

MEETING MINUTES  
CITY OF POCATELLO  
**PLANNING & ZONING COMMISSION (P&Z)**

AUGUST 13, 2025 | 6:30 PM  
COUNCIL CHAMBERS | 911 N. 7TH AVENUE, POCATELLO, IDAHO

**Chair Rich Phillips** called the meeting to order at 6:30 p.m.

**1. ROLL CALL.**

**Present:** Benjamin Gomez, Adam Geyer, Ronda McHargue, Richard Phillips and Desirea Valladolid. **Phillips** is actively bidding to work on a project for agenda item 3; therefore, will recuse himself for this item. **Excused/Unexcused:** Annie Mendoza. **Staff:** Matthew Lewis, Aceline McCulla and Merrill Quayle.

**2. APPROVE MINUTES.**

The Commission may wish to waive the oral reading of the P&Z clarification and regular meetings minutes held July 9, 2025, and to approve the minutes as presented.

It was moved by **B. Gomez** and seconded by **A. Geyer** to approve the July 9 P&Z meeting minutes as presented. Those voting in favor were B. Gomez, A. Geyer, R. McHargue, R. Phillips, and D. Valladolid. Motion passed unanimously.

**3. PUBLIC HEARING: ANNEXATION - FILE ANEX24-0005.**

This time has been set aside for the Commission to hear comments from the public regarding an annexation application submitted by Tia Lloyd. The subject property, located at 8728 N. Kraft Road, is 1.86-acres (more or less), is within the adopted Area of City Impact (ACI), and lies contiguous to the City of Pocatello limits at the northern most property line. The parcel is designated Mixed Use (MU) on the City's Future Land Use Map and is proposed to be zoned Residential-Commercial-Professional (RCP).

**Geyer** opened the public hearing at 6:33 PM.

Sr. Planner **Matthew Lewis** of the City of Pocatello stated that the applicant was unable to attend tonight's meeting. Lewis continued to summarize the staff report. No written public comments have been received regarding this application.

Staff concludes that the proposed annexation and zoning request is **compliant** with Pocatello City Code section 17.02.110.

With no public comments, **Geyer** opened and closed the public hearing at 6: 38 PM.

It was moved by **B. Gomez** and seconded by **D. Valladolid** recommend approval of the Annexation and Zoning application from Tia Lloyd to annex and zone property located at 8728 North Kraft Road, finding the application meets the standards for approval under section 17.02.110 of Pocatello City Code and to include the following condition: A minimum 20-foot wide public access easement shall be placed on the rear of Lot 2 of Songbird Way Short Plat as measured from the high water mark of the Portneuf River. A note shall specify that the easement is open to the public for access to the Greenway trail and river access, and to authorize the Vice Chair to sign the findings of fact and recommendation. Those voting in favor were B. Gomez, A. Geyer, R. McHargue and D. Valladolid. Motion passed unanimously.

**4. PUBLIC HEARING: PLANNED UNIT DEVELOPMENT (PUD) - FILE PP25-0001.**

This time has been set aside for the Commission to hear comments from the public regarding a planned unit development application submitted by Buck Swaney of Smart Town LLC, represented by Paul Feser. The subject parcels include: RPCPP147101, RPCPP14702, RPCPP147105, RPCPP147106, and a portion of RPCPP147200, entailing

20.41 acres (more or less). The PUD request is to develop 20.41 acres (more or less) into 283 zero lot line townhomes and common areas. The request is to allow for lot size averaging as outlined under Pocatello Municipal Code Section 17.02.140. (Quasi-Judicial Public Hearing)

**Phillips** opened the public hearing at 6:39 PM.

**Buck Swaney** of Smart Town LLC stated this is a large dense development proposed on this PUD request with the materials submitted.

Sr. Planner **Matthew Lewis** of the City of Pocatello summarized the staff report.

Staff noted the applicant has **requested two (2) waivers** as part of the PUD application. The waiver requests include **1)** a waiver to the requirement that all portions of a building be retained on its individual lot (setbacks), and **2)** a request to waive the minimum setback requirements of the Residential Commercial Professional (RCP) zoning district based on the Residential High (RH) Density standards. Both requests are discussed under the staff analysis contained in 17.02.140C.1.

No written public comments have been received regarding this application.

