



Meeting Agenda: Thursday, May 15, 2025, 7:30 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843
(A) = Board Action Item

1. **Consent Agenda (A)** - Any item will be removed from the consent agenda at the request of a member of the Board and that item will be considered separately later.
 - A. Minutes from April 17, 2025
 - B. April 2025 Payables
 - C. April 2025 Financials**ACTION:** Approve the consent agenda or take such other action deemed appropriate.
2. **Public Comment**

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.
3. **Request for Temporary Parking at Sixth and Jackson Street Property (A) – Cody Riddle**

The City of Moscow has requested approval to use the Agency's property, on the southwest corner of Sixth and Jackson Streets, for approximately 60 days of public parking. The temporary use will mitigate impacts associated with a sewer line replacement project in the alley west of Main Street, between Sixth and Fourth Streets. This project will intermittently limit access to the public parking lot on Jackson Street. With the Agency's approval, the City would stripe, maintain, and enforce parking standards on the Sixth and Jackson Street property for 60 days.

ACTION: Approve the request to allow temporary parking, deny the request to allow temporary parking, or take other action as deemed appropriate.
4. **Legacy Crossing Update**

Property owners adjacent to the Agency's Sixth and Jackson Street property and representatives of the University of Idaho will provide the Board with an update on their planning efforts for Legacy Crossing. This could include potential plans for expansion onto the Agency's property should the opportunity become available with a formal Request for Proposal (RFP) process.
5. **General Agency Updates – Cody Riddle**
 - The next regular meeting of the Urban Renewal Agency is scheduled for June 5, 2025.
 - General Agency Business

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 adacoordinator@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.



Meeting Minutes: Thursday, April 17, 2025, 7:30 a.m.

City

of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Commissioners Present	Staff in Attendance
Steve McGeehan, Chair	Cody Riddle, Executive Director
Mark Beauchamp	Jennifer Fleischman, Clerk
Drew Davis	Renee Tack, Treasurer
Sandra Kelly	
Tom Lamar	
Alison Tompkins	
Nancy Tribble	

McGeehan called the meeting to order at 7:32 a.m.

1. Consent Agenda (A)

Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.

- A. Minutes from March 20, 2025
- B. March 2025 Payables
- C. March 2025 Financials

Kelly moved for approval of the consent agenda as presented, seconded by Tribble. Vote by Acclamation: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None.

3. Fiscal Year 2026 Budget Schedule Review (A) – Cody Riddle

The Agency has scheduled the FY2026 Budget Hearing for August 7, 2025. Staff is recommending the following meeting dates to develop the budget and capital improvement plan in preparation for the August hearing:

- June 18, 2025 - Board Review of Draft Budget and Capital Improvement Plan
- July 17, 2025 - Board Review of Final Draft Budget and Capital Improvement Plan
- August 7, 2025 - Budget Hearing

Riddle informed the Board of the proposed plan for the budget review schedule, as described above, and requested feedback if needed. June 18th would be a Wednesday meeting, shifted from the regular Thursday for the planned holiday closure of Juneteenth. The Board agreed that the meeting on June 5th would work better than June 18. There were several Board members absent for the proposed July 17th meeting, so the Board decided to tentatively move it to July 10th.

Tompkins moved to accept the modified FY2026 Budget Schedule as discussed above, seconded by Tribble. Roll Call Vote: Ayes: Unanimous (7). Nays: None. Abstentions: None. Motion carried.

4. 2025 Strategic Plan Update (A) – Cody Riddle

In 2020, the Board adopted the current, five-year Strategic Plan that includes goals and objectives to guide the activities of the Agency. The plan will expire in the coming year and the community has evolved since its adoption. The Board reviewed draft language and provided staff with directions on December 5, 2024 and January 9, 2025. Staff will present updated language for consideration by the Board.

Riddle reviewed the final draft of the Goals, Objectives, and Actions of the 2025 Strategic Plan that the Board has updated already. There was a conversation about the public outreach action item regarding the Legacy Crossing property. The Board discussed tabling at the Farmers Market for further outreach and education in general. The Agency would like to plant trees at the Sixth and Jackson Street property immediately, for which Staff will provide options from the City Parks department to bring to the next meeting.

5. House Bill 436 Update – Cody Riddle

Idaho House Bill 436 was signed by Governor Little on April 4, 2025. The legislation amends the laws affecting urban renewal districts (URD) in three ways: it provides a process for a city to dissolve a URD, allows a fire or ambulance service district to opt out/in revenue allocation areas, and allows districts to be extended for single-owner properties of a manufacturing project. The Board will have a discussion about this amendment.

Riddle updated the Board on the new Idaho House Bill 436, as described above, and let them know that there would be minimal, if no, impact on the Moscow Agency.

6. General Agency Updates – Cody Riddle

- *The next regular meeting of the Urban Renewal Agency is scheduled for May 1, 2025.*
 - The Agency has been contacted by the Sixth and Jackson Street adjacent property owners about next steps and would like to schedule time to meet with the Board.
- *General Agency Business:*
 - Staff will contact interested developers and the University of Idaho about attending a May meeting for a discussion about the Sixth and Jackson Street property.

The meeting adjourned at 8:18 a.m.

Steve McGeehan, Agency Chair

Date



Balance Sheet
April 30, 2025

	Total Funds
ASSETS	
Cash	16,245
Investments - LGIP	4,298,512
Investments-Zions Debt Reserve	44,524
Other Assets	5,260
Land	679,420
Total Assets	\$ 5,043,961
LIABILITIES	
Series 2010 Bond - due within one year	39,000
Latah County payback agreement - due within one year	5,000
Series 2010 Bond - due after one year	82,000
Latah County payback agreement - due after one year	69,537
Total Liabilities	195,537
FUND BALANCES	
Net Investment in Capital Assets	558,420
Restricted Fund Balance	44,312
Unrestricted Fund Balance	4,245,692
Total Fund Balance	4,848,424
Total Liabilities and Fund Balance	\$ 5,043,961

