Wednesday, September 11, 2019
City Council Chambers, Municipal Building
911 N. Seventh Avenue
6:30 p.m.

City Hall is accessible to persons with disabilities. Program access accommodations may be provided with three (3) days’ advance notice by contacting Skyler Beebe at sbeebe@pocatello.us; 208.234.6248 or 5815 South 5th Avenue, Pocatello, ID.

PLANNING & ZONING COMMISSION (P&Z)

The Planning & Zoning Commission is a citizen advisory group to the City Council. They are charged with making recommendations concerning land use plans, planning processes and/or on matters of plan implementation. All regular meetings of the P&Z Commission are recorded for record retention and transcription.

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. Oral testimony may be restricted to no more than 3 minutes per person.

AGENDA ITEM 1: ROLL CALL AND 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 there is anything personally or professionally that would not allow an impartial or unbiased decision. Disclose if a site visit was done, location(s) of the visit, and what was seen.

AGENDA ITEM 2: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the clarification meeting on May 22, 2019 and the clarification and regular meetings on July 10, 2019. (ACTION ITEM)

AGENDA ITEM 3: PRELIMINARY PLAT – CRESTVIEW COVE SUBDIVISION
Ryan Satterfield of Pocatello Creek Development Co., represented by Rocky Mountain Engineering and Surveying, has submitted a preliminary plat application to subdivide 2.66 acres (more or less) into 11 residential lots. The property is located west of Mariah Way, south of Monson Street and north of Crestview Estates, Division 1. (ACTION ITEM)
Chair Ryan Satterfield called the clarification meeting to order at 6:00 PM.

AGENDA ITEM #1: ROLL CALL

Present: Jared Bernt, Jack Moore, Dorothy Ricks, and Ryan Satterfield
Excused: Julia Sanders
Staff: Carl Anderson, Merrill Quayle and Terri Neu

AGENDA ITEM #2: DISCUSSION TO CLARIFY ITEMS ON THE MAY 22, 2019, PLANNING AND ZONING COMMISSION MEETING AGENDA

The Commission and staff discussed the agenda items.

AGENDA ITEM #3: ADJOURN

With no further discussion, Chair Satterfield adjourned the clarification meeting at 6:25 P.M.

Submitted by ___________________________ Approved on September 11, 2019
Terri Neu, Assistant Planner
Chair Ryan Satterfield called the meeting to order at 6:02 PM.

**AGENDA ITEM #1: ROLL CALL**

Present: Jared Bernt, Jack Moore, Dorothy Ricks, Julia Sanders, and Ryan Satterfield.
Unexcused:
Staff: Matthew Lewis and Aceline McCulla.

**WORK SESSION**

The Commission discussed items on the July 10, 2019 agenda.

With no further discussion, Chair Satterfield adjourned the work session at 6:23 P.M. and moved into the regular meeting.

Submitted by ____________________________ Approved on ____________________________

Aceline McCulla, Secretary
The meeting began at 6:30PM.

AGENDA ITEM #1: ROLL CALL AND DISCLOSURE OF CONFLICT OF INTEREST, EX-PARTE COMMUNICATION AND SITE VISIT.
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. Oral testimony may be restricted to no more than 3 minutes per person.

Bernt made a site visit for agenda items 3, 4, and 5 and had nothing else to report. Moore made a site visit for agenda items 3, 4, and 5 and had nothing else to report. Ricks made a site visit for agenda items 3, 4, and 5 and had nothing else to report. Sanders made a site visit for agenda items 3, 4, and 5 and had nothing else to report. Satterfield made a site visit for agenda items 3, 4, and 5 and had nothing else to report.

Present: Jared Bernt, Jack Moore, Dorothy Ricks, Julia Sanders, and Ryan Satterfield.
Staff: Matthew Lewis and Aceline McCulla.

AGENDA ITEM #2: APPROVAL OF MINUTES
The Commission may wish to approve the minutes from the clarification and regular meetings on May 22, 2019.

