MEETING AGENDA

CITY OF POCATELLO

PLANNING & ZONING COMMISSON

MARCH 12, 2025 | 6:30 PM

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE, POCATELLO, IDAHO

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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.

1. ROLL CALL AND DISCLOSURES.

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.

2. APPROVAL OF MINUTES.

The Commission may wish to waive the oral reading of the P&Z clarification and meeting minutes held January 8, 2025, and to approve the minutes as presented. (ACTION ITEM)

3. PUBLIC HEARING - PRELIMINARY PLAT - FILE PP25-0001.

This time has been set aside for the Commission to hear comments from the public regarding a request by Wayward Kinghorn Management LLC, represented by David Assan of Sunrise Engineering for a preliminary plat subdivision to be known as Stratten Estates Division 4. The subject property located at 1256 Kinghorn Road and is zoned Residential Medium Density Single-family (RMS). The applicant is proposing to subdivide the property into twelve (12) residential lots. (ACTION ITEM) (Quasi-Judicial Public Hearing)

4. ADJOURN MEETING.

AGENDA ITEM 2

MINUTES

MINUTES

CITY OF POCATELLO

PLANNING & ZONING COMMISSON CLARIFICATION MEETING

JANUARY 8, 2025 · 6:00 PM
COUNCIL CHAMBERS | 911 N. SEVENTH AVENUE

Chair Rich Phillips called the meeting to order at 6:00 p.m.

1. Roll Call.

Present: Benjamin Gomez, Marjanna Hulet, Annie Mendoza, Richard Phillips, and Desirea Valladolid.

Excused: Eugene Bartu and Adam Geyer.

Staff: Jim Anglesey, Matthew Lewis, Aceline McCulla, and Merril Quayle.

2. Discussion to Clarify Items on the P&Z Meeting agenda for January 8, 2025.

The Commission and staff discussed the agenda items.

Agenda Item #3: Adjourn.

With no further discussion, **Phillips** closed the meeting at 6:24 p.m.

Submitted by: Approved on:

Aceline McCulla, Secretary

MINUTES

CITY OF POCATELLO PLANNING & ZONING COMMISSON MEETING

JANUARY 8, 2025 · 6:30 PM COUNCIL CHAMBERS | 911 N. SEVENTH AVENUE

Chair Rich Phillips opened the meeting at 6:30 p.m.

1. ROLL CALL.

Present: Benjamin Gomez, Marjanna Hulet, Annie Mendoza, Richard Phillips, and Desirea Valladolid. **Excused:** Eugene Bartu and Adam Geyer. **Staff:** Jim Anglesey, Becky Babb, Matthew Lewis, Aceline McCulla, and Merril Quayle.

Hulet stated she completed a site visit for agenda items 3 and 4. None of the other members had anything else to report.

2. APPROVE MINUTES.

The Commission may wish to waive the oral reading of the P&Z clarification and regular meetings minutes held December 11, 2024, and to approve the minutes as written.

It was moved by **M. Hulet** and seconded by **B. Gomez** to approve the meeting minutes held December 11. Those voting in favor were Gomez, Hulet, Mendoza, Phillips, and Valladolid. Motion passed unanimously.

3. PUBLIC HEARING: ASPEN GROVE PLANNED UNIT DEVELOPMENT - FILE PUD24-0002

This time has been set aside for the Commission to hear comments from the public regarding the Aspen Grove Planned Unit Development project submitted by Sunrise Engineering on behalf of Gate City Builders. The property is located at 2806 S. 5th Avenue and consists of four (4) parcels encompassing 5.56-acres (more or less). The subject property is zoned Residential-Commercial-Professional (RCP) with a future land use map designation of Mixed-Use (MU). The request is to allow for lot size averaging to construct eight (8) multi-family structures on individual lots with Lot 9 proposed to be a common lot for stormwater retention, recreation area and parking. (ACTION ITEM) (Quasi-Judicial Public Hearing)

Phillips opened the Public Hearing at 6:35 PM.

