

CITY OF POCA TELLO, IDAHO
CITY COUNCIL WORK SESSION
JANUARY 14, 2021

AGENDA ITEM NO. 1: Mayor Brian Blad called the City Council Work Session
ROLL CALL to order at 9:00 a.m. Council members present via GoTo Meeting, an online meeting platform, were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik and Claudia Ortega. Council member Chris Stevens arrived at 9:02 am.

AGENDA ITEM NO. 2: Jeff Mansfield, Public Works Director, was present to update the
UPDATE ON ENERGY Council on Energy Savings Companies (ESCOs) and financing
AUDIT REQUEST FOR options for energy audits. Also attending via GoTo Meeting
QUALIFICATIONS (RFQ) were Matt Stucki and Dan Olmstead, representing Idaho Power.

Mr. Mansfield explained that an Energy Services Company (ESCO) can be utilized to develop, design, build and arrange financing for energy savings projects. As state funding is not available for energy projects, he stated that legislation is in place to support an Energy Performance Contract. He gave an overview of two options available to utilize an ESCO:

OPTION 1: ENERGY SERVICES COMPANY (ESCO)

- The Energy Services Company only does the audit;
- The ESCO does not help find funding for the audit;
- Project savings are estimates, not guaranteed project savings; and
- Cost of the audit is paid up front

OPTION 2: ENERGY PERFORMANCE CONTRACT

- Energy Performance Contract company may perform an audit, secure financial assistance, installation and measurement/verification;
- A long-term lease purchase agreement is backed by the performance contract;
- The performance contract will pay the City the difference between actual savings and promised savings;
- Cost of the audit is rolled into the construction project with no upfront costs; and
- If the project is not initiated, the City must pay for the cost of the audit

Mr. Mansfield gave an overview of the 2010 Chevron Study, which was an energy performance contract. The 9-month study was achieved at a cost of \$52,500 resulting in analyzation of 19 facilities. Utility data for 12 months was used and an estimated \$74,348 in utility cost savings were identified during the first year of implementation. About 66 percent of the identified savings came from facility-wide lighting upgrades. Approximately \$530,000 in grant funding was secured in order to complete the projects which include street lighting enhancements, municipal conservation efforts and library roof. He shared a listing of energy efficiency efforts enacted by City Departments.

At the October 15, 2020 City Council Liaison/Work Session Clarification meeting, it was recommended by Council that the Public Works Department move forward with an energy audit. Staff compiled City-wide utility information and provided the information to Council members on December 14, 2020. Public Works staff reached out to other cities in the region regarding their energy audits. The Fleet Department will provide an update to Council regarding current alternative energy vehicles in the City fleet, charging stations available and also those stations planned for future development.

In response to a question from Council, Dan Olmstead, Idaho Power, stated that Idaho Power has committed to providing clean electricity by 2045. He stated that partnerships help Idaho Power reach their energy efficiency goals. Mr. Olmstead added that City of Pocatello conservation efforts help Idaho Power reach their goal.

In response to a question from Council, Mr. Mansfield shared that the task force would be comprised of City of Pocatello staff, representatives from Idaho Power and an additional expert in the community. He stated that the cost of an in-depth audit would cost approximately \$40,000-\$60,000. Data is being compiled by City departments for a "mini-audit" which can be completed at no cost and could help identify if a full audit would be beneficial. Mr. Mansfield stated all facilities in which the City pays utilities would be considered during an audit. He stated that the task force will look at Fleet vehicles and the possibilities of the use of electric vehicles. Tom Kirkman and Kerri Farnsworth will represent the Fleet Department on the task force.

In response to a question from Council, Matt Stucki, Idaho Power, stated that the Idaho Power audit team can provide a limited assessment of specific City-owned buildings in order to help identify energy efficiency solutions.

Council requested that Mr. Mansfield send email updates to the Council to keep them apprised of the project.

AGENDA ITEM NO. 3: Heather Buchanan, Human Resources Director, was present to discuss changes to the Fleet Department Mechanic/Foreman Tool Requirements and Allowance Policy.

POICY CHANGE TO
FLEET AND PUBLIC
TRANSIT DEPARTMENT
MECHANIC/FOREMAN
TOOL REQUIREMENTS
AND ALLOWANCE

The Fleet Department was launched in Fiscal Year 2020 at which time a tool requirement list was adopted by City Council to set minimum standards for mechanics in the department. The Fleet Mechanic/Foreman Tool Requirements and Allowance Handbook section addresses the tool allowance paid to employees in the department. The adoption did not address mechanics in the Transit Department, which are not part of the Fleet Department, due to funding sources of the Transit Department. The policy change would change the annual tool allowance from a once a year lump sum of \$300.00 to a per pay period allowance of \$50.00 per paycheck, so mechanics in the Fleet and Transit Department would be working with the same tool supply requirements and would receive the same tool allowance. The policy change would not apply to any other departments or positions in the City of Pocatello.

Ms. Buchanan stated that staff is requesting to expand the tool requirement list and adjust the Policy to include Transit mechanic allowances. The change would adjust the lump sum payment to a per paycheck allowance and would align the policy with the Fleet Department policy. The change is anticipated to cost \$3,000.00, which is available in the current Transit Department operating budget. Ms. Buchanan stated that mechanics who work for the City of Pocatello have a list of required tools and are responsible for maintenance and replacement of the tools, as necessary.

Council discussed the pros and cons of the proposed policy change. They expressed concern regarding employee accountability and expenditure reporting.