It was moved and seconded, (D. Ricks, J. Moore) to approve the minutes for the clarification and regular meeting on May 22, 2019. Those voting in favor were Bernt, Larsen, Moore, O’Connor, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

AGENDA ITEM #3: PRELIMINARY PLAT – COPPER CREEK SUBDIVISION
Kilgore Properties, LLC, Jordan Olson, Jacob and Connie Tracy, Tracy Roberts and Kade Paulsen, represented by Rocky Mountain Engineering and Surveying (RMES), have submitted a preliminary plat to re-plat the Copper Creek Subdivision. The proposal calls for the re-platting of 8.7 acres (more or less) into 40 lots. The property is located on Surprise Valley Road.

Mitchell Greer with RMES, 600 E Oak Street, Pocatello gave a brief history of planning and ownership for the past 20 years. The building foot prints will remain as depicted in the original plat with Lot 1 (Common Area) being eliminated. Some homes have been built and people like the area and style of homes. It will not be a gated community, the lots will be privately owned, there will be some common areas for ponds, etc.

The Commission discussed homes, pond areas, and landscape areas. Lewis noted that the proposal calls for Lots 3-40 in Block 2 specifically alter the boundary lines of each lot so they can include additional land. Both roads would be public.

Senior Planner Matthew Lewis of the City of Pocatello summarized the staff report.
Staff concludes that the proposal is compliant with all applicable standards of City Code 16.20.050, assuming compliance with conditions of approval. Staff recommends approval of the re-plat with the following conditions: 1) All conditions submitted by Public Works Department representatives shall be adhered to (see attached). 2) Additions/construction beyond the defined building footprints shall be prohibited. 3) All other standards or conditions of Municipal Code not herein stated but applicable to residential development shall apply. 4) A building permit may not be issued unless all applicable standards of City Code Section 16.24.100 are adhered to, or a subdivision surety bond and warranty bond is obtained as outlined in City Code 16.24.110, prior to recording. 5) As proposed, the applicant or the associated homeowners association shall be responsible for the upkeep and maintenance of all easements designating open space shown on the preliminary plat. 6) A twenty (20) foot setback from the back of sidewalk shall remain. See development agreement.

Marleen Keller, 1648 Surprise Valley Road, stated she was part of the Surprise Valley Development with the first phase. Keller was concerned that landscaping may not be included in this new application, and she expects the new developers to pay the Home Owners Association for the Surprise Valley water system and maintenance of it and including the landscaping.

Satterfield addressed some of Keller’s points, and emphasized that the City does not get involved with Home Owner Associations and the P&Z makes sure the City guidelines are met.

It was moved and seconded, (J. Sanders, D. Ricks) to recommend approval to City Council for the application from Kilgore Properties, LLC, Jordan Olson, Jacob and Connie Tracy, Tracy Roberts, and Kade Paulsen, to re-plat the Copper Creek Subdivision. The proposal calls for the re-platting of 7.64 acres (more or less) into 40 lots. The property is located on Surprise Valley Road, finding the application does meet all applicable standards for approval under Pocatello Municipal Code, if the conditions listed in the staff report are met. Those voting in favor were Bernt, Moore, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

AGENDA ITEM #4: PRELIMINARY PLAT — JUNIPER RESERVE DIVISION 3
Billy Satterfield of Juniper Land Corp., represented by Rocky Mountain Engineering and Surveying (RMES), has submitted a preliminary plat application to subdivide 8.18 acres into 13 residential lots. The property is located east of Juniper Reserve Division 2 on an extension of Shadowpines Way.

Mitchell Greer with RMES, 600 E Oak Street, Pocatello discussed the plan and the idea to incorporate a trail to connect the other area with a paved path in a 20-foot wide strip of common area.

Senior Planner Matthew Lewis of the City of Pocatello, summarized the staff report.

The proposal meets minimum code standards for lot size and dimensions and contains all normally required public infrastructure and City services. Staff finds the proposal is compliant with all applicable standards of Pocatello Municipal Code Title 16 assuming the following conditions are met: 1) All conditions submitted by Public Works Department representatives as noted in the attached memo shall be adhered to. 2) A slope development analysis addressing all standards under Chapter 17.05.100 Slope Development Standards will be required with submittal of a Final Plat application. 3) All other standards or conditions of Municipal Code not herein stated but applicable to residential development shall apply.