TJ Togiai of Sunrise Engineering, represents Gate City Builders and summarized the materials submitted in the application materials.

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

Staff finds that the overall density does not exceed the maximum # of dwelling units permitted in the underlying RCP zoning. Primary ingress/egress is via South 5th Avenue. Staff is recommending that an eight (8)-foot wide planter strip be provided between the curb and eight (8) foot wide sidewalk with a ten (10) foot landscaped setback provided on the east side of the sidewalk (as required by Municipal Code). In addition - one (1) tree a minimum of one & one-half inches (1.5") in caliper shall be provided for every thirty-five feet of street frontage in both landscaping areas. Such planting shall be staggered a minimum of ten 10-feet between trees within the landscape areas (Refer to Attachment D of the report for details and recommended condition 5.)

No written comments were received for this project.

Merril Quayle Public Works Development Engineer clarified the access alignment with the road and long-term plans for connectivity of pathways and widen the pathways to the event center within approximately 1.5 years, and then clarified the continuity of roadways within 3-5 years, with appropriate funding to South Valley Road.

Phillips opened the public hearing to public comments at 6:48 PM.

With no public comments, **Phillips** closed the public hearing at 6:49 PM.

It was moved by **B. Gomez** and seconded by **M. Hulet** to recommend approval of the Preliminary Plat from David Assan on behalf of Gate City Builders, finding the application **does** meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with the conditions listed in the staff report, and to authorize the Chair to sign the Findings of Fact and Decision. Those voting in favor were Gomez, Hulet, Mendoza, Phillips, and Valladolid. Motion passed unanimously.

4. PUBLIC HEARING: ASPEN GROVE PRELIMINARY PLAT - FILE PP24-0004

This time has been set aside for the Commission to hear comments from the public regarding a preliminary plat application to be known as Aspen Grove Subdivision request by Gate city Builders, represented by Sunrise Engineering. The property is located at 2806 S. 5th Avenue and consists of four (4) parcels encompassing 5.56-acres (more or less) with a total of nine (9) lots. The subject property is zoned Residential-Commercial-Professional (RCP) with a future land use map designation of Mixed-Use (MU). The request is to allow for lot size averaging to construct eight (8) multi-family structures on individual lots with Lot 9 proposed to be a common lot for stormwater retention, recreation area and parking. (ACTION ITEM) (Quasi-Judicial Public Hearing)

Phillips opened the public hearing at 6:52 PM.

TJ Togiai of Sunrise Engineering, represents Gate City Builders, and stated they will work with staff to meet Code on this request.

Hulet asked if the applicant is okay with the conditions in the staff report and adding a condition of relocating Lot 1. **Togiai** replied he is agreeable to all conditions and adding the Lot 1 relocation.

Senior Planner **Matthew Lewis** of the City of Pocatello summarized the staff report with a PowerPoint agenda presentation that will be included with the approved minutes.

No written comments were received for this Project.

Lewis asked that the Public Works Memorandum provided in the PUD application staff report be added as a condition to this Preliminary Plat project. Some information did not make it into both Staff Reports and Public Works Memorandum documents, the entire Public Works Memorandum needs to be included for the preliminary plat project.

Merril Quayle Public Works Development Engineer of the City of Pocatello clarified swapping the existing house and the stormwater pond and snow area to line the parking area up to avoid traffic congestion.

Staff finds that the proposal is compliant with all applicable standards of City Code 16.20.050, assuming the following conditions are met: 1) Per Pocatello Municipal Code Section 17.02.140D.3 states that subdividing of land may not proceed until a proposed PUD has been approved, the Final Plat shall not be submitted until the subject PUD has been approved; 2) The parking area shall be dedicated as shared common area and at no point may any gates or other obstruction be placed within the parking and access area so as to prevent fire access through the parking lot areas as well as the rear yard of each townhome; 3) A street light shall be installed on the north side of the approach; 4) Staff is recommending that an eight (8)-foot wide planter strip be provided between the curb and eight (8) foot wide sidewalk with a ten (10) foot landscaped setback provided on the east side of the sidewalk (as required by Municipal Code). In addition - one (1) tree a minimum of one & one-half inches (1.5") in caliper shall be provided for every thirty-five feet of street frontage in both

