Wednesday, September 25, 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 and regular meetings on September 11, 2019. (ACTION ITEM)

AGENDA ITEM 3: PRELIMINARY PLAT – POINTE VIEW APARTMENTS SUBDIVISION
Kent Morris, represented by Rocky Mountain Engineering and Surveying, has submitted a preliminary plat application to subdivide 1.83 acres (more or less) into 9 residential lots. The property is located north of Brock Drive, south of Quinn Road, east of Philbin Road and west of Breezy Pointe Drive. (ACTION ITEM)
Vice Chair Julia Sanders called the meeting to order at 6:01 P.M.

AGENDA ITEM #1: ROLL CALL


Staff: Carl Anderson and Aceline McCulla.

AGENDA ITEM #2: DISCUSSION TO CLARIFY ITEMS ON THE SEPTEMBER 11, 2019, PLANNING AND ZONING COMMISSION MEETING AGENDA

The Commission and staff discussed the agenda items.

AGENDA ITEM #3: ADJOURN

With no further discussion, Vice Chair Sanders adjourned the clarification meeting at 6:17 P.M.

Submitted by ____________________________  Approved on ____________________________  
Aceline McCulla, Secretary
The meeting began at 6:30 PM.

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.

Bernt made a site visit for agenda item 3 and had nothing else to report. Moore made a site visit for agenda item 3 and had nothing else to report. Ricks made a site visit for agenda item 3 and had nothing else to report. Sanders made a site visit for agenda item 3 and had nothing else to report. White had nothing to report.

Present: Jared Bernt, Jack Moore, Dorothy Ricks, Julia Sanders, and Kailey White.
Excused: Shin Kue Ryu and Ryan Satterfield.
Staff: Carl Anderson and Aceline McCulla.

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 meetings on July 10, 2019.

It was moved and seconded, (J. Moore, J. Bernt) to approve the minutes for the clarification meeting on May 22 and the clarification and regular meetings on July 10, 2019. Those voting in favor were Bernt, Moore, Ricks, Sanders, and White. Those voting against were none. Motion passed unanimously.

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

Ryan Satterfield, 3141 Trevor Street, Pocatello clarified that the ground is owned by Pocatello Creek Development and the applicant should be Satterfield Realty and Development. Satterfield discussed how the subdivision would be developed into 10 Townhome style units. He had a clarification on the Public Works memorandum, page 1 of 2 development condition #6. It shows the water meter box between lots 5 and 6 are not in the driveway area, and Satterfield wanted to note that the water meter for lots 4 and 5 will be moved out of the driveway as well, there is some confusion. Satterfield noted the line that will service the common area will likely move through the easement, the line was drawn outside of the easement. The other item clarified was item #5, fences are prohibited in all stormwater and maintenance easement. Satterfield wanted to clarify it was only for stormwater and maintenance easements. Item 1 in this section, calls for a 20-foot stormwater easement be provided along the west boundary line. As there is 20-foot setback
requirement in the backyards and this is only a stormwater easement, a fence would be allowed.

Ricks asked if the stormwater pond size was normal for a subdivision. Satterfield stated this pond will be shared with another subdivision above this development; this pond would support both developments.

Senior Planner Carl Anderson of the City of Pocatello, summarized the staff report. Anderson noted he will make the Public Works Department aware of the clarification items Satterfield noted above.

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.

Commission members ensued in discussion.

It was moved and seconded, (J. Bernt, D. Ricks) to recommend approval to City Council of the application from Satterfield Realty and Development, located west of Mariah Way, south of Monson Street and north of Crestview Estates, Division 1 to be zoned Residential Low Density finding the application does meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with the conditions of approval listed in the staff report. Those voting in favor were Bernt, Moore, Ricks, Sanders, and White. Those voting against were none. Motion passed unanimously.

With no other business, Vice Chair Sanders closed the meeting at 6:47 P.M.

Submitted by ________________________________  Approved on __________________________
Aceline McCulla, Secretary
SUBDIVISION: Pointe View Apartments
APPLICANT/OWNER: Applicant: Kent Morris; Owner: Brandon Ratliff
SURVEYOR/ENGINEER: Rocky Mountain Engineering & Surveying
TITLE REPORT: Title report was submitted and reviewed
LOCATION: North of Brock Drive, South of Quinn Road,
East of Philbin Road, and West of Breezy Pointe Drive
LOTS/UNITS: Nine (9) 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 16, 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. The parking area shall be dedicated as shared common area and at no point may any fencing or other obstruction be placed within the parking and access area so as to prevent fire access and turnaround; 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 Pointe View Apartments. The proposal calls for the platting of 1.83 acres (more or less) into nine (9) lots. The proposed subdivision is located south of Quinn Road and east of Philbin Road. The application was submitted by Kent Morris, with permission granted by the current property owner Brandon Ratliff. The engineer listed on the application is Rocky Mountain Engineering and Surveying (RMES).