Tom Kirkman, Deputy Public Works Director, stated the tool allowance policy allows mechanics to replace worn out tools, as necessary, in order to effectively and efficiently perform their duties on a daily basis. Mechanics are subject to audits of their tools to ensure tools are sufficient and being replaced adequately. He stated it is difficult to compare City mechanics with private sector mechanics, as private sector mechanics use a flat rate billing system.

Mr. Cheatum added that the flat rate amount for private sector mechanics is also increased as their certifications and productivity increase.

Mr. Kirkman explained that mechanics in the private sector charge a flat rate. This allows the mechanic to check a database which gives an estimated amount of time to complete a specific job. If it is estimated to take two hours but it only takes one hour to complete, the mechanic makes more money. He stated that billing a flat rate within the Fleet Department is not feasible, as there is not a database to provide estimates for work on larger equipment, such as a street sweeper or garbage truck. Mr. Kirkman added that City mechanics are paid by the hour and productivity is monitored by management. He added that supervisors oversee the daily operations and can identify if the tool allowance is not being properly expended.

Mr. Bray asked that the Fleet Department present information to the Council prior to the budget process regarding if the allotment helps City mechanics find pay equity within the market.

Mrs. Ortega stated she is opposed to having tools paid for by the taxpayers.

Ms. Stevens stated she would like the mechanics to have accountability on how the tool allowance is being spent.

Mr. Cheatum stated that a pay equity comparison with private sector mechanics would be extremely difficult. City mechanics work on a broad range of vehicles and equipment, while a private sector mechanic is typically specialized.

In response to a question from Council, Mr. Kirkman stated that private sector mechanics typically work from a tool assortment specific to the type of vehicles they service most. City mechanics must have a variety of tools available, as they repair a variety of equipment, such as a lawnmower or street sweeper. He stated that they actively work with Idaho State University (ISU) and other schools to create the opportunity for internships. Mr. Kirkman added that it is difficult to attract quality mechanics, as flat rate billing in the private sector can be very lucrative.

Skyler Beebe, Transit Director, stated that Transit Department mechanics have a very unique skillset and the proposed policy change would provide all City mechanics with a uniform policy.

Council asked that comparisons with other cities and entities be brought forward during the budget process for further Council review.

A motion was made by Ms. Stevens, seconded by Mr. Cheatum, to approve the request to apply the mechanic tool allowance for Pocatello Regional Transit mechanics as it applies to Fleet mechanics for the remainder of Fiscal Year 2021 and that the topic will be further addressed during the Fiscal Year 2022 budget process. Upon roll call, those voting in favor were Stevens, Cheatum, Adamson, Bray, Leeuwrik and Ortega.

Mayor Blad called a recess at 10:38 a.m.

Mayor Blad resumed the meeting at 10:46 a.m.

AGENDA ITEM NO. 4: Tom Kirkman, Deputy Public Works Director, was present via FLEET DEPARTMENT GoTo Meeting to give Council an update of Fleet Services UPDATE activities for Fiscal Year 2020.

Mr. Kirkman reviewed the Department Mission Statement: "Evaluate and implement methods to develop a more coordinated and consistent approach to managing the City's fleet assets to improve service levels and decrease fleet-related costs." He reviewed the departments key accomplishments, including the following:

- Developed repair and preventative maintenance policies and procedures;
- Developed purchasing policies and procedures;
- Developed and implemented AssetWorks Asset Management software;
- Implementation of NAPA IBS on-site store;
- Reduced staffing measures;
- Department education for purchasing regulations/requirements through Management Training Program;
- Explored alternative energy options;
- Performed right-sizing evaluations on department assets; and
- Service of approximately 600 assets within City departments

Mr. Kirkman reviewed the Fleet Department Key Goals for Fiscal Year 2021 which include Continue Fleet right sizing; standardization within the purchasing division; alternative energy options; increase efficiencies and decrease costs; develop a data-driven Capital Replacement Plan; implementation of preventative maintenance notification system through AssetWorks; mechanic training program; development of City-wide fuel site; and ISU tech intern program.

In response to questions from Council, Mr. Kirkman stated that the new fuel site would be built using four (4) 12,000-gallon fuel tanks to reduce fuel delivery system breakdowns. He stated that staff continues to monitor advances in electric vehicle options. Mr. Kirkman reviewed the piggyback purchasing process and the financial benefits of piggybacking bids with a larger buying group. He gave an overview of the cost savings realized by using a proactive maintenance approach instead of a reactive approach to vehicle/equipment maintenance. Mr. Kirkman reviewed the benefits to leasing of large equipment.

Mayor Blad announced that Mr. Kirkman would address the Council at a future Work Session to discuss development of the proposed fuel site.

AGENDA ITEM NO. 6: Mayor Blad adjourned the meeting at 11:47 a.m.
ADJOURN

APPROVED:

BRIAN C. BLAD, MAYOR

CITY COUNCIL WORK SESSION
JANUARY 14, 2021

5

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

CITY OF POCA TELLO, IDAHO
CITY COUNCIL
CLARIFICATION MEETING
FEBRUARY 18, 2021

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- 1: ROLL CALL: Mayor Brian Blad called the City Council Clarification Meeting to order at 5:31 p.m. Council members present were Heidi Adamson, Roger Bray, Claudia Ortega, Rick Cheatum, Linda Leeuwrik and Chris Stevens.
 - 2: DISCUSSION: Mayor Blad and City Council members discussed items listed on the February 4, 2021 Regular City Council Meeting agenda. Staff members clarified agenda item information for City Council members.
 - 3: ADJOURN: Mayor Blad adjourned the City Council Clarification Meeting at 5:45 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

WENDY A. PRATHER, DEPUTY CITY CLERK

3(a)

CITY OF POCA TELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
FEBRUARY 18, 2021

AGENDA ITEM NO. 1: The Regular City Council meeting was called to order at 6:00 p.m.
ROLL CALL AND by Mayor Brian Blad. Council members present were
PLEDGE OF Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik,
ALLEGIANCE Claudia Ortega and Chris Stevens.

