

**CITY OF POCATELLO**  
**CITY COUNCIL STUDY SESSION AGENDA**

March 10, 2016 · 9:00 AM  
Council Chambers | 911 N 7th Avenue

1. ROLL CALL

2. CHILD CARE ADVISORY COMMITTEE UPDATE

Representatives from the Child Care Advisory Committee will discuss the Committee's goals and projects, as well as Council's policies and expectations.

3. CDBG ADVISORY COMMITTEE UPDATE

Representatives from the Community Development Block Grant (CDBG) Committee will discuss the Committee's goals and projects, as well as Council's policies and expectations.

(Pertinent information attached.)

Documents: [AGENDA-ITEM3.PDF](#)

4. VALLEY PRIDE UPDATE

Representatives from Valley Pride will be present to give their annual update and information regarding a beautification project along the berms located on Highway 30.

(Pertinent information attached.)

Documents: [AGENDA-ITEM4.PDF](#)

5. DOUGLASS LANE AREA—PROPOSED USE OF CITY PROPERTY FOR BOY SCOUT OUTINGS

Tom Sanford and Dan Deakin, representing the local Boy Scouts Council, will present a proposal regarding approximately 18 acres of City owned property located in the Douglass Lane area in Power County, north of Simplot. The proposal is to lease this property to the local Boy Scouts Council for improvement and use as a local day camp. The Boy Scouts are working with Water Pollution Control staff and have already conducted many improvement projects on the property in preparation of a possible lease. Currently, the property does not have a planned use.

(Pertinent information attached.)

Documents: [AGENDA-ITEM5.PDF](#)

6. PROPOSED NAME CHANGE OF BONNEVILLE PARK—SOUTH 19TH AVENUE

Parks and Recreation staff will be present to review a request received from the Kiwanis Club of Pocatello asking that the City consider changing the name of Bonneville Park located at Bonneville Street and south 19th Avenue to Kirkpatrick Park in recognition of Colonel David Kirkpatrick's many years of dedicated service to the Pocatello community.

(Pertinent information attached.)

Documents: [AGENDA-ITEM6.PDF](#)

7. ZOO IDAHO SUMMER CONCERT SERIES AND OPEN AIR ART FAIR

Parks and Recreation staff will be present to review a proposal from Randy Johnson of Imagine Music Entertainment. Mr. Johnson is requesting permission to organize, promote and provide the Zoo Idaho Summer Concert Series and Open Air Art Fair for the City of Pocatello during the summer of 2016, and in future years pending on-going City Council approval. Beginning in 2016, events would be expanded to allow arts and crafts

and artisan vendors to display and offer their goods for sale, as well as for local restaurants to provide food purchase opportunities, in conjunction with the concert events.

(Pertinent information attached.)

Documents: [AGENDA-ITEM7.PDF](#)

8. TITLE 16—SUBDIVISION ORDINANCE AMENDMENT

Planning Staff will be in attendance to review and discuss the comprehensive re-write of the City's Title 16, Subdivision Ordinance. This re-write is to update and clarify ordinance provisions in compliance with current Idaho subdivision and survey statutes, zoning ordinance provisions and development practices.

(Pertinent information attached.)

Documents: [AGENDA-ITEM8.PDF](#)

9. ALAMEDA/JEFFERSON INTERSECTION PROJECT—ROAD SAFETY AUDIT REPORT UPDATE

Public Works and Engineering staff will be present to summarize the findings of the Road Safety Audit conducted in September 2015 and to seek Council direction on the project.

(Pertinent information attached.)

Documents: [AGENDA-ITEM9.PDF](#)

10. COMPARISON OF CITY EMPLOYEE MEDICAL BENEFIT OPTIONS FOR FISCAL YEAR 2017

Human Resources staff has accepted bids from Blue Cross of Idaho, Regence, and Aetna. This presentation will include plan design comparisons and rate comparisons between the different plans.

(Pertinent information attached.)

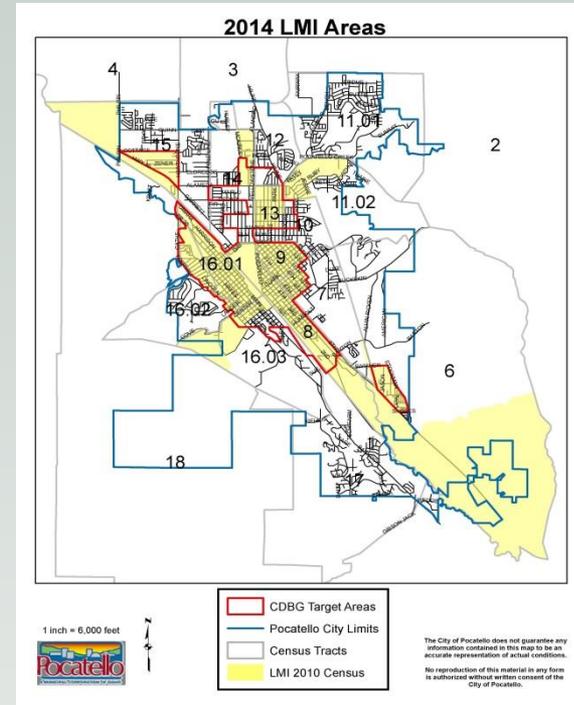
Documents: [AGENDA-ITEM10.PDF](#)

**AGENDA**

**ITEM**

**NO. 3**

# Community Development Block Grant – Advisory Committee



Report to the Pocatello City Council  
March 2016

# PY2015 - CDBG

The CDBG Advisory Committee meets monthly to provide input and recommendations on community needs that can be met using Community Development Block Grant (CDBG) funding and reviews overall progress in meeting community goals as described in the City's Consolidated Plan. The Committee is composed of 7 members (4 must be from the locally-designated target areas). Members of the Committee are:

**Stephanie Heaton (Chair)**

**Brenda Pollard**

**Karl Belzer**

**Sam Perry**

**Roger Frey (Vice Chair)**

**Dorsey Hill**

**Shannon Ansley**

The CDBG Advisory Committee is responsible for reviewing the CDBG programs which include the following:

- all HUD-required reporting, such as action plans, CAPERS, and consolidated plans;
- program accomplishments for both the City and its subrecipients;
- project oversight;
- consistency reviews for local agencies seeking other HUD funding;
- oversight of the City's award system for CDBG funding allocations;
- fair housing education.

# PY2015 - CDBG

The CDBG Advisory Committee has accomplished the following tasks for the current year, which ends March 31, 2016:

- **Completion of the Action Plan for PY2016 and the Consolidated Annual Performance and Evaluation Report (CAPER) for PY2014.**
- **Oversight of subrecipient projects for Aid For Friends and Family Services Alliance.**
- **Five rehabs for owner-occupied housing have been completed to date. Projects include electrical upgrades and sewer lines and, where required, lead-based paint stabilization. NWP is working on or has completed 16 rehab projects to date. Additional CDBG funding-assisted infill houses will be occupied and lots for an additional five homes have been purchased for construction in future years.**
- **The sidewalk reconstruction program has continued, with three larger neighborhood projects completed. One individual sidewalk project will be rebid soon (insufficient bids received last fall) and a neighborhood project is ready to go to bid with warmer weather.**

The Committee will oversee the following for Program Year 2016, which starts April 1, 2016:

- **HUD-required planning and reporting, including a new five-year Consolidated Plan and Analysis of Impediments to Fair Housing Choice, the Program Year 2017 CDBG Action Plan and the PY2015 Consolidated Annual Performance & Evaluation Report.**
- **PY2016 subrecipient projects for Aid For Friends, Family Services Alliance, Bannock Youth Foundation, New Day Products & Resources, and Parks & Rec.**
- **Continuing City and NWP projects of housing rehab and infill housing, and the City's sidewalk reconstruction program.**

# PY2015 - CDBG

## FAIR HOUSING ACTIVITIES/ACCOMPLISHMENTS

As part of its commitment to affirmatively further fair housing in the City of Pocatello, CDBG-AC took the following actions in the past program year.

- **March/April 2015:** Published fair housing article in Mayor's newsletter
- **April 2015:** Issued Fair Housing Proclamation
- **April 2015:** Co-hosted with Idaho Falls, HUD, Intermountain Fair Housing Council, and the Idaho Human Rights Commission full-day workshop, "Basic & Advanced Fair Housing"
- **June 2015:** Editorial commentary published in the Idaho State Journal, "Pocatello Promotes Fair Housing"
- **September 2015:** Created Fair Housing brochure on disability discrimination
- **November 2015:** Submitted Idaho State Journal editorial page commentary "Race & Color Discrimination in Housing is Illegal"

# PY2015 - CDBG

Staff provides the CDBG-AC with monthly Fair Housing updates on the latest Fair Housing guidance and enforcement activities locally and around the nation including:

- **Discrimination testing**
- **Fair Housing lawsuits in Idaho and the U.S.**
- **Fair Housing complaints in Pocatello and Idaho**
- **The latest in guidance related to accessibility for the disabled, families with children and discrimination against people because of sexual orientation or gender identity. Topics included: design & construction, maternity leave discrimination, source-of-income protections, support animals, occupancy standards**
- **How other Idaho communities promote and further fair housing through participation on the Idaho Fair Housing Forum**

**Fair Housing is your right. Use it!**

# PY2015 - CDBG



## Housing & Neighborhood Revitalization

	PY2011	PY2012	PY2013	PY2014	PY2015 (to date)	5 yr. Total
Housing Rehab	25	36	22	25	15	<b>123</b>
Residential Lot Acquisition	2	0	1	2	5	<b>10</b>
Demolition/Clearance	2	1	0	2	0	<b>5</b>
New Residential Units	6	7	4	5	2	<b>24</b>
Sidewalk Projects	2	6*	7**	3***	2****	<b>18</b>

\*Includes the Greater East Street Infrastructure Project.  
 \*\*Includes the South 2<sup>nd</sup> Neighborhood Project  
 \*\*\*Includes the HSCC Neighborhood Project  
 \*\*\*\*Includes the College Neighborhood & Fredregill Projects

# PY2015 - CDBG

Here are a few examples of recent projects where CDBG funding has been used, alone or in conjunction with other funding sources, to make improvements in our community! In your travels around the community, take a look at the good this money does.

1646 & 1648 North Garfield—Two new homes built by Gateway Habitat for Humanity

1500 block of North Hayes—Three new homes (two sold, one under construction) built by NeighborWorks Pocatello, after platting was completed by Public Works Engineering Services and CDBG funding was used to relocate a sewer main, realign streets, and construct sidewalk, curb, and gutter!

473/491 McKinley—New townhouse built by NeighborWorks Pocatello on a lot purchased with CDBG funding.

300 block of Fredregill, north side—Sidewalk is now complete along the whole block face. This complements a great deal of past infrastructure installation in this heavily pedestrian neighborhood.

Corner of East Lewis & 6<sup>th</sup> Avenue—Dangerous sidewalk was removed and new sidewalk installed, in another area with lots of pedestrian traffic.

**AGENDA**

**ITEM**

**NO. 4**

Highway 30 Berms

2016 Project

Berms from Pacific Recycling Entrance to Conway Trucking

Valley Pride has been working on the berms on the southwest side of Highway 30 for more than 10 years. Additional mulch was placed on the existing berms in the summer of 2015. Plans have been developed for the completion of an additional 1841 feet of trees on berms along Highway 30 including :

- 1) Pacific Recycling South from the main entrance --1070 feet.
- 2) Dale's-- 256 feet
- 3) Conway Trucking---515 feet.

The people who have been involved in the discussions regarding this plan include:

John Banks—City of Pocatello Parks and Recs. Department

Brett Hewatt—City of Pocatello Arborist.

Justin Armstrong—City of Pocatello Water Department

Nick Jenkins—Pinehurst Nursery

There are existing berms in front of the three properties. The berms are believed to be big enough to work for this project without being enlarged. The current thinking is that Pinehurst Nursery would install the irrigation system on the three berms. There would not be any weed barrier installed because of the cost and the lack of long terms success with weed barriers. The trees would be planted with irrigators to each one to give each sufficient water to survive. Both Nick Jenkins and Brett Heward are of the opinion that this will not be a water intensive effort because of the efficiency of the xeroscopic

irrigation system. After the irrigation system is installed and the trees are planted the three berms would be covered with mulch supplied by the City of Pocatello.

The most important issues are the cost of connecting to the City's water system, the purchase of trees, and whether or Valley Pride can rally enough volunteers to plant trees on the berms and shovel the mulch around the berms to cover the irrigation system and newly planted trees.

Costs associated with this project are as follows:

- 1) Installation of irrigation fixtures to connect to the City water system----\$1832.41
- 2) Connection fee City of Pocatello-- \$6,200.00
- 3) Cost of 150 trees @ \$50 / tree-- \$7500.00<sup>1</sup>
- 4) Irrigation System Cost (Estimate Pinehurst\_ \$5,300.00
- 4) Ground Prep and mulch-- City absorbed cost.
- 5) Volunteers to plant trees and spread mulch--\$0.

Total Cost \$20,832.41

I am currently working on a time to meet with the City Council to see if we can get the hookup fee waived in order to make this more affordable. It may be that John Banks will need to work with us on this in order to get a meeting scheduled. Mark Dahlquist agreed to submit a grant application to the Ifft Foundation which has previously supported the berm project. But, the Ifft Foundation limits its grants to \$10,000. This means we may have to apply for a grant in the spring and in the fall. We have not considered other sources of funding but that should be explored.

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<sup>1</sup> Brett Hewatt believes the best chance for survival is to plant 5 gallon trees which cost at least \$50 per tree. These are big enough to provide good opportunity for survival even though the cost is much higher than bare root plantings or smaller containers.

We are hoping to get the funding in place for work to start this spring. We should be working on identifying a couple of weekends to start and finish this project. We will also need a large number of volunteers.

Marc Dahlquist, President

David Maguire, Board Member

Shelley Goings, Board Member

**AGENDA**

**ITEM**

**NO. 5**



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Google earth

Imagery Date: 10/7/2014 42°55'48.99" N 112°32'11.64" W elev 4386 ft eye alt 6165 ft





**AGENDA**

**ITEM**

**NO. 6**

**Date: March 10, 2016**



**TO: Mayor Blad and Council Members**

**From: John Banks, Parks & Recreation Director**

**RE: Request to Re-Name Bonneville Park**

The Pocatello Kiwanis Club (represented by Tim Shurtliff, Rich Smith and Ed Bowman) has requested that the City consider a proposal to change the name of Bonneville Park to Kirkpatrick Park in recognition of the many years of dedicated service Col. David Kirkpatrick gave to the Pocatello community. The Club would also like to place a small monument in close proximity to the park sign, which would contain specific information about Col. Kirkpatrick and his many community contributions.

Col. Kirkpatrick was an active member of the Kiwanis Club for 55 years, an organization dedicated to programs benefitting the youth of Pocatello and the surrounding area. He spent 45 years working with the local Boy Scouts as well, holding numerous positions from club master to President, and was instrumental in the development of Camp Taylor where he served on the Board of Directors. Col. Kirkpatrick also gave many years of distinguished service to the ISU Bengal Foundation Board, and is well known for his tireless efforts and ability to raise funding (estimated at into the millions of dollars) for scholarships, and for other various service community service organizations. As a result of Col. Kirkpatrick's dedication, the ISU Bengal Foundation named its prestigious service award after him, the "Col. David Kirkpatrick Service Award".

The Kiwanis Club has received support for the name change from the Parks & Recreation Advisory Board. The Board feels that the Bonneville Park location is appropriate due to its proximity to the ISU campus, and in recognition to Col. Kirkpatrick's deep ties to ISU and the community. The Board was also supportive of the Bonneville Park location due to the fact that it is not currently named in honor of any other person, but rather simply the adjacent street name. It was also felt that a name change could serve to ease confusion between Bonneville Park (located at Bonneville St. & S. 19<sup>th</sup> Ave.) and Bonneville Community Park (located at N. 7<sup>th</sup> Ave. & E. Freemont St. – adjacent to the Senior Activities Center).

The Parks & Recreation Department also supports the proposed name change, as it would provide a legacy in Pocatello honoring Col. Kirkpatrick's significant community contributions.

The Kiwanis Club has stated that it will pay for the cost of replacement park signage, as well as the small monument adjacent to the park sign. If considered by Council, a Resolution would be needed to facilitate the name change, at a future meeting.

City of Pocatello  
Parks & Recreation Department  
John Banks, Director  
144 Wilson Avenue  
POCATELLO, Idaho 83201

Director John Banks  
& Advisory Board Members

The Kiwanis Club of Pocatello hereby requests the name of BONNEVILLE PARK be changed to COL. DAVID KIRKPATRICK PARK in recognition of the many years of service that Col. David V. S. Kirkpatrick gave to the youth in our community. He was a very active, energetic and dedicated community volunteer.

- Col. Kirkpatrick was an active member of the Pocatello Kiwanis Club for 55 years; an organization dedicated to programs that benefit the youth in our community.
- He spent 45 years working with the Boy Scouts, holding several positions from club master to President of the Tendoy Area Council; he is listed in the Tendoy Area Council Hall of Fame and received the Tendoy Area Distinguished Service Award.
- He was instrumental in the development of Camp Taylor and served on the Board of Directors.
- He served on the ISU Bengal Foundation Board for many years; the Foundation named its prestigious service award after him, "The Col. Kirkpatrick Service Award".
- Col. Kirkpatrick is well known for his relentless effort and ability to raise money and raised millions of dollars for scholarships and for various service organizations in our community.

Please see the attached letter of support from Idaho State University.

Thank you for your consideration

Kiwanis Club of Pocatello  
Tim Shurtliff  
4943 Redfish  
Chubbuck, ID 83202

(208) 237-7022

# Idaho State UNIVERSITY

Office of the President  
921 South 8th Avenue, Stop 8310 • Pocatello, Idaho 83209-8310

November 16, 2015

Edward P. Bowman, II  
1016 Diablo St.  
Pocatello, ID 83201

Dear Mr. Bowman:

We very much enjoyed spending time with you in Kiwanis this week. You have an impressive club that does much good. We write this letter to express our support for your proposal to rename Bonneville Park after Colonel David V.S. Kirkpatrick. He is a man who accomplished so much in benefit of Idaho State University and of this community. His fundraising for various projects to the University, including the "I love ISU" campaign, is legendary and we were never, ever able to turn him down for the pancake breakfast. Please receive this letter an expression of our full support of renaming the park after our dear friend, Colonel Kirkpatrick.

Sincerely,



Arthur C. Vailas, Ph.D.  
President



Kent M. Tingey, D.A.  
Vice President for Advancement

KMT:rr

## **Col. David V.S. Kirkpatrick**



**U. S. Army Chemical Corp. 1940-61**

**Started ROTC program at I.S.C. 1951-55**

**Professor Military Science 1958-61**

**Director of Housing I.S.U. 1961-81**

**Member Pocatello KIWANIS club 1961-2015**

**Professor Emeritus Military Science 1991**

**Bengal Foundation Service Award**

**Pocatello Chief**

**Volunteer and fund raiser for University &  
community 1951-2015**

**AGENDA**

**ITEM**

**NO. 7**



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**Date: March 10, 2016**

**TO: Mayor Blad and Council Members**

**From: John Banks, Parks & Recreation Director  
Peter Pruetz, Zoo Superintendent**

**RE: Zoo Idaho Summer Concert Series  
*and Open Air Art Fair***

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### **General Information**

During the summer of 2015, City Council granted permission to Randy Johnson of Imagine Music Entertainment, to organize, promote and provide a Summer Concert Series for the City of Pocatello at the Ross Park Bandshell. A long-time musician and musical event organizer, Mr. Johnson sees the series as an opportunity to showcase the area's hidden wealth of talented singer/songwriters & bands of all ages, by providing a venue and listening audience for them to perform in a professionally organized and family oriented atmosphere.

Mr. Johnson is once again offering to provide these services to the City, for 13 Saturdays during the summer of 2016, running June 4 – August 27 from 5:00-7:00pm, and has indicated that he has an extensive list of local artists willing to perform, which will be more than sufficient to fill all thirteen dates. Mr. Johnson also proposes to grow & expand the summer 2016 events by including an art in the park element, as well as concession & catering opportunities for local restaurants, all under the new program name of "Zoo Idaho Summer Concert Series and Open Air Art Fair", and at NO COST to the City.

In addition to the evening Summer Concerts, local arts & crafts and artisan vendors would be invited to display and offer their goods for sale to the community starting at 3:00pm. 20-30 vendors per Saturday would be accommodated, and vendor areas would be set up north of the bandshell. Local restaurants would also be secured by Mr. Johnson, and given the opportunity to provide food purchase opportunities to Art Fair & Concert goers. All vendors would pay fees according to the City's FY16 Fee Resolution, with revenues going to help support Zoo and other Lower Ross Park improvements.

With one-time/up-front sound system costs absorbed in 2015 by Mr. Johnson obtaining sponsorships from local businesses, the vast majority of this year's sponsorship dollars will also be allocated back to the City for Zoo and Lower Ross Park projects, less a small advertising budget to help further increase event attendance and the yearly cost of providing the City with a comprehensive liability insurance policy.

Mr. Johnson also plans to have the Idaho State Journal provide artist highlight articles each week leading into the Saturday concerts, as well as weekly artist visits to local radio programs, to talk about their music & upcoming performance, and play a song or two for the listening audience. With these events being FREE to the public, there is also the probability of many other free advertising opportunities on local media, which Mr. Johnson will pursue.

In 2015, Council granted Staff permission to institute a discounted "twilight" zoo entry rate of \$4.00 for adults and \$2.00 for children & seniors, good from 4:00pm-close on the concert days (*\*Note: regular daily admission prices are – Adults: \$5.75, Seniors: \$4.50, Children: \$3.75*). Staff is again requesting Council permission to allow the discounted "twilight" rate for summer 2016.

### **Lower Ross Park Summer Use & Activity on Saturdays**

The Lower Ross Park area is a popular community destination during the summer months. With the Ross Park Aquatics Complex operations, as well as group picnics consistently taking place at one or both of the shelters available for reservation, the Lower Ross Park facilities are traditionally well used.

However, due to the generous amount of space between where the bandshell is located in relation to the aquatics complex and shelters, combined with ample public parking at the aquatics complex, adjacent to the Outdoor Recreation rental building, on-street and the newly created area south of the bandshell, staff feels that Saturday afternoon/evening art fair & concert events will continue to co-exist well with general park activities. In addition, staff believes that the concert series would provide an exciting additional recreation opportunity for aquatics complex, shelter and general park users to visit and enjoy if they chose.

### **Summary of Requests**

In summary, Randy Johnson of Imagine Music Entertainment is requesting that City Council consider granting permission to:

- Organize, promote and provide the "Zoo Idaho Summer Concert Series and Open Air Art Fair" for the City of Pocatello during the summer of 2016, and in future years pending on-going City Council approval.
- Permission to allow arts & crafts and artisan vendors to display and offer their goods for sale, as well as for local restaurants to provide food purchase opportunities, in conjunction with the Concert events.
- Waiver of facility use fees for the Ross Park Bandshell & adjacent Lower Ross Park area, in return for provision of the events.
- Permission to recognize local businesses who provide event sponsorships (i.e. placement of banners at events, verbal recognition & thanks prior to events).
- Permission for musicians to sell their CD's to the audience on the event dates that they perform.
- Permission to continue offering concert series, along with artisan vendors and concessions in future years, barring any significant change or changes to events.

Parks & Recreation Department staff is requesting that City Council consider granting permission to:

- Institute a discounted “twilight” zoo entry rate of \$4.00 for adults and \$2.00 for children & seniors, good from 4:00pm-close on the concert days.
- ***If needed***, extend Summer Zoo close time for Saturdays to 7:00pm on concert days to accommodate additional zoo visitors.
- Permission to continue offering discounted “twilight” zoo entry rates and if needed extended Summer Zoo close times for Saturday concert days in future years, barring any change to rates or hours.

Staff is once again excited to not only tap into local resources & talent to provide this outstanding community recreational opportunity at no cost to the City, but also the continued opportunity to expose the Zoo to a new and fresh audience to help grow attendance figures and create new revenue sources. Staff and Mr. Johnson view the concert series & art fairs as an annual set of events that will continue to become a popular standard in our community, and one that is well embraced by the public and loved by our local and regional musicians and artists.

