subsequent conversations and your suggestion, the College asks that one of the existing parking lots (505 S. Jackson Street) be made ancillary to our already approved Conditional Use Permit (CUP) at 403 & 405 S. Main Street.

Attached please find the requisite *Application for Conditional and Special Use Permits*. I'm submitting it in the context of the College's plans for the other properties (421 S. Jackson and 525 S. Jackson) which we have under lease as well.

First I should note, the College has been and continues to be in full compliance with our May 27, 2008 CUP. We have entered into an agreement to lease the aforementioned properties to improve our parking system and benefit the community.

- As the permit application describes, we would use the existing parking lot at 505 S. Jackson for the College's employees and student customers from 8 AM to 5 PM, Monday through Friday during academic year. The 30 parking spaces would be free for public use after hours, on weekends and during school breaks.
- The 26-space parking lot on the corner of Jackson and Sixth Streets (525 S. Jackson) will be open to the public for a fee during the academic year and free during the Summer months.
- Our plan for the parcel where the Mary Jane's temporary building once stood (421 S. Jackson), immediately to the south of the Christian Life Center building, is a bike parking venue accessible from Jackson Street and 12 temporary parking spaces accessible from the alley. The parking spaces would be managed similarly to the corner lot, open to the public for a fee. Given the temporary nature of the College's use of this parcel, we ask that the City waive the associated change-of-use and parking lot requirements and fees.

Thank you for your time and attention to our application. I look forward to working with you through the process of:

- 1) Attaching the parking lot at 505 S. Jackson Street to the College's CUP to address the city's requirement that the College supply parking for its employees and student customers;
- 2) Establishing managed parking spaces open to the public for a fee; and,
- 3) Creating space for and bicycle parking in downtown Moscow.

You can reach me at the College by calling (208) 882-1566 or emailing me at bobh@nsa.edu.

Kind regards,

A handwritten signature in blue ink, appearing to read 'Bob Hieronymus', with a long horizontal flourish extending to the right.

Bob Hieronymus
Executive Vice President

Copy: Dr. Roy Atwood
Sam Creason

Attachments:

Map of 421 S. Jackson

Map of 505 S. Jackson

Map of 525 S. Jackson

CUP Application for 505 S. Jackson



For City Use Only			
Date Received			
Dept	Fee Type	Fees	Paid
CD	Application Fee	\$250	7-313
PW	Site Review (if applicable)	\$60 plus \$5 per parking space	
Receipt Number			

APPLICATION FOR CONDITIONAL AND SPECIAL USE PERMIT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: New Saint Andrews College Telephone: (208) 882-1566
405 S. Main Street
 (home address)

Relationship to affected property (please check one):

Owner Purchaser Lessee Other (explain below)

2. Owner of Affected Property (if other than applicant)

Name: Latah Investment II, LLC Telephone: (541) 912-1426
P.O. Box 2009, La Pine, OR 97739
 (home address)

3. Location of Affected Property: 505 S. Jackson

Legal Description: Lieuallen's 2nd Addition 2 19-22
& Cox Lots (subdivision) 2 (block) 1 (lot)

If described by Metes and Bounds, please attach deed on a separate sheet.

INFORMATION ON REQUESTED CONDITIONAL USE PERMIT

4. Proposal: The applicant proposes the following use and/or construction for the above-described property:

Pursuant to the College's May 27, 2008 CUP requirement to supply parking spaces "either inside or outside of the Central Business Zoning District,"
 New Saint Andrews has leased the parking lot at 505 S. Jackson and requests said property be attached to the College's existing C.U.P. allowing
 the parking lot to be considered an accessory lot to our permitted use at 403 and 405 S. Jackson.

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 and driveway(s), fencing and landscaping. A site topography map shall be provided when appropriate.

5. **Authorization:** Section E-3 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 which it may have.

The parking lot would be reserved for the College's students and employees during the academic year and used Monday-Friday, 8 AM to 5 PM.

The 30 spaces would represent the majority of the spaces the College maintains in its parking system and would meet most if not all of the College's actual demand. The College would allow free public parking in the lot outside of the posted hours of use, supplying privately maintained parking spaces for public use on weekends, after hours and during the College breaks.