Mayor Blad led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: A moment of silence was observed in place of an invocation.
INVOCATION

AGENDA ITEM NO. 3: Council was asked to consider the following business items:
CONSENT AGENDA

-MINUTES (a) Waive the oral reading of the minutes and approve the minutes of
the following meetings: City Council Work Session meeting of
December 10, 2020; and Clarification and Regular City Council
meetings of February 4, 2021.

-TREASURER'S (b) Council was asked to consider the Treasurer's Report for January
REPORT 2021 showing a cash and investments as of January 31, 2021 in
the amount of \$82,408,104.41.

-COUNCIL DECISION (c) Adopt the Council's decision approving the final plat for
-THE RIDGES The Ridges at Trail Creek, which subdivides approximately
AT TRAIL CREEK 30.22 acres of land into sixteen (16) lots, subject to conditions.
FINAL PLAT Access will be provided from the intersection of Gathe Drive and
Foothill Boulevard.

-COUNCIL DECISION (d) Adopt the Council's decision approving the annexation of a parcel
-ANNEXING of land comprised of approximately 5.97 acres owned by
APPROXIMATELY Pocatello Land and Cattle, LLC. The parcel is located at
5.97 ACRES OF LAND 6715 South 5th Avenue and will be zoned Light Industrial (LI) with
a Comprehensive Plan Map designation of "Employment".

A motion was made by Mr. Cheatum, seconded by Ms. Stevens, to approve the items on the Consent
Agenda. Upon roll call, those voting in favor were Cheatum, Stevens, Adamson, Bray, Leeuwrik and
Ortega.

AGENDA ITEM NO. 4: Mayor Blad reminded the Council members of the following
CALENDAR REVIEW meetings on March 4th: Clarification Meeting at 5:30 p.m.; and
Regular Council meeting at 6:00 p.m.; and City Council Work
Session to be held on March 11th at 9:00 a.m. Mayor Blad noted that all aforementioned meetings will
be held in person at City Hall.

Mayor Blad announced that Pocatello's Promise of Tomorrow Mayoral Scholarship for Students
Program Applications are due February 26th; Reminder: Face coverings are required when individuals
are in public places within the city of Pocatello; and keep sidewalks clear of snow and ice. When

clearing sidewalks and driveways of snow, please do not place snow in the street. It becomes a driving hazard.

AGENDA ITEM NO. 5: Caiden Brassington was present to appeal the decision of SOLICITOR/PEDDLER Pocatello Police Department staff which denied Mr. Brassington LICENSE DENIAL a Solicitors License. APPEAL BRASSINGTON

Tori Eldridge, Licensing Officer, gave an overview of the circumstances leading to the denial of Mr. Brassington's application for a solicitor's license. She stated Mr. Brassington was convicted in 2020 of theft by embezzlement and was also charged with possessing an intoxicating substance while under the age of 21 in December 2019. She stated that both charges are reasons for denial of his application per City Code. Ms. Eldridge also noted that Mr. Brassington failed to include this information on his application.

Mr. Brassington gave an overview of the circumstances surrounding the charges. He explained that he was homeless, had a drug problem and made some poor choices in an effort to get funds to move home. He stated that he checked himself into Brick House Recovery Center in Idaho Falls, Idaho and lived in a sober living house with other recovering addicts who had a positive impact on him. Mr. Brassington stated he has been sober since January 9, 2020. He has moved into his own residence and his promotion requires him to have a solicitor's license. He expressed that he continues to better himself with the support of his family and friends.

In response to questions from Council, Mr. Brassington noted that he filled out the application in a hurry and missed where it asked about charges on the application. He stated that he had added his charges on his apartment and employment applications. Mr. Brassington reported that he will not handle any financial information or exchange funds of any kind. He noted that the job requires that he be with a supervisor at all times and he is not allowed to enter any residences.

In response to a question from Council, Chief Roger Schei, Police Department, stated that the Spillman computer system allows alerts if an individual who has been issued a solicitor's license is charged with a crime.

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, to uphold the decision of the Pocatello Police Department staff to deny Mr. Brassington a Solicitor/Peddler License. Upon roll call, those voting in favor were Adamson and Cheatum. Bray, Leeuwrik, Ortega and Stevens voted in opposition. The motion failed.

A motion was made by Ms. Stevens, seconded by Mrs. Ortega, to overturn the decision of the Pocatello Police Department staff and approve the Solicitor/Peddler License for Mr. Brassington. Upon roll call, those voting in favor were Stevens, Ortega, Bray and Leeuwrik. Adamson and Cheatum voted in opposition. The motion passed.

AGENDA ITEM NO. 6: This time was set aside for the Council to receive comments from PUBLIC HEARING the public regarding the request by Bill Isley of B Street -ANNEXATION OF Investments, LLC, represented by Rocky Mountain Engineering 8.64 ACRES NEAR and Surveying (mailing address: 600 East Oak Street, Pocatello, THE EAST END OF ID 83201) to annex and zone approximately 8.65 acres of land VISTA DRIVE near the east end of Vista Drive. The requested zoning for the property is Residential Low Density (RL) with a concurrent Comprehensive Plan Land Use Map designation of Residential (R).