**AGENDA**

**ITEM**

**NO. 8**



# Planning & Development Services

♦ ECONOMIC DEVELOPMENT ♦ NEIGHBORHOOD & COMMUNITY SERVICES  
♦ PLANNING & ZONING ♦ POCATELLO REGIONAL AIRPORT

911 NORTH 7<sup>TH</sup> AVENUE | P.O. BOX 4169 POCATELLO, IDAHO 83205-4169 WEB: [WWW.POCATELLO.US/PDS/INDEX.HTM](http://WWW.POCATELLO.US/PDS/INDEX.HTM)

## CITY COUNCIL STUDY SESSION MARCH 10, 2016 TITLE 16 – SUBDIVISION ORDINANCE – DRAFT AMENDMENTS

February 22, 2016

To: Mayor Blad & City Council

From: Dave Foster, Associate Planner

In our continuing efforts to update and improve municipal codes, department staff from Public Works, Legal and Planning and Development Services have been working on a comprehensive re-write of the City Subdivision Ordinance. The attached draft has been prepared in order to bring the existing ordinance into compliance with current zoning provisions, Idaho codes and development practices.

The objectives include eliminating outdated and conflicting provisions, re-organize and clarify processing requirements and expand opportunities to subdivide infill and redevelopment property. The key components include:

1. Expansion of definitions to improve understanding of applicable terminology.
2. Clarify and simplify "Short Plat" subdivision options for creating 4 or fewer lots.
3. Re-organize and clarify the "Preliminary Plat" application procedures.
4. Re-organize and clarify the "Final Plat" application procedures.
5. Update provisions for pre-development recording of a final plat and post-development recording procedures in order to relieve development capital for other development opportunities.
6. Enact "Subdivision Surety" requirements for ensuring completion of development when a subdivision plat is recorded prior to development.
7. Enact "Warranty Period" requirements for all subdivisions.
8. Clarify and enact procedures for "Property Line Adjustments" in order to ensure compliance with applicable zoning and subdivision code provisions and Idaho survey and subdivision code provisions.
9. Simplify the subdivision application and development process where possible.

In addition to these changes, specific development standards for zoning designations that were eliminated by the 2008 Zoning Ordinance update have been deleted because they are no longer applicable. Also, the general construction and development requirements have been deleted from the subdivision ordinance because all construction and development standards are being codified by Public Works under Municipal Code, Title 14.

The proposed schedule for moving forward with the new Subdivision Ordinance is to: (1) Post the draft ordinance on the City Website; (2) Notify identified surveyors, engineers and developers and schedule an informational meeting for the week of March 28<sup>th</sup>; (3) Schedule a public hearing for the Planning and Zoning Commission on April 13<sup>th</sup> for their review and recommendation; and (4) Schedule a public hearing for the City Council on May 19<sup>th</sup> and request adoption of the proposed ordinance.



# Planning & Development Services

◆ ECONOMIC DEVELOPMENT ◆ NEIGHBORHOOD & COMMUNITY SERVICES  
◆ PLANNING & ZONING ◆ POCATELLO REGIONAL AIRPORT

911 NORTH 7<sup>TH</sup> AVENUE | P.O. BOX 4169

POCATELLO, IDAHO 83205-4169

WEB: [WWW.POCATELLO.US/PDS/INDEX.HTM](http://WWW.POCATELLO.US/PDS/INDEX.HTM)

## CITY COUNCIL STUDY SESSION MARCH 10, 2016 TITLE 16 – SUBDIVISION ORDINANCE – DRAFT AMENDMENTS

February 22, 2016

To: Mayor Blad & City Council

From: Dave Foster; Associate Planner *DF*

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# DRAFT - TITLE 16 - SUBDIVISION ORDINANCE

February 1, 2016

## Chapters:

- 16.04 General Provisions
- 16.08 Definitions
- 16.12 Pre-application Review
- 16.16 Short Plat Subdivision Application
- 16.20 Preliminary Subdivision Plat Application
- 16.24 Final Subdivision Plat Application
- 16.28 Property Line Adjustment Provisions

## Chapter 16.04 General Provisions

### Sections:

- 16.04.010 Title
- 16.04.020 Purpose
- 16.04.030 Authority
- 16.04.040 Extraterritorial Authority
- 16.04.050 Penalty for Selling Lots or Parcels
- 16.04.060 Enforcing Execution of a Plat
- 16.04.070 Replat Requirements
- 16.04.080 Amendments

**16.04.010 Title:** This Title shall be known as and may be cited as the City of Pocatello Subdivision Ordinance. (City Code Title 16, 1996; City Ordinance 2407 (1), 1992).

**16.04.020 Purpose:** The purpose of regulating the subdivision of land is to ensure orderly development in the City of Pocatello; protection of the public, health, safety, and general welfare; to ensure an interconnected street system; to establish adequate provisions for water supply, drainage, sanitary sewer, and utilities; to ensure that new lots are adequate in size, shape, design, and topography to accommodate appropriate development; and to provide a process for the subdivision of land and to achieve these purposes.

**16.04.030 Authority:** This Title is adopted pursuant to the authority delegated to the City of Pocatello pursuant to Article 12, Section 2 of the Idaho Constitution; Chapter 65, Title 67, Idaho Local Land Use Planning Act, and Chapter 13, Title 50, Idaho Code, Plats and Vacations.

**16.04.040 Extraterritorial Authority:** Area within the Urban Service Boundary, rights of City to comment. All subdivisions of land within the officially designated Urban Service Boundary (Area of

City Impact), located outside the official limits of the City of Pocatello shall be administered in accordance with the ordinances of the County having jurisdiction. The County with jurisdiction shall transmit all proposed subdivision plats, within said area, to the City for review and comment at least fourteen (14) days before the first official decision regarding the subdivision is to be made by the County. Items which may be considered by the City include, but are not limited to, continuity of street pattern, street design, integrity and continuity of utility systems and drainage provisions and the provision of emergency services.

**16.04.050 Penalty for Selling Lots or Parcels:** Any person who shall dispose of or offer for sale any lot(s) or parcel(s) within the City until the subdivision plat thereof has been duly acknowledged and recorded, as provided in this Title and Idaho Code Title 50, shall forfeit and pay one hundred dollars (\$100) for each lot or parcel and/or part of a lot or parcel sold or disposed of or offered for sale.

**16.04.060 Enforcing Execution of a Plat:** Whenever the owner(s) of any tract/lot/parcel of land divide and/or sell and/or convey any part of said tract/lot/parcel without the approval of the City, the City shall have the authority to require the execution of a subdivision plat in accordance with the provisions of this Title and Idaho Code Title 50.

**16.04.070 Replat Requirements:** A replat shall comply with all applicable provisions of this Title and Idaho Code Section 50-1314. The City may allow procedures other than replatting to adjust common property lines between abutting properties/lots subject to compliance with provisions of this Title.

**16.04.080 Amendments:** The Planning and Zoning Commission may recommend amendments to this Title, and the City Council, in acting on such recommendation or on its own motion, may amend this Title as applicable; provided that public hearing procedures are followed for said amendments.

## Chapter 16.08 Definitions

### 16.08.010 General Definitions:

**Affected Person:** As used herein, an affected person shall mean one having a bona fide interest in real property which may be adversely affected by the approval, denial or failure to act upon a submitted application by the City Council, City Planning and Zoning Commission, Hearing Officer or City staff.

**Applicant:** Any person legally authorized to submit an application for the subdivision of land. The applicant need not be the "owner" of the property as defined by this chapter.

**Area of City Impact:** The officially designated area consisting of the City Urban Service Boundary within the unincorporated area of the adjoining county.

**Block:** A group of platted lots fronting on a street and designated as a "block" on a recorded subdivision plat.

**City Major Street and Highway Plan:** A part of the city development plan which provides for the development of a system of major streets and highways, including the location and alignment of existing and proposed thoroughfares.

**City Development Plan:** A comprehensive plan, or parts thereof, providing for the future growth and improvement of the city and for the general location and coordination of streets and highways, schools and recreation areas, public building sites, and other physical development, which shall have been duly adopted by the City Council (sometimes referred to as "regional plan").

**Common Area:** That area delineated on a plat which is held in common undivided ownership by owners of land within the platted area.

**Developer:** The individual or entity with ownership and/or operational control of the development of public infrastructure and improvements associated with a subdivision.

**Development:** The physical alteration or improvement of land by a developer, including but not limited to, grading, excavating, filling, construction and installation of public infrastructure and improvements and service provider utilities.

**Development Master Plan (DMP):** A preliminary master plan for the development of a large, unusual or complicated land area, the platting of which is expected in progressive stages. A DMP may be designed by the developer, planner, or site plan committee and shall be subject to approval of the Planning and Zoning Commission.

**Director of Planning and Development Services:** The person, so titled, who is responsible for coordination of city plans and programs with all other governmental organizations involved in the process of community development and for the supervision and direction of all activities of the Planning and Development Services Department.

**Director of Public Works:** The person, so titled, who is responsible for the supervision and direction of all activities of the City's Public Works Department.

**Easement:** A right of use, falling short of ownership, and usually granted for a certain stated use or uses.

**Engineering Plans:** Plans, profiles, cross sections, calculations and other required details for the construction of public or private improvements, prepared by a Professional Engineer licensed by the State of Idaho and in current standing, in accordance with the approved preliminary plat and in compliance with existing standards of design and construction approved by the City Council.

**Exception Area:** Any parcel of land which is within the boundary of the tract of land containing the land division which is not owned or controlled by the developer and is not incorporated into the land division.

**Final Plat Approval:** The approval of the final subdivision plat by the City Council, as evidenced by certification on the plat by the Mayor of the City, constituting authorization to record a final subdivision plat.

**Hillside Subdivision:** A subdivision or that portion of a subdivision located in terrain where there is a historic precedent of slope failure or where proposed construction/development activities at or near the toe of a slope may have the potential of destabilizing the slope. Also, terrain having slopes of fifteen percent (15%) or greater with soils identified as susceptible to severe erosion hazard and considered unsuitable for development according to the United States Department of Agriculture, Soil Conservation Service, Bannock County Soils Report.

**Irrigation Facilities:** Includes canals, laterals, ditches, conduits, gates, pumps, and other equipment necessary for the supply, delivery, and drainage of irrigation water.

**Lot:** A unit of land lawfully created by a recorded subdivision plat for the purpose of sale or development, whether immediate or future.

**Lot - Corner:** A lot abutting on two (2) or more intersecting streets where the interior angle of intersecting does not exceed one hundred thirty five degrees (135°). A corner lot shall be considered to be in that block in which the lot fronts.

**Lot - Interior:** A lot having only one side abutting (fronting) on a street.

**Lot - through lot or double frontage lot:** A lot abutting (fronting) two (2) parallel or approximately parallel streets.

**Lot frontage:** The length of the lot line of any lot abutting (fronting) a street, road or highway.

**Lot width:** The width of a lot shall be:

- A. If the side property lines are parallel, the shortest distance between these side lines along the lot frontage.
- B. If the side property lines are not parallel, the width of the lot shall be the length of a line at right angles to the axis of the lot at a distance equal to the front setback required for the district in which the lot is located. The axis of a lot shall be a line joining the midpoints of the front and rear property lines.

**Lot of Record:** A lot, parcel or tract of land that was lawfully created by a recorded deed, contract of sale, or recorded plat prior to the adoption of the City of Pocatello Subdivision Ordinance No. 1594 on October 16, 1969 or lawfully created pursuant to applicable Municipal Code provisions after said date.

**Owner:** The person, persons or other legal entity holding legal title by deed to land, or holding legal title as vendees under land contract, or holding any other legal title of record.

**Parcel:** A generic term for any unit or units of land, typically not platted, described by a deed of record, land survey of record or other legally acceptable description.

**Pedestrian-way, Pathway or Paseo:** A dedicated walkway, sidewalk or path through a block from street to street and/or providing access to a school, park, recreation area, shopping center or other public or private amenity.

**Planning and Zoning Commission:** As established and defined in City Code, Title 17, may be referred to as "Commission".

**Plat:** The recorded drawing, map or plan of a subdivision or subdivided land, or a replatting of such, prepared by a Surveyor licensed by the State of Idaho and in current standing, including certifications, descriptions and approvals in accordance with requirements of this Title and as specified by Idaho Code, Title 50, Chapter 13, Section 50-1304.

**Property Line Adjustment:** The relocation or elimination of a common property line between abutting properties that does not create an additional unit of land.

**Public Improvement Standards:** A set of regulations setting forth the details, specifications, and instructions to be followed in the planning, design, and construction of certain public improvements in the City, formulated by the City Public Works, the County Health Department, and other City departments and approved by the City Council.

**Public Infrastructure and Improvements:** The infrastructure, improvements, facilities, structures and appurtenances required to provide municipal services to the public. Such services include, but are not limited to:

- A. Potable and non-potable water systems (any required supply, transmission, storage, delivery, fire suppression, and distribution systems);
- B. Municipal wastewater systems (any required collection and transfer pumping/pressure systems);
- C. Storm water systems;

- D. Public rights of way improvements (any required streets, alleys, asphalt, curbs, gutters, sidewalks, pathways, pavement and signage traffic control, signalized intersections, and street lights);

**Public Right-of-Way:** Any land dedicated and open to the public, usually for a stated purpose, under the jurisdiction of the City or other State or Federal entity having jurisdiction. The right-of-way may or may not contain public maintained improvements.

**Public Utilities:** The infrastructure, appurtenances and facilities, underground, above ground or overhead, utilized to provide utility services to the public from a common carrier or corporation subject to the jurisdiction of the Idaho Public Utilities Commission or a municipal franchise. Said entities provide services such as, but not limited to, electricity, gas and communications.

**Record of Survey:** A recorded survey map prepared by a professional land surveyor licensed by the State of Idaho and in good standing, in conformity with Idaho Code Title 55, Chapter 19, and recorded with the county or counties wherein the lands surveyed are situated.

**Replat:** The act of reconfiguration of an existing lot or lots in a recorded subdivision that results in the increase or decrease in the number of lots/parcels within the subdivision or results in the reconfiguration of the subdivision in a manner that affects its original integrity.

**Site Plan Review Committee:** The committee comprised of City staff to review proposed plans and concepts involving the division and/or development of land within the city limits and provide guidance and suggestions regarding said plans and concepts.

**Street:** The portion of a public or private right-of-way dedicated or reserved primarily to accommodate vehicular access and travel. Any street, avenue, boulevard, road, lane, parkway, place, viaduct, easement for access, or other way which is an existing state, county, or municipal roadway; or a street or way shown in a plat heretofore approved pursuant to law or approved by official action; or a street or way in a plat duly filed and recorded in the county recorder's office. A street includes the land between the right of way lines whether improved or unimproved and may comprise pavement, shoulders, curbs, gutters, sidewalks, parking areas, and lawns.

**Arterial route:** A general term including freeways, expressways, and major arterial streets; and interstate, state, or county highways having regional continuity.

**Collector street:** A street which provides for traffic movement within neighborhoods of the city and between major streets and local streets and for direct access to abutting property.

**Local street:** A street which provides for direct access to residential, commercial, industrial, or other abutting land and for local traffic movement and connects to collector and/or major streets.

**Marginal access street:** means a minor street parallel and adjacent to an arterial route which provides access to abutting property and intercepts local streets and controls access to an arterial route.

**Cul-de-sac street:** A local street having one end permanently terminated in a vehicular turnaround.

**Alley:** A public right-of-way used to provide secondary vehicular access to the rear of properties otherwise abutting upon a street.

**Subdivider:** The person(s) or entity with vested ownership or operational control of the subject property or their legally authorized representative responsible for the subdivision of the subject property. May also be referred to as the applicant.

**Subdivision or Subdivided Land:**

- A. Any lot, parcel, or tract of land which is divided into two (2) or more lots, parcels or sites for the purpose of sale or development, whether immediate or future.
- B. The creation of cemetery lots pursuant to Idaho Code Title 50, Section 50-1303 – 1304.
- C. The terms "subdivision" or "subdivided land" shall not apply under the following conditions, unless the method of disposition is adopted for the purpose of evading the requirements of this Title, to any division of land which:
  - 1. Is created by order of any court of competent jurisdiction or by operation of law.
  - 2. Is created by a security or unit of interest in any investment trust regulated under the laws of this state or any other interest in any investment entity.
  - 3. Is created by a lien, mortgage, or other security instruments.
  - 4. Creates an interest in minerals or water which is severed from the surface of ownership of real property.
  - 5. Is created by the acquisition of an interest in land in the name of a husband and wife or other persons in joint tenancy or as tenants in common, and such interest shall be deemed for the purpose of this section as only one interest so land as said acquisition continues to be a joint tenancy or tenancy in common.
  - 6. Is created by the combination of contiguous parcels of land not previously subdivided into one plat or parcel, but the resulting parcel shall constitute only one interest in land

and only one building site; provided, however, that easements and right of way shall not be considered interests for purposes of this subsection.

7. Involves the realignment of boundaries between adjoining landowners, providing the adjustment does not violate any existing ordinances or regulations of the city.
8. A bona fide division or partition of agricultural land into lots which are five (5) acres or larger and maintained for agricultural purposes pursuant to Idaho Code, Section 50-1301(16).

**Subdivision - Short Plat:** A recorded plat map, prepared by a professional land surveyor licensed by the State of Idaho and in current standing, in accordance with this Title and Idaho Code Title 50 and Title 55, of the division of a lot, parcel or tract of record into four (4) or fewer lots for the purpose of sale or development, whether immediate or future.

**Tract:** A generic term for any unit or units of land, typically unplatted, described by a deed of record, land survey of record or other legally acceptable description.

**Usable Lot Area:** That portion of a lot usable for or adaptable to the normal uses made of property, excluding any areas which may be covered by water, excessively steep, or included in certain types of easements.

## **Chapter 16.12 Pre-application Review**

### **Sections:**

- 16.12.010 Pre-application Review**
- 16.12.020 Submission Requirements**
- 16.12.030 General Requirements**

**16.12.010 Pre-application Review:** All proposed land divisions shall be reviewed by City staff prior to the submittal of a formal application. Such review does not constitute filing of a land division application rather the purpose is to allow City staff concept review while allowing the applicant or applicant's duly authorized representative the opportunity to ask questions regarding the regulations and design requirements applicable to the division of property and to become aware of any issues prior to formal submittal of a land division application.

**16.12.020 Pre-application Submission Requirements:** The applicant or applicant's duly authorized agent shall submit six (6) 11" x 17" copies of the proposed land division concept plan to the Planning and Development Services Department.

- A City Staff shall review the submitted concept plan and evaluate compliance with the applicable provisions of the Comprehensive Plan, Zoning Ordinance, and other regulations.

### **16.12.030 General Requirements:**

- A. No Building Permit shall be issued for construction/development on any proposed lot within the proposed subdivision until:
  - 1. A plat has been approved and recorded as required by this Title and Idaho Code, Title 50 and a copy of the recorded plat has been submitted to the City Surveyor; and
  - 2. All infrastructure and improvements required by the City have been installed, inspected and accepted by the City.
  
- B. The submission of a subdivision plat application shall be required if any of the following circumstances exist:
  - 1. In all cases where the creation, dedication, access to, or extension of a public right of way is required, regardless of the number of lots being created.
  - 2. In all cases where the property is to be divided into five (5) or more lots.
  - 3. In all cases where land or property is to be dedicated to the City.
  - 4. In all cases when any lot, parcel, or tract of land is divided into two (2) or more lots, parcels or sites for the purpose of sale or development, whether immediate or future.
  - 5. In cases where, due to topography, future impact of the proposed land division, public utility needs, or other applicable circumstances, City staff determines that the recording of a plat is necessary.

### **Chapter 16.16 Short Plat Subdivision Application**

**16.16.010 Short Plat Subdivision:** A proposed land division creating four (4) or fewer lots, shall be reviewed by City staff in order to determine if the proposal will require the submission of a complete subdivision plat application or a short plat application. If the City staff determines that a complete subdivision application is not required, then City staff may authorize the submittal of a Short Plat Subdivision application to ensure compliance with applicable provisions of this Title and Idaho Code Title 50.

The Short Plat Subdivision process does not require the submittal of separate "preliminary plat" and "final plat" applications. A "short plat" is submitted in the "final plat" format pursuant to this Title and Idaho Code Title 50.

- A. The Short Plat Subdivision application process cannot be used if the proposed land division requires any public dedication for right-of-way, infrastructure or other public uses which requires acceptance by the City Council.
- B. The proposed subdivision must comply with all other applicable design and survey standards adopted by the City.
- C. Upon receipt of the short plat application, City staff shall perform a completeness review within five (5) days from official receipt of the application and applicable fees.
  - 1. In the event that City staff determines that the application is incomplete, the applicant will be notified regarding what is needed to complete the application.
  - 2. In the event that an incomplete application is returned more than two (2) times, additional application fees may be required.
  - 3. Once it is determined that the application is complete, the application materials will be reviewed by City staff for technical compliance with applicable code provisions and notify the applicant of any deficiencies prior to the application being scheduled for review by the Planning and Zoning Commission at a regularly scheduled meeting.
- D. The review and recommendation by the Planning and Zoning Commission is forwarded to the City Council for review and a final decision.
- E. The "Final Short Plat Subdivision" shall be prepared in compliance with the applicable provision of Chapter 16.24 of this Title and applicable provisions of Idaho Code Title 50.
- F. The "Final Short Plat Subdivision" shall be submitted to the City Surveyor for review for substantial conformity to the plat reviewed by the Planning and Zoning Commission and applicable State statutes and City ordinance provisions.
  - 1. If the submitted final plat is not found to be in substantial conformity, the City Surveyor will notify the applicant and the applicant will be given the opportunity to make necessary corrections to achieve substantial conformity.
  - 2. The applicant must re-submit a corrected plat within thirty (days) from the date of notification by the City Surveyor.
  - 3. Failure to re-submit a corrected plat in conformity with the approved plat will result in a denial and require the applicant to submit a new application.
- G. The "Final Short Plat Subdivision" shall contain applicable certification statements pursuant to Section 16.24.050 of this Title.

- H. Upon a determination by the City Surveyor that the "Final Short Plat Subdivision" is in conformity with the requirements of this Title, the Plat will be scheduled for review by the City Council.
- I. Upon approval by the City Council and after obtaining all required signatures, the Plat shall be submitted to the County Clerk for review and recording in the County "Records of Plats" in accordance with applicable provisions of this Title and Idaho Code Title 50.
- J. The applicant shall provide the City Surveyor with a copy, on CAD film, of the recorded Plat and an electronic (digital) AutoCad® (DWG) format file within thirty (30) days of recording.
- K. Expiration of the approval to record the Short Plat shall be two (2) years from the date of approval by the City Council. Failure to record an approved plat within the designated time period serves to void the prior review and approval process and will result in requiring the submittal of a new application.
- L. All other applicable provisions of this Title shall be met.

### **Chapter 16.20 Preliminary Subdivision Plat Application**

**Sections:**

- 16.20.010 Preliminary Plat – Purpose**
- 16.20.020 Application and Fees**
- 16.20.030 Preliminary Plat Submittal**
- 16.20.040 Preliminary Plat Review**
- 16.20.050 Review Criteria**
- 16.20.060 Planning and Zoning Commission Recommendation**
- 16.20.070 Expiration of Planning and Zoning Commission's Recommendation**

**16.20.010 Preliminary Plat – Purpose:** The purpose of the preliminary plat application is to require formal preliminary approval of a subdivision as provided herein in order to minimize changes and revisions which might otherwise be necessary on the final plat. The preliminary plat and all information and procedures relating thereto shall be in compliance with the provisions of this Title, other applicable City regulations and ordinances and applicable provisions of Idaho Code, Title 50, Chapter 13 Plats and Vacations.

**16.20.020 Application and Fees:** The applicant or their authorized representative, after completing the Pre-application Concept Review shall file an application for preliminary plat approval with the Planning and Development Services Department on a form prescribed by the City, together with ten (10) full size copies (18" x 24") and six (6) 11" X 17" drawings of the preliminary plat and the appropriate application fee paid in full.

**16.20.030 Preliminary Plat Submittal:** The preliminary plat shall be prepared and stamped by a professional land surveyor licensed by the State of Idaho and in current standing. The plat map shall be clearly identified as a "Preliminary Plat". The preliminary plat shall include the following information:

- A. Proposed name of the subdivision and its location by quarter-quarter section, township, and range, in bold letters at the top of the sheet.
- B. Name, address, and phone number of applicant(s) and/or owner(s) of record and a copy of the deed of record and current title report. If the applicant is not the owner of record, then duly executed authorization from the owner(s) is required.
- C. Name, address and phone number of the professional land surveyor preparing the plat.
- D. Scale, north arrow, date of preparation and revisions.
- E. Vicinity map clearly showing the proposed subdivision in relationship to adjacent subdivisions, main arterial routes, collector streets, etc.
- F. Topography by two-foot (2') contours based on NAVD 88 datum including the origin of the source and the date, or other datum approved by the City, shown on the same sheet as the subdivision layout and extending a minimum of fifty (50) feet beyond the perimeter of the subject property.
- G. Location of water features such as streams, canals, irrigation facilities, ditches, washes, lakes, wetlands, floodways and floodplains. Information about direction of flow, extent of areas subject to frequent, periodic and occasional inundation shall also be provided.
- H. Platted streets, utilities, permanent structures to remain, water wells, and property deeded, dedicated or described for public use and Municipal boundary lines within or adjacent to the tract of land.
- I. Current instrument number and ownership of all contiguous property and the name of any recorded contiguous subdivision(s).
- J. Existing zoning classification(s) of the subject property shall be mapped and labeled.
- K. The acreage of the subject property.