landscaping areas. Such planting shall be staggered a minimum of ten 10-feet between trees within the landscape areas (Refer to Attachment D); 5) All proposed amenities shall be complete with each phase as proposed; 6) A final landscape plan shall be submitted at the time of the initial building permit application and shall be compliant with all landscaping requirements of Pocatello Municipal Code. Said plan shall include a planting schedule which includes the type of vegetative, non-vegetative cover, and tree type and size; 7) All approved architectural standards shall be enforced by the Homeowner's Association per Municipal Code 17.02.140.G.5; 8) A building permit may not be issued unless all applicable standards of City Code Section 16.24.100 are adhered to; and 9) All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply. 10) Include all verbiage of File PUD24-0002's Staff Report Public Works Memorandum.

Phillips opened the public hearing to public comments at 6:58 PM.

With no public comments, Phillips closed the public hearing at 6:58 PM.

It was moved by **M. Hulet** and seconded by **A. Mendoza** to recommend approval of the Preliminary Plat from David Assan on behalf of Gate City Builders, finding the application **does** meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with the conditions listed in the staff report and to add a condition that the entire Public Works Memorandum in File **PUD24-0002** be added as condition 10, and to authorize the Chair to sign the Findings of Fact and Decision. Those voting in favor were Gomez, Hulet, Mendoza, Phillips, and Valladolid. Motion passed unanimously.

5. PUBLIC HEARING: TITLE 17 TEXT AMENDMENTS

This time has been set aside for the Commission to hear comments from the public regarding a City Initiated Text Amendments to Title 17: Zoning Regulations.

Phillips opened the public hearing up at 7:02 PM.

Long-Range Sr. Planner **Jim Anglesey** of the City of Pocatello presented the proposed amendments through a with a PowerPoint agenda presentation that will be included with the approved minutes.

Staff finds that the proposed text amendments meet the standards of City Code 17.02.170.F as the amendments are in the community's best interest, consistent with the existing provisions of the Zoning Ordinance, and consistent with the existing provisions of the Comprehensive Plan. Staff recommends that the Commission consider the proposed amendments to Title 17: Zoning Regulations and act to recommend: approval; approval with modifications; or denial of the proposed changes to City Council.

Anglesey clarified that all carwashes will be permitted outright in Industrial Zoning Districts and the twenty-five (25) year sliding scale or statute of limitations, excluding grandfathered property. The proposed amendments reform parking requirements to be more flexible based off bedrooms and unit size.

Phillips asked if the changes will affect current carwashes in RCP Zoning at this time? Anglesey stated no. If the use continues it would be grandfathered. **Phillips** asked about self-storage unit buildings expanding and if this will limit expansion when the Code is approved. **Anglesey** stated if the current CUP notes additional units need to be approved.

Phillips opened the public hearing for public comment at 7:19 PM.

Rebuttal:

Anglesey noted that no written comments were received for the proposed Title 17 Amendments.

With no public comments, Phillips closed the public hearing at 7:19 PM.

It was moved by **M. Hulet** and seconded by **A. Mendoza** to recommend approval of the proposed amendments to Title 17: Zoning Regulations, finding the amendments are in compliance with the Comprehensive Plan and the criteria listed in section 17.02.170 of Pocatello City Code, and to authorize the Chair to sign the findings of fact and recommendation. Those voting in favor were Gomez, Hulet, Mendoza, and Valladolid. Those opposed Phillips, Motion passed unanimously.

6. ADJOURN.

With no other business, Phillips closed the meeting at 7: PM.