April-25
Checks by Date



Check Number	Vendor	Description	Check Date	Check Amount
4984	UAVISTA 1563734669-04212025	Avista Utilities Mar'25 Electric for 6th & Jackson	04/09/2025	52.22
Total for Check Number 4984:				52.22
4985	UCITYMOS 2500002620	City of Moscow City Admin Fees Apr'25	04/09/2025	4,893.00
Total for Check Number 4985:				4,893.00
4986	UCITYMOS 115911-03312025	City of Moscow Mar'25 Utilities 6th & Jackson	04/09/2025	342.28
Total for Check Number 4986:				342.28
4987	UMOSPULD 200625	Tribune Publishing Company MURA Filing Notice for Annual Report '24	04/09/2025	38.12
Total for Check Number 4987:				38.12
Total bills for April 2025:				\$ 5,325.62

April-25
Accounts Payable Checks for Approval



Check	Check Date	Fund Name	Vendor	Void	Amount
4984	04/09/2025	Moscow Urban Renewal Agency	Avista Utilities		52.22
4985	04/09/2025	Moscow Urban Renewal Agency	City of Moscow		4,893.00
4986	04/09/2025	Moscow Urban Renewal Agency	City of Moscow		342.28
4987	04/09/2025	Moscow Urban Renewal Agency	Tribune Publishing Company		38.12
Report Total:				\$ -	5,325.62

Steve McGeehan, Chairperson

Accounts payable expenditures as contained herein were made in compliance with the duly adopted budget for the current fiscal year and according to Idaho law.

Cody Riddle, Executive Director

Renee Tack, Treasurer

General Ledger
Expense vs. Budget

April-25



Account	Description	Amended Budget	Period Amt	End Bal	Variance	% Budget Used
	URA General Fund					
890-880-642-00	Administrative Services	\$ 58,716.00	\$ 4,893.00	\$ 34,251.00	\$ 24,465.00	58.33%
890-880-642-15	Professional Services-Other	\$ 5,000.00	\$ -	\$ 1,250.00	\$ 3,750.00	25.00%
890-880-642-20	Professional Services-Auditing	\$ 6,047.00	\$ -	\$ -	\$ 6,047.00	0.00%
890-880-642-89	Professional Services	\$ 541.00	\$ -	\$ 19.95	\$ 521.05	3.69%
890-880-644-10	Advertising & Publishing	\$ 515.00	\$ 38.12	\$ 86.12	\$ 428.88	16.72%
890-880-668-10	Liability Insurance-General	\$ 2,650.00	\$ -	\$ 2,612.00	\$ 38.00	98.57%
	Contractual	\$ 73,469.00	\$ 4,931.12	\$ 38,219.07	\$ 35,249.93	52.02%
890-880-631-10	Postage Expense	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
890-880-631-20	Printing and Binding	\$ 400.00	\$ -	\$ -	\$ 400.00	0.00%
890-880-647-10	Travel & Meetings-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-649-10	Professional Development	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
890-880-669-10	Misc. Expense-General	\$ 500.00	\$ -	\$ -	\$ 500.00	0.00%
	Commodities	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0.00%
	URA General Fund - Total	\$ 75,469.00	\$ 4,931.12	\$ 38,219.07	\$ 37,249.93	50.64%
	URA Legacy District					
890-895-642-10	Professional Services-Legacy	\$ 5,305.00	\$ -	\$ -	\$ 5,305.00	0.00%
890-895-642-12	Land Sale Expense-Legacy	\$ 2,122.00	\$ -	\$ -	\$ 2,122.00	0.00%
890-895-644-10	Ad. & Marketing Expense-Legacy	\$ 1,061.00	\$ -	\$ -	\$ 1,061.00	0.00%
	Contractual	\$ 8,488.00	\$ -	\$ -	\$ 8,488.00	0.00%
890-895-647-10	Travel & Meetings-Legacy	\$ 530.00	\$ -	\$ -	\$ 530.00	0.00%
890-895-652-10	Heat, Lights & Utilities	\$ 4,774.00	\$ 394.50	\$ 2,296.73	\$ 2,477.27	48.11%
890-895-658-51	Development Participation	\$ 798,000.00	\$ -	\$ -	\$ 798,000.00	0.00%
890-895-669-10	Misc. Expense-Legacy	\$ 530.00	\$ -	\$ -	\$ 530.00	0.00%
890-895-675-00	Fiscal Agent Trustee fees	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.00%
890-895-676-15	Latah County Reimb. Agreement	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	100.00%

General Ledger
Expense vs. Budget

April-25



Account	Description	Amended		Period Amt	End Bal	Variance	% Budget Used				
		Budget									
890-895-676-17	Owner Participation Agreements	\$	59,500.00	\$	-	\$	21,889.92	\$	37,610.08		36.79%
	Commodities	\$	869,834.00	\$	394.50	\$	29,186.65	\$	840,647.35		3.36%
890-895-890-00	Transfer To: General Fund	\$	75,468.00	\$	-	\$	-	\$	75,468.00		0.00%
	Transfers To	\$	75,468.00	\$	-	\$	-	\$	75,468.00		0.00%
890-895-900-11	Contingency - Legacy	\$	15,000.00	\$	-	\$	-	\$	15,000.00		0.00%
	Contingency	\$	15,000.00	\$	-	\$	-	\$	15,000.00		0.00%
	URA Legacy District - Total	\$	968,790.00	\$	394.50	\$	29,186.65	\$	939,603.35		3.01%
890-892-790-01	Bond Principal - Legacy	\$	39,000.00	\$	-	\$	-	\$	39,000.00		0.00%
890-892-791-01	Bond Interest - Legacy	\$	5,312.00	\$	-	\$	325.60	\$	4,986.40		6.13%
	Debt Service - Total	\$	44,312.00	\$	-	\$	325.60	\$	43,986.40		0.73%
890-892-990-01	Ending Fund Bal - Assigned	\$	1,559,514.00	\$	-	\$	-	\$	1,559,514.00		0.00%
890-892-990-05	Ending Fund Bal - Restricted	\$	49,752.00	\$	-	\$	-	\$	49,752.00		0.00%
890-899-990-00	Ending Fund Bal - Unassigned	\$	427,205.00	\$	-	\$	-	\$	427,205.00		0.00%
	Ending Fund Balance - Total	\$	2,036,471.00	\$	-	\$	-	\$	2,036,471.00		0.00%
TOTAL	Moscow Urban Renewal Agency	\$	3,125,042.00	\$	5,325.62	\$	67,731.32	\$	3,057,310.68		2.17%