- L. The boundary of the subject property to be subdivided shall be fully dimensioned.
- M. Proposed street layout, including location, width, grade and proposed names (public and private) and existing and potential connections to contiguous land(s).
- N. Lot dimensions, the size of each lot, sequentially numbered lots and the total number of lots listed by note.
- O. Location, width, and use of proposed and existing easements.
- P. The location, size and designated use of all land proposed to be dedicated or reserved for public or private use.
- Q. Any proposed private on-site septic system(s) for any lot(s) or parcel(s) will be subject to City Code Section 13.16.
- R. Preliminary engineering calculations demonstrating adequate volume, pressure and quality of water supply to the proposed subdivision can be achieved.
- S. Preliminary engineering calculations demonstrating adequate waste water disposal and layout of the system including locations of outlets, subject to approval of the City.
- T. Preliminary engineering calculations demonstrating adequate storm water quantity and quality standards for the City can be satisfied.
- U. Letters from all affected public utility providers confirming the availability of their respective services to accommodate the proposed development.
- V. A traffic impact study will be required for any subdivision creating one hundred (100) or more peak-hour trips.
- W. Proposed street names shall be no longer than fifteen (15) characters, including spaces and shall not be repetitive or similar to existing street names within the City. Proposed street names must be pronounceable and reviewed and approved by the City.

**16.20.40 Preliminary Plat Application Review:**

- A. Upon receipt of the preliminary plat application, City staff shall perform a completeness review within five (5) days from official receipt of the application and applicable fees.
- B. In the event that City staff determines that the application is incomplete, the applicant will be notified regarding what is needed to complete the application.
  - 1. In the event that an incomplete application is returned more than two (2) times, additional application fees may be required.
- C. Once it is determined that the application is complete, the application materials will be reviewed by City staff for technical compliance with applicable code provisions and notify the applicant of any deficiencies prior to the application being scheduled for review by the Planning and Zoning Commission at a regularly scheduled meeting.
- D. The City will place a sign (or signs) on the subject tract to provide notice to the public of the proposed subdivision.
- E. Pursuant to Section 67-6521, Idaho Code, any affected person may at any time prior to final action on a subdivision application, if no public hearing has been held, petition the City Council in writing to hold a public hearing pursuant to Section 67-6512, Idaho Code.
- F. Representatives from the following City departments and affected agencies shall be given the opportunity to review the plat and provide comments.
  - 1. City Public Works staff shall review the preliminary plat for the following:
    - a. Basic street plans such as proposed right-of-way width, curb, gutter and sidewalk location and width, and planter strips.
    - b. Basic public utility plan.
    - c. The proposed subdivision does not impede the future extension of streets and/or utilities to adjacent lands or recreational access to public lands.
    - d. Grading and drainage control measures.
    - e. City Water Pollution Control Department for review of sewage disposal.
    - f. City Water Department for review of water supply.

- g. City Streets and Traffic Departments for review of new streets and traffic impacts on existing roadways.
  - h. Science and Environmental staff shall review plans for environmental impacts including but not limited to erosion and storm drainage.
2. Planning and Development Services shall review the preliminary plat for consistency with applicable zoning and development codes.
  3. City Legal Department regarding applicable legal issues.
  4. City Parks and Recreation Department for recommendations regarding parks and recreation facilities.
  5. The City Fire Department shall review existing and proposed hydrant placement, fire apparatus access routes, design and location of required turn-around area(s) for developments.
    - a. Construction standards for structures will be review with applicable building permit applications.
  6. Southeast Idaho Department of Health for review of on-site water and sewage disposal, if applicable.
  7. School District 25 officials shall review for impacts to school facilities.
  8. Idaho Transportation Department officials shall provide written comment, where the land abuts a State controlled roadway, for review of right-of-way, access drives and intersection design.
  9. Affected public utility providers.
- G. The reviewing representatives/departments shall transmit their recommendations to the Planning and Development Services staff in writing within fourteen (14) days from the date that notice is provided. If no written comments are submitted by the required date, it shall be assumed that there are no concerns regarding the proposed subdivision.
- H. Planning and Development Services staff will prepare a written report for the Planning and Zoning Commission. The report will contain an evaluation of compliance with applicable ordinance provisions along with all comments resulting from the site plan review process.

**16.20.050 Review Criteria:** The Planning and Zoning Commission shall review the preliminary plat, at a scheduled meeting, for compliance with applicable ordinance provisions subject to the following review criteria:

- A. The subdivision proposal complies with applicable provisions of this Title.
- B. The subdivision proposal complies with all applicable City design standards and development regulations.
- C. The subdivision proposal complies with all applicable zoning requirements of the underlying zoning district, applicable overlays, and other applicable development standards.
- D. All public facilities including streets, sidewalks, curbs, gutters, water, sewer, fire protection, and sanitation services can be provided to the newly created lots and accommodate future extension to adjacent land.
  - 1. The use of a “control strip” intended to control or prevent the future extension of public facilities or development of adjacent land is prohibited.
- E. If City Public Works determines that the proposed subdivision will result in significant traffic impacts, then a “Traffic Impact Study” will be required as part of the Commission’s review.
- F. The proposal provides for a continuation of a connected transportation system unless topography or natural features prevents a connection to abutting streets or property.
- G. The proposed subdivision provides for bicycle and pedestrian transportation routes and amenities in accordance with Bannock Transportation Planning Organization’s adopted Bicycle and Pedestrian Plans.
- H. Public utilities are provided to the newly created lots in public rights-of-way or in appropriately sized easements.

**16.20.060 Planning and Zoning Commission Recommendation:** The Commission, by motion, may issue a recommendation (approval or denial), with or without conditions, or continue the meeting to a set date and time.

- A. The Planning and Zoning Commission’s recommendation shall be reduced to writing and mailed to the applicant.

- 1 The recommendation may also be made available to other affected persons upon request.
  2. The Commission's recommendation may be subject to "Reconsideration" by the City Council by an affected person pursuant to City Code Title 17 provisions.
- B. A recommendation of approval constitutes authorization for the subdivider to proceed with the preparation of the final plat application.
- C. If the Planning and Zoning Commission is unable to recommend approval of a preliminary plat, as submitted, due to a determination of non-compliance with applicable municipal code provisions, the following options are available:
1. The Commission may discuss changes to the preliminary plat that would resolve non-compliant issues with the applicant and offer the applicant with the opportunity to agree to make such changes.
    - a. At the discretion of the Commission, said changes may be attached as conditions of a recommendation for approval; or
    - b. The Commission may continue the meeting in order to provide the applicant with the opportunity to make such changes to the preliminary plat and submit the revised preliminary plat to the Commission for review at a subsequent meeting.
  2. If the Commission and the applicant are not able to resolve non-compliant issues then the Commission shall, by motion, recommend denial of the preliminary plat application.
    - a. The applicant may seek "Reconsideration" of the Commission's recommendation for denial by the City Council pursuant to City Code Title 17 "Reconsideration" provisions; or
    - b. The applicant may, at their own discretion, proceed with the preparation and submittal of the final plat application pursuant to the provisions of Chapter 16.24 of this Title.

**16.20.070 Expiration of Planning and Zoning Commission's Recommendation:**

- A. The Commission's recommendation is valid for a period of two (2) years from the date the recommendation is reduced to writing and mailed to the applicant.
1. The complete final plat application must be submitted to the Planning and Development Services prior to the expiration of the two year period.

2. Failure to submit the complete final plat application prior to the two year expiration date shall require the submittal of a new preliminary plat application pursuant to this Chapter.

## **Chapter 16.24 Final Subdivision Plat Application**

### **Sections:**

- 16.24.010 Purpose**
- 16.24.020 Application and Fees**
- 16.24.030 Final Plat Application Requirements**
- 16.24.040 Final Plat Requirements**
- 16.24.050 Final Plat Certificates**
- 16.24.060 Final Plat Application Review**
- 16.24.070 Final Plat Approval**
- 16.24.080 Recording the Final Plat**
- 16.24.090 Recording of Phases**
- 16.24.100 Structures, Improvements and Building Permits**
- 16.24.110 Subdivision Surety Bond**

**16.24.010 Purpose:** This Chapter addresses the submittal requirements and the review, approval and recording requirements for a Final Subdivision Plat.

**16.24.020 Application and Fees:** After the review and a recommendation of approval of the preliminary plat application by the Planning and Zoning Commission, the subdivider may proceed with the preparation of a final plat application pursuant to the provisions of this Chapter .

- A. The final plat application, with applicable fees shall be submitted to the Planning and Development Services Department within the required two (2) year approval period pursuant to Section 16.20.070 of this Title.

### **16.24.030 Final Plat Application Requirements:**

- A. A completed Final Subdivision Plat Application.
- B. Planning, Surveying and Engineering review fees paid in full.
- C. Two (2) 18" x 24" full sized copies and a PDF copy of the final plat (in accordance with all items required under Title 50, Chapter 13, Idaho Code), an 11"x 17" and 8.5" x 11" reduction of the plat.
- D. Two (2) 18" x 24" full sized copies and a PDF copy of construction drawings for streets, water, sewer, sidewalks, storm water, curbs and other public improvements and utilities. One copy of which shall be returned to the applicant after the plans are reviewed and marked-up by City staff.

- E. The final plat shall be prepared in accordance with applicable provisions of Idaho Code, Title 50, Chapter 13 and with City survey standards and with City engineering design and construction standards.

**16.24.040 Final Plat Requirements:** The final plat shall include the following minimum requirements:

- A. The name and general location of the subdivision by quarter-quarter section, township and range, in bold letters at the top of the sheet.
- B. North arrow, basis of bearing and scale of the plat.
- C. Surveyor's name, company name, address and official seal of the Idaho registered and licensed land surveyor preparing the plat.
- D. The tract boundary must be accurately drawn showing the proper direction and dimensions of all boundary lines of the subdivision. Basis of bearing shall be City of Pocatello datum based on the East Zone of the Idaho State Plane Coordinate System.
- E. The street names, widths, lengths, bearings, curve data on centerlines of proposed streets, alleys and easements desired or necessary; the boundaries, bearings and dimensions of all parcels within the subdivision intended to be dedicated to the use of the public; and the sizes, lines, dimensions, curve data and number of all lots, blocks and/or parts reserved or excepted for any reason within the subdivision.
- F. The widths of abutting streets and alleys and street names. The names and boundaries of all adjoining recorded subdivisions shall be shown upon the plat offered for record. The adjoining subdivisions shall be clearly drawn to show their relationship to the plat offered for record. If adjoining land is not platted it should be noted as such.
- G. All linear dimensions shall be shown to the nearest .01 of a foot and all bearings shall be shown to the nearest second of arc. All curves shall be defined by the radius, central angle, tangent, arc length, chord distance and chord bearing. The description and location of all monuments used to control the survey shall be shown.
  - 1. All monuments shall be set in accordance with Title 50, Section 13, Idaho Code. All exterior boundary corners shall be marked with 5/8" diameter by 24" minimum length iron rod with 2-inch diameter aluminum cap. All exterior boundary corners shall also be marked with a metal "T" type fence post at least 6' in length set immediately adjacent to the required corner monument.

2. Street monument vaults shall meet City standards and be placed a maximum of 600' apart with a 2" aluminum cap on top of a 5/8" x 24" iron rebar. All other center-line monuments shall be a 2" aluminum cap on top of a 5/8" x 24" iron rebar.
- H. All lots and blocks shall be numbered sequentially throughout the plat in accordance with Idaho Code Title 50, Chapter 13 and City engineering and survey standards.
- I. The total acreage of the entire development and square footage of each lot, common areas and open space areas.
- J. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced. In addition to the requirements of Title 50, Chapter 13, Idaho Code. The exterior boundary of the subdivision shall be tied to not less than two public land corners or corners recognized by the County Surveyor.
- K. The NAVD 88 datum (date and source) utilized for the construction drawings shall be stated on the construction drawings.
- L. The required certifications shall be lettered on the plat for the following: the Idaho professional land surveyor's "certificate of survey", owner's dedication certificate with notary public acknowledgement, approval by the City Council and acceptance of any public dedications, approval by the Engineer for the City, approval by the City Surveyor and other certificates as required by the County and Idaho Code.

**16.24.050 Final Plat Certificates:** The following certificates must appear on the Final Plat:

- A. A certificate confirming that the Pocatello City Council has approved the final plat and accepts all public dedications contained in the plat. Said certificate is to be signed by the Mayor of the City of Pocatello and the City Clerk.
- B. A certificate confirming the approval of the Engineer for the City of Pocatello. Said certificate is to be signed by the Engineer for the City of Pocatello.
- C. A certificate confirming the approval of the City Surveyor for the City of Pocatello. Said certificate is to be signed by the City Surveyor for the City of Pocatello.
- D. A certificate for the County Treasurer attesting to the fact that all property taxes have been paid. All Final Plats must be submitted for recording to the County within 30 days of being approved, signed and dated by the City.
- E. A certificate confirming the approval of the Surveyor for the County.

- F. A certificate signed by the County Recorder containing the recording date and instrument number of the plat.
- G. A certificate, signed by the owner or owners of the tract containing the subdivision plat. The signature(s) of the owner(s) must be acknowledged by a Notary Public. The owner's certificate must contain the following:
  - 1. The correct legal description of the subdivided tract and contain a statement as to their intention to include the described land in the plat and make a dedication of all public streets, easements, land and/or rights-of way shown on the plat.
  - 2. A sewage system (sanitary) restriction statement attesting to the fact that the City of Pocatello has agreed, in writing, that all of the lots in the subdivision plat will be served by the City's existing public sewage system.
  - 3. A water restriction statement attesting to the fact that the City of Pocatello has agreed, in writing, that all of the lots in the subdivision plat will be served by the City's existing public water system.
  - 4. A statement attesting whether all or part of the subject property is either outside the boundaries of an existing irrigation entity or is located within such boundaries pursuant to Idaho Code 31-3805(1). If all or part of the subject property is located within the boundaries of an existing irrigation entity then the statement shall comply with the applicable provisions of Idaho Code 31-3805.
  - 5. A statement acknowledging that no building permits will be issued for any structures or improvements upon any of the proposed subdivision lots until;
    - a. The Final Subdivision Plat has been approved and signed by the City and recorded with the County; and
    - b. All required public dedicated structures, infrastructure and/or improvements have been constructed and accepted by the City.
- H. A certificate signed and stamped by the Idaho professional land surveyor who conducted the survey and prepared the final plat attesting to the correctness of the plat and that all required monuments have been set and/or that a post-monumentation agreement has been executed pursuant to Idaho Code 50-1332.
- I. A declaration of recorded covenants conditions, and restrictions including the instrument recording number.

**16.24.060 Final Plat Application Review:** After having been prepared in accordance with Idaho Code Title 50, Chapter 13, and the requirements set forth under this Title, the final plat application shall be submitted to the Planning and Development Services Department within the two (2) year validity period set forth in Section 16.20.070 of this Title. The final plat shall be in substantial

conformance to the preliminary plat as reviewed and recommended by the Planning and Zoning Commission.

- A. Unless changes made directly reflect specific Planning and Zoning Commission recommendations, a final plat fails substantial conformity if any of the following occur:
  - 1. The number of lots has increased or a significant change in the configuration of lots.
  - 2. Street alignment has changed significantly.
  - 3. Additional streets are proposed.
  - 4. A significant change in the size or location of open space whether public or private.
  - 5. A significant change in water, wastewater, or storm water location or size or type of management.
  - 6. Other proposed changes which may have affected the preliminary plat reviewed by the Planning and Zoning Commission.
- B. City staff will review the final plat application for substantial conformity.
  - 1. If the final plat application is not in substantial conformance the final plat application will be considered incomplete and returned to the applicant.
    - a. In the event that an incomplete application is returned more than two (2) times, additional application fees shall be required.
  - 2. If the applicant desires to make changes affecting the substantial conformity of the final plat, then the plat application will be re-submitted to the Planning and Zoning Commission for review and a new recommendation pursuant to the preliminary plat provisions of this Title.
    - a. The re-submittal of a preliminary plat for review by the Planning and Zoning Commission will require the applicant to submit a new application fee according to the application fee schedule.

**16.24.070 Final Plat Approval:** Final approval of a subdivision plat is validated by the signatures of the appropriate City and County officials pursuant to Idaho Code Title 50 and all applicable City Code provisions. All final plats submitted to the City must comply with the "Essentials of Plats" pursuant to Idaho Code Section 50-1304 and applicable City engineering and survey standards.

- A. After City staff approves substantial conformity and completeness for the final plat application a meeting will be scheduled for City Council consideration for approval.
- B. Subject to City Council consideration and approval and prior to recording, the Final Plat is subject to the following review process:

1. A full sized copy, drawn to scale, will be submitted to the City Surveyor for review and comment.
  2. The City Surveyor will review the final plat for compliance with applicable survey provisions of Idaho Code and this Title.
  3. The City Surveyor will return the submitted copy with review comments to the subdivider's surveyor within thirty (30) days of submittal.
    - a. If corrections are required, a corrected copy and the original copy with comments will be re-submitted to the City Surveyor for review.
    - b. Subsequent reviews, if required by the City Surveyor, shall be subject to additional review fees.
  4. Upon receiving authorization from the City Surveyor, the subdivider may submit the final plat to the Surveyor for the County for review.
  5. Upon receiving authorization from the Surveyor for the County, the subdivider may submit the final plat on CAD film to the City Surveyor in order to obtain the authorized City signatures.
  6. After all required City signatures are affixed to the final plat the subdivider will be notified that the final plat may be picked up and presented to the County for recording.
- C. The approval of the Final Subdivision Plat by the City, as signified by the signatures of the appropriate City officials, does not constitute the City's acceptance of, or the responsibility for, any public facilities, improvements or infrastructure associated with the development and construction of the subdivision.
- D. Expiration of the approval to record the final plat shall be two (2) years from the date of approval by the City Council. Failure to record an approved plat within the designated time period serves to void the prior review and approval process and will result in requiring the submittal of a new subdivision application.

**16.24.080 Recording the Final Plat:** City approval of the final plat does not guarantee County approval for recording. After County signatures are obtained and the final plat is recorded, the subdivider is responsible for submitting one (1) full size copy of the recorded plat on CAD film and an electronic (digital) AutoCad® (DWG) format file to the City Surveyor within thirty (30) days of recording.

- A. Final Plat Recording Options: Authorization by the City for the subdivider to submit a final plat for recording to the County is signified by obtaining all required approval signatures from the City pursuant to one of the following processes.
1. Authorization to record a final plat prior to development and acceptance of required public infrastructure and improvements requires the subdivider to submit a duly

executed "Subdivision Surety Bond" pursuant to Section 16.24.110 of this Title prior to obtaining all required approval signatures from the City.

2. Authorization to record a final plat after the construction and development and acceptance, by the City, of required public infrastructure and improvements requires the developer to submit a duly executed warranty bond pursuant to §16.24.110(E) of this Title prior to obtaining all required approval signatures from the City.

**16.24.090 Recording of Phases:** An approved Final Plat may be recorded in phases subject to the following:

- A. At the time of recording only the current phase proposed for development is to be shown on the Final Plat Map.
- B. Additional phases that have been reviewed and approved by the City Council as part of the original final subdivision plat application may be offered for recording subject to compliance with Sections 16.24.010 through 16.24.110 of this Title.
- C. The Final Plat Map of the additional phases offered for recording must conform to the original final plat subdivision plat application as approved by the City Council.
- D. All phases proposed with the final plat application must be recorded within two (2) years from the date the original final plat application was approved by the City Council otherwise said approval becomes null and void.
  1. Said two (2) year time period may be extended by the City Council.
- E. Any reconfiguration or changes affecting the original approved final plat application will require review and approval by the City Council prior to recording.

**16.24.100 Structures, Improvements and Building Permits:**

- A. No building permits will be issued for any structures or improvements upon any of the proposed subdivision lots until;
  1. The Final Subdivision Plat has been approved and signed by the City and recorded with the County; and
  2. All required public dedicated structures, infrastructure and/or improvements have been properly constructed and accepted by the City.
- B. The City will not maintain any streets or provide water, sewer or sanitation services to any subdivision lots until the Final Subdivision Plat has been approved and signed by the City and recorded with the County and all required public dedicated structures, infrastructure and improvements have been properly constructed and accepted by the City.

- C. All development, improvements or other activities associated with the development and construction of an approved subdivision plat shall be solely the responsibility of the developer and shall be subject to applicable engineering, design and development regulations adopted by the City of Pocatello.

**16.24.110 Subdivision Surety Bond:**

- A. Prior to obtaining required signatures of City officials necessary for authorization for the subdivider to record a final subdivision plat, the subdivider shall provide the City with a Subdivision Surety Bond (Surety Bond) in order to ensure proper completion of all public infrastructure and improvements required to be installed in the subdivision. The Surety Bond shall be issued in the name of the developer (as defined below) and subject to these provisions.
1. Subdivider: Is defined as the person(s) or entity with vested ownership or operational control of the subject property or their legally authorized representative responsible for the subdivision of the subject property.
  2. Developer: Is defined as the individual or entity with ownership and/or operational control of the development of the public infrastructure and improvements associated with the subdivision.
  3. A Subdivision Surety Bond is not required for a Short Plat Subdivision.
- B. The Surety Bond shall be in a form and contain such provisions as authorized by City Council and approved by the City Legal Department. The Surety Bond shall include at minimum, but not be limited to the following:
1. Incorporation by reference the official name of the final subdivision plat and all data which is used to compute the total estimated cost of the public infrastructure and improvements and public utilities. Said data is to be prepared by the developer in accordance with the Idaho Standards for Public Works for Construction and submitted, in the appropriate electronic format, to the Public Works Department for review and approval.
  2. Two sets of construction drawings and an electronic copy of the plans shall be submitted to the Public Works Department for review and approval.
  3. Subject to approval of the estimated cost data and construction drawings, the Surety Bond amount shall be set at a minimum of 125% of the estimated cost of the required public infrastructure and improvements.
  4. The form of the Surety Bond shall be a performance surety bond issued by a surety acceptable to and also signed by the City with the City named as the obligee.
    - a. A valid Surety Bond shall remain in effect for the duration of the project and until the full release by the City at the satisfaction of the required two (2) year warranty period.

- b. Failure to maintain the required Surety Bond shall result in the suspension of City authorization to continue with all development activities until such time as the Surety Bond is reinstated to the satisfaction of the City.
  5. Completion date of the public infrastructure and improvements and public utilities within a period of time not to exceed two (2) years from the date the Surety Bond is executed.
  6. The Public Works Director shall have authority over the Surety Bond proceeds which may be released, in whole or in part, only upon written approval of the Public Works Director.
  7. If the Surety Bond proceeds, in whole or in part, are inadequate to pay the cost of the completion of the public infrastructure and improvements and public utilities according to City standards for whatever reason, then the developer shall be responsible for the deficiency.
  8. Building permits shall not be issued for any lot in the subdivision until the final subdivision plat has been recorded and all public infrastructure and improvements have been completed and accepted by the City and/or the service/utility provider.
  9. The developer shall submit written and notarized disclosure statement and a current title report attesting to the fact that there are no outstanding bills, liens or other encumbrances associated with any portion of the public infrastructure and improvements being offered to the City for acceptance.
  10. In the event of the developer's failure to perform, all of the City's costs of obtaining the proceeds of the Surety Bond shall be deducted from the Surety Bond proceeds.
  11. The developer agrees to hold the City, its agents, employees, public officials, and directors, harmless from any and all liability which may arise as a result of the public infrastructure and improvements which are installed until such time as the City accepts the public infrastructure and improvements.
- C. Disposition and Release of the Surety Bond:

1. The developer giving the Surety Bond provided for here-in, shall be responsible for all costs, materials and workmanship of infrastructure and improvements and public utilities.
2. At the completion of the work, the developer giving the Surety Bond shall submit to the Public Works Department, one CAD film copy of the final construction drawings and a digital copy of the "as-built" drawings in accordance with the City electronic format and a certificate of completion signed by the developer and the developer's project engineer.
3. At completion of the work, the developer shall submit a written request to the Public Works Director requesting the City Council to accept the public infrastructure and improvements and release the Surety Bond in part or in whole.