The Planning and Zoning Commission recommended approval of the request following a previous public hearing. Staff found the proposal compliant with all applicable standards with conditions. Following the public hearing, Council may wish to approve the annexation and authorize staff to prepare an ordinance for Council's consideration at a future City Council meeting.

Mayor Blad opened the public hearing.

Councilman Bray disclosed he had talked to Mr. Isley about this project before he was on the City Council, but doesn't feel he needs to recuse himself because of that conversation.

Bill Isley, B Street Investments, LLC, gave an overview of the annexation. He stated that the reason for annexing the 8.65 acres is to allow access and develop land from phase one.

Matthew Lewis, Senior Planner, gave an overview of the application submitted by Bill Isley, B Street Investments, LLC, represented by Rocky Mountain Engineering and Surveying. He noted that the annexation request is in statutory compliance with Idaho State Code Section 5022 (3.A(I) as a Category "A" annexation, which allows annexation to take place where all private landowners have consented to annexation. Mr. Lewis reported the property lies within the adopted Area of City Impact and is contiguous to the City of Pocatello limits and the applicant, Bill Isley of B Street Investments, LLC is the property owner. He stated the proposed zoning of Residential Low Density results in a transition from Residential Medium Density to the east and Residential Estate to the south. Mr. Lewis reported this designation requires a minimum lot size of 7,500 square feet for a single family home and 12,000 square feet for townhomes and duplexes. He added the proposed residential density is compatible with the adjacent residential uses to the east and south. He reported that following a public hearing on January 27, 2021, the Planning and Zoning Commission unanimously recommended approval of the application with conditions as outlined.

Mayor Blad announced that no written correspondence had been received.

There being no public comments, Mayor Blad closed the public hearing.

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, to approve a request to annex and zone approximately 8.65 acres of land with the following conditions: 1) The subject property shall be annexed into the corporate boundaries of the City of Pocatello; 2) Applicant shall enter into an Annexation Agreement with the City of Pocatello; 3) An updated legal description of the parcels of land to be annexed, prepared by a licensed surveyor, shall be submitted by the applicant prior to the adoption of the annexation ordinance; 4) Upon annexation, the subject property shall be given to Comprehensive Plan Map designation of Residential (R); 5) Upon annexation, the subject property shall be zoned Residential Low Density (RL); 6) City of Pocatello Resolution No. 2006-02 provides for the developer of real property being annexed into the city limits to provide a water source sufficient to support the water needs of the development of said property, or to provide a cash payment of an amount to purchase a water source utilizing the formula approved by the City Council. As the amount for the water assessment is unknown at this time and shall be established as development occurs, it will be made part of the Annexation Agreement; 7) The subject parcel is located in a designated Mule Deer Winter Range; therefore, any development will be subject to the standards and requirements under Pocatello Municipal Code 17.04.170 – Sensitive Land Standards, particularly #4-7; 8) Any standards/regulations not herein noted but applicable to the proposed development shall be strictly adhered to; and 9) Any activity requiring a separate development or building permit shall comply with

applicable regulations and that the decision be set out in appropriate Council decision format and the property to be annexed is located near the east end of Vista Drive. Upon roll call, those voting in favor were Adamson, Cheatum, Bray, Leeuwrik, Ortega and Stevens.

AGENDA ITEM NO. 7: Council was asked to accept the recommendation of staff and award the bid for one (1) new 2021 18-ton boom truck to Rush Truck Center in the amount of \$210,660.00 and authorize the Mayor's signature on all appropriate documents, subject to Legal Department Review.
-WATER DEPARTMENT
EQUIPMENT BID

Funds for this vehicle are available in Fiscal Year 2021 Water department Budget.

A motion was made by Mr. Bray, seconded by Ms. Stevens, to award the bid for one (1) new 2021 18-ton boom truck to Rush Truck Center in the amount of \$210,660.00 and authorize the Mayor's signature on all appropriate documents, subject to Legal Department review. Upon roll call, those voting in favor were Bray, Stevens, Adamson, Cheatum, Leeuwrik and Ortega.

AGENDA ITEM NO. 8: Council was asked to accept a piggy-back bid on Sourcewell contract #060920-PMC with Peterbilt Motor Company for the purchase of one (1) new 2021 Peterbilt Model 567 Tractor Cab and Chassis in the amount of \$132,960.00 and authorize the Mayor's signature on all appropriate documents, subject to Legal Department review.
-PIGGYBACK BID
WITH PETERBILT
MOTOR

A motion was made by Ms. Leeuwrik, seconded by Ms. Stevens, to award a piggy-back bid on Sourcewell contract #060920-PMC with Peterbilt Motor Company for the purchase of one (1) new 2021 Peterbilt Model 567 Tractor Cab and Chassis in the amount of \$132,960.00 and authorize the Mayor's signature on all appropriate documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Stevens, Adamson, Bray, Cheatum and Ortega.

AGENDA ITEM NO. 9: Council was asked to adopt a Resolution and authorize the Mayor to sign a lease agreement by resolution between the City and Bruce Beard for a hangar at the Pocatello Regional Airport. The hangar is approximately 1,760 square feet and is to be used for the purpose of aircraft storage. The proposed term is five (5) years and rental rate is \$267.91 per month, increased annually by at least the amount of the CPI increase for the previous 12-month period.
-RESOLUTION/LEASE
AGREEMENT
POCATELLO
REGIONAL AIRPORT

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to approve the resolution (2021-01) and lease agreement between the City and Bruce Beard for a hangar at the Pocatello Regional Airport and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. The hangar is approximately 1,760 square feet and is to be used for the purpose of aircraft storage. The term is five (5) years and rental rate is \$267.91 per month, increased annually by at least the amount of the CPI increase for the previous 12-month period. Upon roll call, voting in favor were Cheatum, Leeuwrik, Adamson, Bray, Ortega and Stevens.