General Ledger
Revenue Analysis

April 2025

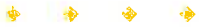


Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Variance	Uncollected Bal	% Avail/Uncollect	% Received
	Moscow Urban Renewal Agency							
890-000-410-01	Property Taxes - Legacy	\$ 980,000.00	\$ 7,894.97	\$ 586,035.28	\$ 393,964.72	\$ 393,964.72	40.20%	59.80%
890-000-471-00	Investment Earnings	\$ 100,001.00	\$ 15,949.30	\$ 89,919.03	\$ 10,081.97	\$ 10,081.97	10.08%	89.92%
890-000-498-96	Transfer In: Legacy	\$ 75,468.00	\$ -	\$ -	\$ 75,468.00	\$ 75,468.00	100.00%	0.00%
	Moscow Urban Renewal Agency	\$ 1,155,469.00	\$ 23,844.27	\$ 675,954.31	\$ 479,514.69	\$ 479,514.69	41.50%	58.50%
Revenue Total		\$ 1,155,469.00	\$ 23,844.27	\$ 675,954.31	\$ 479,514.69	\$ 479,514.69	41.50%	58.50%



Public Works & Services

◆ ◆ ◆ ◆
Tyler Palmer
Public Works Director
Public Works & Services



Art Bettge
Mayor



Bill Belknap
City Administrator



City of Moscow, City Hall
221 East 2nd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7034
Fax (208) 883-7033
City (208) 883-7000

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019

Tyler Palmer
tpalmer@ci.moscow.id.us
208-883-7097

May 8, 2025

RE: Use of URA lot for temporary parking

Dear MURA Borad Members and Staff:

I am writing to request the temporary use of the Agency-owned lot located at the southwest corner of US 95 (Jackson Street) and 6th Street. This request is in response to a construction project that will require the partial closure of the South Jackson Street City parking lot.

Beginning June 23rd, the City will replace the sewer and stormwater mainlines in the alley between Main Street and Jackson Street, from Friendship Square to 6th Street. The construction is expected to last approximately 60 days.

During a similar project in 2015, the URA generously permitted use of the same lot for overflow parking, which significantly helped mitigate parking disruptions. We are requesting a similar arrangement during this upcoming project.

We anticipate minimal impact on the property. Our plan includes light surface smoothing and the use of non-toxic, water-based paint to mark parking spaces. Temporary posts will also be installed to help direct traffic flow and clearly delineate parking areas. A proposed layout is included with this letter for your review.

Thank you for your consideration of this request. Please let me know if you need any additional information.

Sincerely,

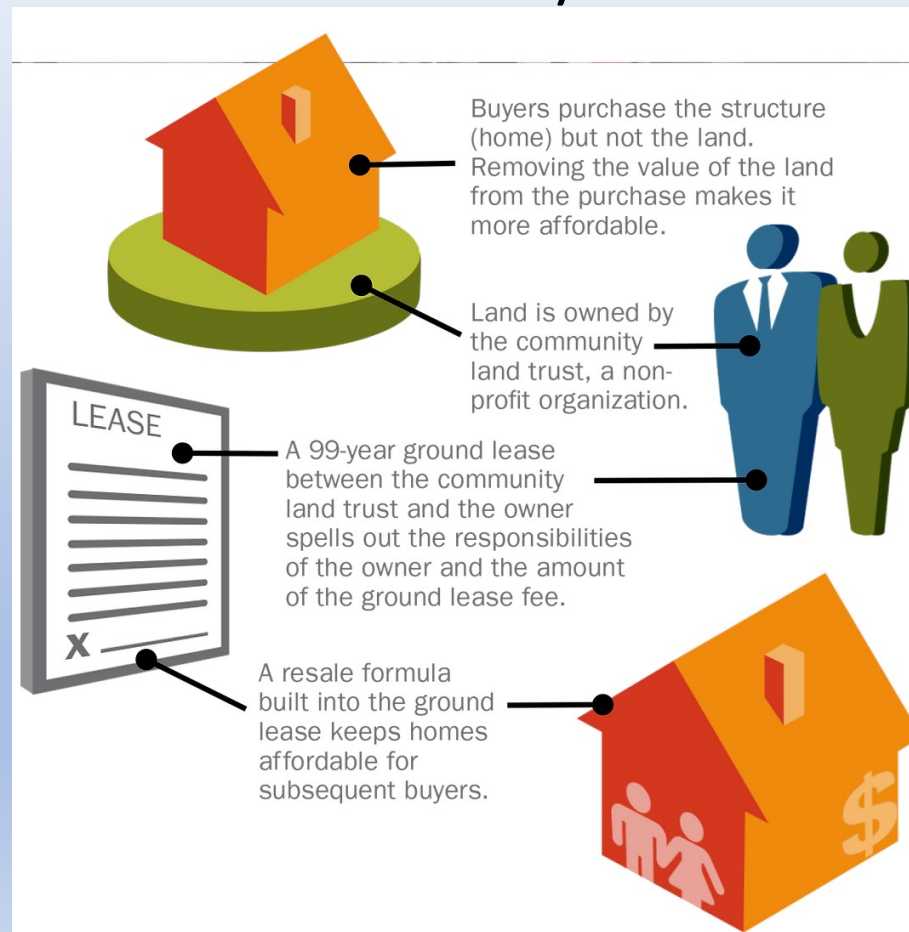
Tyler Palmer, MPA
Public Works Director/Deputy City Administrator
Public Works & Services
City of Moscow



How does a Community Land Trust work?