4. The Public Works Director shall, within fifteen (15) business days of the receipt of the developer's written request, authorize City staff to conduct an inspection of the public infrastructure and improvements and prepare a written inspection report.
5. Upon completion of the inspection and the inspection report, the Public Works Director shall determine if the requested public infrastructure and improvements have been properly completed and passed inspection or if said infrastructure and improvements, or portions thereof, have not been properly completed and/or failed inspection.
6. Upon a determination of proper completion, the Public Works Director shall present the request to accept the public infrastructure and improvements to the City Council for final action.
7. Upon a determination that said infrastructure and improvements, or portions thereof, have not been properly completed and/or failed inspection, the Public Works Director will provide the developer with a copy of the inspection report and a detailed "punch list" of the deficiencies.
  - a. The developer must complete all identified deficiencies and pass required inspections in order to obtain a determination of proper completion and have their request for acceptance presented to the City Council for final action.
8. In the event the developer fails to properly complete the public infrastructure and improvements and/or fails to comply with all applicable development standards within established time-lines, the Public Works Director has the authority to initiate execution of the Surety Bond.

D. Partial Release Permitted: The Public Works Director may, upon receipt of a written request from the developer, authorize a partial release of the Surety Bond in accordance with the following schedule:

<u>Percentage of Work Value Completed</u>	<u>Maximum % of surety Eligible for Release</u>
25% of Total Surety Value	Up to 20% of Original Surety
50% of Total Surety Value	Up to 20% of Original Surety
75% of Total Surety Value	Up to 20% of Original Surety
100% of Total Work	Up to 25% of Original Surety

Note: Based on this schedule, the City would retain 15% of the original Surety Bond amount in order to cover the required warranty period.

E. Duration of the Warranty Period - Surety Bond Retainage:

1. The warranty time period of two (2) years for all public infrastructure and improvements shall begin on the date following the completion of all said infrastructure and improvements and final acceptance by the City Council.

2. A retainage of 15% of the total amount of the original 125% Surety Bond shall be retained by the City for said two (2) year warranty period. Such retainage shall be a guarantee of the durability of all the public infrastructure and improvements.
3. If during the warranty period the durability, condition, materials, or workmanship of any of the infrastructure or improvements fails or shows unusual deterioration, regardless of the causes or circumstances, the Public Works Director shall provide written notice to the developer detailing the issues and required corrections and establish a reasonable time-line for the repair work to be completed.
4. If the developer fails to make the required corrections within the reasonable time set per §3 above, the Public Works Director may declare such developer in default and initiate execution and use of the warranty retainage to defray the cost of required work.
  - a. In the event the warranty retainage is insufficient to cover the cost of making such corrections, the developer shall be responsible for all additional costs.
  - b. If corrections have been required by the Public Works Director, the original warranty period shall be extended an additional one (1) year, for that work which has been corrected, from the date all required corrections have been completed and approved by the Public Works Director.

## Chapter 16.28 Property Line Adjustment Provisions

### Sections:

- 16.28.010** Definitions
- 16.28.020** Standards
- 16.28.030** Application
- 16.28.040** Implementation
- 16.28.050** Final Approval

### **16.28.010** Definitions:

- A. A Property Line Adjustment is the relocation of or elimination of a common property line between abutting properties that does not create an additional unit of land.
- B. Common Property Line is a property line between abutting properties and may consist of one or more connected line segments.

### **16.28.020** Standards:

- A. The adjusted properties must comply with all applicable zone district requirements.
  - 1. All existing and proposed structures must comply with applicable setbacks.
  - 2. The adjusted properties must comply with applicable minimum lot/parcel size and configuration requirements.
- B. City staff may allow the adjustment of common property lines within a platted subdivision without being subject to replatting or plat vacation requirements pursuant to Title 50, Chapter 13, Idaho Code or land division requirements of Title 16 of the City Municipal Code, provided that the adjustment does not result in the increase or decrease in the number of lots or parcels within the subdivision or result in the reconfiguration of the subdivision lot(s) or parcel(s) in a manner that affects its original integrity.

### **16.28.030** Application:

- A. An application and applicable fees must be submitted to the Planning & Development Services.
  - 1. A copy of the current recorded deed(s) for each affected property.
  - 2. A site plan map showing the existing property lines and dimensions, the location of all existing structures and setbacks and the size of each affected property.
  - 3. A site plan showing the proposed adjusted property line(s) and dimensions, the location of all existing structures and setbacks and the size of each affected (adjusted) property.
  - 4. The signatures of the current owner(s) of the affected properties.

5. A copy of the original plat for properties within an existing platted area.
- B. Planning & Development Services staff shall review property line adjustment applications within five (5) days from official receipt of the application and applicable fees and determine compliance with the above provisions.
    1. In the event that City staff determines that the application is incomplete, the applicant will be notified regarding what is needed to complete the application.
    2. In the event that an incomplete application is returned more than two (2) times, additional application fees may be required.
  - C. Staff review and determination is a ministerial action subject to applicable standards adopted by the City.
  - D. City staff shall notify the affected parties concerning compliance with the standards listed above.

**16.28.040 Implementation:**

- A. An approved property line adjustment shall be implemented by the recording of a "Record of Survey" pursuant to Idaho Code Title 55, Chapter 19, Recording of Surveys and the recording of the appropriate deed(s) with the County Clerk.
  1. The relocation (adjustment) of common property lines shall be surveyed and monumented pursuant to Idaho Code Title 55, Chapter 19, Recording of Surveys.
  2. The "Record of Survey" shall be submitted to the City Surveyor for review and approval prior to being recorded and shall contain the signature and date of approval of the City Surveyor.
  3. A "Record of Survey" map shall be filed with the County surveyor and a full size copy of the filed survey shall be submitted to the City Planning & Development Services.
  4. Appropriate deeds shall be recorded with the County Clerk and shall contain the names of the affected parties, the description(s) of the adjusted line(s) references to the original recorded deeds for the affected properties and signatures of the affected parties with proper acknowledgements. A copy of the recorded deeds shall be submitted to the City Planning & Development Services.

**16.28.050 Final Approval:**

- A. Planning & Development Services staff shall review the "implementation" documents for compliance with the above provisions and shall notify the affected parties.
- B. No building permits or other land use permits shall be issued for the affected properties until the provisions of this Chapter have been met.

**AGENDA**

**ITEM**

**NO. 9**

# Alameda Jefferson Intersection Project

## Road Safety Audit Discussion

City Council Study Session

March 10, 2016

Michael Jaglowski, P.E., Public Works Director  
Deirdre Castillo, P.E., City Engineer



# Purpose of this Meeting

1. Review results of Road Safety Audit Report
2. Obtain Council direction regarding...
  - A. Improvements listed in RSA (staff recommendation)
  - B. Previously completed alternative designs
  - C. Do nothing

# Project History

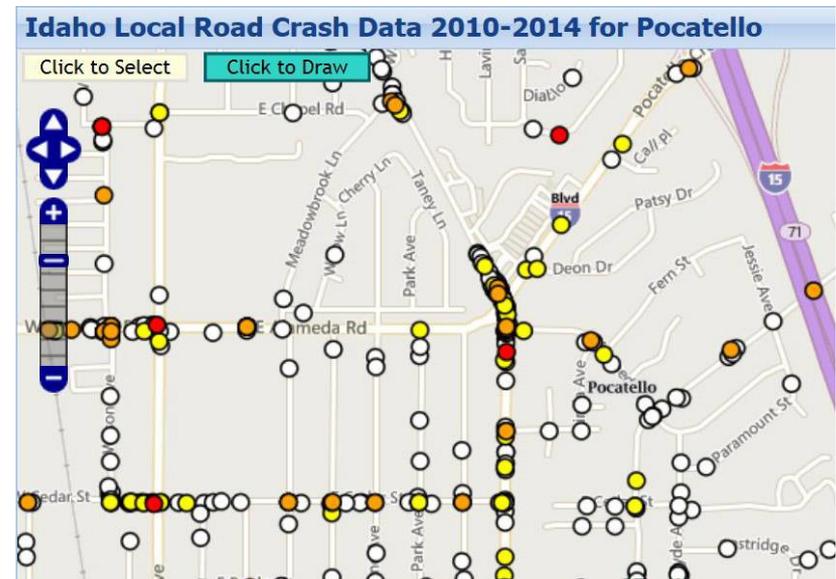
## – Purpose and Need

From the original and approved Concept Report (2009):

- The **purpose** of this project is to improve the safety and mobility for vehicles, pedestrians, and bicyclists.
- The **need** for this project is to:
  1. Provide additional capacity for the intersection
  2. Implement access management
  3. Add pedestrian and bicycle facilities

# Project History – Purpose and Need

- Crash rates at the Alameda/Jefferson intersection and on Hilene Rd. and Jefferson Ave. are 30% to 70% higher than expected.
- Current Level of Service (LOS) is E.
- Future LOS is F for No Build Alternative



# Project History

## – Alternatives Evaluation

- Over 17 conventional and unconventional alternatives were evaluated.
- A public meeting was held in December 2014.
- The public ranked “Safety” as their top concern.
- **75%** of the respondents indicated that a change should be made to this intersection, however, **62%** felt that a better solution could be found.

# Project History

## – Alternatives Evaluation

- City staff presented the findings of the public meeting to the city council in March 2015.
- Project cost was a concern. The least expensive alternative would require \$2.3M to \$3.5M additional funds.
- The city council directed staff to proceed with a “No Build” decision for now and to re-visit the project in the future when adequate funding becomes available.
- Environmental Evaluation submitted in June 2015 incorporating “No Build” decision.

# Project History

## – Alternatives Evaluation

- FHWA rejected “No Build” decision on the basis that, by doing nothing, safety will continue to be a problem.
- FHWA advised staff to proceed with a Road Safety Audit and revise the project “Purpose and Need” to focus on safety issues.
- Completion of a safety project would satisfy the requirements for federal participation of “early right-of-way acquisition.”

# Road Safety Audit

- Seven person team from ITD D5, ITD D6, City, LHTAC, & FHWA. Cost to the project and City was minimal.
- Field reviews conducted September 28 – 30, 2015.
- Meetings with emergency response staff.
- Presentation held on September 30, 2015.
- Report was finalized December 2015.

# Road Safety Audit

- Report lists short term, intermediate term, and long term recommendations.
- Improvements can be categorized as:
  - 1) Pedestrian
  - 2) Traffic
  - 3) Signage
  - 4) Right-of-way
  - 5) School Zone

# Short Term Recommendations

0 to 6 months

## Pedestrian



Figure 16: Crosswalk at the NE Corner of Pocatello Creek Rd. and Hiline Rd.

## Signage



# Short Term Recommendations

0 to 6 months

Traffic

Traffic



Figure 56: Obscured beacon and School Crossing sign

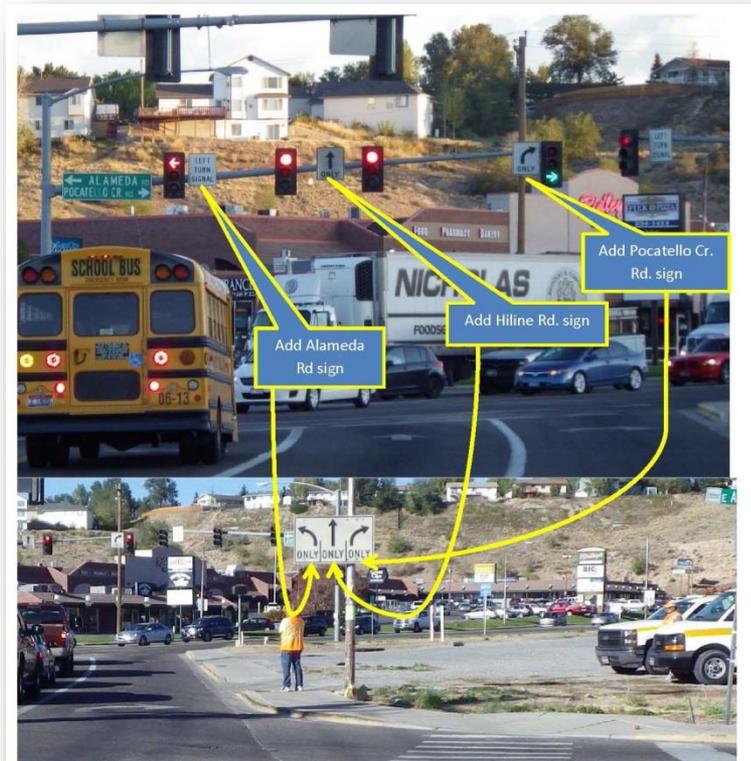


Figure 51: Hilina Rd. Northbound

# Intermediate Term Recommendations

6 months to 5 years

## Pedestrian



Figure 14: Sidewalk on South Side of Pocatello Creek Rd.

## Pedestrian and Right-of-Way



Figure 30: Hiline Rd.

# Intermediate Term Recommendations

6 months to 5 years

Traffic

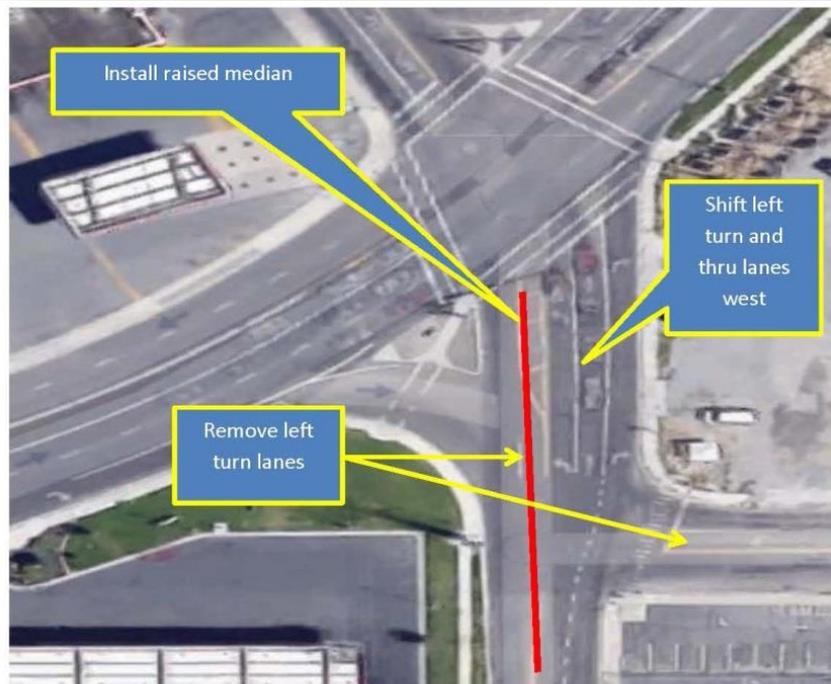


Figure 50: Hiline Rd-Southbound

Traffic

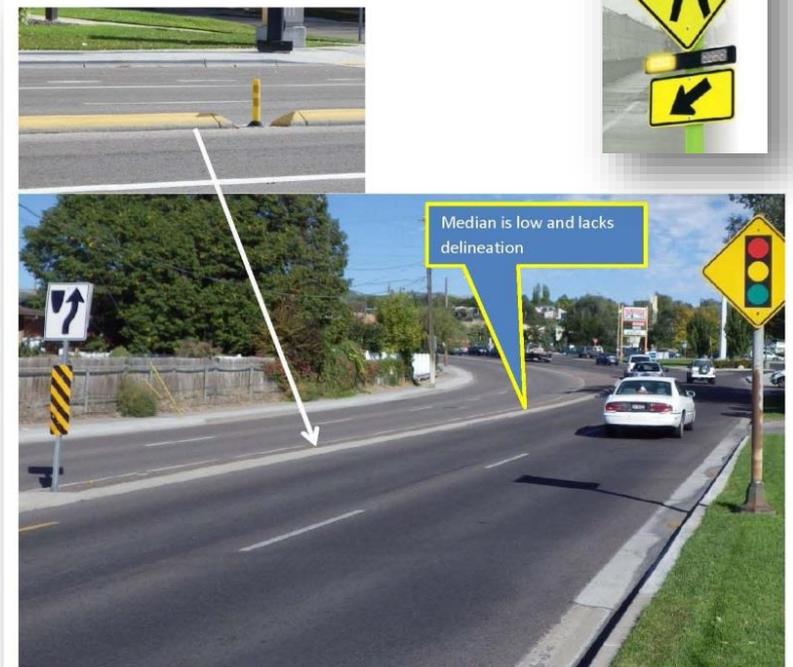


Figure 22: Pocatello Creek Rd. west of Randolph Ave.

# Long Term Recommendations

more than 5 years



Figure 68: E. Alameda Ave. north of the Tendoy Elementary school

Pedestrian

Traffic



Figure 7: Intersection of Deon Dr. and Pocatello Creek Rd.

# Long Term Recommendations

more than 5 years

Traffic



Figure 71: E. Alameda north of the Tendency Elementary school



Figure 70: E. Alameda north of the Tendency Elementary school

School Zone  
Improvements

# Decision and Funding – Option A

## Road Safety Audit Report

- A.1 Complete *all* recommendations listed in the RSA using the *entire* project budget of \$5.5M. This would require \$220k ± additional match to be paid in FY17.
- A.2 Complete *all* Short Term and *most* Intermediate Term recommendations using only the match already paid. Perform engineering in-house. \$1M to \$1.4M ± would be available for right-of-way and construction. (**staff recommendation**).
- A.3 Same as A.2 which uses only the match already paid except that we would modify the consultant scope of work to capture the RSA recommendations. \$800k to \$1.2M ± would be available for right-of-way and construction.

# Decision and Funding – Option B

## Re-visit alternative designs

Move forward with designs previously considered at December 2014 public meeting. The least expensive alternative (thru-u turns) would require \$2.3M to \$3.5M additional funds. Additional City obligation could range anywhere from \$390k to \$4M.

# Decision and Funding – Option C

## Do Nothing

Do not move forward with either the recommendations provided in the Road Safety Audit Report or with any of the designs previously considered. Reimburse the State \$1M ± (\$349k cash + \$651k land).



Any Questions?

Council recommendation:

Thank You.

# Road Safety Audit

## Alameda, Pocatello Creek, Hiline and Jefferson

### September 28-30, 2015

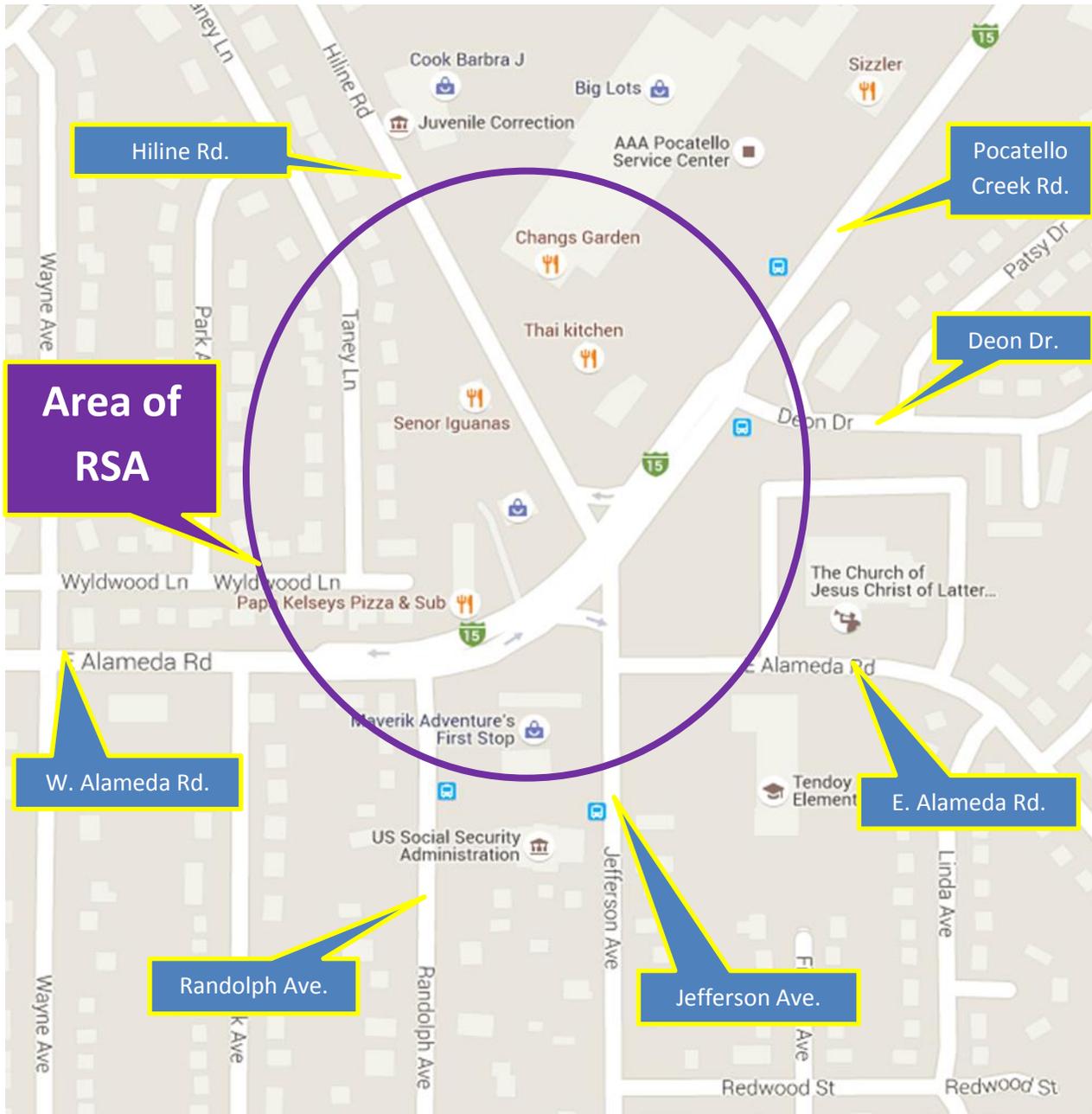


Figure 1: RSA Location Map

## Background:

At the request of the City of Pocatello (City) and the Idaho Transportation Department, District 5 (D-5) on September 28-30, 2015 a Road Safety Audit (RSA) was conducted in Pocatello in an area consisting of five adjacent intersections: West Alameda Rd. and Hilina Rd.; Pocatello Creek Rd. and Jefferson Ave.; Pocatello Creek Rd. and Deon Dr.; Jefferson Ave. and East Alameda Rd.; and Randolph Ave. and West Alameda Rd. It should be noted, that for the purposes of this report, Alameda has been divided into an east and west section as shown on Figure 1.



**Figure 2: RSA Process Diagram**

Figure 2 illustrates the process and responsibilities followed on this RSA. In step 1 of the process, the City and D-5 identified the RSA project location. This site was selected to develop a list of safety observations and recommendations that could be addressed in a relatively short period of time and/or incorporated into future projects. Prior to the RSA, an effort was made to redesign these intersections to addresses some of the safety and congestion issues in the area. However, due to budget constraints, none of the options were considered viable at the time. As a result, the RSA Team (Team) was tasked with developing primarily low cost countermeasures to address the safety issues in this area.

The Team did not review or make recommendations related to any of the proposed alternatives. The Team based their recommendations on field observations and crash data associated with the RSA site.

As shown in step 2 on Figure 2, the Team was selected by the City and D-5. All participants volunteered their time to participate in the review. The Team members were as follows:

- Ben Burke – ITD D-6
- Tara Capson – ITD D-5
- Melodie Halstead – ITD D-5
- Chris Chapman – ITD D-5
- Kevin Kuther – LHTAC
- Jeff Mansfield – City of Pocatello
- Lance Johnson – FHWA

Three meetings were held in conjunction with the RSA. A start-up meeting (RSA process step 3) was held September 28, 2015 with the Team, City, Bannock Transportation Planning Organization (BTPO) and D-5 to discuss the purpose, background and crash information associated with the audit. The attendees were as follows:

- RSA Team
- Mori Byington – BTPO
- Corey Krantz – ITD D-5
- Deirdre Castillo – City of Pocatello

A subsequent meeting (RSA process step 5) was held on September 29, 2015 with the Team, emergency response personnel and the City to discuss roadway and emergency response issue. The attendees were as follows:

- RSA Team
- Tom Sanford – Pocatello Fire
- David Gates – Pocatello Fire
- Deirdre Castillo – City of Pocatello
- Tom Kirkman – City of Pocatello (Streets)
- Mike Neville – City of Pocatello (Streets)
- Michael Jaglowski – City of Pocatello
- Jim Peterson – Pocatello PD
- Scott Marchand – Pocatello PD
- Paul Manning – Pocatello PD

A final meeting (RSA process step 6) was held on September 30, 2015 to discuss the Team's observations and recommendations. The attendees were as follows:

- RSA Team
- Eric Staats – ITD D-5
- Ed Bala – ITD D-5
- Brian Poole – ITD D-5
- Mori Byington – BTPO
- Logan McDougall – City of Pocatello
- Craig Cooper – City of Pocatello
- Michael Jaglowski – City of Pocatello
- Mayor Brian Blad – City of Pocatello

This report documents the observations and recommendations discussed in this meeting (RSA process step 6).