AGENDA ITEM NO. 10: Council was asked to approve and authorize the Mayor to sign all pertinent documents pertaining to the following;
-AIRPORT
IMPROVEMENT
PROGRAM (AIP) GRANT
APPLICATION AND
PROFESSIONAL
SERVICES AGREEMENT
POCATELLO REGIONAL
AIRPORT

-GRANT APPLICATION FEDERAL AVIATION ADMINISTRATION (FAA) a) A grant application to the Federal Aviation Administration (FAA) under the Airport Improvement Program in the amount of \$1,422,187.00. The projects funded under the grant will be the purchase of a piece of snow removal equipment; an ARFF foam testing system; and an Airport Master Plan including a Pavement Management Plan; and, if the grant is approved, authorize acceptance of the grant; and

-PROFESSIONAL SERVICES AGREEMENT b) Approve a professional services agreement between the City and T-O Engineers for design, bidding and purchase of this year's AIP non-planning projects, which includes acquisition of a multi-tool piece of snow removal equipment and an ARFF foam testing system with engineering fees in an amount not to exceed \$44,640.97.
-T-O ENGINEERS

All projects under the grant, including engineering fees, are eligible for 93.75% reimbursement from the FAA with the remaining 6.25% funded using budgeted airport passenger facility charge funds. The projects are contingent upon grant award.

A motion was made by Mr. Cheatum, seconded by Mrs. Ortega, to approve submission of a grant application to the Federal Aviation Administration (FAA) under the Airport Improvement Program and a Professional Services Agreement between the City and T-O Engineers as outlined in Agenda Item No. 10(a) and 10(b) and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Cheatum, Ortega, Adamson, Bray, Leeuwrik and Stevens.

AGENDA ITEM NO. 11: Council was asked to approve a grant application for the 2020 Hazardous Materials Emergency Preparedness (HMEP) grant and if awarded, authorize acceptance of the grant and approve the Mayor's signature on all applicable documents, subject to Legal Department review. Grant funds will be for four (4) training opportunity projects with a total amount of \$13,396.00 of the cost and requires a 20% City match in the amount of \$3,349.00. Funds for the City match are available in the Fire Departments Fiscal Year 2021 budget.
-2020 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT APPLICATION
-FIRE DEPARTMENT

A motion was made by Ms. Leeuwrik, seconded by Ms. Stevens, to approve a grant application for the 2020 Hazardous Materials Emergency Preparedness (HMEP) grant as outlined in Agenda Item

No. 11 and authorize the Mayor's signature on applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Leeuwrik, Stevens, Adamson, Bray, Cheatum and Ortega.

AGENDA ITEM NO. 12: Council was asked to consider an ordinance repealing
ORDINANCE Ordinance No. 3061, "Establishing standards for face coverings
-REPEAL ORDINANCE for individuals when they are in public places".

A motion was made by Mr. Cheatum, seconded by Ms. Adamson, that Agenda Item No. 12, be read only by title and placed on final passage for publication and that only the ordinance summary sheet be submitted for publication. Upon roll call, those voting in favor were Cheatum, Adamson, Bray, Leeuwrik, Ortega and Stevens.

Council discussed pros and cons of the having the mask mandate, the numerous emails received, both in favor and in opposition to the mask mandate and the recommendations from the medical community to keep the mandate.

Jared Johnson, City Attorney, read the ordinance by title.

Mayor Blad declared the final reading of the ordinance repealing Ordinance No. 3061, "Establishing standards for facemask coverings for individuals when they are in public places". Mayor Blad asked "Shall the ordinance pass?" Upon roll call, those voting in favor were Adamson and Cheatum. Bray, Leeuwrik, Ortega and Stevens voted in opposition. The motion failed. Mayor Blad announced the mask ordinance will be discussed again at the March 4, 2021 Regular Council meeting.

AGENDA ITEM NO. 13: There were no individuals signed up to speak during this
-ITEMS FROM THE agenda item.
AUDIENCE

AGENDA ITEM NO. 14: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 7:16 p.m.

APPROVED BY:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

WENDY A. PRATHER, DEPUTY CITY CLERK

CITY OF POCA TELLO, IDAHO
CITY COUNCIL
CLARIFICATION MEETING
MARCH 4, 2021

- 1: ROLL CALL: Mayor Brian Blad called the City Council Clarification Meeting to order at 5:32 p.m. Council members present were Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik and Chris Stevens. Council member Claudia Ortega was excused. Staff members were also in attendance.
- 2: DISCUSSION: Mayor Blad and City Council members discussed items listed on the March 4, 2021 Regular City Council Meeting agenda. Staff members clarified agenda item information for City Council members.
- 3: ADJOURN: Mayor Blad adjourned the City Council Clarification Meeting at 5:51 p.m.

APPROVED:

BRIAN C. BLAD, MAYOR

ATTEST:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

WENDY A. PRATHER, DEPUTY CITY CLERK

3(a)

CITY OF POCA TELLO, IDAHO
CITY COUNCIL
REGULAR CITY COUNCIL MEETING
MARCH 4, 2021

AGENDA ITEM NO. 1: The Regular City Council meeting was called to order at 6:00 p.m.
ROLL CALL AND by Mayor Brian Blad. Council members present were
PLEDGE OF Heidi Adamson, Roger Bray, Rick Cheatum, Linda Leeuwrik,
ALLEGIANCE and Chris Stevens. Council member Claudia Ortega was excused.