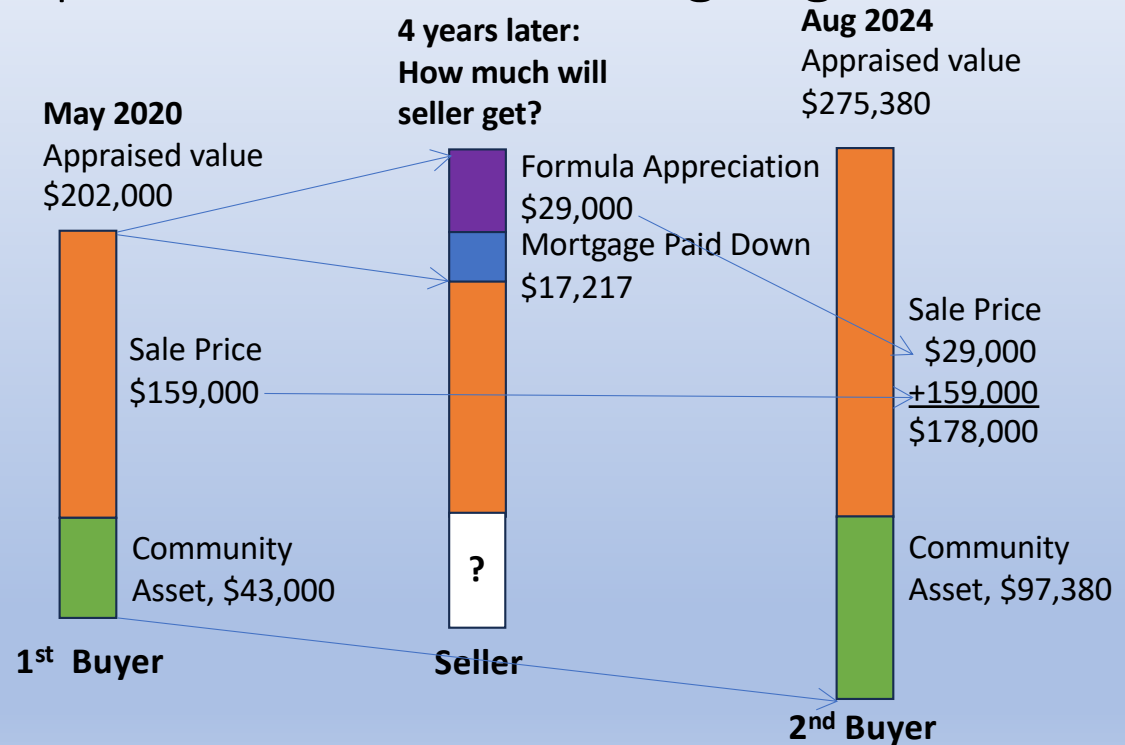
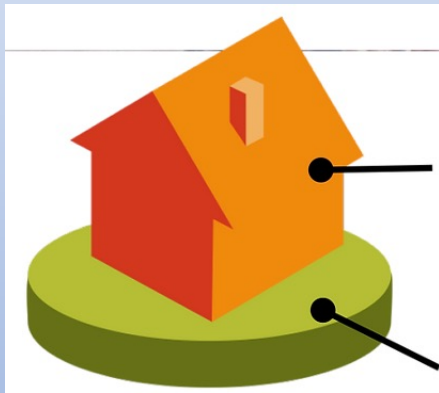
Key features of the lease

1. Owner must occupy the house
2. Must sell to another income qualified buyer
3. Max. sale price inflates with wages, not real estate market



A CLT Stewards the Subsidy

A real example: 3 Bed 2 Bath 1 car garage





6TH & JACKSON

MOSCOW, IDAHO

MAR 24, 2021

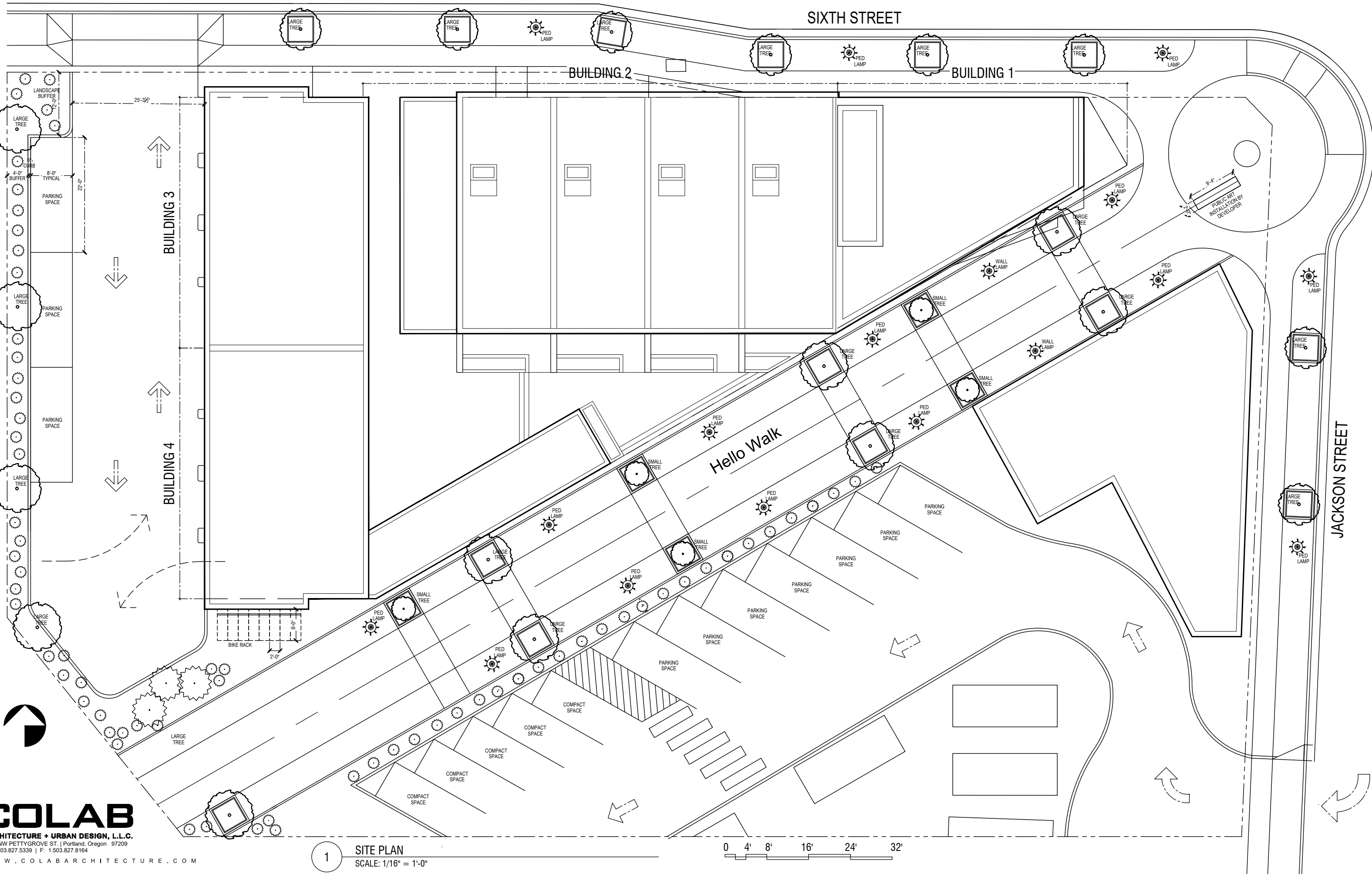
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1