### **Traffic Volumes and Growth Projections:**

As witnessed by the Team, this corridor operates at a high level with some congestion especially between 4:30-5:30 p.m. As discussed at the start up meeting, there is some residential and commercial development planned or expected primarily south and east of Interstate 15. No substantial roadway improvements are planned by the City or D-5 in the area of the RSA.

### **Crash Data Summary (2010-2014):**

The crash data for this audit was collected by ITD's Office of Highway Safety. The following is a summary of the crash data for years 2010-2014 (see the referenced appendix section for additional details):

- There have been 57 crashes over the five-year period (Appendix A-1).
- Seventy-five percent of the crashes occurred during the day (Appendix A-2).
- The top three contributing circumstances are: following too close (36% of crashes), inattention (14% of crashes) and failure to yield (11% of crashes). Note: Each driver in a crash can have up to three contributing circumstances (Appendix A-2).
- Eighty-four percent of crashes occurred on dry pavement (Appendix, A-3).
- The top three crash event types are as follows: rear-end (42%), side-swipe same direction (14%), head-on turning (12%) (Appendix, A-3).
- Most crashes occurred on Friday (21%), Tuesday (18%), Saturday and Thursday (16%). The fewest occurred on Sunday (4%) (Appendix, A-4).
- Most crashes occurred between 3:00-6:00 p.m. (Appendix A-5).
- Most crashes involved drivers between the ages of 20-24 (21%) (Appendix A-6).
- Most of the crashes occurred on Hiline Rd. and Jefferson Ave (Appendix A-7).
- There were two crashes involving pedestrians. One in the crosswalk at the intersection of Jefferson Ave. and W. Alameda Rd. the other 300' east of Deon on Pocatello Creek Rd.
- There were no reported crashes involving cyclists.

## **What is Working:**

The Team witnessed many things that were performing well on this corridor. These included:

- The traffic signals were actuated and the timing plans seemed to work well.
- An emergency preemption system was in place at the traffic signals and seemed to perform well.
- Video detection was in use and seemed to perform well.
- Pavement was in good condition, especially on W. Alameda and Pocatello Cr. Rds.
- The longline pavement markings were in good condition
- New thermoplastic markings for the left turn-lane on Jefferson Rd. were new and effective.
- Roadway illumination was good, the LEDs in place on Pocatello Creek Rd. were particularly effective

## **Observation and Recommendations:**

The RSA team performed a field review of the corridor as shown in step 4, Figure 2. Following numerous day-time and night-time trips through the corridor and a review of the crash data, the Team developed observations and recommendations that were broken down into the following three categories:

- Short term recommendations: 0-6 months
- Intermediate term recommendations: 6 months-5 years
- Long term recommendations: more than 5 years

Where available, crash reduction factors (CRF) are included in this report for each of the Team's recommendations. Some safety countermeasures have more than one CRF so a range may be provided. A CRF is a number indicating the percent reduction in crashes that would be expected after implementing a countermeasure. Therefore, a CRF of 15 would indicate an expected reduction in crashes by 15%. The source for this information is the Crash Modification Factors Clearinghouse. See <http://www.cmfclearinghouse.org> for the proper application details, definition of terms, quality rating and additional information.

The follow is a summary of the observations and recommendations for each of the locations reviewed in this RSA:

**Location: Pocatello Creek Rd. (from Hiline Rd. to approximately ¼ mi. east of Deon Dr.)**

1. Crosswalk and Sidewalk across Deon Dr.

Observation: As shown in Figures 3-5, the crosswalk across Deon is not marked and as the sidewalks are configured, pedestrians are directed to cross behind vehicles waiting to enter Pocatello Creek Rd. from Deon Dr. This can make it difficult for drivers entering Deon Dr. to see crossing pedestrians.

Recommendation (intermediate term): Continue the sidewalk parallel to Pocatello Creek Rd. to guide pedestrians to cross near the existing gutter (as shown in Figure 5) at this location. Curb ramps and crosswalk markings should be installed as part of this modification. CRF=65 for installing crosswalks on one minor approach.



Figure 3: Intersection of Deon Dr. and Pocatello Creek Rd.



Figure 4: Intersection of Deon Dr. and Pocatello Creek Rd.



Figure 5: Intersection of Deon Dr. and Pocatello Creek Rd.

2. Median at Deon Dr.

Observation: As shown on Figure 6, there is currently a raised median on Pocatello Creek Rd. that restricts the ability of drivers turning left from Deon Dr. to use the center turn lane as a refuge in merging with the west bound traffic.

Recommendation (intermediate term): Remove the raised median near Deon Dr. and extend the two-way left turn lane (TWLTL).

Recommendation (long term): Restrict Deon Dr. to right-in, right-out. This may necessitate the construction of an alternate connection to Pocatello Creek Rd. to facilitate left turn movements.

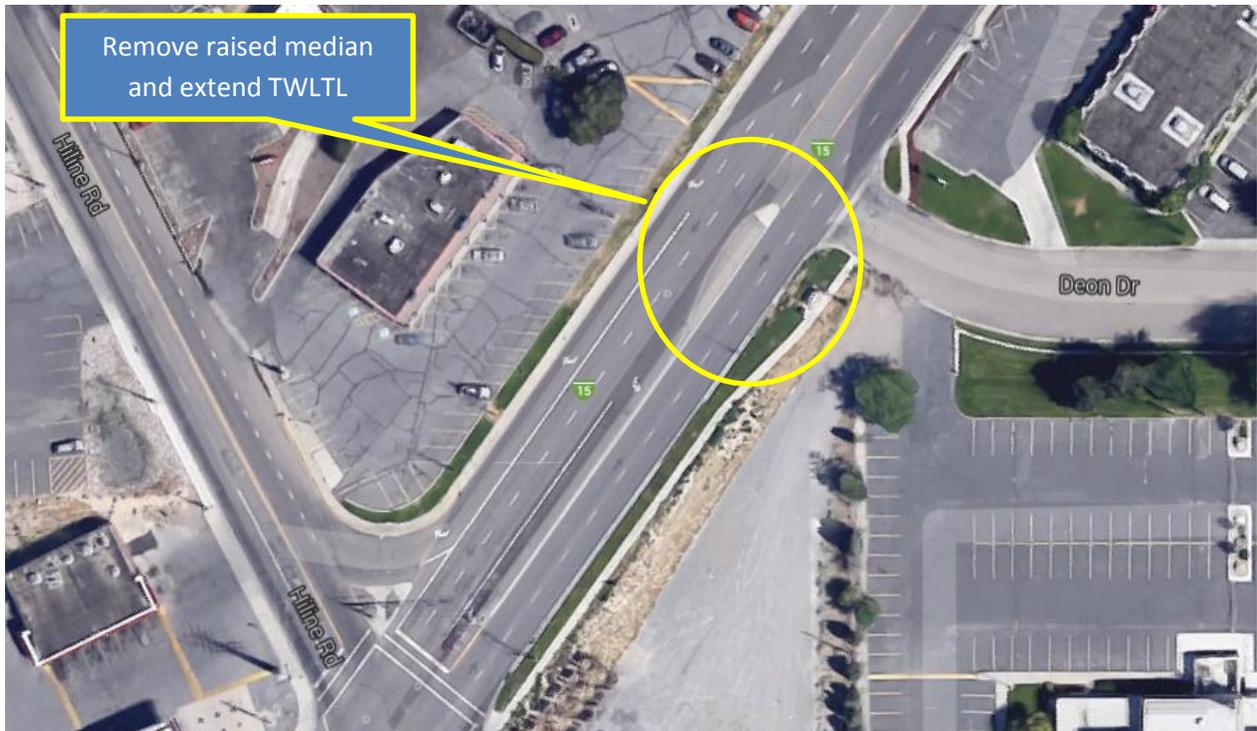


Figure 6: Intersection of Deon Dr. and Pocatello Creek Rd.

3. Right-turn Lane for Deon Dr.

Observation: Vehicles turning right onto Deon Dr. from Pocatello Cr. Rd. cause some slowing of east-bound vehicles on Pocatello Cr. Rd. and increase the potential for rear end crashes.

Recommendation (long term): As shown in Figure 7, construct a right-turn lane on Pocatello Cr. Rd., south of Deon Dr. CRF=0.7-3.0 to install a right-turn lane.



Figure 7: Intersection of Deon Dr. and Pocatello Creek Rd.

4. BIGLOTS/Sizzler Entrance

Observation: As shown on Figures 8 and 9, the DO NOT ENTER signs at the driveway to BIGLOTS/Sizzler's are faded and are no longer retroreflective.

Recommendation (short term): Replace the DO NOT ENTER signs on both sides of the driveway.



Figure 8: BIGLOTS/Sizzler Driveway



Figure 9: BIGLOTS/Sizzler Driveway

5. BIGLOTS/Sizzler Entrance

Observation: As shown on Figures 10 and 11, the sidewalk ends at either end of the BIGLOTS/Sizzler driveway, forcing pedestrians to walk through the parking lot or travel on Pocatello Cr. Rd.

Recommendation (intermediate term): For continuity, extend the sidewalks through the median at the driveway. Include curb ramps and crosswalk pavement markings.



Figure 10: BIGLOTS/Sizzler Driveway



Figure 11: BIGLOTS/Sizzler Driveway

6. BIGLOTS/Sizzler Exit

Observation: As shown on Figure 12, the exit for the development is a left-turn out or a right-turn out. If two vehicles are stopped side-by-side, this can cause a sight obstruction for the drivers.

Recommendation (short term): Restrict the driveway exit to one-lane.



Figure 12: BIGLOTS/Sizzler Driveway Exit

## 7. Highway Illumination

Observation: As shown on Figure 13, portions of the luminaires on this corridor have been upgraded to LEDs. It was evident that they performed very well, as compared to the high-pressure sodium (HPS) lights used along other parts of the corridor.

Recommendation (intermediate term): Continue the practice of providing highway illumination and upgrade the remaining HPS luminaires to LEDs. CMF=18-28 for providing highway lighting.



Figure 13: Traffic Signal pole at Pocatello Cr. Rd. and Hiline Rd.

## 8. Narrow Sidewalks

Observation: The sidewalks on the corridor were narrow, approximately 4' in some areas. As shown on Figures 14 and 15, some sections also need to be replaced.

Recommendation (intermediate term): Widen and/or replace broken or narrow sidewalks.



Figure 14: Sidewalk on South Side of Pocatello Creek Rd.

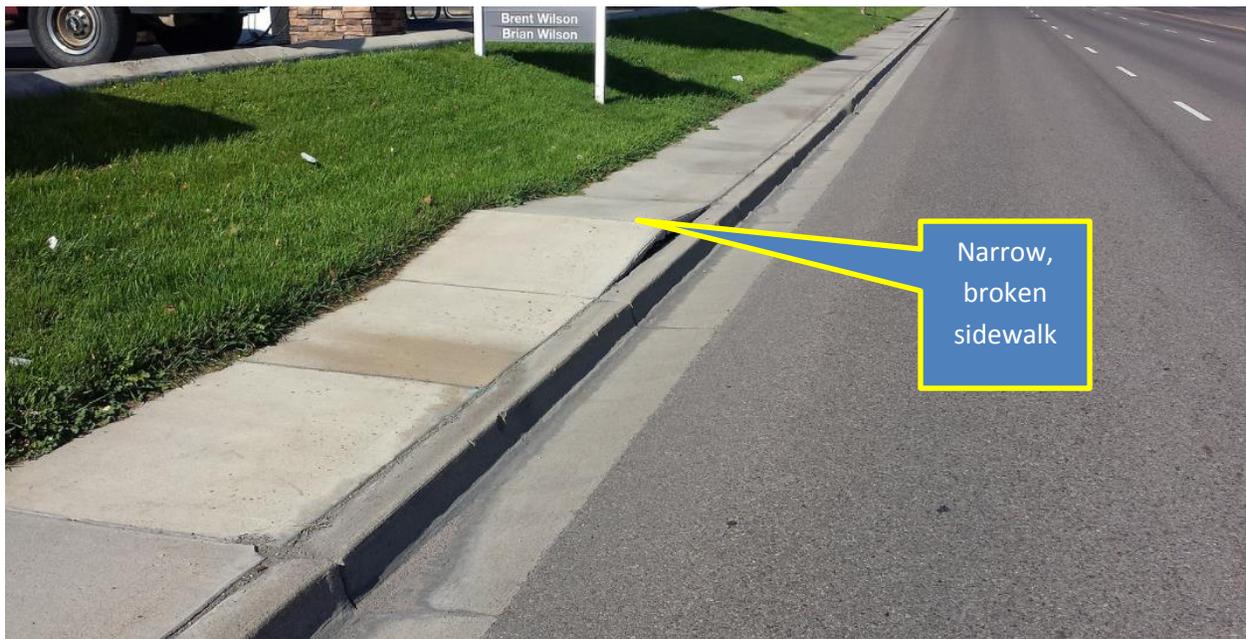


Figure 15: Sidewalk on North Side of Pocatello Creek Rd.

9. Crosswalk at NE Corner of Pocatello Creek Rd. and Hiline Rd.

Observation #1: As shown in Figure 16, the crosswalk markings are missing between the sidewalk and pedestrian refuge islands on the north-east corner.

Recommendation #1 (short term): Install crosswalk pavement markings.

Observation #2: Currently there are no pedestrian warning devices.

Recommendations #2:

A. Short term: As shown in Figure 17, install pedestrian crossing warning signs.

B. Intermediate term: As shown in Figure 18, install a Rectangular Rapid Flashing Beacon (RRFB) in advance of this crossing. Note this device is not currently an approved traffic control device, but it has been approved for use on the State Highway System by FHWA. Devices installed off the SHS require additional FHWA approval. See Appendix, A-8 for additional information. No CMF, but FHWA reports an increase in yielding by drivers between 18-81 percent.



Figure 16: Crosswalk at the NE Corner of Pocatello Creek Rd. and Hiline Rd.



Figure 17: Example of pedestrian crossing warning signs



Figure 18: Example of RRFB

#### 10. Crosswalks

General observation: As shown in Figure 19, the crosswalk markings have worn in the wheel paths.

General recommendation (short term): Refresh the crosswalk markings and change to the continental style (see Figure 20 for an example from Jefferson Rd.). Note that the markings can be placed outside the wheel paths and typically have improved visibility and reduced maintenance over the existing style.



Figure 19: Crosswalk at Pocatello Creek Rd./Hiline Rd. Intersection



Figure 20: Jefferson Rd./E. Alameda Intersection

## 11. Medians

General observation: Due to overlays, the medians throughout the area are only slightly raised above the paved surface. They also lack markings or delineation making them difficult to see, especially at night. See Figures 21-22 for examples.

General recommendation (short term): Delineate the medians with paint, raised pavement markers are similar devices. See example on Figure 22.

General recommendation (intermediate term): Raise/reestablish the medians throughout the area.

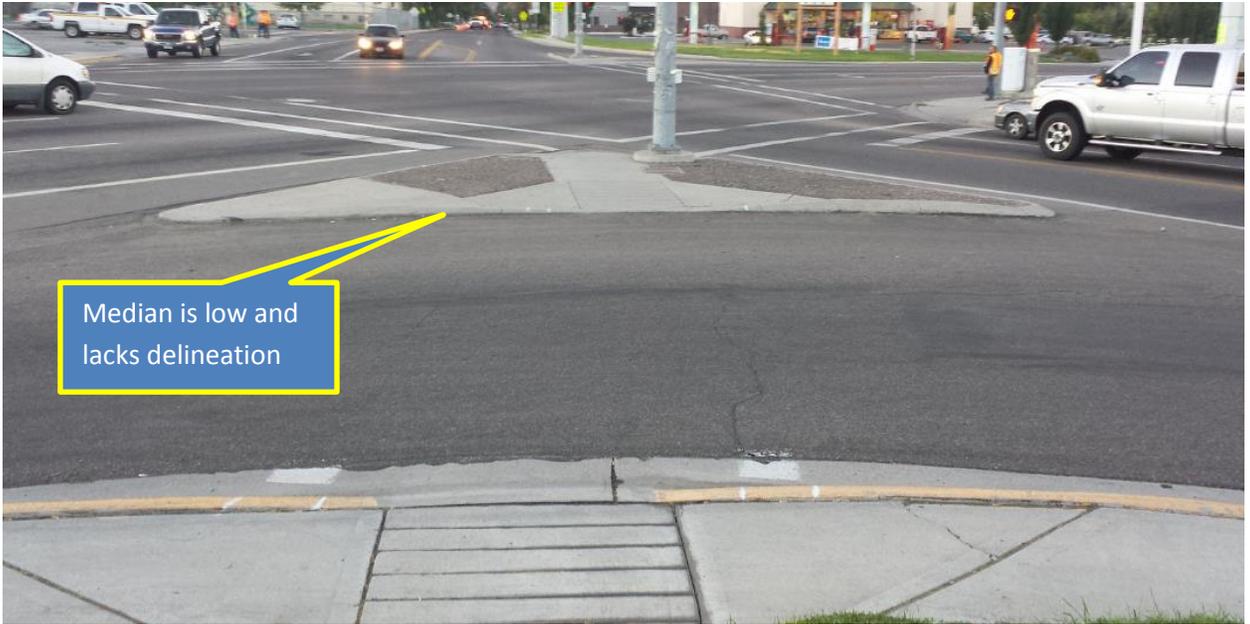


Figure 21: NE Corner of Pocatello Creek Rd. and Hiline Rd.

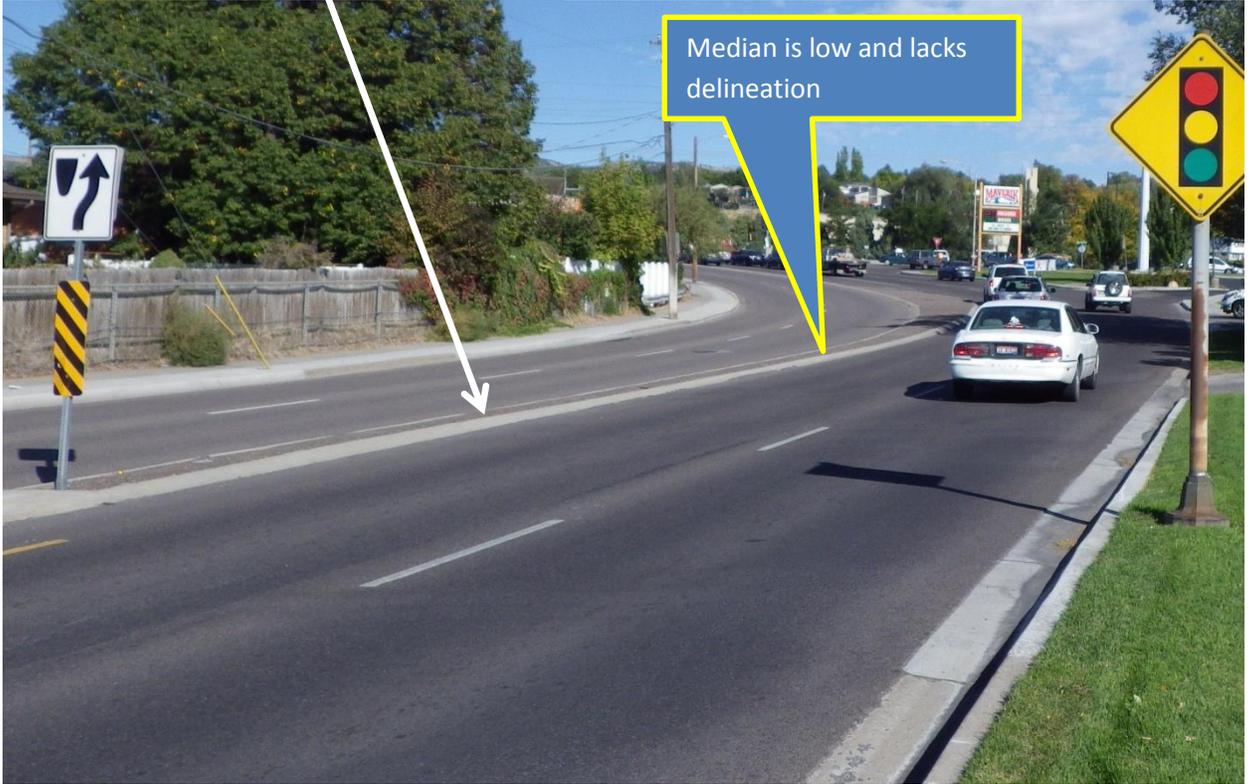


Figure 22: Pocatello Creek Rd. west of Randolph Ave.

## 12. Traffic Signs

General observation: As shown in Figure 23, some of the traffic signs have lost their retroreflectivity, making them very difficult to see at night. Also, the FAIRGROUNDS sign shown on Figure 24 is not an MUTCD compliant sign.

General recommendation (short term): Replace the ground mounted and overhead signs that are not MUTCD compliant and those that are not adequately retroreflective.



Figure 23: Overhead guide sign at the Poleline Rd./Hiline Intersection



Figure 24: Fairgrounds sign, north of Deon St.

### 13. ADA

General observation: As shown in Figures 25 and 26, some of the Americans with Disabilities Act (ADA) intersection features on the corridor are not compliant or present, such as curb ramps, truncated domes and ADA accessible pedestrian push buttons.

General recommendation (intermediate term): Provide ADA compliant features in the area.

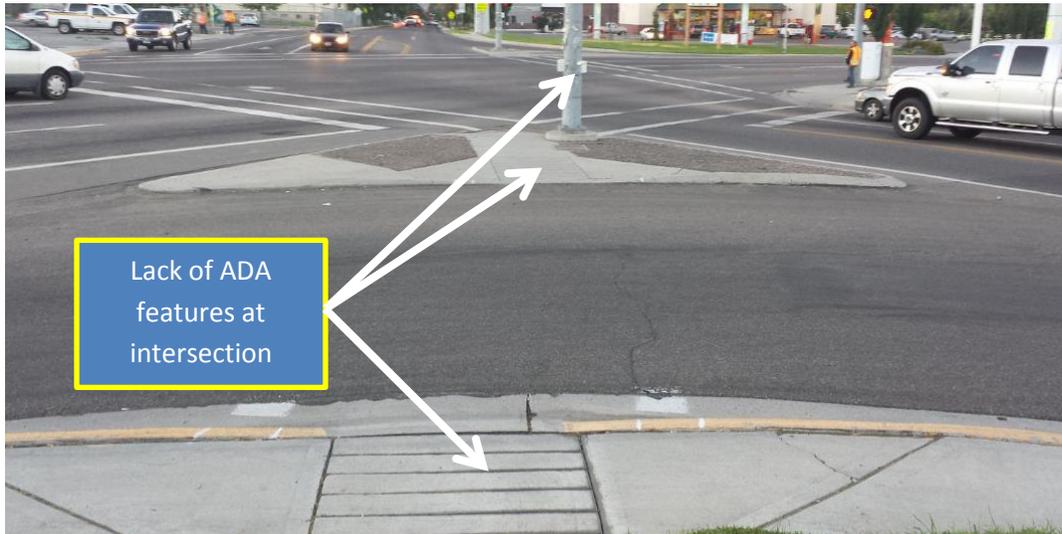


Figure 25: NE Corner of Pocatello Creek Rd. and Hiline Rd.



Figure 26: SE Corner of Pocatello Creek Rd. and Jefferson Ave.

#### 14. Pedestrian Signal Heads

General observation: As shown in Figure 27, there are pedestrian signal heads present; however, they do not have the countdown feature.

General recommendation (intermediate term): Upgrade the pedestrian signal heads with the countdown feature. See Figure 28 for an example. Note: the countdown feature is required according to the MUTCD when the existing equipment is upgraded and/or replaced, there is no compliance date. CMF=55-70 for vehicle/pedestrian crashes.