7. *Before the Moscow Board of Adjustment may issue a Conditional Use Permit, the Board must first make findings of compliance with the following seven relevant criteria and standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each of the relevant criteria and standards.*

Criteria #1. THE PROPOSED USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY IF LOCATED WHERE PROPOSED AND THAT THE USE WILL NOT RESULT IN CONDITIONS WHICH WILL TEND TO GENERATE NUISANCES (INCLUDING BUT NOT LIMITED TO NOISE, DUST, GLARE, VIBRATIONS, ODORS AND THE LIKE), OR THAT ANY NUISANCES WILL BE APPROPRIATELY MITIGATED.

Justification and compliance with criteria #1: The continued use of the parking lot for parking purposes will not endanger the public health or safety and will not result in nuisances. In fact, an actively maintained and monitored lot will improve public safety.

Criteria #2. THE PROPOSED MEETS ALL APPLICABLE DEVELOPMENT STANDARDS OF THE ZONING CODE, INCLUDING BUILDING HEIGHT, SETBACKS, PARKING, USE LIMITATIONS, LANDSCAPING, AND PERFORMANCE STANDARDS.

Justification and compliance with criteria #2: The parking lot will continue in its current use as a parking lot.

Criteria #3. THE USE WILL NOT BE INJURIOUS OR DETRIMENTAL TO ADJOINING PROPERTIES OR THE NEIGHBORHOOD.

Justification and compliance with criteria #3: The College's use of the parking lot as a parking lot will not be injurious or detrimental to adjoining properties or neighborhoods. It should actually be beneficial to adjoining properties to have the lot maintained and monitored.

Criteria #4. THE PROPOSED USE IS A PUBLIC NECESSITY OR IS JUSTIFIED BY THE APPLICANT AND DEEMED BY THE BOARD OF ADJUSTMENT TO BE OF BENEFIT TO THE PUBLIC.

Justification and compliance with criteria #4: Though the College's students and employees are customers of downtown businesses, by supplying nearby parking the College benefits the public by affording other customers parking spaces closer to Main Street. It is also a benefit to the public for the College to maintain and monitor the parking lot which is currently unmanaged.

Criteria #5. THE CHARACTER OF THE PROPOSED USE, IF DEVELOPED ACCORDING TO THE PLAN AS SUBMITTED, WILL BE IN HARMONY WITH THE AREA IN WHICH IT IS TO BE LOCATED.

Justification and compliance with criteria #5: The parking lot will continue to be used as a parking lot. But the character of the lot will be improved by virtue of its upkeep by the College.

Criteria #6. THE PROPOSED USE WILL NOT ENDANGER THE PUBLIC HEALTH OR SAFETY.

Justification and compliance with criteria #6: The continued use of the parking lot as a parking lot will not endanger the public health or safety. If anything, public safety will be improved with the College maintaining and monitoring the lot.

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

Justification and compliance with criteria #7: The College's presence downtown is not in conflict with the Comprehensive Plan. Likewise, the College's provision of parking for its student customers and employees on the periphery of downtown is seen as supportive of the Comprehensive Plan. Furthermore, the May 27, 2008 CUP calls for the College to supply such parking.

CONDITIONS OF APPROVAL

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 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 proof 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 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. If plan modifications are not in substantial conformance, the plan modifications must be resubmitted to the Board 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 of the Conditional Use Permit within one 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 Moscow Community Development Director at least twenty-one days prior to the hearing at which the application is to be considered by the Board or the application will not be processed.