SITE PLAN

SCALE: 1/16" = 1'-0"

0 4' 8' 16' 24' 32'

NORTH



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NORTH VIEW



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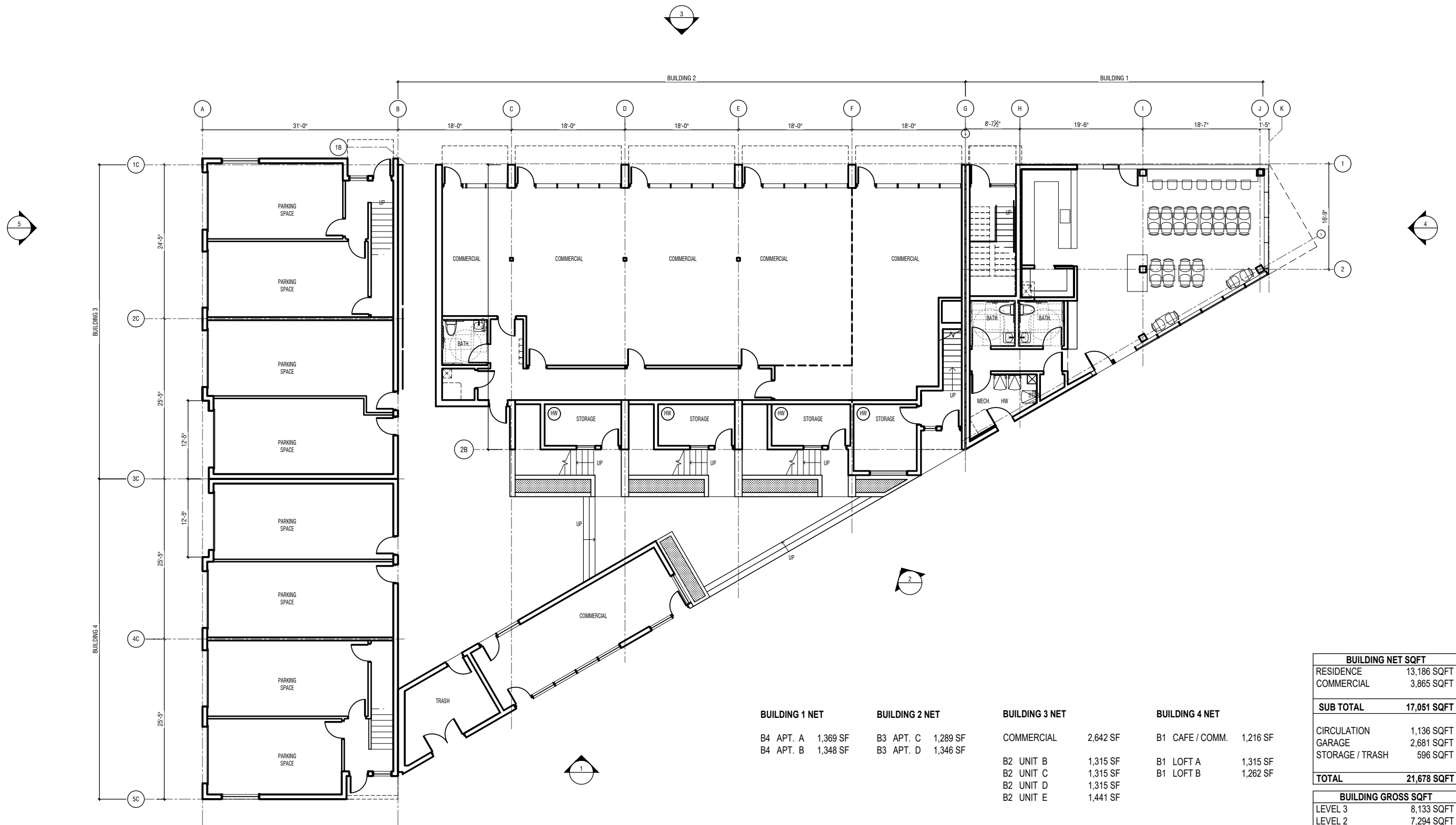
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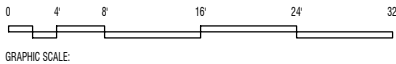
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BUILDING 1 NET		BUILDING 2 NET		BUILDING 3 NET		BUILDING 4 NET		
B4 APT. A	1,369 SF	B3 APT. C	1,289 SF	COMMERCIAL	2,642 SF	B1 CAFE / COMM.	1,216 SF	
B4 APT. B	1,348 SF	B3 APT. D	1,346 SF					
				B2 UNIT B	1,315 SF	B1 LOFT A	1,315 SF	
				B2 UNIT C	1,315 SF	B1 LOFT B	1,262 SF	
				B2 UNIT D	1,315 SF			
				B2 UNIT E	1,441 SF			
TOTAL		2,717 SF	TOTAL	2,635 SF	TOTAL	7,988 SF	TOTAL	3,793 SF