Submitted by: Approved on:
Aceline McCulla, Secretary

AGENDA ITEM 3

PRELIMINARY PLAT PP25-0001



PLANNING & ZONING COMMISSION HEARING: March 12, 2025 STAFF REPORT

FILE: PP25-0001

APPLICANT: David Assan, Sunrise Engineering
OWNER: Wayward Kinghorn Management, LLC

REQUEST: Preliminary Plat **LEGAL DESCRIPTION:** See Warranty Deed **GENERAL LOCATION:** 1256 Kinghorn Rd.

STAFF: Becky Babb, Planning Manager

SUMMARY & CONDITIONS:

In consideration of the application, staff concludes that the proposed zoning map amendment is **compliant** with Pocatello City Code Chapter 16.20.050 assuming the following conditions are met:

- 1. All comments contained in the Public Works Memorandum, dated March 5, 2025, shall be adhered to;
- 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; and
- 3. All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply.

A full analysis is detailed within this staff report.

OPTIONAL MOTIONS:

- **1. Approval of the Application**: "Motion to recommend approval of the preliminary plat application from Wayward Kinghorn Management, LLC finding the application **does** meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with conditions listed in the staff reports **[insert any additional conditions]** and authorize the Chair to sign the findings of fact.
- **2. Denial of the Application**: "Move to recommend **denial** of the preliminary plat application from Wayward Kinghorn Management, LLC finding the application **does not** meet the standards for approval under Chapter 16.20.050 of Pocatello City Code (**state reason for denial**) and authorize the Chair to sign the Findings of Fact.

GENERAL BACKGROUND:

Request: Wayward Kinghorn Management, LLC, represented by Sunrise Engineering has submitted a preliminary plat application to subdivide to property into approximately 12 lots for a townhome development.

Physical Characteristics of the Site: The site addressed as 1256 Kinghorn Rd. consists of one (1) lot totaling 1.12 acres (more or less). The property is currently developed with one (1) residential duplex with an existing driveway.

Notification: Notice was posted on the subject property and published in the Idaho State Journal on February 24, 2025. All property owners within three hundred feet (300') of the external boundaries of the subject property have been provided notice of the public hearing in order that they may provide comment on the proposed zoning map amendment. No written comments were received from the public prior to the publishing of this staff report. One comment was provided by telephone from Daniel Johnson, an adjacent neighbor, in opposition to the application.

Planning & Zoning Commission Action: After notice, the Planning and Zoning Commission shall hold a hearing to consider the request and render a recommendation. The commission shall submit findings of fact and recommendation to the City Council within forty-five (45) days following closure of the public hearing.

ATTACHMENTS:

- A. Public Works Memorandum
- B. Application Documents

CRITERIA FOR REVIEW: The Planning and Zoning Commission and City Council shall review the facts and circumstances of each proposal in terms of the standards listed in the table below:

Table 1. Preliminary Plat Review Criteria Analysis

	REVIEW CRITERIA (16.20.050):			
Compliant		ant	City Code and Staff Review	
Yes	No	N/A	Code Section	Analysis
\boxtimes			16.20.050 A	The subdivision proposal complies with applicable provisions of this
				title.
			Staff Review	The proposal is compliant with all applicable standards of Title 16,
				provided that all comments and conditions are met.
			16.20.050 B.	The subdivision proposal complies with all applicable city design
				standards and development regulations.
			Staff Review	Assuming all conditions and corrections are met, the proposed
				subdivision is compliant with all applicable city design standards and
				development regulations. See further discussion is for Criteria
				16.20.050 A-H and the Public Works Memorandum (Attachment A).
\boxtimes			16.20.050 C.	The subdivision proposal complies with all applicable zoning
				requirements of the underlying zoning district, applicable overlays,
				and other applicable development standards.