The following items must be submitted with this application before it will be processed:

1. \$250.00 Application Fee
2. Site Plan, drawn to scale
3. Floor Plans, drawn to scale
4. Elevation Drawings, drawn to scale (for new construction only)



Applicant's Signature



Date



Owner's Signature

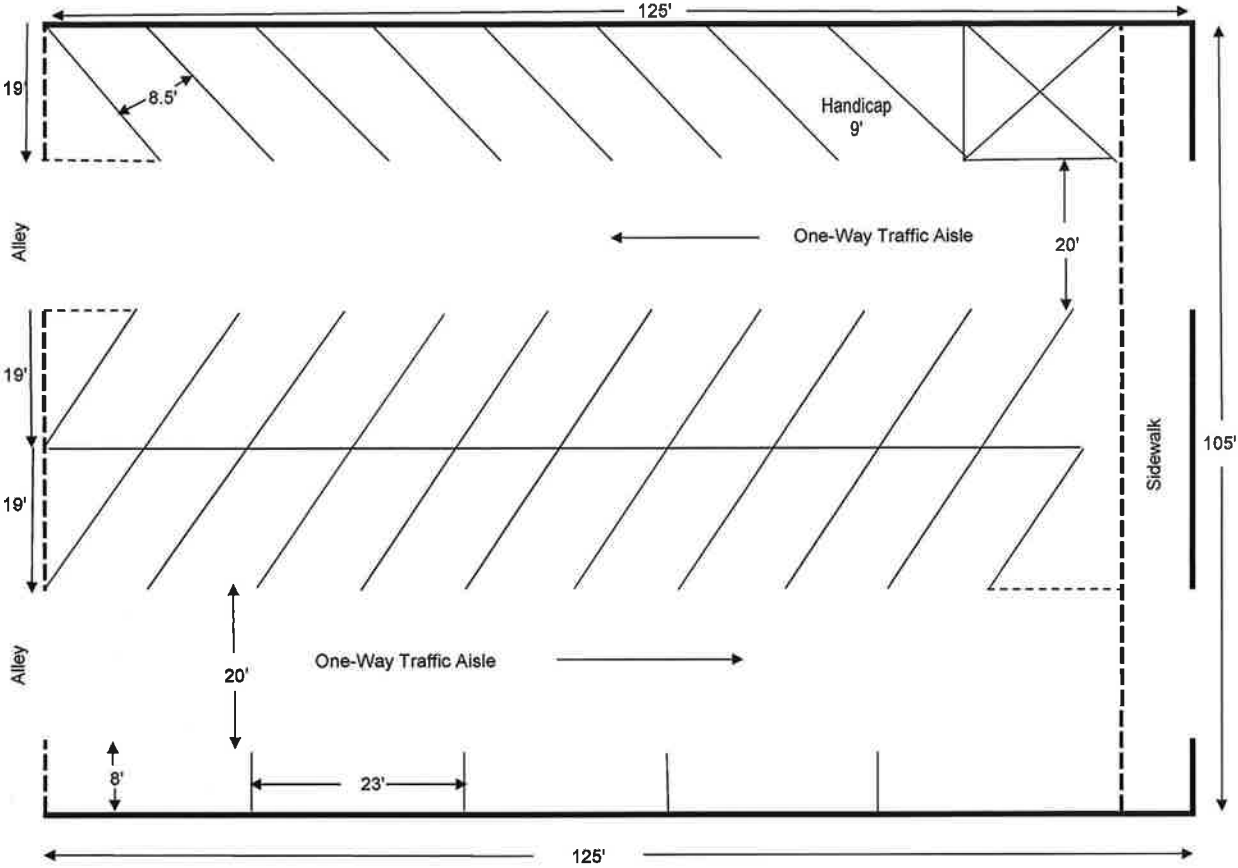


Date

Existing Parking Lot layout at 505 S. Jackson Street

Legal Description:

Lieuallen's 2nd Addition, Block 2, Lots 19, 20, 21, 22
Cox, Block 2, Lot 1



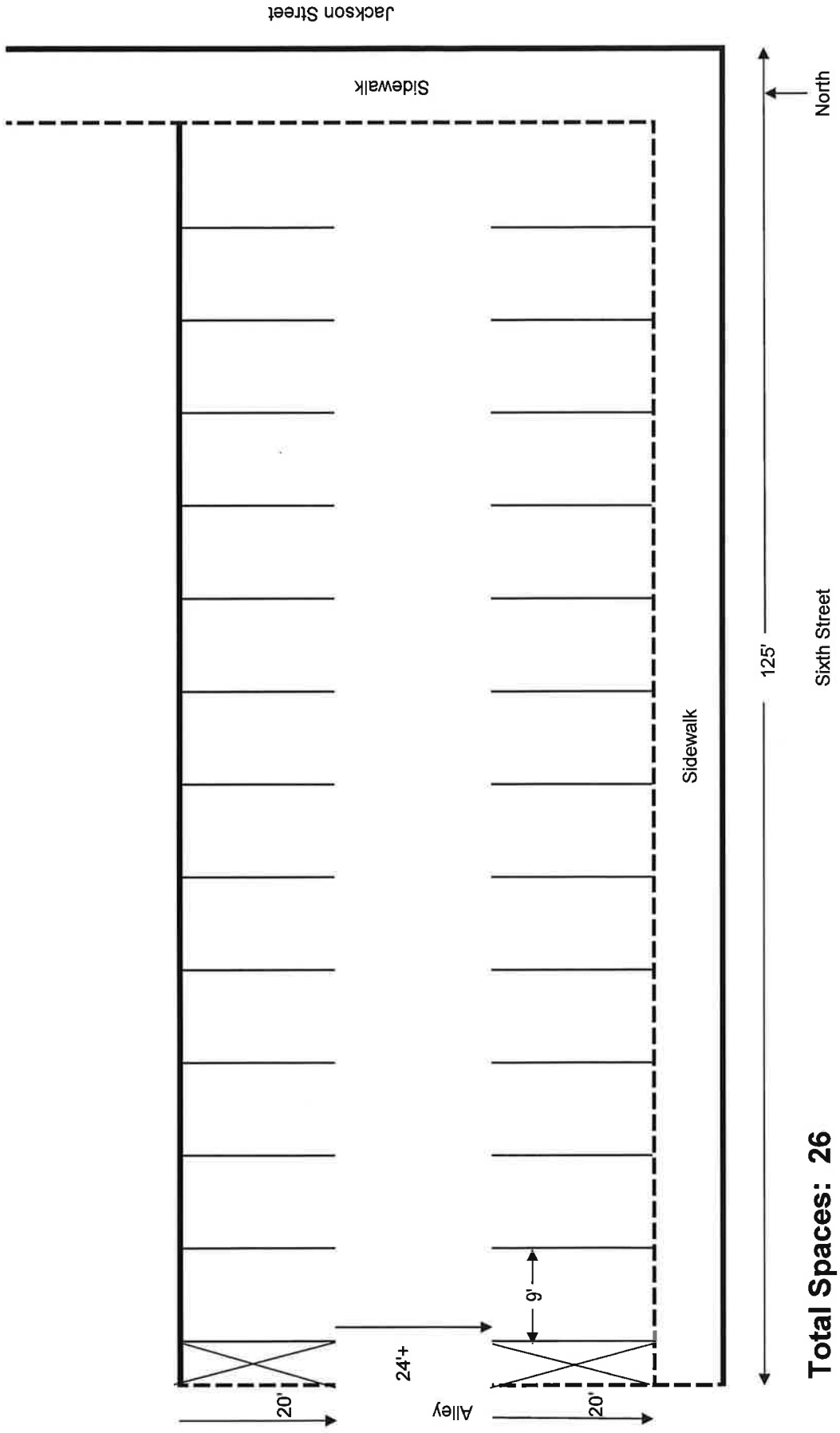
Total Spaces: 30

North

Existing Parking Lot layout at 525 S. Jackson Street

Legal Description:

Lots 4 and 5, Block 2, Cox Lots

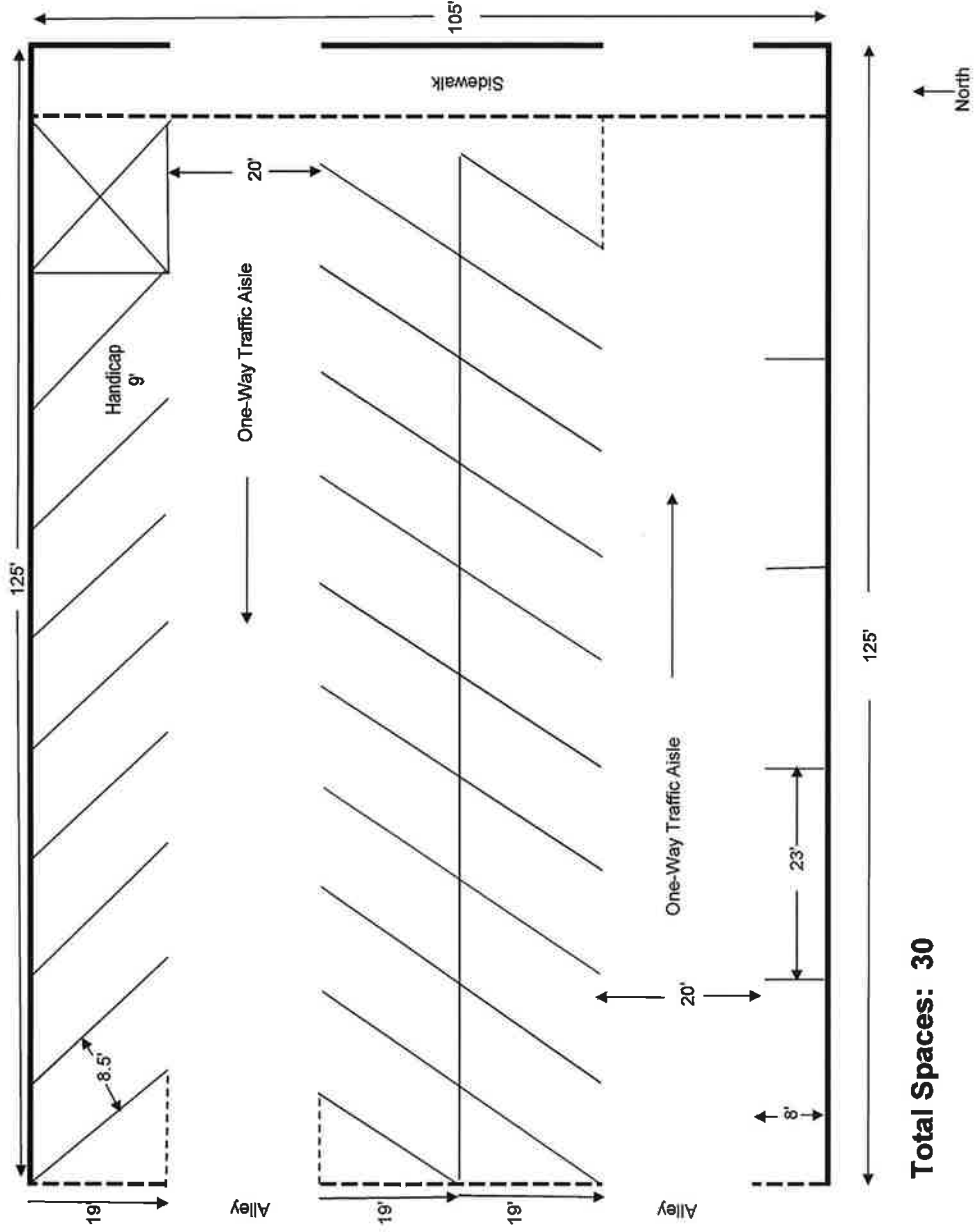


Total Spaces: 26

Existing Parking Lot layout at 505 S. Jackson Street

Legal Description:

Lieuallen's 2nd Addition, Block 2, Lots 19, 20, 21, 22
Cox, Block 2, Lot 1

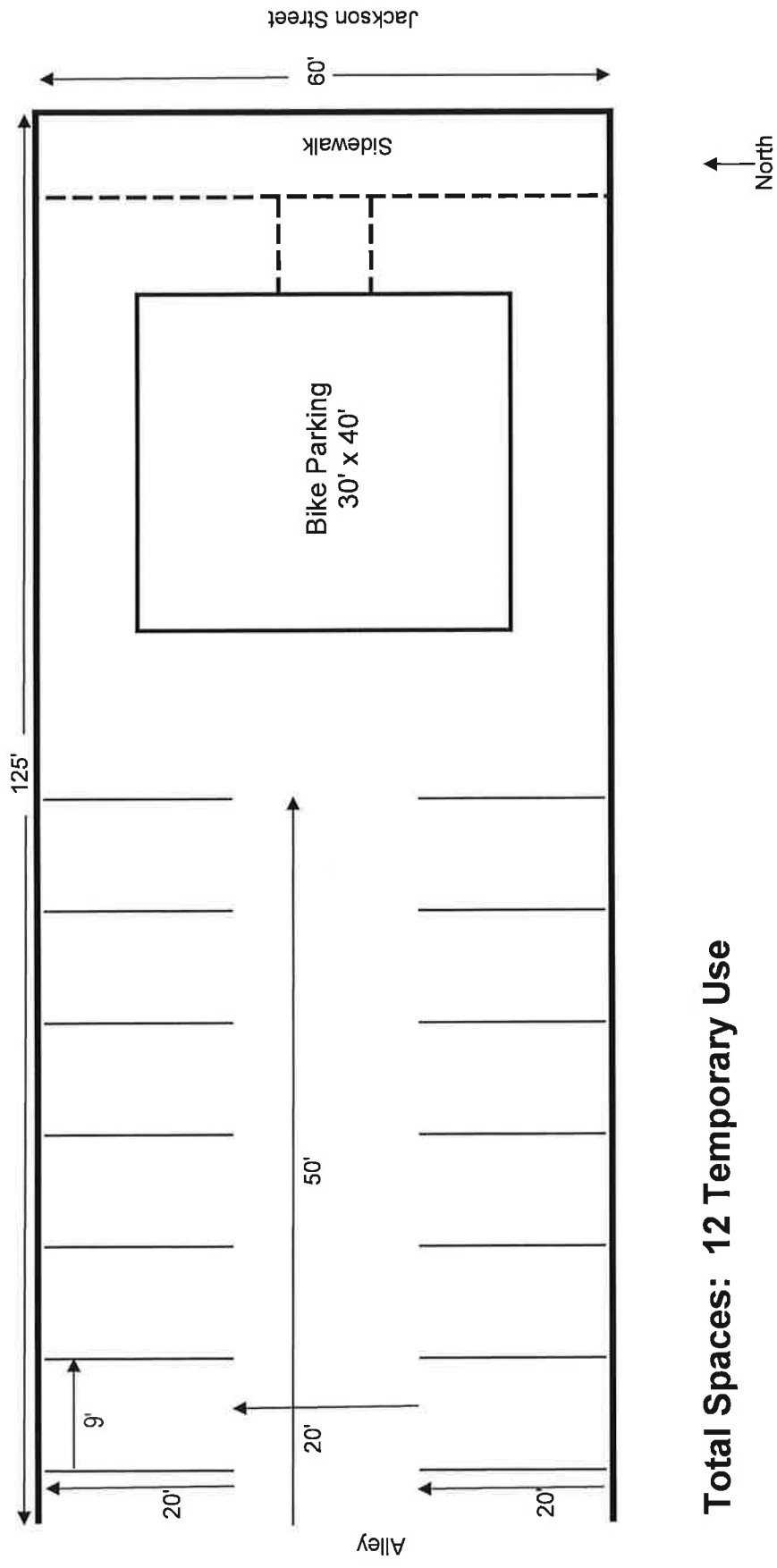