It was moved and seconded, (J. Moore, J. Brent) to recommend approval to City Council for the preliminary plat application request by Juniper Land Corp. to subdivide 8.18 acres into 13 residential lots, located east of
Juniper Reserve Division 2 on an extension of Shadowpines Way, finding the application does meet all applicable standards for approval under Pocatello Municipal Code, if the conditions listed in the staff report are met and that staff have flexibility to work with the engineer. Those voting in favor were Bernt, Moore, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

AGENDA ITEM 5: PRELIMINARY PLAT – JUNIPER RESERVE DIVISION 4
Billy Satterfield of Juniper Land Corp., represented by Rocky Mountain Engineering and Surveying, has submitted a preliminary plat application to subdivide 4.58 acres into 10 residential lots. The property is located south of Juniper Reserve Division 1 on an extension of Windsong Lane.

Mitchell Greer with RMES, 600 E Oak Street, Pocatello discussed the plan and utilities going up the hillside and flexibility to work with staff to work through issues as they arise.

Senior Planner Matthew Lewis of the City of Pocatello, summarized the staff report.

The proposal meets minimum code standards for lot size and dimensions and contains all normally required public infrastructure and City services. Staff finds the proposal is compliant with all applicable standards of Pocatello Municipal Code Title 16 assuming the following conditions are met: 1) All conditions submitted by Public Works Department representatives as noted in the attached memo shall be adhered to. 2) A slope development analysis addressing all standards under Chapter 17.05.100 Slope Development Standards will be required with submittal of a Final Plat application. 3) All other standards or conditions of Municipal Code not herein stated but applicable to residential development shall apply.

It was moved and seconded, (J. Sanders, J. Moore) to recommend approval to City Council for the preliminary plat application request by Juniper Land Corp to subdivide 4.58 acres into 10 residential lots, located south of Juniper Reserve Division 1 on an extension of Windsong Lane, finding the application does meet all applicable standards for approval under Pocatello Municipal Code, if the conditions listed in the staff report are met. Those voting in favor were Bernt, Moore, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

With no other business, Chair Satterfield closed the meeting at 7:27 P.M.

Submitted by ____________________________  Approved on ____________________________

Aceline McCulla, Secretary
SUBDIVISION: Crestview Cove
APPLICANT/OWNER: Pocatello Creek Development Company – Ryan Satterfield
SURVEYOR/ENGINEER: Rocky Mountain Engineering & Surveying – Mitch Greer
TITLE REPORT: Title report was submitted and reviewed
LOCATION: South of Monson Street & North of Crestview Estates Division 1
LOTS/UNITS: Eleven (11) residential lots
STAFF: Carl Anderson, Senior Planner

RECOMMENDATION & CONDITIONS:
Staff finds that the proposal is compliant with all applicable standards of City Code 16.20.050, assuming the following conditions are met:

1. All comments contained in the Public Works Memorandum, dated September 3, 2019, shall be adhered to;
2. A building permit may not be issued unless all applicable standards of City Code Section 16.24.100 are adhered to, or a subdivision surety bond and warranty bond is obtained as outlined in City Code 16.24.110, prior to recording;
3. As proposed, the applicant or the associated property owner shall be responsible for the upkeep and maintenance of all easements designating open space shown on the preliminary plat unless otherwise approved by the Pocatello City Council; and
4. All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply.

GENERAL BACKGROUND
REQUEST: The request is for preliminary plat approval of the Crestview Cove Subdivision. The proposal calls for the platting of 2.66 acres (more or less) into eleven (11) residential lots. The proposed subdivision is located south of Monson Street north of Crestview Estates Division 1. The application was submitted by Ryan Satterfield of Pocatello Creek Development Company and represented by Rocky Mountain Engineering and Surveying (RMES).

DENSITY & LOT DESIGN: The proposed subdivision is zoned Residential Low Density (RL). The applicant is proposing to subdivide the property into ten (11) lots, one (1) of which is proposed to be held in common by the homeowners association and dedicated to storm water retention. The remaining ten (10) lots are proposed to utilized for townhomes, with one townhome dwelling on each lot. The RL zoning district requires a minimum lot size of 6,000 square feet per townhome dwelling unit and the smallest buildable lot proposed is 6,131 sq. ft. (0.14 acres).