			Staff Review	DENSITY & LOT DESIGN: The subject property is zoned Residential Medium Density Single-family (RMS). The applicant is proposing to subdivide the property into twelve (12) residential lots. The minimum lot size in the RMS zoning district is 5,000 sq. ft. for a single-family dwelling and 4,000 sq. ft. for a townhome dwelling. Section 17.05.330: Infill Development Parcel Criteria allows the lot size to be decreased by up to 60%, or 2,400 sq. ft. The smallest lot proposed is 2,438 (more or less) sq. ft., meeting the criteria for density and lot design.
			16.20.050 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.
			Staff Review	R.O.W. Improvements: Division 3 of Stratten Estates will extend Stratten Lane further to the south to connect to an existing 40' shared private access easement, public utility easement, and future roadway easement. The easement from the adjacent property owner which will provide secondary access to comply with the requirements of the Fire Department. The road will be built to city standards including curb, gutter, and sidewalk for adjacent platted lots. See the Public Works Memorandum for further comments/conditions regarding proposed streets/ROW improvements (Attachment A).
				WATER, SEWER, & STORMWATER: Water and sewer are available to extend to the proposed subdivision and shall be subject to all applicable Municipal Standards prior to acceptance of the final plat. Water and sewer connections shall be extended to each residential lot. All development 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: Pursuant to Municipal Code 16.20.040F, utility providers and affected City departments were provided notice on February 12, 2025. To date, no comments have been received from the Utility providers receiving notice. The applicant is responsible for contacting all private utility companies for extension of services such as power, natural gas, and internet services. City Department 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.
		16.20.050 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, then a "traffic impact study" will be required as part of the commission's review.
		Staff Review	Municipal subsection 16.20.030V states that a traffic impact study will be required for any subdivision creating one hundred (100) or more peak hour trips based on the Institute of Transportation Engineers' "Trip Generation Handbook" (current edition). A traffic impact study may be waived by the Public Works Department upon the receipt of an approved traffic analysis to be included with the application. A traffic impact study has not been required as part of the application review.
\boxtimes		16.20.050 F. Staff Review	The proposal provides for a continuation of a connected transportation system unless topography or natural features prevents a connection to abutting streets or property. The proposed subdivision provides a continuation of a connected transportation system as it connects to Stratten Lane. See Criteria 16.20.050.D for additional comment.
		16.20.050 G.	The proposed subdivision provides for bicycle and pedestrian transportation routes and amenities in accordance with Bannock transportation planning organization's most recent adopted bicycle and pedestrian plans.
		Staff Review	The Bannock Transportation Planning Organizations adopted bicycle and Pedestrian Plan does not include the area as a proposed Bicycle route. Sidewalk is proposed along both Troy Lane and the new road (unnamed) extending to the south.
		16.20.050 H.	Public utilities are provided to the newly created lots in public rights of way or in appropriately sized easements. (Ord. 2971, 2016)
		Staff Review	Public utilities are available within Troy Lane and are available to extend through to provide service to the newly created lots. Public utilities shall be located within either the right-of-way or access easements/utility easements. See Criteria 16.20.050.D for additional comment.

ATTACHMENT A



Memorandum

To: Becky Babb, Planning Manager

From: Merril Quayle PE, Public Works Development Engineer

Brandy Werre, Engineering Technician Shane Morin, Engineer Technician

Date: March 4, 2025

Re: Stratten Estates Division 4 - P&Z Preliminary Plat (3/12/2025) Application #PP25-0001

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. 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. Add note for easement for sanitation access. Provide easement note for lot 12 and access to existing home.

Development Conditions

- 1. Provide updated plan to include storm water conveyed to pond and all relevant structures.
- 2. Manhole required and located at right-of-way line in the entrance to the private parking lot.
- 3. Master meter for lots 1-11 are required through HOA for billing purposes.

- 4. Valley gutter required for reduced traffic.
- 5. Install and connect waterline to existing line located on Kinghorn Road.
- 6. Provide a recorded copy of access and public utility easement.
- 7. Provide detail for irrigation ditch(es) at the time of final plat application.

General Conditions

- 1. One (1) 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. Guidelines for Soils Engineering Report Risk Analysis Elements can be found in Appendix B of the City of Pocatello Design Principles and Standards.
- 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. Utility and street light approval is required by the City.
- 10. US Mail box units with ADA access required and location approved by the Post Master and the City of Pocatello.

ATTACHMENT B