Mayor Blad led the audience in the pledge of allegiance.

AGENDA ITEM NO. 2: The invocation was offered by Reverend Jim Jones, representing
INVOCATION Blazing Grace Church.

AGENDA ITEM NO. 3: Council was asked to consider the following business items:
CONSENT AGENDA

-PAYROLL AND (a) Consider the payroll and material claims for the month of
MATERIAL CLAIMS February 2021 in the amount of \$2,705,699.26.

-ANIMAL SHELTER (b) Confirm the Mayor's reappointment of Danielle Lewis-Ekstrom
ADVISORY BOARD to serve as a member of the Animal Shelter Advisory Board,
REAPPOINTMENT replacing Ronna Martinez who resigned. Danielle's term will
begin March 5, 2021 and expire February 17, 2022.

-POCATELLO (c) Confirm the Mayor's appointment of Victoria Bryd to serve as a
DEVELOPMENT member of the Pocatello Development Authority Board of
AUTHORITY Directors, replacing Scott Smith who resigned. Victoria's term
APPOINTMENT will begin March 5, 2021 and will expire May 1, 2023.

-COUNCIL DECISION (d) Adopt the Council's decision approving the annexation of a
ANNEXATION OF parcel of land comprised of approximately 8.65 acres. The parcel
APPROXIMATELY 8.65 is located east and southeast of the east end of Vista Drive and
ACRES OF LAND will be zoned Residential Low Density (RL) with a
LOCATED EAST AND Comprehensive Plan Map designation of Residential.
SOUTHEAST OF THE EAST
END OF VISTA DRIVE

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to approve items on the consent agenda. Upon roll call, those voting in favor were Cheatum, Leeuwrik, Adamson, Bray and Stevens.

AGENDA ITEM NO. 4: Mayor Blad reminded the Council members of the March 11th
CALENDAR REVIEW City Council Work Session at 9:00 a.m.; and the following
meetings to be held on March 18th: Special City Council meeting
at 2:00 p.m.; Clarification meeting at 5:30 p.m.; and Regular Council meeting at 6:00 p.m. Mayor Blad
noted that the March 18th City Council Liaison/Work Session Clarification Meeting had been canceled.

Mayor Blad announced that School District #25 Supplemental Levy and Recall Election is March 9th. Early voting at Bannock Elections Office ends March 5th. Annual Spring Clean Up at City Cemeteries begins March 29th. Crews will remove and discard all flowers and decorations. Citizens are asked to remove decorations, etc. they have placed on cemetery spaces if they wish to avoid disposal of the item by staff. Clean up is expected to continue through the end of April; Reminder: Face coverings

are required when individuals are in public places within the city of Pocatello.

AGENDA ITEM NO. 5: This time was set aside for the Council to receive comments from
PUBLIC HEARING the public regarding two proposed amendments within the
-CDBG PROGRAM Program Year 2019, Community Development Block Grant
YEAR 2019 ACTION (CDBG) Annual Action Plan. These amendments were reviewed
PLAN AMENDMENT and recommended for approval by the CDBG Advisory
Committee at their meeting on February 19, 2021. A 5-day written
comment period began February 25, 2021 and concluded March 4, 2021. Following the public hearing,
the Council may wish to approve the amendments and authorize the submission, including public
comments, to the Department of Housing and Urban Development (HUD).

Mayor Blad opened the public hearing.

Lisa Smith, CDBG Grant Administrator and Compliance Analyst, explained the two amendments to the PY2019 Action Plan. She stated the first amendment is to accept the third round of CARES Act funding, of \$234,000.00 to add to the PY2019 Action Plan so that it can be used to prevent, prepare for and respond to COVID-19. Ms. Smith noted that adding those funds to the PY2019 Action Plan will allow agencies to apply for funding, following the standard application process for CDBG funds. She explained the second amendment will increase the budget for the COVID Emergency Assistance Program by \$84,787.00. Ms. Smith added the program has already utilized \$124,000.00 from the first round of CARES Act funding to assist Pocatello residents who have experienced a loss or reduction of income due to the COVID-19 pandemic. She noted this amendment would add the remaining \$87,787.00 from the first round of CARES Act funding to the program. By increasing the budget, it will help Pocatello residents at risk of losing their housing and will allow staff to process the applications on the waiting list. Ms. Smith reported the CDBG Advisory Committee recommended approval of the amendments at the February 19, 2021 Special Meeting. She added that all public notice requirements were met.

In response to a question from Council, Ms. Smith stated there are approximately twelve (12) applications on a waiting list for housing assistance.

Mayor Blad announced that no written correspondence had been received.

There being no public comments, Mayor Blad closed the public hearing.

A motion was made by Mr. Bray, seconded by Ms. Stevens, to endorse the CDBG Advisory Committee's recommendations and approve the amendments and authorize submission, including any public comments, to HUD. Upon roll call, those voting in favor were Bray, Stevens, Adamson, Cheatum and Leeuwrik.

AGENDA ITEM NO. 6: Council was asked to consider a request from Love 2 Bid, LLC,
-SHORT PLAT –LOVE represented by Rocky Mountain Engineering and Surveying,
2 BID SUBDIVISION (mailing address: 600 East Oak Street, Pocatello, ID 83201) for a
short plat application to subdivide approximately 6.61 acres into
four (4) lots. The subdivision includes a replat of Lot 3 Block 1 of the Prime Time Subdivision. The
general location of the subject property is 3300 South 5th Avenue. Staff found the proposal compliant
with all applicable standards with conditions.