STREETS: The proposed subdivision will be accessed from Crestview Cove, designated as part of the plat, which connects to Monson Street. The proposed subdivision provides a continuation of a connected transportation system as it connects to Monson Street to the north. See the attached Public Works Memorandum (Attachment A) for further comments/conditions regarding proposed street improvements.

WATER, SEWER, & STORMWATER: Infrastructure such as water and sewer will be provided meeting all standards as set forth by Public Works. The applicant proposes that the storm water generated by the subdivision will be detained in Lot 11, Block 1. All development of the lots must comply with City Erosion and Sediment Control and Stormwater management requirements. See the attached Public Works Memorandum (Attachment A) for additional comments/conditions pertaining to water, sewer and stormwater requirements.

UTILITY PROVIDER & CITY DEPARTMENT NOTICE: Utility providers and affected City departments were provided notice
on 08/13/19, and no comment has been received. City staff comments/conditions are summarized in Attachment A.

PRIVATE COVENANTS, RESTRICTIONS & CONDITIONS: Recorded Owner’s Covenants, Conditions and Restrictions (CC &R’s) for the subdivision, if any, must be submitted after the recording of the final plat.

COMPREHENSIVE PLAN:
The Comprehensive Plan Map designates the area for Residential use. Staff finds the following goals, objectives and policies from the Comprehensive Plan to be applicable to this application:

**Housing Goal 1:** Encourage development of a wide variety of high-quality housing opportunities that are safe, sanitary, attractive and affordable.

**Objective 1.1:** Encourage development of housing affordable for households of all income levels throughout the community.

REVIEW CRITERIA (16.20.050):
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 pursuant to subsection 16.20.030V of this chapter, than 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.

OPTIONAL MOTIONS:
1. **Denial of the Application:** “Motion to recommend denial of the preliminary plat application from Ryan Satterfield of the Pocatello Creek Development Company, finding the application does not meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, finding that: [cite findings for denial].”

2. **Approval of the Application:** “Motion to recommend approval of the preliminary plat application from Ryan Satterfield of the Pocatello Creek Development Company, for Crestview Cove Subdivision, finding the application does meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with the conditions of approval: [insert conditions of approval here]”

ATTACHMENTS:
A. Public Works Memorandum, dated September 3, 2019
B. Application & Preliminary Plat
C. Aerial
ATTACHMENT A
Memorandum

To: Carl Anderson, Senior Planner

From: Merrill Quayle PE, Public Works/Development Engineer
       Owen Campion, Sr. Engineering Technician

Date: September 3, 2019

Re: Crestview Cove - P&Z Preliminary Plat (Sept. 11, 2019)

The Public Works Department has reviewed the preliminary plat application for the above mentioned project and submits that the following changes and items shall be addressed prior to final plat application.

Plat Conditions

1. The final plat shall meet all the requirements defined in section 16.24.040: Final Plat Requirements of the Subdivision Ordinance.
2. Subdivision Plat shall conform to all state and local laws and ordinances.
3. The subdivision plat shall be formatted per Bannock County’s requirements and reproducible on an 8.5x11 sheet of paper per Bannock County instructions.
4. Notes on the Plat shall be approved by the City of Pocatello Engineering and Legal Department prior to recording.
5. Provide adjoining property owners recorded deeds, a copy of all recorded easements, and document(s) which grants the signatory to sign the plat on behalf of the owner(s) to the City Surveyor at the time of final application for review.
6. The plat shall be black opaque ink, no gray scale or color.
7. Add note, Easements not depicted:
   All lots in this subdivision are subject to a drainage easement equal to the primary structure setback line along all lot lines. Lots must be graded and maintained so as to minimize drainage to adjoining properties.