Figure 27: Example of the Countdown Pedestrian Signal Head



Figure 28: Example of the Countdown Pedestrian Signal Head

## 15. Pocatello Regional Transit (PRT)

General Observation: There are PRT bus stops in the travel lanes on the corridor. This causes vehicles to queue behind the bus or maneuver around the buses.

General Recommendation (intermediate term): Construct bus turn-out lanes so traffic does not queue as the buses load and unload passengers. See Figure 55 for an example.

### **Location: Hiline Rd. (from Pocatello Creek Rd. to approximately ¼ mile north)**

#### 1. Sidewalks on East Side of Road

Observation: As shown in Figure 29-31, the sidewalks do not continue from Pocatello Creek Rd. onto the east side of Hiline Rd. This forces pedestrians to walk through the parking lot of the commercial development to the east or along Hiline Rd. on the narrow shoulder.

Recommendation (intermediate): As shown in Figure 32, extend the sidewalks north of Pocatello Cr. Rd. and tie them into the existing sidewalks in front of the Health and Welfare office.



Figure 29: Hiline Rd.

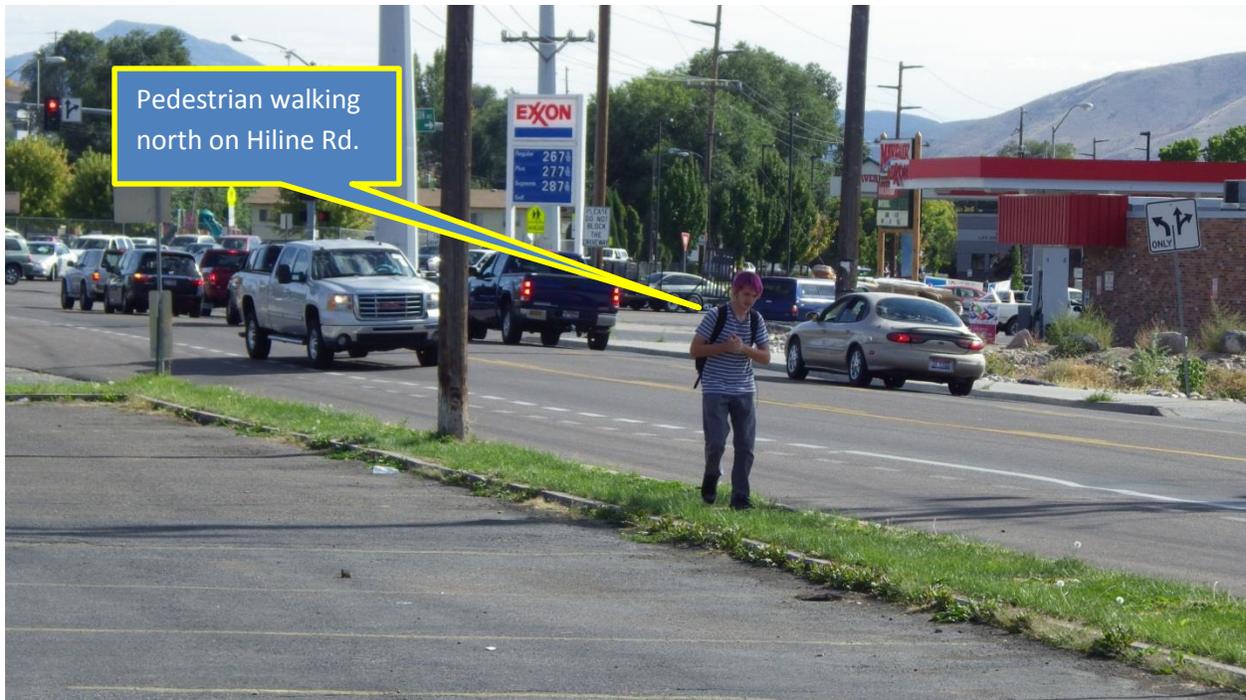


Figure 30: Hiline Rd.



Figure 31: Hiline Rd.



Figure 32: Hilina Rd. North of Pocatello Creek Rd.

## 2. Access Spacing

**Observation:** As shown on Figure 33, there are five existing business approaches on Hilina Rd. Due to crashes in this area; some of these should be modified.

**Recommendation (intermediate/long term):** Modify business access as follows:

- As shown in Figures 33-34, access #1 should be closed, there is access provided at access #2 and from Pocatello Cr. Rd.
- As shown in Figures 33 and 36, access #4 should be closed or restricted to right-in right-out by constructing a raised median (proper color of markings is yellow). There is an unrestricted approach to this site from Access #3.
- As shown in Figures 33 and 37, access #5 should be restricted. An intermediate term solution is to construct a raised median, which will restrict the movement from the Common Cents store to right-in right-out. A long term solution is to close the access. As shown in Figure 38, this may necessitate providing a connection between the Common Cents store and the business to the north.

CRFs vary based on changes in driveway density. See the CMF Clearinghouse for the appropriate formula and application details.

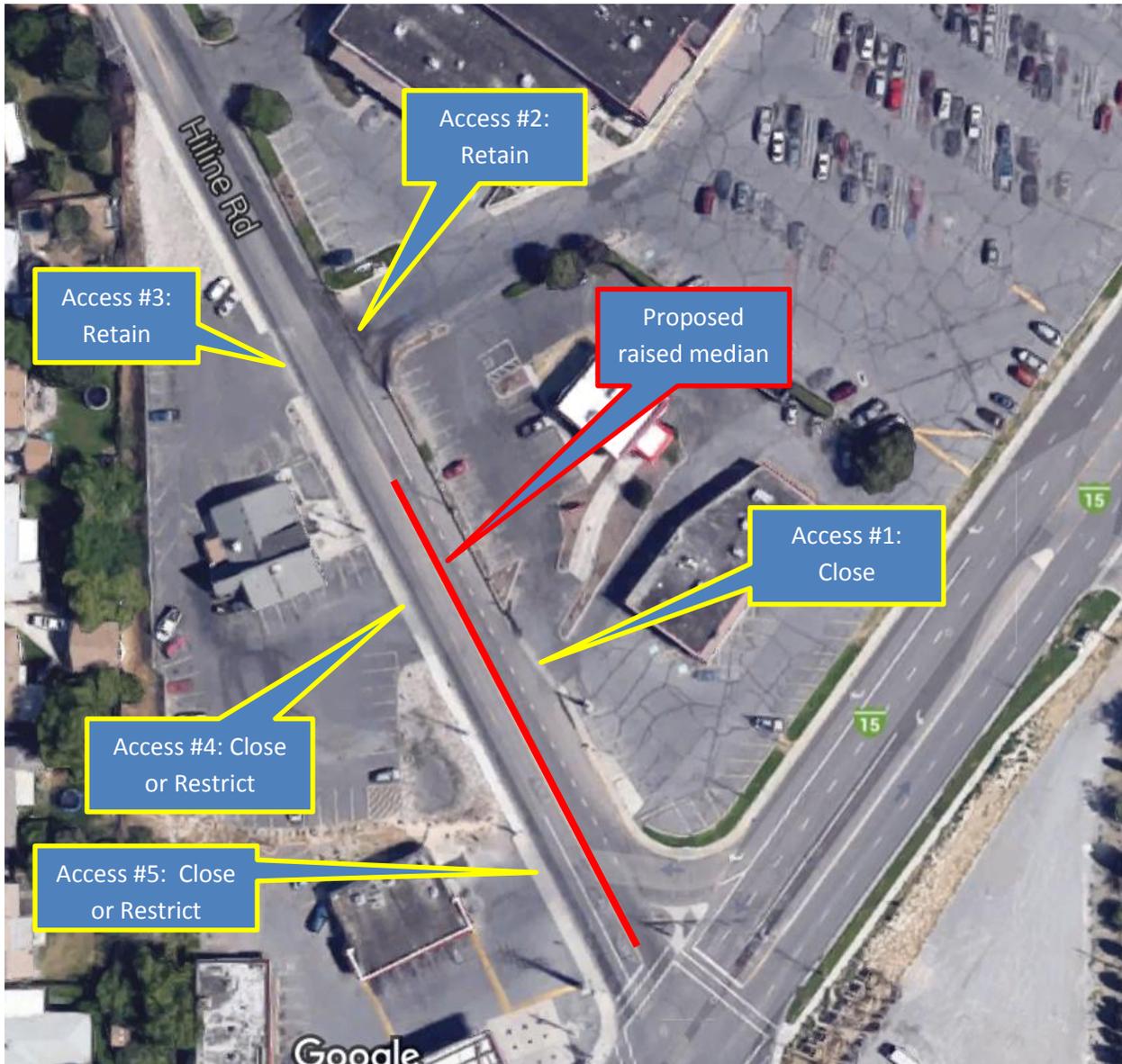


Figure 33: Hiline Rd. Access Points



Figure 34: Hiline Rd.-Southbound



Figure 35: Hiline Rd.-Southbound



Figure 36: Hiline Rd.-Southbound

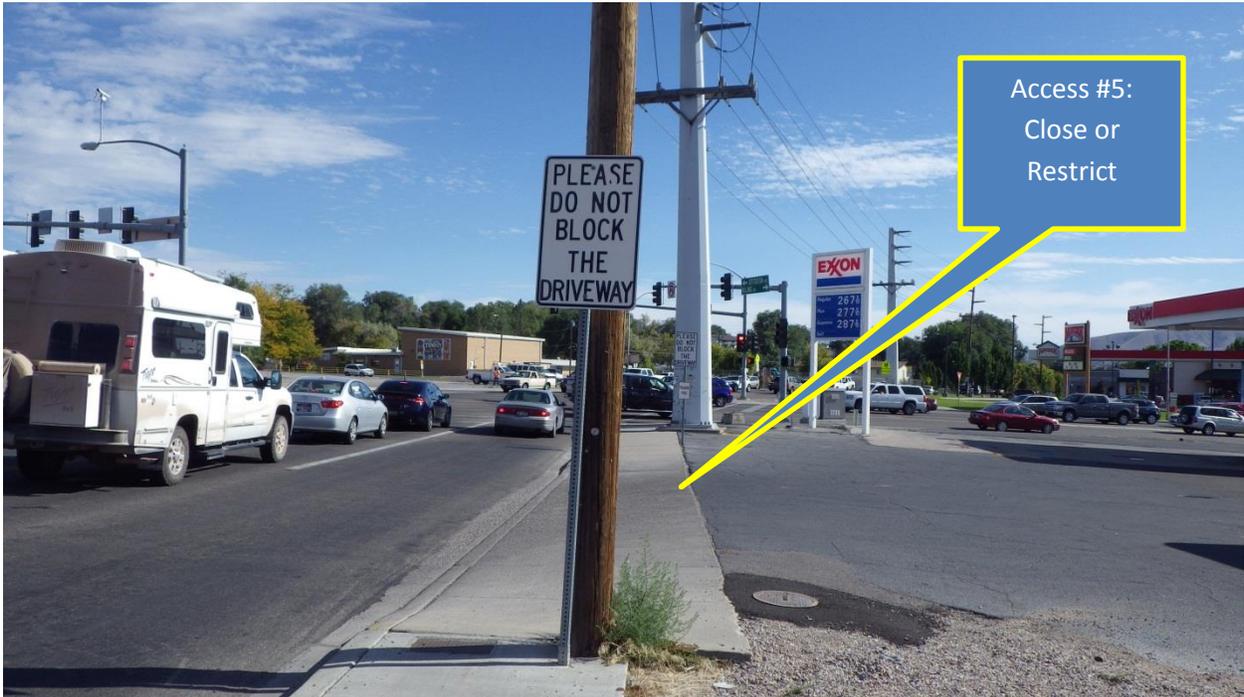


Figure 37: Hiline Rd.-Southbound



Figure 38: Hiline Rd.

### 3. Lengthen Right Turn Lane and Replace Signs

Observation: As shown on Figure 39, the right turn lane from Pocatello Cr. Rd. extends north on Hiline Rd.; however, it ends abruptly without a proper taper. The LANE ENDS MERGE LEFT warning sign is not accurate, the lane continues to the Health and Welfare approach. The LANE ENDS MERGE LEFT sign is followed by two RIGHT LANE MUST TURN RIGHT signs.

Recommendation (short term): As shown in Figure 40, replace the existing warning sign with THRU TRAFFIC MERGE LEFT

Recommendation (intermediate term): Widen and extend the right turn lane to the Health and Welfare approach.



Figure 39: Hiline Rd-Northbound



Figure 40: Hiline Rd-Northbound (showing proper warning sign)

4. Remove Non-Compliant Signs and Install Driveway Markings

**Observation:** As shown on Figure 41, some of the existing signs are not compliant with the MUTCD. Also, the area lacks markings showing drivers where they should not stop.

**Recommendation (short term):** Replace the PLEASE DO NOT BLOCK THE DRIVEWAY sign with a DO NOT BLOCK DRIVEWAY sign, remove the THANK YOU sign and augment the signing with markings. See Figure 42 for a list of marking options. CRF=7-15 for installing signs that conform to the MUTCD.



Figure 41: Hiline Rd-Southbound

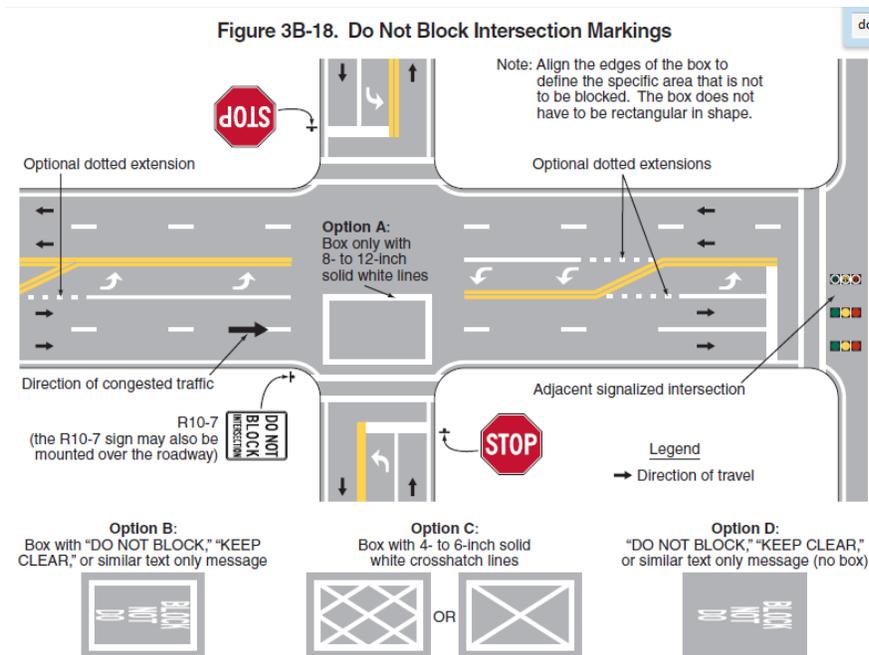


Figure 42: MUTCD Figure 3B-18, Options for Do Not Block Intersection Markings

## 5. Remove Non-Applicable Pavement Markings

Observation: As shown in Figure 43, non-applicable pavement markings exist between the right-turn lane and the through lane.

Recommendation (short term): Remove or cover the non-applicable pavement markings with a sealcoat or other material.



Figure 43: Hiline Rd-Southbound

## 6. Staggered STOP Lines

Observation: Drivers eastbound on W. Alameda turning left on Hiline Rd. were observed encroaching into the travel lanes for south bound traffic on Hiline Rd.

Recommendation (short term): As shown in Figure 44, add staggered stop bars on the left turn lane on Hiline Rd. Note: the proper color for these markings is white.

## 7. Dotted line extension markings

Observation: Due to the skewed nature of the intersection, drivers northbound on Hiline Rd. often were confused as to how to stay in their lane and need additional guidance.

Recommendation (short term): As shown in Figure 44, install dotted line markings to extend the center line and edge line. The proper color for these markings is as shown.

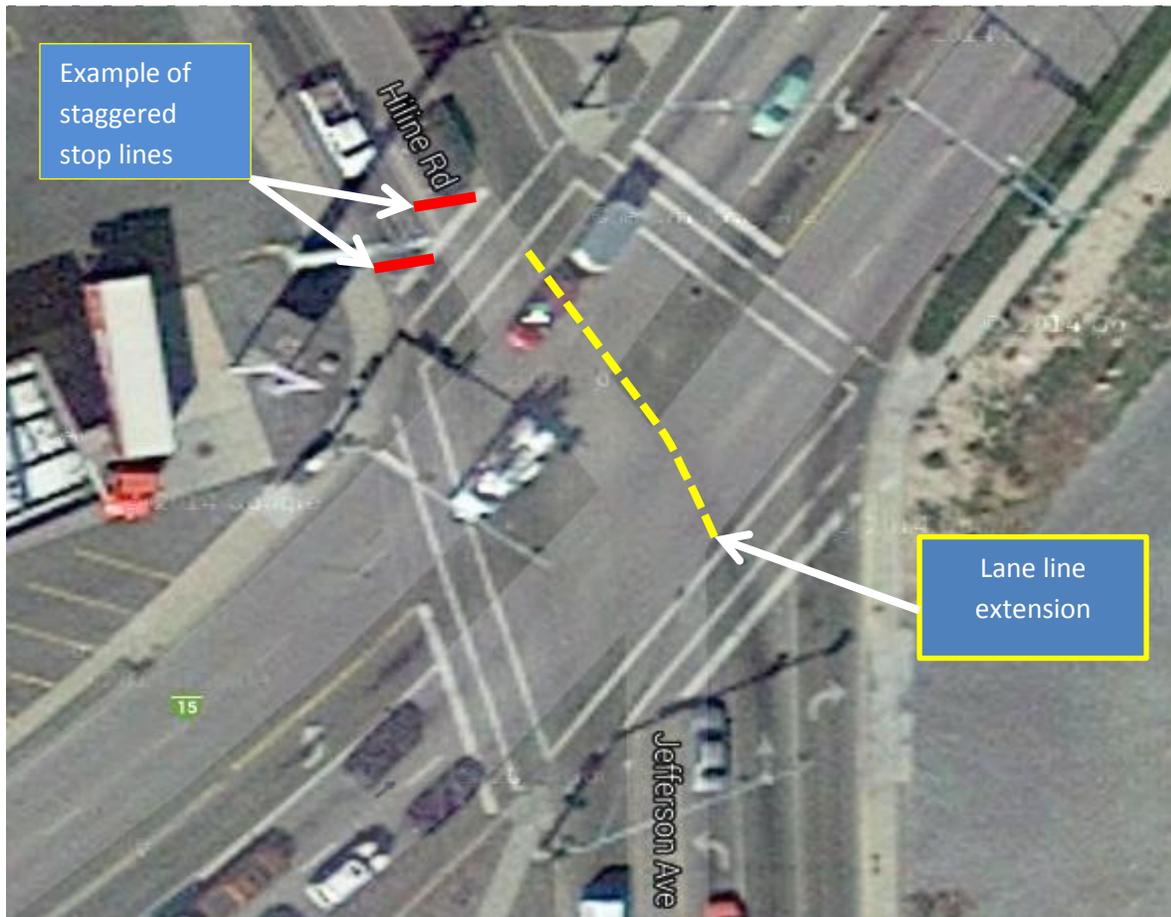


Figure 44: W. Alameda/Pocatello Creek Rd. and Jefferson/Hiline Rd. Intersection

**Location: West Alameda (from Hiline Rd. to approximately ¼ mile west)**

**1. Signal Visibility**

**Observation:** East bound drivers do not have adequate sight distance of the traffic signal. It appears that at one time there was a warning flasher above the traffic signal warning sign. Based on the MUTCD, the existing warning sign is too low for an urban location (7' is the minimum).

**Recommendation (short term):** Raise the traffic signal warning sign to 7', and as shown in Figure 45, install a yellow beacons and a sign plaque, BE PREPARED TO STOP WHEN FLASHING. The beacons should be tied to the traffic signal at Hiline Rd. and activated when the circular yellow and red are displayed for east-bound traffic.



Figure 45: W. Alameda, west of Randolph Ave.

## 2. Overgrown Vegetation

Observation: As shown in Figures 46 and 47, due to vegetation growing over the sidewalk and roadway, east-bound drivers have restricted sight distance of vehicles on Randolph Ave. The vegetation also encroaches on the sidewalk. The shadow of the vegetation also obscures vehicles, pedestrians and cyclists crossing Randolph Ave.  
Recommendation (short term): Trim the vegetation near the sidewalk and roadway.



Figure 46: W. Alameda, west of Randolph Ave.



Figure 47: W. Alameda, west of Randolph Ave.

### 3. No Left-Turn Sign at Randolph Ave.

Observation: As witnessed by many tire marks on the median on W. Alameda, some drivers are not seeing or complying with the raised median.

Recommendation (short term): Install a sign under the STOP prohibiting left turn movements. See Figure 48 for an example. Note: a prior general recommendation indicated the median needed to be delineated and raised.

### 4. Crosswalk Markings

Observation: As shown on Figure 48, pedestrians are crossing at Randolph Ave., but there are no crosswalk markings.

Recommendation (short term): Install crosswalk markings. CRF=65 for installing a crosswalk on one minor approach.



Figure 48: Randolph Ave.

## 5. No Left Turn Sign at Maverick

Observation: As witnessed by tire marks on the median on W. Alameda, some drivers are not seeing or complying with the raised median.

Recommendation (short term): As shown in Figure 49, install a STOP sign and a No Left Turn sign at the Maverick convenience store approach. It should be noted that to conform to the MUTCD, the existing markings (arrows and stop line) should be white.



Figure 49: Maverick Convenience Store approach on W. Alameda

### Location: Jefferson Ave. (from Pocatello Creek Rd. to approximately ¼ mile south)

#### 1. Prohibit Left Turns Onto or From E. Alameda

Observation: One of the most prevalent crash locations investigated was at the intersection of E. Alameda. It appears most of the crashes were intersection related and caused by drivers traveling south on Jefferson Ave. and turning left onto E. Alameda Rd. Part of the issue was observed to be vehicles queueing behind left turning vehicles and drivers making turns without adequate gaps. A similar issue was witnessed with drivers making left turns from E. Alameda Rd. onto Jefferson Ave. and heading south.

Recommendation (intermediate term): As shown in Figure 50, prohibit left turns at the intersection by installing a raised median on Jefferson Ave. Note: the appropriate color is yellow. Install a NO LEFT TURN sign and remove the left turn lane on E. Alameda Rd. CRF=18 for installing a median on the minor approach for an unsignalized three-leg intersection.

## 2. Shift Lanes to the West

Observation: Due to the skewed nature of the intersection with W. Alameda/Pocatello Cr. Rd., drivers traveling north find it difficult to understand the destination of the lanes.

Recommendation (intermediate term): As shown in Figure 50, by installing the raised median at E. Alameda allows the removal of the south-bound left turn lane. This area can then be used to shift the north-bound lanes to the west, to more closely align them with those on the north side of the intersection.

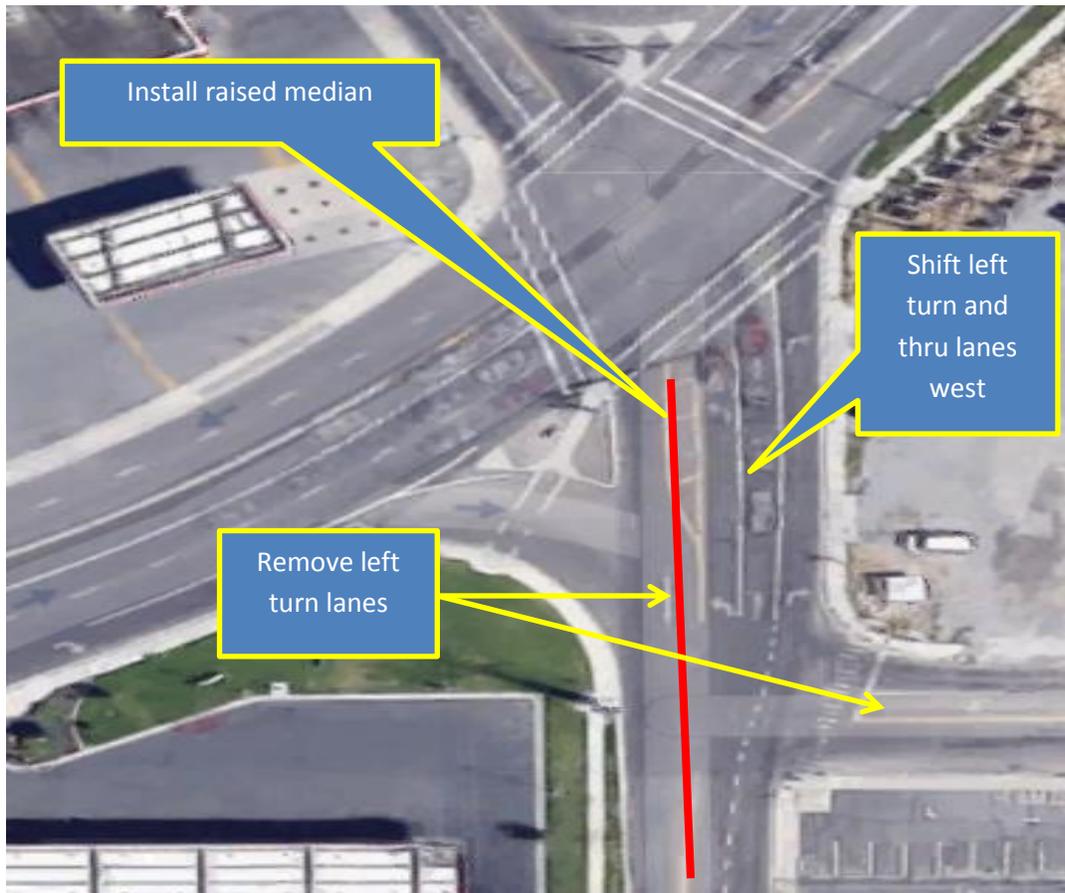


Figure 50: Hiline Rd-Southbound

## 3. Signal Heads and Overhead Street Name Signs

Observation: As noted in the previous item, the skewed nature of the intersection creates confusion among drivers as to the destination of the lanes.