Total Spaces: 30

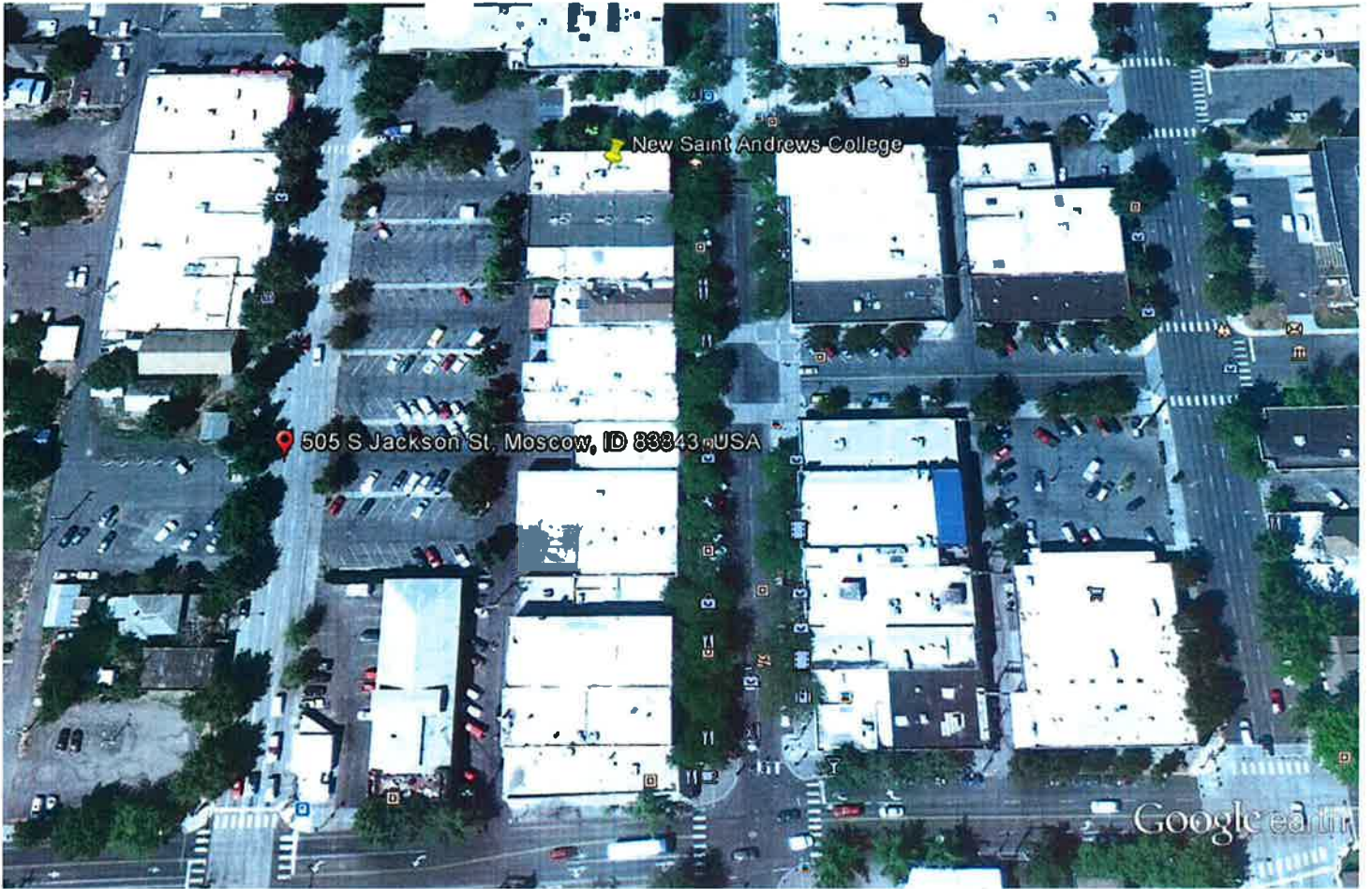
Proposed Use of 421 S. Jackson Street

Legal Description:

Lieuallen's 2nd Addition, Block 2, Lots 16, 17, 18

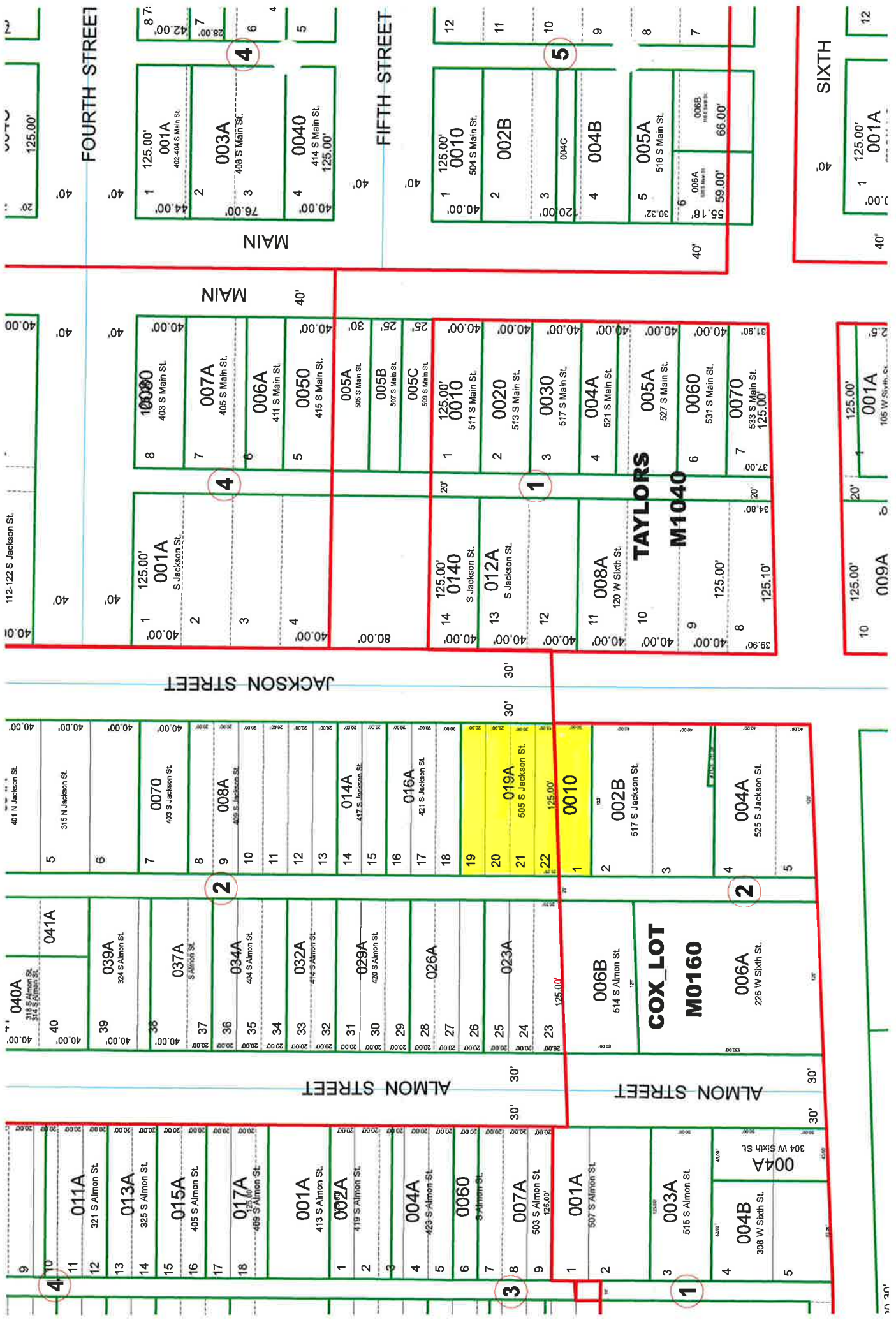


Total Spaces: 12 Temporary Use



Google earth







City of Moscow

221 E Second St
Moscow ID 83843
Phone (208) 883-7022
Fax (208) 883-7033

Permit Number: LUP2013-0017

FEES / RECEIPT

Date: Wednesday, July 3, 2013

OWNER: LATAH INVESTMENTS II LLC
PO BOX 2009
LA PINE, OR 97739

Type: CONDITIONAL / SPECIAL USE

FEE SUMMARY

Date	Description	Fee Amount	Paid	Balance Due
07/03/2013	Conditional/Special Use	\$250.00	(\$250.00)	\$0.00
	Total Due:	\$250.00	(\$250.00)	\$0.00

NOTICE: Fee charges at submittal are partial payments only. Final fees will be assessed after review of plans and other project data is completed.

PAYMENT TRANSACTIONS

DATE	RECEIPT #	METHOD	PAYEE	AMOUNT
07/03/2013	REC001741	TRN: VUYAAB88E649 APR: 085469	Robert Hieronymus	(\$250.00)
		101-000-00-422-19	Conditional/Special Use	(\$250.00)