Development Conditions

1. The overflow / drainage ditch from the proposed pond that was constructed as part of Crestview Estates - Division 2 goes north to Monson St. This overflow / drainage ditch needs to be protected and a 20-foot Stormwater Easement needs to be provided along the west boundary line.
2. There is a 10-foot West Communication Easement along the west boundary line and is not shown.
3. The 20-foot Maintenance Easement between Lots 5 & 6 Block 1 needs to be a 20-foot Stormwater and Maintenance Easement.
4. Any concrete placed within the 20-foot Stormwater and Utility Easement between Lots 5 & 6 Block 1 will not be replaced by the City if future repair is needed on the storm line.
5. Fences are prohibited within all Stormwater and Maintenance Easements.
6. The water meter box location shown between Lots 5 & 6 Block 1 is shown inside the concrete driveway. Please have this designed so that it is outside of that driveway.
7. This area was annexed 04/20/2017 Ordinance #2984 and is subjected to a “Water Right Value” per Resolution 2006-02. There is one water credit left per the City Council decision 12/18/2014. Based on the proposed development layout and land use, there will be 9 lots requiring payment,
the “Water Right Value” payment due prior to recording of the plat will be approximately $6588.00, but will be reevaluated at the time of recording the final plat.

General Conditions
1. Two (2) full sized copies of construction drawings for right-of-way and infrastructure improvements shall be submitted for review under section 16.24.030(D): Final Plat Application Requirements of the Subdivision Ordinance.
2. Proposed right-of-way and infrastructure shall be designed by a licensed engineer in the State of Idaho and constructed by a contractor licensed and in good standings with the City of Pocatello and Public Works and meet all local, state, and federal regulations and standards.
3. If the developer desires to record the final plat prior to completion of all the required public infrastructure and improvements, then the developer shall be required to adhere to section 16.24.110: Subdivision Surety Bond and Warranty Bond of the Subdivision Ordinance.
4. All items above will need to be addressed in accordance with section 16.24.080(A): Recording of Final Plat of the Subdivision Ordinance.
5. A qualified engineer shall submit a written analysis of the storm water plan. This will include but not be limited to the associated calculations, pipe size, design details showing that the proposed design meets the Portneuf Valley Stormwater Design Manual current storm water requirements.
6. An erosion and sediment control plan and a final stabilization plan will be required as part of the final plat application.
7. Provide the model results for the culinary water system for projected pressures and flows for the subdivision and the entire pressure zone affected. Supply a digital layout of the subdivision with elevations for model verification.
8. A “will serve” letter from each serving utilities is required to be submitted to the City.
9. Utility and street light approval is required by the City.
10. US Mail box units required and location approved by the Post Master and the City of Pocatello.
ATTACHMENT B
PRELIMINARY PLAT APPLICATION

Submittal Received: 8-9-19                   PZC Meeting Date: 9-11-19                   Application No.: 19-2261                   Receipt Date: 8-12-19

Filing Fee: $350.00

Owner/Applicant: Pocatello Creek Dev Co
Name: Ryan Satterfield
Address: 3141 Trevor St.
Pocatello, ID 83201
Phone: (208) 232-1468
Email: ryan@satterfieldrd.com

Representative (if applicable):
Firm & Contact
Address:
City, ST, ZIP:
Phone:
Email:

Engineer/Surveyor: RMES - Mitch Greer
Name: 600 E. Oak St.
Pocatello, ID 83201
Phone: (208) 234-0110
Email: mitch@rmes.biz

Project Information:
Zoning: Residential Low Density
Comprehensive Plan Designation: Residential
Inst. No. 378089

Legal Description & Deed Instrument Number: Section 7, Township 6 South, Range 35 East

Location (Section, Township, Range): West of Mariah Way, South of Monson St. & North of Crestview Estates - Div 1

General Location:
Total Acreage: 2.66 AC
Total Number of Lots: 11

Proposed Subdivision Name: Crestview Cove

Is this a replat? Yes ☑ No

Replats of existing subdivision lots require the submittal of a copy of the original plat with this application.

Page 1 of 3
Updated 2/8/2018
TERMS AND CONDITIONS

The approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

This application shall not be considered complete, nor will a Planning & Zoning Commission meeting date be scheduled, until all required information has been submitted and verified by City staff.

I am also aware the applicant or a representative must be present at the Planning & Zoning Commission meeting.

If the applicant is not the legal owner of record of the property, then proper authorization from the owner must be submitted with the application.

A copy of the current recorded deed for the property must be submitted with the application.

I hereby acknowledge that I have read this application and state that the above information is correct and agree to the above terms and conditions.

Signature of Owner/Applicant: ___________________________ Date: __________

Signature of Representative (if applicable): ___________________________ Date: __________

Signature of Engineer/Surveyor: ___________________________ Date: __________