Recommendation (short term): Replace the solid green signal indications with arrows that are skewed to reflect the orientation of the travel lanes. As shown in Figure 51, install street name signs under the overhead and post mounted directional signs.

Recommendation (long term): Realign the approaching roadways to remove the skewed intersection. This could include the use of an alternative intersection design; for examples and descriptions see: [http://safety.fhwa.dot.gov/Intersection/alter\\_design/](http://safety.fhwa.dot.gov/Intersection/alter_design/). Any realignment or redesign should address the traffic patterns and access issues in the surrounding area.

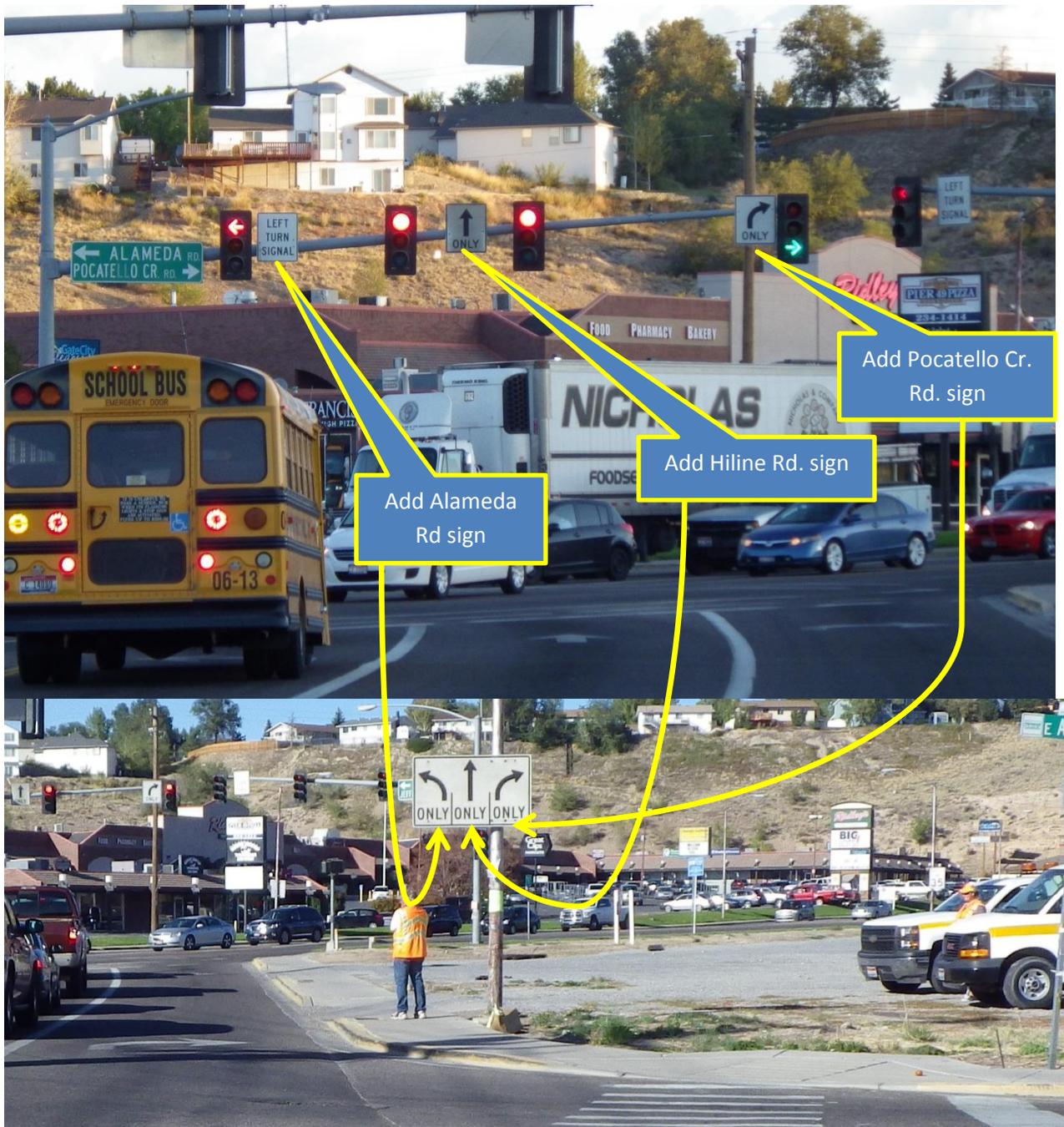


Figure 51: Hiline Rd. Northbound

#### 4. Retroreflective Backplates

Observation: As witnessed there were numerous rear end crashes at the intersection. Improved visibility of the traffic signal is a potential solution.

Recommendation (short term): Install retroreflective backplates on traffic signal heads as shown in Figure 52. CRF=15 for adding a 3-inch yellow retroreflective band of sheeting to signal backplates.



Figure 52: Hiline Rd-Southbound, example of retroreflective borders on traffic signal backplates

#### 5. Pocatello Regional Transit (PRT)

Observation: As shown in Figures 53-54, there is a PRT bus stop in the travel lane on Jefferson Ave. This causes vehicles to queue through the intersection of Jefferson Ave. and Pocatello Creek Rd./W. Alameda Rd.

Recommendation: Relocate the bus stop on Jefferson Ave. (short term) or as shown in Figure 55, construct a bus turn-out lane (intermediate term) so traffic does not queue as the buses load and unload passengers.



Figure 53: Jefferson Ave./E. Alameda Rd. Intersection

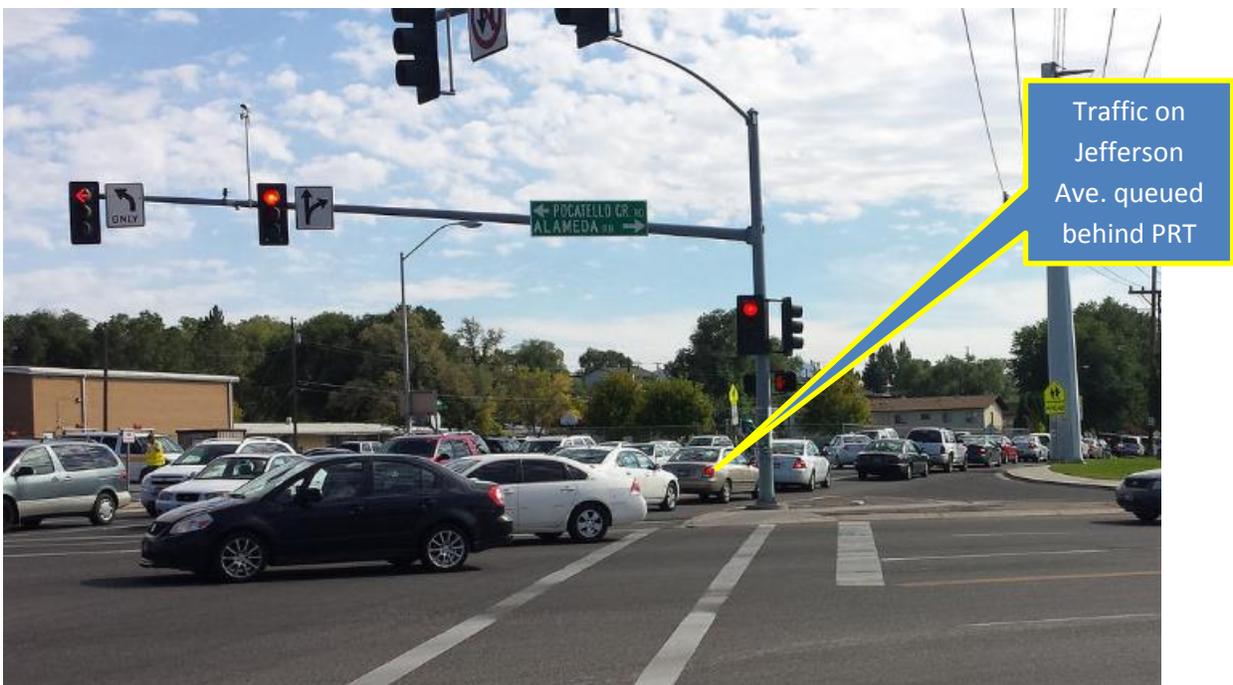


Figure 54: Jefferson Ave./E. Alameda Rd. Intersection



Figure 55: Example of PRT Bus Turn-Out

## 6. Vegetation

Observation: As shown in Figures 56-57, the vegetation along the fence on the east side of the road obscures the flashing yellow beacon and a number of traffic signs.

Recommendation (short term): Trim or remove vegetation obscuring the traffic control devices.



Figure 56: Obscured beacon and School Crossing sign



Figure 57: Obscured School Crossing Assembly north-bound on Jefferson Ave.

#### 7. School Crossing Sign

Observation: The school crossing sign is based on outdated standard.

Recommendation (short term): As shown in Figure 58, replace the existing school crossing signs with those that compliant with the MUTCD.



Figure 58: Outdated School Crossing sign south-bound on Jefferson Ave.

#### 8. Existing Crosswalk

Observation: As shown in Figures 59-60, the existing crosswalk is skewed, does not have a curb cut on the west side of the road and does not lead to an opening in the school fence. The existing opening in the fence does not line up with the crosswalk.

Recommendation (short term): Mark the crosswalk at approximately 90-degrees to the curb, provide a curb cut on the west side of the road and relocate the opening in the fence so it is near the crosswalk.

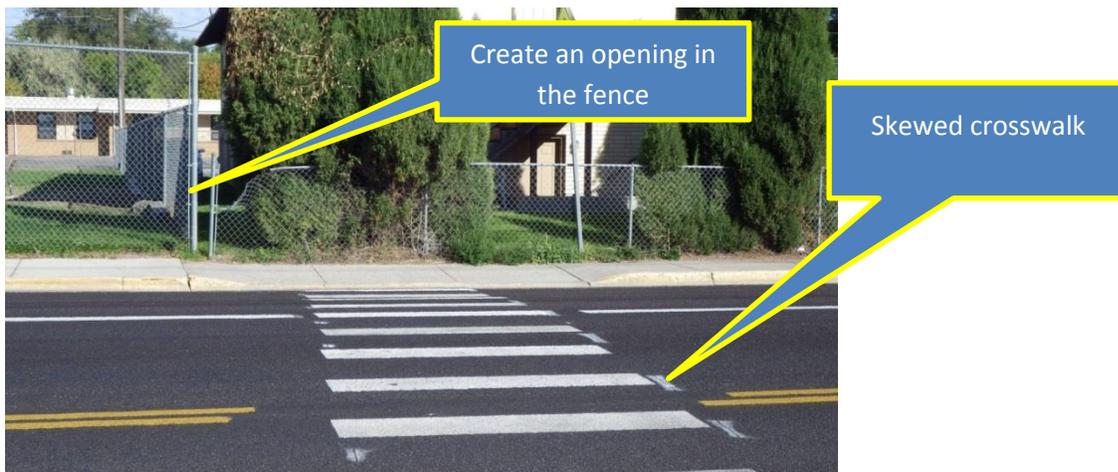


Figure 59: Crosswalk on Jefferson Ave. at elementary school



Figure 60: Jefferson Ave. at elementary school

9. Eliminate Curb cuts without Sidewalks

Observation: As shown in Figure 61, the existing curb cuts near the elementary school appear to have been installed for a crosswalk that was relocated to the south.

Recommendation (short term): To encourage use of the marked crosswalk; remove the unnecessary curb cuts.

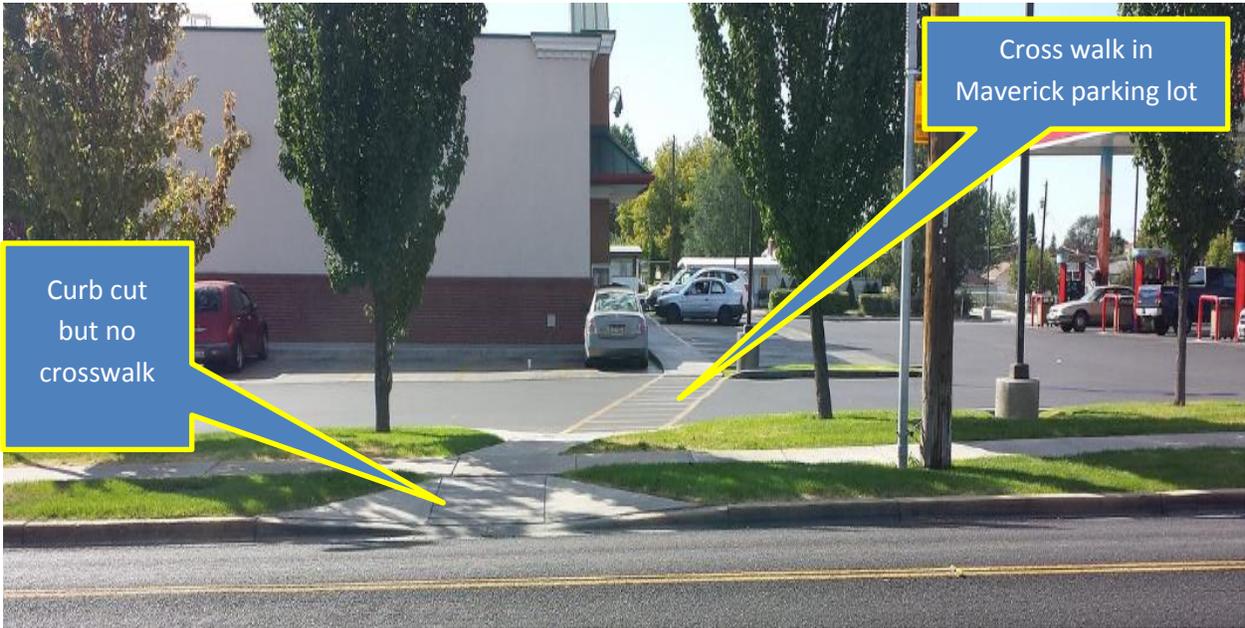


Figure 61: Jefferson Ave., west side near Maverick

10. Signs Mounted Less Than 7'

Observation: As shown in Figures 62-64, some of the signs along this roadway are mounted less than 7' (the MUTCD standard in an urban environment) and obstruct the sidewalk.

Recommendation (short term): Raise signs to at least 7', relocate them so they do not obstruct the sidewalk and remove unneeded sign supports.



Figure 62: Jefferson Ave. north-bound



Figure 63: Jefferson Ave. north-bound



Figure 64: Jefferson Ave. north-bound

11. Relocate Fire Hydrant and Concrete Vault

Observation: As shown in Figure 65, a fire hydrant and lid for a concrete vault are obstructing the side walk.

Recommendation (long term): Relocate the fire hydrant and concrete vault.



Figure 65: Jefferson Ave. east side of the road

12. City Lot Access

Observation: As shown in Figure 66, there is two access points to the city property which are being illegally used by drivers.

Recommendation (long term): Physically close both access points.



Figure 66: Jefferson Ave. and E. Alameda

13. School Zone

Observation: As shown in Figure 67, according to the signing the school zone is in effect every day year round from 7:00 AM to 5:30 PM, including holidays, weekends, and summer vacations when children may not be present.

Recommendation (long term): Remove the time of day designation on the sign and replace it with a flashing beacon and a WHEN FLASHING plaque. The beacon should only be activated when children are present.



Figure 67: Jefferson Ave. and E. Alameda

**Location: E. Alameda Rd. (from Jefferson Ave. to approximately 500' east)**

**1. Crosswalks without Curb Cuts**

**Observation:** As shown in Figure 68, the crosswalk north of the Tendoy elementary school is properly marked, signed and patrolled by adult crossing guards; however, there are no curb cuts on either side.

**Recommendation (long term):** Make curb cuts on both sides of the roadway for the sidewalk.



Figure 68: E. Alameda Ave. north of the Tendoy Elementary school

## 2. City Lot Access

Observation: As shown in Figure 69, there are two access points to the city property, which are being illegally used by drivers.

Recommendation (short term): Physically close both access points.



Figure 69: E. Alameda north of the Tendoy elementary school

## 3. School Loading and Unloading Zone

Observation: As shown in Figure 70, the entrance to the Tendoy school parking lot and the loading/unloading zone is within 20' of Jefferson Ave. This causes some stacking on Jefferson Ave. as vehicles turn into the parking area.

Recommendation (long term): As shown in Figure 71, close E. Alameda and Jefferson Ave. and create a cul-de-sac. This would allow the City lot to be used as a loading/unloading zone.



Figure 70: E. Alameda north of the Tendoy Elementary school

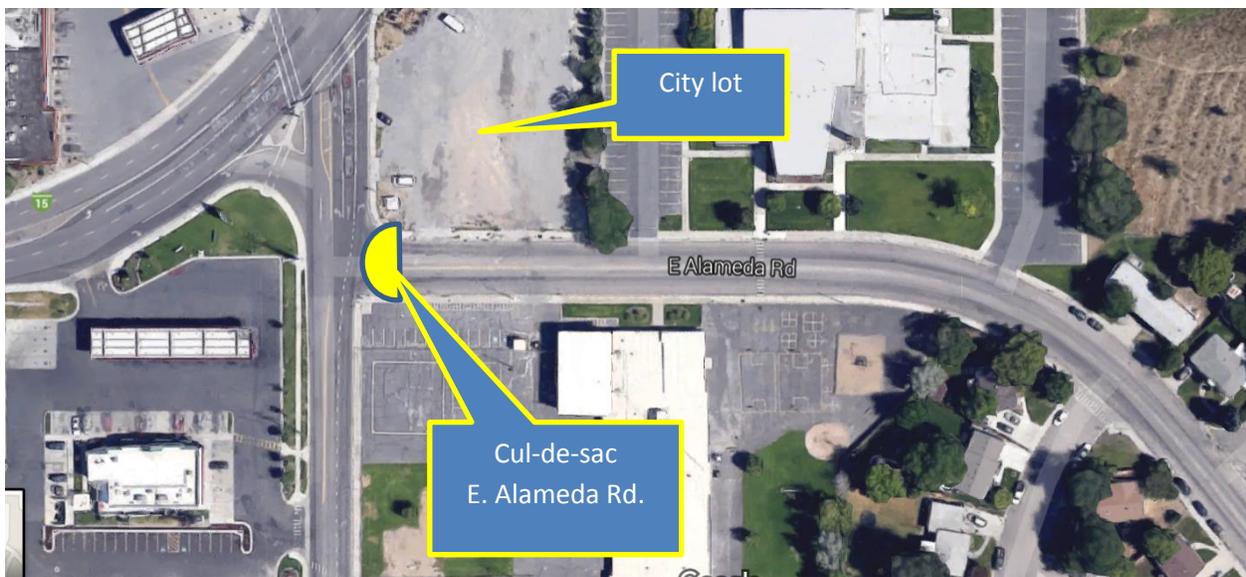
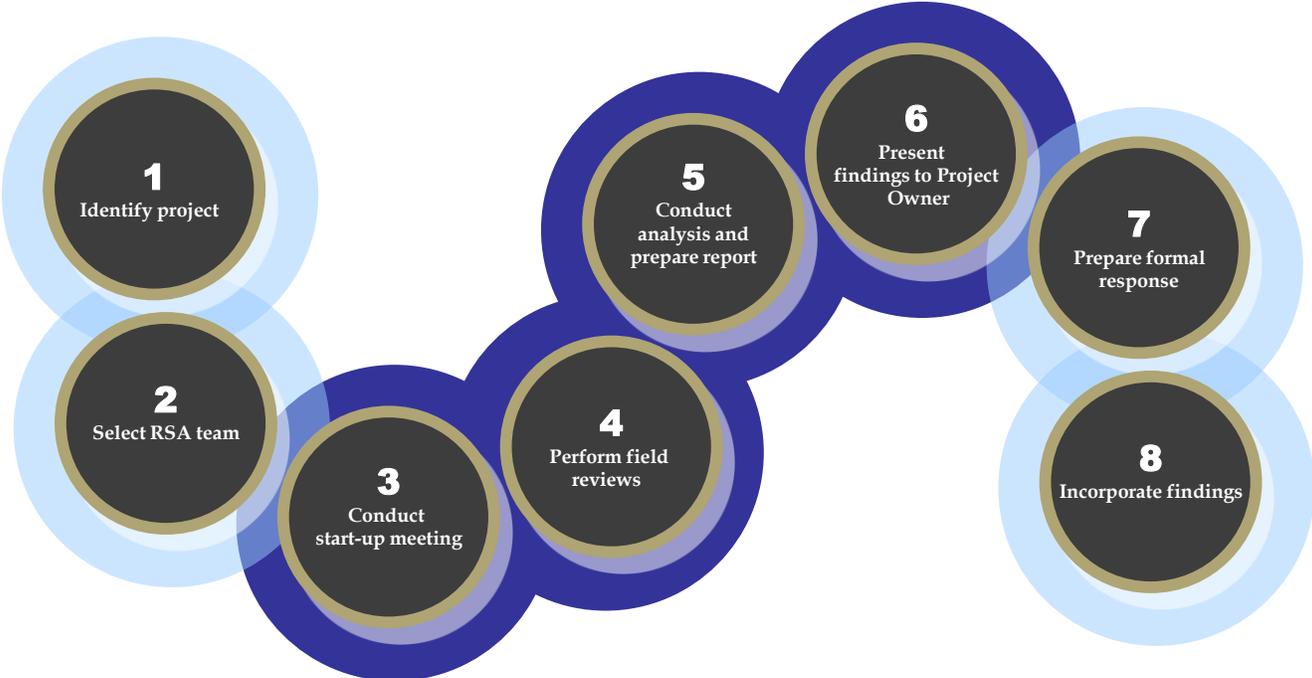


Figure 71: E. Alameda north of the Tendoy Elementary school

# Next Steps

## Responsibilities

-  **RSA Team**
-  **Design Team / Project Owner**



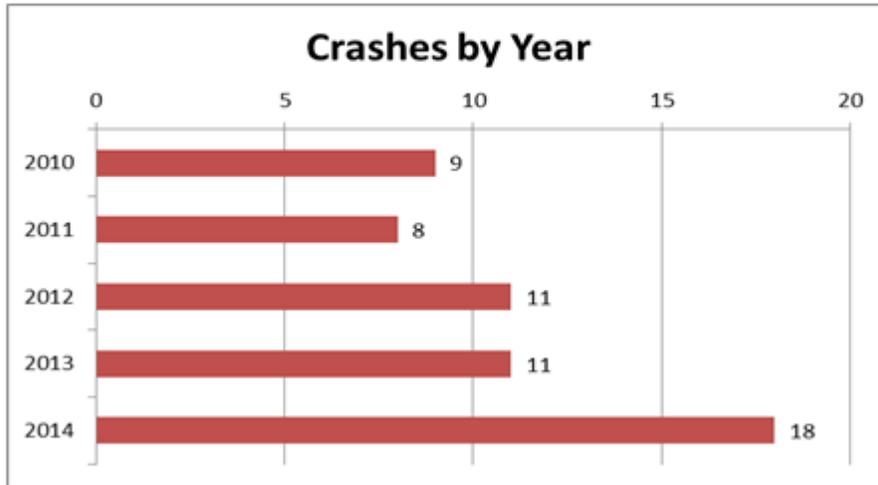
As outlined above, this report documents and concludes the work of the RSA Team. The next step in the RSA process is a formal response from the D-5 and the City to the Team. It is recommended that this be a coordinated response. The response should address each recommendation described in this report. The response can be sent to Lance Johnson, via email ([lance.johnson@dot.gov](mailto:lance.johnson@dot.gov)) for distribution to the other Team members.