A motion was made by Mr. Cheatum, seconded by Ms. Leeuwrik, to approve a request by Love 2 Bid, LLC, represented by Rocky Mountain Engineering and Surveying, for a short plat application to subdivide approximately 6.61 acres into four (4) lots with the following conditions; 1) all conditions on the Subdivision Application Staff Report shall be met; 2) all conditions set out in the Public Works Department Memorandum from Merrill Quayle, P.E., dated, February 24, 2021, shall be met; 3) subdivision Covenants, Conditions and Restrictions (CCR's), if applicable, shall be submitted to the City after recording of the final plat; 4) the plat shall conform to all State and local laws and ordinances; and 5) all other standards and conditions of Municipal Code not herein discussed but applicable to residential development shall apply and that the decision be set out in appropriate Council decision format and the proposed subdivision is located at 3300 South 5th Avenue. Upon roll call, those voting in favor were Cheatum, Leeuwrik, Adamson, Bray and Stevens.

AGENDA ITEM NO. 7: Council was asked to consider the following requests regarding an IFFT Foundation Grant.
-IFFT FOUNDATION GRANT TO ENHANCE THE OLD TOWN CONNECTION TRAIL

-APPROVE GRANT APPLICATION a) Approve submittal of an IFFT Foundation grant application in the amount of \$10,000.00; and if awarded

-AUTHORIZE MAYOR'S SIGNATURE b) Authorize the Mayor's signature on all necessary Program Agreement documents outlining the program.

The Old Town Connection Trail is supported by the Terry First Planning Project done in 2018 as well as the Greenway Trail System Master Plan. This project includes an artfully painted 300-foot asphalt trail, street lights, fencing, bench, waste receptacles and paint for art on the concrete wall under the bridge and six columns. This IFFT grant would cover funding for electrical infrastructure and paint. This project has already been awarded multiple grants and this money would provide the remaining funding necessary. There is no local match. If awarded, this project is scheduled to be constructed this summer.

A motion was made by Mr. Bray, seconded by Ms. Stevens, to approve an IFFT Foundation Grant application in the amount of \$10,000.00 and authorize the Mayor to sign all necessary documents, subject to Legal Department review. Upon roll call, those voting in favor were Bray, Stevens, Adamson, Cheatum and Leeuwrik.

AGENDA ITEM NO. 8: Council was asked to consider the following requests regarding an Idaho Transportation Department (ITD) ADA Curb Ramp Grant.
TRANSPORTATION DEPARTMENT GRANT/SFY2023 ADA CURB RAMP APPLICATION

-GRANT APPLICATIONS a) Approve submittal of two grant applications to upgrade curb ramps at the intersections of Clark Street and 5th Avenue (first priority) and Clark Street and 4th Avenue (secondary priority) in the amount of \$119,800.00; and if awarded

-AUTHORIZE MAYOR'S SIGNATURE b) Authorize the Mayor's signature on the Program Agreement outlining the program.

The Idaho Americans with Disabilities Act (ADA) Curb Ramp Program is a state-administered program that provides funding for projects to address curb ramps on the state highway system. There is no local match required and the design will be done in house. If approved, staff anticipates the grants to be awarded in fall of 2021 and funds will be available after July 1, 2022.

A motion was made by Ms. Stevens, seconded by Mr. Cheatum, to approve the ITD ADA Curb Ramp Grant application in the amount of \$119,800.00 and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Stevens, Cheatum, Adamson, Bray and Leeuwrik.

AGENDA ITEM NO. 9: Council was asked to accept staff recommendations and approve acceptance of a donation of one (1) 2008 Ford Starcraft cutaway bus from the Blackfoot Senior Center, subject to Legal Department review. Staff anticipates the equipment to be utilized for a minimum of five (5) years. If approved, the bus would be used for system-wide fixed route and door-to-door services. There are no additional requirements for acceptance of the donation.

-BUS DONATION
ACCEPTANCE FROM
BLACKFOOT SENIOR
CENTER – TRANSIT
DEPARTMENT

A motion was made by Ms. Adamson, seconded by Ms. Leeuwrik, to accept the donation of one (1) 2008 Ford Starcraft cutaway bus from the Blackfoot Senior Center, subject to Legal Department review. Upon roll call those voting in favor were Adamson, Leeuwrik, Bray, Cheatum and Stevens.

AGENDA ITEM NO. 10: Council was asked to consider the Pocatello Police Department's recommendation and accept a quote from Salt Lake Wholesale (Blue Label Glock Dealer for Law Enforcement) for the following firearms to be used by members of the Pocatello Police Department:

-ANNUAL TRADE AND
PURCHASE OF
HANDGUNS
-POLICE DEPARTMENT

-TRADE-IN OF a) Trade-in 18 older Glock 21 firearms; and if approved
USED FIREARMS

-PURCHASE OF b) Purchase 18 new Glock 17 MOS handguns.
NEW FIREARMS

Staff can purchase the new Glock handguns at a discounted rate of \$255.50 per gun. Total purchase cost will be \$4,599.00. Funds are available in the Police Department's Fiscal Year 2021 budget.

A motion was made by Ms. Leeuwrik, seconded by Ms. Stevens, to accept the Pocatello Police Department's recommendation and accept a quote from Salt Lake Wholesale (Blue Label Glock Dealer for Law Enforcement) for the trade-in and purchase of firearms as outlined in Agenda Item No. 10(a) and 10(b) and that the total purchase cost will be \$4,599.00. Upon roll call, those voting in favor were Leeuwrik, Stevens, Adamson, Bray and Cheatum.

