PLANNING & ZONING COMMISSON (P&Z)
Minutes for May 25, 2016 at 6:30 p.m.
City Council Chambers, Municipal Building
911 North Seventh Avenue, Pocatello, ID 83201

The meeting began at 6:30 PM.

Present: Jack Brennan, Ryan Loveland, Ryan Satterfield, Matthew Tovey, and Kathleen Lewis.
Excused: Bill Hancock and Steve Long.
Staff: Dave Foster, Matthew Lewis, Aceline McCulla, and Merril Quayle.
Guests: Bill Isley

AGENDA CLARIFICATION MEETING: A meeting was held at 6:00 p.m. in the Iwamizawa Conference Room at City Hall, prior to the regular meeting for clarification of the agenda.

The following is the official agenda of the Planning & Zoning Commission. Discussion and Commission action will be limited to those items on the agenda. Any citizen who wishes to address the Commission shall first be recognized by the Chair, and shall give his/her name and address for the record. If a citizen wishes to read documentation of any sort to the Commission, he/she shall first seek permission from the Chair. A three (3) minute time limitation is requested for presentations to the Commission.

AGENDA ITEM #1: DISCLOSURE OF CONFLICT OF INTEREST, EX-PARTE COMMUNICATION AND SITE VISIT.
Disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit, and what was seen.

Brennan visited the site for item #3 and had nothing else to report. **Loveland** had nothing to report. **Satterfield** had nothing to report. **Tovey** had nothing to report. **Chair Lewis** had nothing to report

AGENDA ITEM #2: APPROVAL OF MINUTES
The Commission many wish to approve the minutes from their works session held on May 3, 2016 and their regular meeting held on May 11, 2016.

A motion was made by **Satterfield** and seconded by **Brennan** to approve the Minutes from May 3 and May 11, 2016. Upon roll call, those voting in favor were Brennan, Loveland, Satterfield, Tovey, and Lewis. Motion passed.

AGENDA ITEM #3: SHORT PLAT – FIELD SUBDIVISION
Dylan J. Field and Rocky Mountain Engineering and Surveying have submitted an application to subdivide approximately 5.49 acres into two residential lots located west of Shale Drive and north of Field Drive.

Joel Dixon with Rocky Mountain Engineering and Surveying, 600 East Oak Street, Pocatello, stated he represented Dylan J. Field and requested to subdivide approximately 5.49 acres into two residential lots located west of Shale Drive and north of Field Drive. The home on Lot 1 would remain and a new home would be built on Lot 2. Lot 1 has City water and a septic system with a drain field and a spot had been allocated for a second drain field. Lot 2 would be serviced by the City of Pocatello's water and sewer systems. Dixon

understood and agreed with Staff recommendations and conditions, and he asked the Commission to approve the subdivision request.

Chair Lewis asked Dixon to clarify which lot had the septic system. **Dixon** stated Lot 1 with the existing home had the septic system and Lot 2 would connect to the City water and sewer systems.

Matthew Lewis, Planning Manager with the City of Pocatello, summarized the Staff report and stated there were no issues with this request. He noted that when a parcel is divided, it requires a plat and this property qualified as a short plat. M. Lewis stated the lot size requirements were met and the future home on Lot 2 would connect to City water and sewer and Lot 1 would retain its current utilities. He stated that Staff recommended approval with the four conditions listed.

A motion was made by **Satterfield** and seconded by **Brennan** to recommend approval to City Council for the Field Subdivision to subdivide approximately 5.49 acres into two residential lots located west of Shale Drive and north of Field Drive, per staff recommendations and conditions listed. Upon roll call, those voting in favor were Brennan, Loveland, Satterfield, Tovey and Lewis. Motion passed.

AGENDA ITEM #4: CONTINUED PUBLIC HEARING – SUBDIVISION ORDINANCE
The Commission may wish to continue the public hearing on the proposed changes to the Subdivision Ordinance.

Dave Foster, Associate Planner with the City of Pocatello, summarized the previous section changes discussed during the PZC hearing, which included Short Plat, Building Permits, Final Plat recording, and Warranty Bond.

Discussion ensued between members and focused on issuance of building permits for subdivision lots and warranty bond issues.

Chair Lewis opened and closed the Public Hearing at 6:51 PM, as there was no public comment.

A motion was made by **Brennan** and seconded by **Tovey** to close the public hearing on May 25, 2016. Upon roll call, those voting in favor were Brennan, Loveland, Satterfield, Tovey, and Lewis. Motion passed.

A motion was made by **Brennan** to recommend approval to the City Council of the Proposed Amendment – Title 16 Subdivision Ordinance as amended, and have Chair Lewis sign the Findings of Fact. The Motion failed to obtain a second.

Further discussion ensued.

The Commission agreed to continue their deliberations to their regular scheduled meeting on June 8, 2016. The questions would be researched by Staff and Commission members for section 16.24.100 Building Permits, for the punch list and curb and gutter concerns, and section 16.24.110 Surety & Warranty Bonds, which Satterfield and Brennan would research and for the June 8, 2016, PZC meeting.

With no other business, **Chair Lewis** adjourned the meeting at 8:04 PM and move into the work session.

** WORK SESSION **

The Commission began the work session at 8:04 PM. The Commission discussed Code Section 15.42 Wireless Communication Facilities (WCF) Amendments.

With no other discussion, Chair Lewis closed the work session at 8:10 PM.

Submitted by Aceline McCulla
Aceline McCulla, Secretary

Approved on June 8, 2016