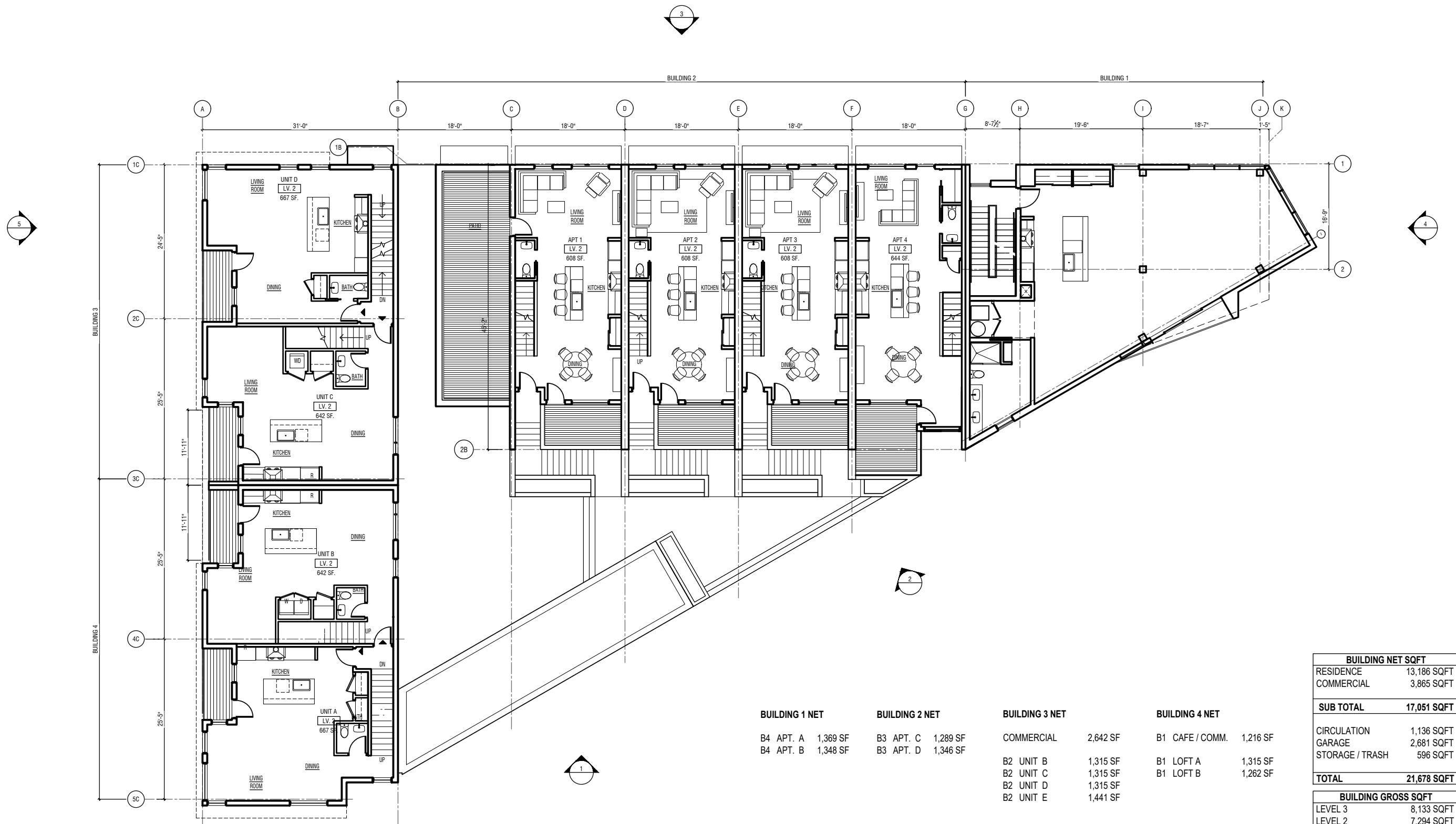
BUILDING NET SQFT	
RESIDENCE	13,186 SQFT
COMMERCIAL	3,865 SQFT
SUB TOTAL	17,051 SQFT
CIRCULATION	1,136 SQFT
GARAGE	2,681 SQFT
STORAGE / TRASH	596 SQFT
TOTAL	21,678 SQFT
BUILDING GROSS SQFT	
LEVEL 3	8,133 SQFT
LEVEL 2	7,294 SQFT
GROUND	8,653 SQFT
TOTAL	24,080 SQFT