Staff concludes that the Planned Unit Development request **is compliant** with Pocatello Municipal Code Section 17.02.140. Should the Commission recommend approval of the subject application, staff recommends the following conditions: **1)** All applicable standards of Pocatello Municipal Code 16.20 & 16.24 shall be strictly adhered to; **2)** All open space designated as part of the subject PUD shall be maintained by the future Homeowners Association subject to the standards of Municipal Code 17.02.140.D.4; **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. That the applicant shall maintain and enforce a no parking requirement along the private drive aisles; **4)** The applicant shall provide a 2' easement line around the footprint of each building cluster to provide for awnings, eaves, overhangs, and landscaping to extend into the shared common area, to be maintained by the homeowner's association. This easement shall be shown on the preliminary and final plat for each phase of the development; **5)** All proposed amenities shall be complete with each phase as proposed; **6)** A traffic impact analysis is required at the time of Preliminary or Final plat, as required by the Public Works Department; **7)** 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; **8)** All approved architectural standards shall be enforced by the homeowner's association per Municipal Code 17.02.140.G.5; and **9)** All other standards or conditions of Municipal Code not herein stated but applicable to the planned unit development, land subdivision and residential development shall apply.

With no public comments, **Phillips** closed the public hearing at 6:48 PM.

**Swaney** to clarify that this is the plan is what will be built in the end.

It was moved by **B. Gomez** and seconded by **R. McHargue** recommend approval of Northgate Ridge Planned Unit Development by Buck Swaney, finding the application does meet the standards for approval under Chapter 17.02.140 of Pocatello Municipal Code, with the conditions of approval, and to authorize the Chair to sign the findings of fact and recommendation. Those voting in favor were B. Gomez, A. Geyer, R. McHargue, R. Phillips, and D. Valladolid. Motion passed unanimously.

##### **5. PUBLIC HEARING: PRELIMINARY PLAT - FILE PP25-0006.**

This time has been set aside for the Commission to hear comments from the public regarding a preliminary plat application request by Buck Swaney of Smart Town LLC, represented by Paul Feser. The property to be known as Northgate Ridge Divisions 1-5 Subdivision requests to plat 83-acres (more or less) into 374 lots. The proposed subdivision is generally located east of Olympus Drive; Northgate Parkway; and Portneuf Medical Urgent Care with a Mixed Use (MU) designation and Residential Commercial Professional (RCP) zoning designation.

**Phillips** opened the public hearing at 6:52 PM.

**Buck Swaney** of Smart Town LLC stated this preliminary plat request will provide attainable housing, not low income housing with mixed use of residential and commercial

**Gomez** asked Swaney to clarify which map layout is correct. **Swaney** noted the layout version for section 5; the housing layout is parallel (surveyor's version) not angled layout of the engineer. **Gomez** will make sure that is noted in the motion.

Sr. Planner **Matthew Lewis** of the City of Pocatello summarized the staff report.

No written public comments have been received regarding this application.

Staff finds that the proposal is compliant with all applicable standards of City Code 16.20, assuming the following conditions are met: **1)** All comments contained in the Public Works Memorandum dated August 4, 2025, shall be adhered to; All requirements of the Planned Unit Development Council Decision shall be strictly 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 landscape plan submitted at the time of building permit shall be compliant with all landscaping requirements of Pocatello Municipal Code; **4)** All common areas shall be covered in their entirety by a public utility easement; **5)** All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply; and **6)** Submittal of a Final plat is contingent upon the City Council approving a separate Planned Unit Development application.

Phillips clarified that no written comments were received for this application request.

**Phillips** opened the hearing for public comment at 6:56 PM.

Those in favor, neutral or opposed: none.

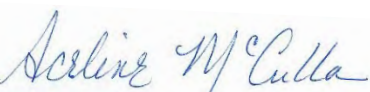
**Public Works Engineer Merrill Quayle** of the City of Pocatello clarified that there are no water issues; however, in the Public Works Memorandum, there is a condition that requires transmission lines be built with some off-site construction.

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

It was moved by **B. Gomez** and seconded by **A. Geyer** approve the preliminary plat application by Buck Swaney of Smart Towns LLC., finding the Northgate Ridge Divisions 1-5 Subdivision does meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, with the conditions listed in the staff report and add that the engineer's parallel layout drawing will be used, and to authorize the Chair to sign the Findings of Fact and Decision. Those voting in favor were B. Gomez, A. Geyer, R. McHargue, R. Phillips, and D. Valladolid. Motion passed unanimously.

#### **4. ADJOURN.**

With no other business, **Phillips** closed the meeting at 6:59 PM.

Submitted by:   
Aceline McCulla, Secretary

Approved on: October 8, 2025