DENSITY & LOT DESIGN: The proposed subdivision is zoned Residential Commercial Professional (RCP). The applicant is proposing to subdivide the property into nine (9) lots, one (1) of which is proposed to be dedicated as right-of-way for future improvements along Quinn Road to the north. The remaining eight (8) lots will have one fourplex apartment building on each lot. The RCP zoning district requires a minimum lot size of 1,452 sq. ft., per multi-family dwelling unit, thus 5,808 sq. ft. is required per lot, and the smallest buildable lot proposed is 5,830 sq. ft. The required parking for the development will be provided in a shared parking area spanning Lots 1-8, Block 1.

STREETS: The Pointe View Apartments Subdivision will be accessed from Brock Drive, which connects to Philbin Road to the west. See the attached Public Works Memorandum (Attachment A) for further comments/conditions regarding proposed street/ROW improvements.

WATER, SEWER, & STORMWATER: Infrastructure such as water and sewer will be provided meeting all standards as set forth by Public Works Department. The applicant proposes that the storm water generated by the subdivision will be detained within a stormwater easement spanning the west side of Lots 1-3, 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 08/28/19, and no comment has been received. To date, comments have been received from the Idaho Department of Fish and Game and Bannock County, and no substantial concerns were raised. City Public Works 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 Mixed-Use, which is consistent with the RCP zoning designation. 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 Kent Morris, 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 Kent Morris, for the Pointe View Apartments 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 16, 2019
B. Application & Preliminary Plat
C. Aerial

Pointe View Apartments Subdivision, September 25, 2019

City of Pocatello Planning & Development Services
Memorandum

To: Carl Anderson, Senior Planner

From: Merrill Quayle PE, Public Works Development Engineer
       Jacob Murphy, Engineer Technician

Date: September 16, 2019

Re: Pointe View Apartments - P&Z Preliminary Plat (September 25, 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. Subdivision must be governed by a Property Owners Association (POA) to address common private utilities, parking lot maintenance, landscaping, access, storm water management practices and requirements, and other common issues. Property Owners Association; covenants, conditions, and restrictions (CCR's) summarizing the maintenance and fiscal responsibilities of the POA. There shall be a note on the plat pertaining to a cross access easement on all and parking lot access across all lots shall not impede fire access.
2. All taps on live waterline shall be made by the City of Pocatello Water Department at the developers cost.
3. Sanitary sewer line beyond manhole in right-of-way will remain under private ownership and maintenance.
4. Sanitation dumpster pads shall be constructed to City Standards. A Private Property Release of Liability will need to be signed to allow sanitation access.
5. Provide final report and calculations for stormwater detention/retention at time of final plat application.
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. Per section 800 Geotechnical and Earthwork, Structures shall not be permitted on slopes of 20 percent or greater without a civil site plan by a licensed engineer in the State of Idaho. Included in this section, 800.08 Grading, slopes over 15% require engineered grading with recommendations included in a geotechnical engineering report and incorporated in the grading plans or specifications. Refer to Appendix B of the City of Pocatello Design Principles and Standards for other applicable soil reporting requirements.

8. 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.

9. A “will serve” letter from each serving utilities is required to be submitted to the City.

10. Utility and street light approval is required by the City.

11. US Mail box units required and location approved by the Post Master and the City of Pocatello.
PRELIMINARY PLAT APPLICATION

Submittal Received: 8.23.19  PZC Meeting Date: 9.25.19  Application No.: 19-2402  Receipt Date: 8.28.19

Filing Fee: $350.00

Owner/Applicant:
Name: Kent Morris
Address: P.O. Box 415
   Inkom, ID, 83245
Phone: 208-339-1132
Email: k.morris32@yahoo.com

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

Engineer/Surveyor:
Name: RMES
Address: 600 East Oak Street
   Pocatello ID, 83201
Phone: 208-234-0110
Email: brady@rmes.biz

Project Information:
Zoning: Residential Commercial Professional (RCP)  Comprehensive Plan Designation: Mixed Use
Legal Description & Deed Instrument Number: 20809525
Location (Section, Township, Range): Northwest 1/4 of Section 16, Township 6 South, Range 34 East, B.M.
General Location: North of Brock Drive / South of Quinn Road / East of Philbin Road / West of Breezy Pointe Drive
Total Acreage: 1.83 Acres  Total Number of Lots: 9

Proposed Subdivision Name: Pointe View Apartments
Is this a replat? □ Yes □ No
Replats of existing subdivision lots require the submittal of a copy of the original plat with this application.
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: [Signature] Date: 8-23-19

Signature of Representative (if applicable): [Signature] Date: 

Signature of Engineer/Surveyor: [Signature] Date: 8/23/19
PRELIMINARY PLAT FOR:
POINTE VIEW APARTMENTS
LOCATED IN THE NORTHWEST QUARTER OF SECTION 16, TOWNSHIP 6 SOUTH, RANGE 34 EAST, B.M., BANCOCK COUNTY, IDAHO

PROJECT LOCATION

MONETT MAP

NOTES

LEGEND

DEVELOPER INFORMATION

RMES
Engineers • Surveyors • Planners
680 S. Oak St. • Pocatello, ID 83201 • 208-234-6713
Pointe View Apartments

Map Notes

1 inch = 106 feet

Disclaimer: The information herein was created by the City of Pocatello GIS, and is to be used for reference purposes only, and no other use or reliance on the same is authorized. The City of Pocatello does not guarantee the information contained in this map to be an accurate representation of actual existing conditions.

August 26, 2019