1 FLOOR PLAN - GROUND LEVEL
SCALE: 1/8" = 1' - 0"



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BUILDING 1 NET

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B4 APT. B 1,348 SF

TOTAL 2,717 SF

BUILDING 2 NET

B3 APT. C 1,289 SF
B3 APT. D 1,346 SF

TOTAL 2,635 SF

BUILDING 3 NET

COMMERCIAL 2,642 SF
B2 UNIT B 1,315 SF
B2 UNIT C 1,315 SF
B2 UNIT D 1,315 SF
B2 UNIT E 1,441 SF

TOTAL 7,988 SF

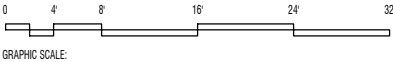
BUILDING 4 NET

B1 CAFE / COMM. 1,216 SF
B1 LOFT A 1,315 SF
B1 LOFT B 1,262 SF

TOTAL 3,793 SF

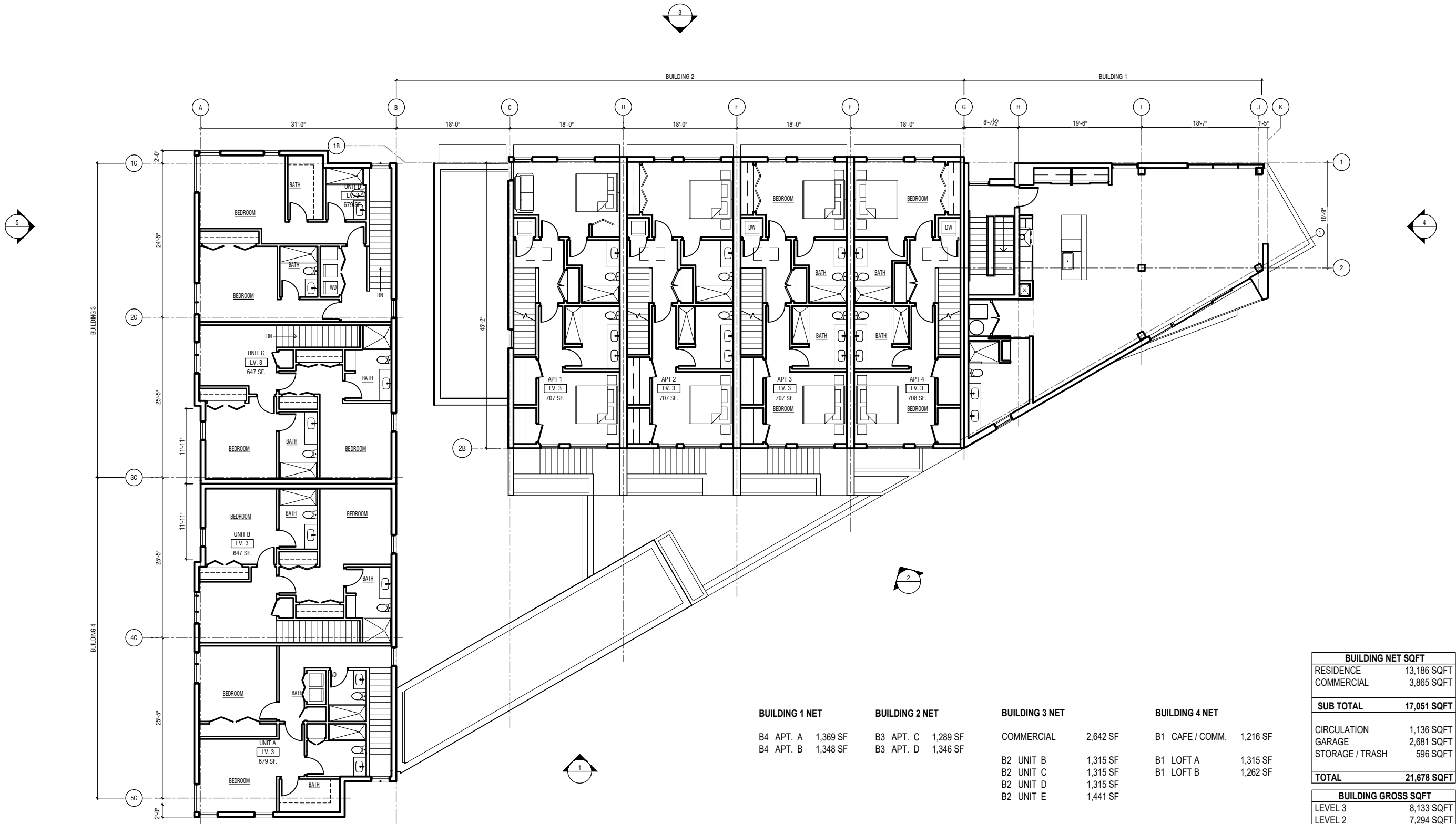
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1 FLOOR PLAN - LEVEL 2
SCALE: 1/8" = 1' - 0"



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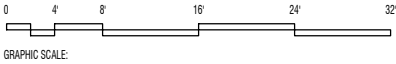
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BUILDING 1 NET		BUILDING 2 NET		BUILDING 3 NET		BUILDING 4 NET		
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				B2 UNIT B	1,315 SF	B1 LOFT A	1,315 SF	
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TOTAL		2,717 SF		TOTAL		7,988 SF		
			TOTAL	2,635 SF			TOTAL	3,793 SF

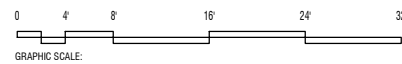
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STORAGE / TRASH	596 SQFT
TOTAL	
21,678 SQFT	
BUILDING GROSS SQFT	
LEVEL 3	8,133 SQFT
LEVEL 2	7,294 SQFT
GROUND	8,653 SQFT
TOTAL	
24,080 SQFT	

1 FLOOR PLAN - LEVEL 3
SCALE: 1/8" = 1' - 0"

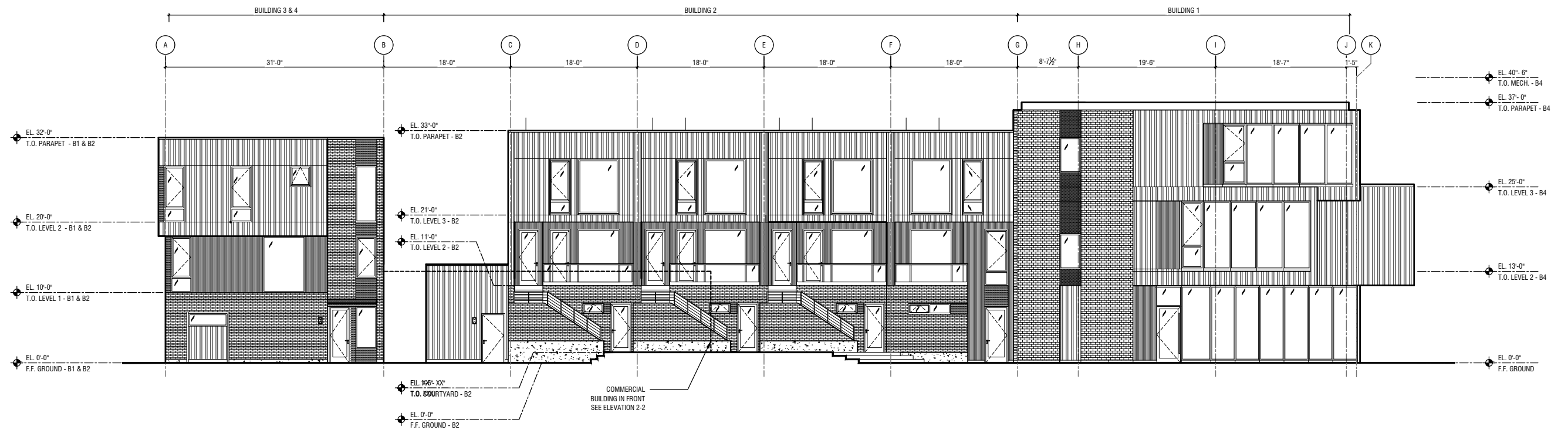
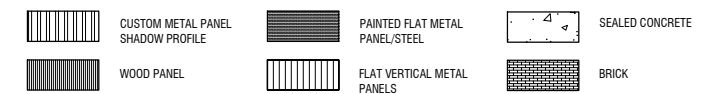




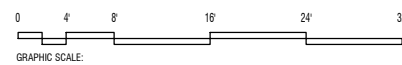
2 SOUTH ELEVATION - HELLO WALK
SCALE: 1/8" = 1' - 0"