The Team hopes that D-5 and the City find the observations and recommendations helpful in addressing the safety issues at this location.

## Appendix, A-1

### Intersection Statistical Data

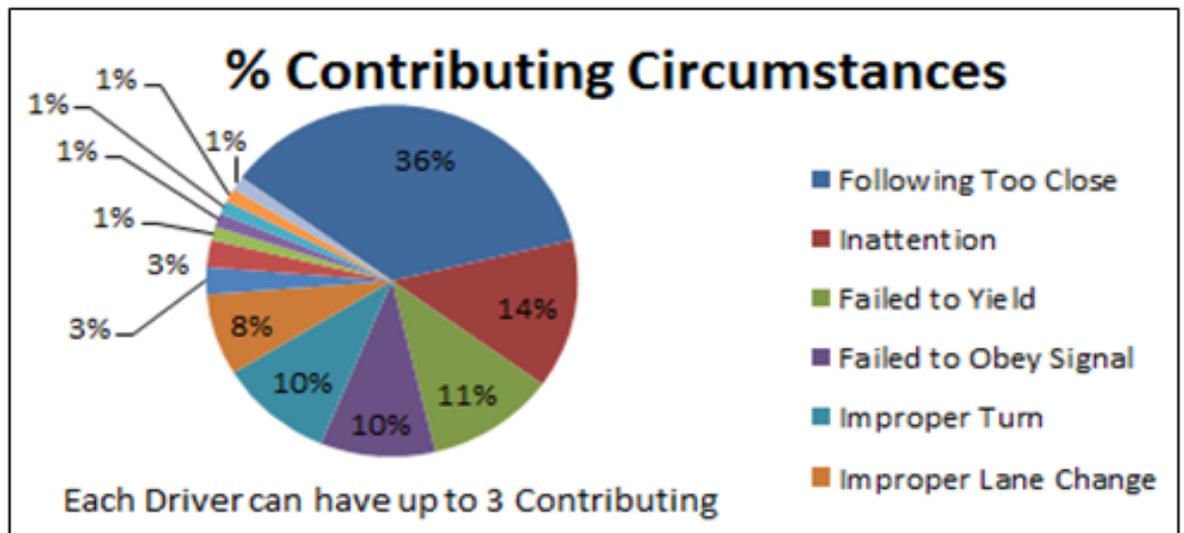
- ▶ 5 Mile Projected Maximum Growth 35.6 % for Pocatello Creek Road Leg of Intersection



## Appendix, A-2

### Intersection Statistical Data

- 75% ACCIDENTS HAPPEN DURING THE DAY

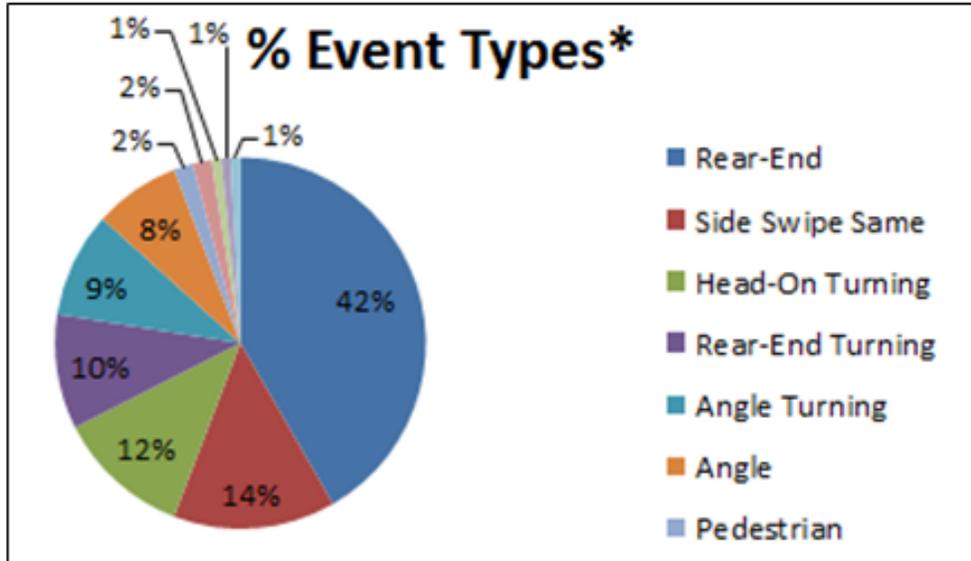


# Appendix, A-3



## Intersection Statistical Data

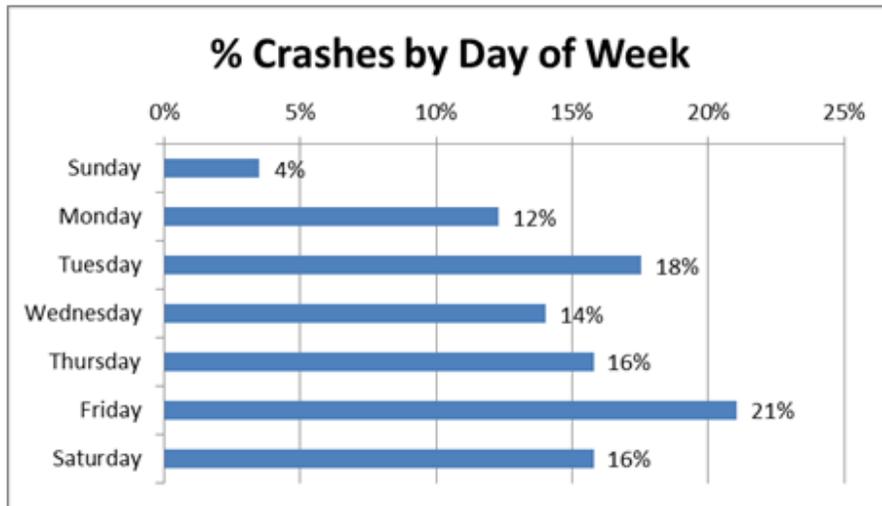
• 84% ACCIDENTS HAPPEN ON DRY PAVEMENT



## Appendix, A-4

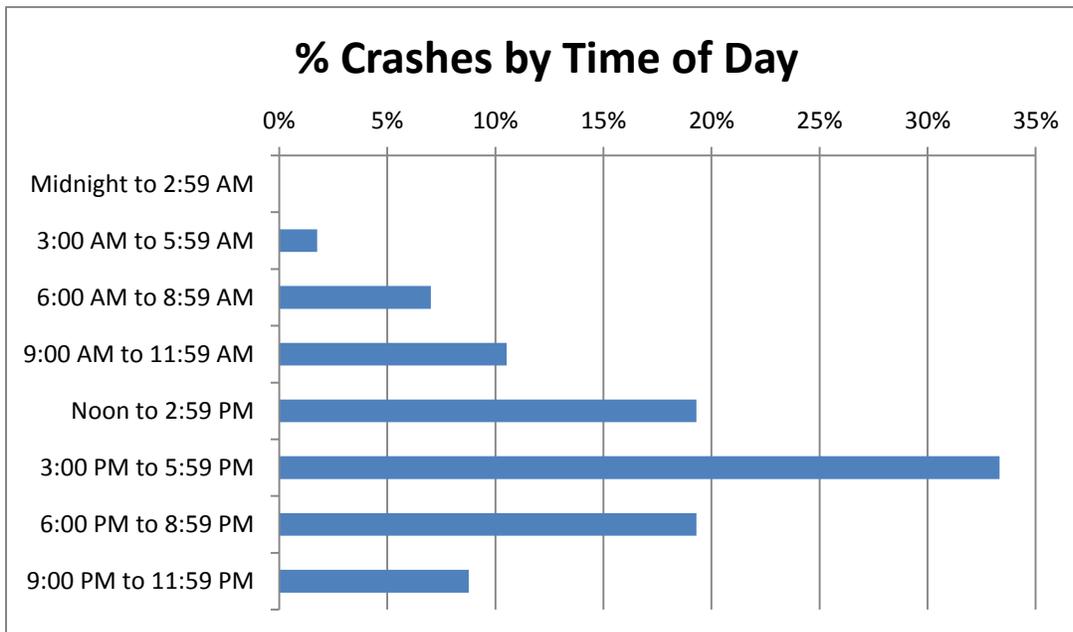


### Intersection Statistical Data



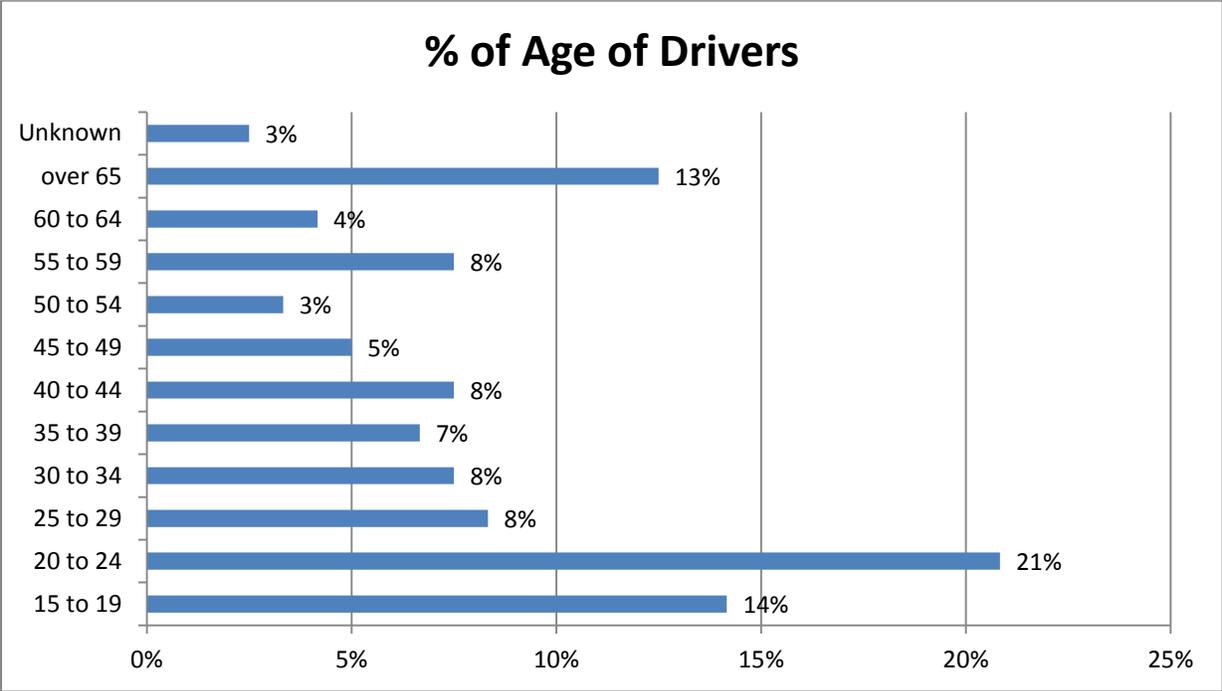
## Appendix, A-5

### Intersection Statistical Data



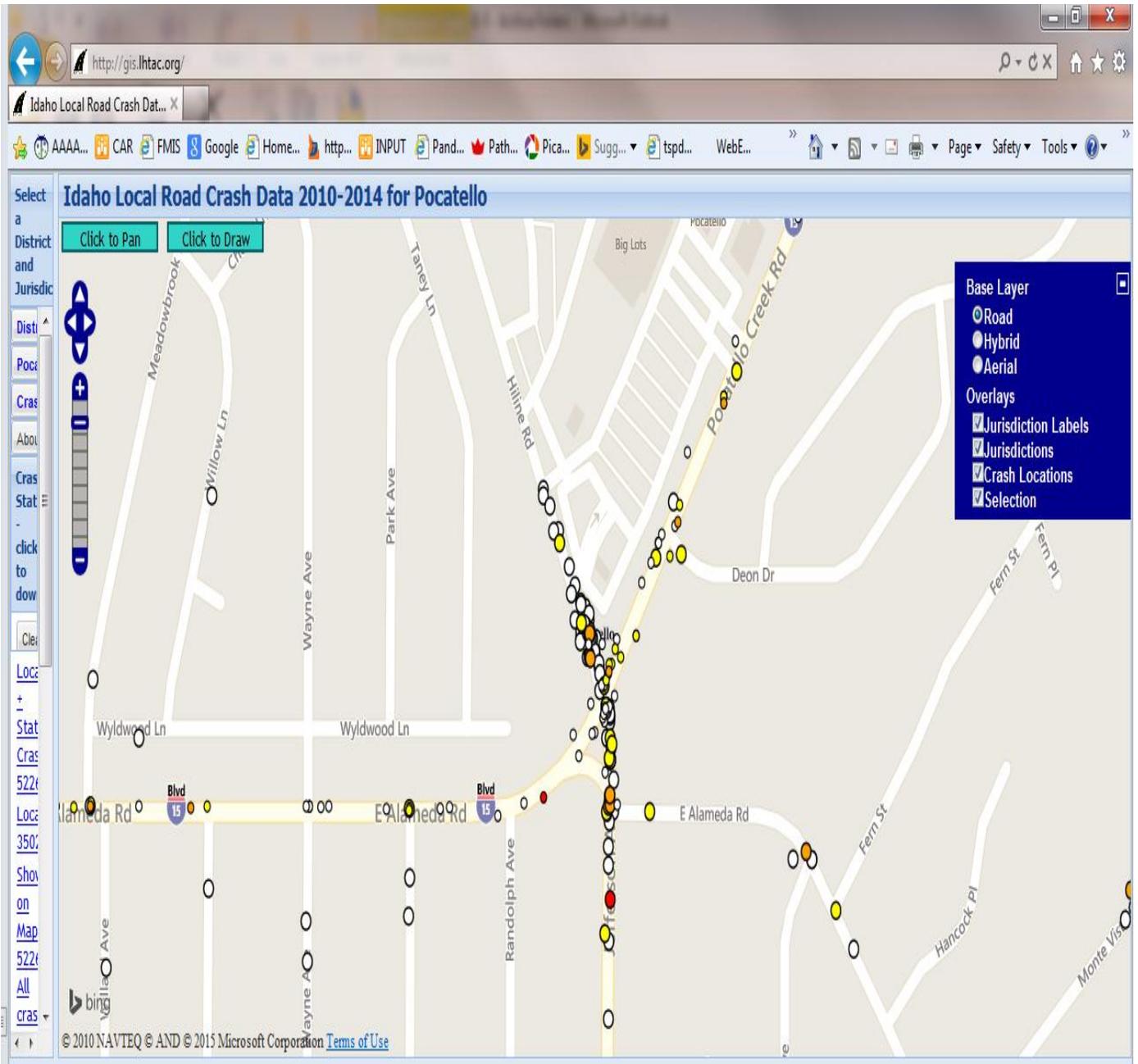
# Appendix, A-6

## Intersection Statistical Data



# Appendix, A-7

(Crash data map from LHTAC)



# Appendix, A-8



**IDAHO TRANSPORTATION DEPARTMENT**  
P.O. Box 7129  
Boise ID 83707-1129

(208) 334-8000  
itd.idaho.gov

November 10, 2011

Mr. Mark R. Kehrl  
Director of the Office of Transportation Operations  
Federal Highway Administration  
1200 New Jersey Avenue, S.E., HOTO-1  
Washington, D.C. 20590

RE: Approval for use of Rectangular Rapid Flashing Beacons on the State Highway System

Dear Mr. Kehrl:

The Idaho Transportation Department requests FHWA approval for use of Rectangular Rapid Flashing Beacons at various locations on the State Highway System within the jurisdiction of the State of Idaho.

We will follow the guidelines and conditions set forth in the Interim Approval Memorandum dated July 16, 2008. A running inventory of new locations will be maintained and any location that shows to have safety or operational problems will be restored to a condition that complies with the provisions of Section IA.10 of the 2009 edition of the MUTCD.

If you have any questions, please contact me at 208-334-8535.

Sincerely,

A handwritten signature in blue ink that reads 'Greg Laragan'.

Greg Laragan, P.E.  
Highways Operations Engineer

Greg Laragan, P.E  
Highways Operations  
Engineer Idaho  
Transportation  
Department P.O. Box  
7129  
Boise, ID 83707-1129

Dear Mr. Laragan:

Thank you for your letter of November 10 requesting approval to use Rectangular Rapid Flashing Beacons (RRFB) on a blanket basis at uncontrolled crosswalks on roadways under the jurisdiction of the Idaho Transportation Department. Your request is made under the provisions of Section 1A.10 of the 2009 edition of the Manual on Uniform Traffic Control Devices (MUTCD) and our Interim Approval memorandum IA-11 dated July 16, 2008.

Your request is approved for the use of RRFB, under the technical terms of the Interim Approval, at crossing locations on roadways under the jurisdiction of the Idaho Transportation Department that may be determined to be appropriate based on an engineering study. Please develop and periodically update a list of all locations where RRFB are installed on State highways in Idaho. Your specific approval has been numbered "IA-11-86- RRFB- Idaho DOT." Please reference this number in any future correspondence.

Thank you for your interest in improving pedestrian safety. If we can be of further assistance on this matter, please feel free to contact Mr. Scott Wainwright of our MUTCD Team by e-mail at [scott.wainwright@dot.gov](mailto:scott.wainwright@dot.gov) or by telephone at 202-366-0857.



Mark R. Kehrli

Sincerely  
yours,



Director, Office of Transportation Operations

**AGENDA**

**ITEM**

**NO. 10**



# MEDICAL BENEFITS OPTIONS FY 2017

City Council Study Session  
March 10, 2016

# AGENDA

- Process update
  - Employee meetings update
  - Blue Cross of Idaho – rates
  - Comparison to Aetna and Regence
  - Mercer Marketplace Rates
  - Additional benefits of Mercer Marketplace
- 

# Process Update

- We explored Mercer Marketplace last year
- October 2015 – given direction to pursue for FY17
- December 2015 – presented Marketplace option
- January 2016 – Mercer presented at study session
- February 2016 – Employee meetings
- March 10, 2016 – Presentation today
- March 17, 2016 – Decision of medical carrier
- April 2016 – Finance needs contribution decisions

# Employee Meetings Update

- 15+ meetings
- Concerns
- Questions
- Employee impact



# Blue Cross of Idaho

- Proposed rate increase = 11.82%
- Cost to City (without fire) = \$5,914,012.56
  - Add estimated fire rates of \$1,014,720.12
  - Total cost to City = \$6,928,732.68
  - Anticipated increase to City of 6.93% (\$479,854)
- Was 6.06% increase with fire employees added to BCI

# Compare Aetna and Regence

- We asked Aetna and Regence to quote our current plan outside the Mercer Marketplace

Rates	Current BCI	Renewal BCI	Aetna	Regence
Employee Only	\$535.90	\$599.24	\$588.03	\$588.90
Employee +1	\$1,125.50	\$1,258.53	\$1,234.98	\$1,236.85
Family	\$1,335.89	\$1,493.79	\$1,465.76	\$1,468.00
Total % change		11.82%	9.7%	9.9%

# Mercer Marketplace Plan Designs

	\$800 plan	\$1,500 plan	\$2,500 plan	\$4,500 plan	BCI plan
<b>DEDUCTIBLE</b>					
Single	\$800	\$1,500	\$2,500	\$4,500	\$2,000
Family	\$1,600	\$3,000	\$5,000	\$9,000	\$4,000
<b>OOP MAX</b>					
Single	\$2,400	\$3,000	\$4,500	\$6,550	\$4,000
Family	\$4,800	\$6,000	\$9,000	\$13,100	\$8,000
<b>Office Visit</b>	copay \$40/\$55	coinsurance after ded.	coinsurance after ded.	coinsurance after ded.	copay \$20
<b>Coinsurance</b>					
In-network	20%	20%	30%	30%	20%
<b>Rx</b>	\$10/30%/45%	80%	70%	70%	\$10/\$30
<b>QUOTED</b> rates per month	1 pty - \$661 2 pty - \$1,388 Fam - \$1,647	1 pty - \$620 2 pty - \$1,302 Fam - \$1,546	1 pty - \$537 2 pty - \$1,128 Fam - \$1,339	1 pty - \$480 2 pty - \$1,007 Fam - \$1,196	1 pty - \$599 2 pty - \$1,259 Fam - \$1,494

# Estimated Rates to Employees

based on current contribution rates  
rates are per month

	\$800 plan	\$1,500 plan	\$2,500 plan	\$4,500 plan
Employee Only	\$156.03	\$115.03	\$32.23	\$0
Employee + 1	\$350.06	\$264.06	\$90.26	\$77.51
Family	\$441.77	\$340.77	\$133.92	\$95.64



cost savings  
to City as well

# Current Rates to Employees

rates are per month

	\$2,000 plan
Employee Only	\$32.15
Employee + 1	\$90.04
Family	\$133.59

# Employee #1

## EMPLOYEE #1

Individual  
 1 generic Rx (antacid) \$10  
 1 doctor visit \$100

	\$800	\$1,500	\$2,500	\$4,500	BCI renewal
Annual Premium	\$1,859	\$1,373	\$387	\$0	\$432
Monthly Rx and office visits	J - \$10 F - \$10 M - \$10 A - \$10 M - \$110 J - \$10 J - \$10 A - \$10 S - \$10 O - \$10 N - \$10 D - \$10	J - \$2 F - \$2 M - \$2 A - \$2 M - \$102 J - \$2 J - \$2 A - \$2 S - \$2 O - \$2 N - \$2 D - \$2	J - \$3 F - \$3 M - \$3 A - \$3 M - \$103 J - \$3 J - \$3 A - \$3 S - \$3 O - \$3 N - \$3 D - \$3	J - \$3 F - \$3 M - \$3 A - \$3 M - \$103 J - \$3 J - \$3 A - \$3 S - \$3 O - \$3 N - \$3 D - \$3	J - \$10 F - \$10 M - \$10 A - \$10 M - \$30 J - \$10 J - \$10 A - \$10 S - \$10 O - \$10 N - \$10 D - \$10
Total	\$220	\$124	\$136	\$136	\$140
Total Annual Cost	\$2,140	\$1,334	\$523	\$136	\$572
MAXIMUM Cost	\$4,259	\$4,373	\$5,023	\$6,550	\$4,572

# Employee #2

## EMPLOYEE #2

Family  
 1 person receiving cancer treatment  
 1 cancer Rx \$8,000  
 24 doctor visits \$100

	\$800	\$1,500	\$2,500	\$4,500	BCI renewal
Annual Premium	\$5,273	\$4,061	\$1,598	\$571	\$1,793
Monthly Rx and office visits	J - \$190 F - \$190 M - \$190 A - \$190 M - \$190 J - \$190 J - \$190 A - \$190 S - \$190 O - \$190 N - \$190 D - \$190	J - \$1,800 F - \$1,200 M - \$100 A - \$0 M - \$0 J - \$0 J - \$0 A - \$100 S - \$0 O - \$0 N - \$100 D - \$100	J - \$2,600 F - \$1,900 M - \$100 A - \$0 M - \$0 J - \$0 J - \$0 A - \$100 S - \$0 O - \$0 N - \$100 D - \$100	J - \$2,600 F - \$2,600 M - \$1,450 A - \$0 M - \$0 J - \$0 J - \$0 A - \$100 S - \$0 O - \$0 N - \$100 D - \$100	J - \$50 F - \$50 M - \$300 A - \$50 M - \$50 J - \$50 J - \$50 A - \$350 S - \$50 O - \$50 N - \$50 D - \$50
Total	\$2,280	\$3,400	\$4,900	\$6,950	\$1,150
Total Annual Cost	\$7,553	\$7,461	\$6,498	\$7,521	\$2,943
MAXIMUM Cost	\$10,200	\$10,061	10,598	\$13,671	\$9,793

# Options to Offset Costs

- Utilize HRA VEBA account
  - Up to \$2,100 annually (if participating in Wellness)
- Elect to set aside dollars in the FSA
  - Up to \$2,550 (\$98.08 per pay period)
  - Access to full \$2,550 at start of FY2017
- Utilize voluntary insurance policies
  - ie: accident policy = \$25/month
  - Less than the \$32.23/month for \$2,500 plan
  - Help cover deductible/out of pocket maximum

# Additional Benefits to Mercer Marketplace

- Cost control
- Tech platform
- Give employees a choice
- One stop shop
- Decision making tools