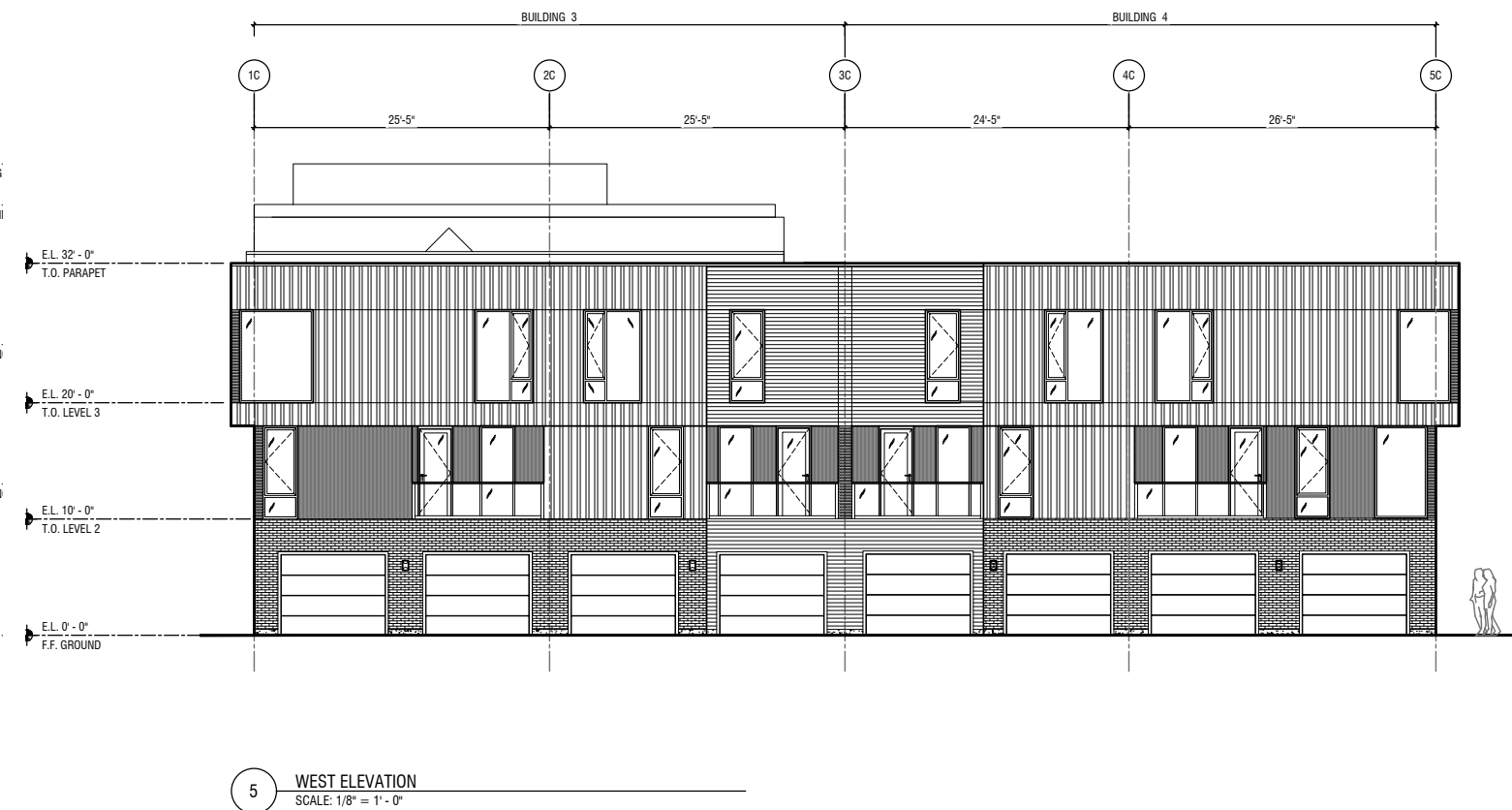
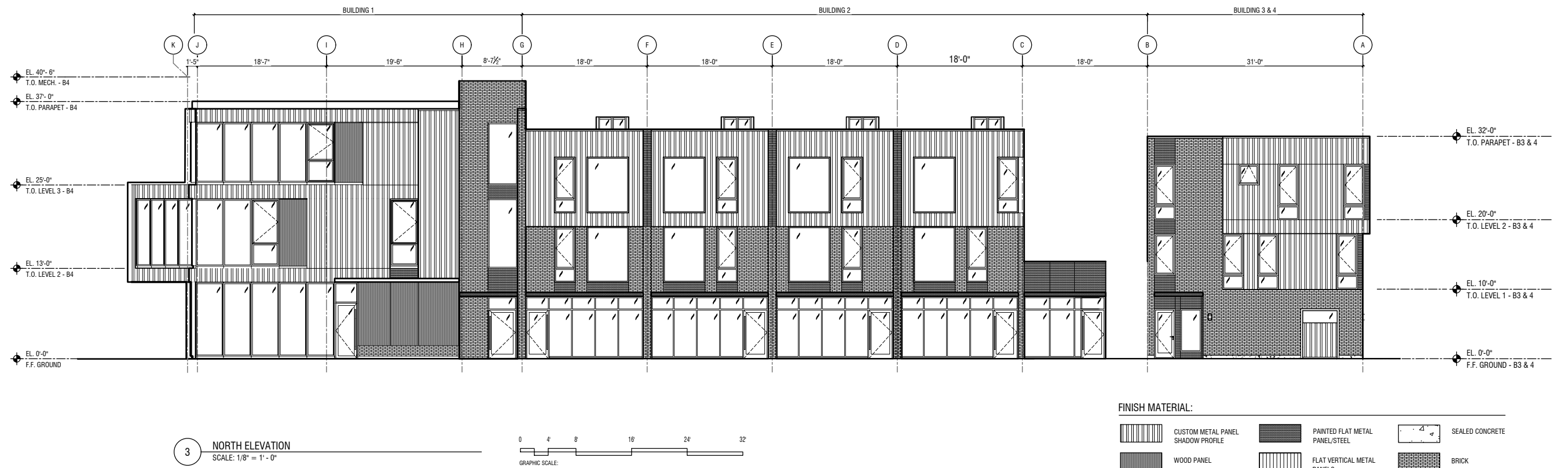
FINISH MATERIAL:



1 SOUTH ELEVATION - COURTYARD
SCALE: 1/8" = 1' - 0"



6TH AND JACKSON - EXTERIOR ELEVATIONS



6TH AND JACKSON - EXTERIOR ELEVATIONS