- AGENDA ITEM NO. 11: Council was asked to consider the Police Department's request to transfer firearms from evidence in accordance with Pocatello Police Department Policy and Idaho Code 55-403 regarding unclaimed property in possession of the Police Department. The firearms will be traded locally for shotguns to be used as Less Lethal Shotguns. The firearms will be used by members of the Pocatello Police Department.
- TRADE AND PURCHASE OF FIREARMS
-POLICE DEPARTMENT
- ABSORB EVIDENCE INTO INVENTORY a) Absorb into the department inventory approximately two-hundred seventy (270) firearms that have been removed from evidence; and if approved
- TRADE-IN FOR NEW FIREARMS b) Approve trade-in of the firearms to HUX Custom, a local business, for new shotguns, to be used as Less Lethal Shotguns.

A motion was made by Mr. Cheatum, seconded by Ms. Stevens, to accept the Police Department's recommendation to transfer firearms from evidence in accordance with Police Department Policy and Idaho Code 55-403 regarding unclaimed property in possession of the Police Department to be traded locally for shotguns to be used as Less Lethal Shotguns as outlined in Agenda Item No. 11(a) and 11(b). Upon roll call, those voting in favor were Cheatum, Stevens, Adamson, Bray and Leeuwrik.

- AGENDA ITEM NO. 12: Council was asked to consider the following requests from the Police Department, subject to Legal Department review:
- SURPLUS AND SALE OF SEIZED ASSET'S REQUEST
-POLICE DEPARTMENT
- DECLARE SEIZED VEHICLES AS SURPLUS a) Declare four (4) vehicles as surplus which were seized during ongoing investigations. The vehicles have been adjudicated and awarded to the Police Department by the Bannock County Prosecutor's Office in accordance with Asset Forfeiture Laws;
- DECLARE PURCHASED VEHICLES AS SURPLUS b) Declare two (2) vehicles as surplus that were purchased with narcotics funds and have been in use by the narcotics unit for several years; and
- AUTHORIZE AUCTION AND MAYOR'S SIGNATURE c) Authorize the sale of the vehicles through auction and authorize the Mayor's signature on all applicable documents, subject to Legal Department review.

A motion was made by Ms. Stevens, seconded by Mr. Cheatum, to accept the Police Department's request to declare vehicles as surplus, authorize the sale of vehicles through auction and authorize the Mayor's signature on all applicable documents, subject to Legal Department review, as outlined in Agenda Item No. 12(a), 12(b) and 12(c). Upon roll call, those voting in favor were Stevens, Cheatum, Adamson, Bray and Leeuwrik.

- AGENDA ITEM NO. 13: Council was asked to approve submission of the following grant applications and if awarded, approve acceptance and authorize the Mayor's signature on all applicable documents:
- AIRPORT GRANT APPLICATIONS

- FAA CRRSA AIRPORT OPERATIONAL GRANT APPLICATIONS a) A grant application to the Federal Aviation Administration (FAA) under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) to be administered by the FAA. The grant in the amount of \$1,014,820.00 to be used for the costs related to airport operations, personnel, cleaning, sanitization, janitorial services and combating the spread of pathogens at the airport; and
- FAA CRRSA AIRPORT CONCESSIONS GRANT APPLICATION b) A grant application to the Federal Aviation Administration (FAA) under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) to be administered by the FAA. The grant in the amount of \$9,344.00 to be used to provide relief from rent and minimum annual guarantee for on-airport car rental agencies and in-terminal airport concessioners.

A motion was made by Mr. Bray, seconded by Ms. Stevens, to approve grant applications to the Federal Aviation Administration (FAA) under the Coronavirus Response Relief Supplemental Appropriations Act (CRRSA) as outlined in Agenda Item No. 13(a) and 13(b) and authorize the Mayor's signature on all applicable documents, subject to Legal Department review. Upon roll call, those voting in favor were Bray, Stevens, Adamson, Cheatum and Leeuwrik.

- AGENDA ITEM NO. 14: This time was set aside for Council to revisit Ordinance No. 3061, COUNCIL DISCUSSION an ordinance establishing standards for face coverings for individuals when they are in public places, as approved by the REGARDING Council November 19, 2020, effective November 21, 2020. ORDINANCE NO. 3061 -FACE COVERINGS

Mr. Cheatum stated that when the City began the mask mandate and other health precautions, it was to preserve medical facilities to better serve the public. He explained that COVID-19 cases have been steadily declining since December, test sites are being closed and vaccines are becoming more available.

A motion was made by Mr. Cheatum, seconded by Ms. Adamson, that an ordinance to repeal Ordinance No. 3061, an ordinance establishing standards for face coverings for individuals when they are in public places, be prepared by staff and presented for Council to consider at the Regular City Council meeting on March 18, 2021. Upon roll call, those voting in favor were Cheatum and Adamson. Bray, Leeuwrik and Stevens voted in opposition of the motion. The motion failed.

In response to a question from Council, Jared Johnson, City Attorney, stated that Ordinance No. 3061 requires that it be visited by Council the first meeting of each month until it is repealed.

Mr. Bray discussed how COVID-19 cases in surrounding communities have increased after mask mandates were lifted. He feels that it is too soon to repeal the ordinance with spring breaks coming up. Mr. Bray mentioned that having two freeways and the airport here, many people travel through our community. He added that he has heard from businesses that appreciate that the pressure is off of them to enforce mask wearing by having the mask mandate in place.

Ms. Leeuwrik stated she is committed to listening to local experts from the Health Department, hospitals and other local medical staff. She noted that they are saying to keep the mandate. COVID-19 case numbers are going down, but they still are not ideal. Ms. Leeuwrik expressed she looks at

wearing masks as a way to keep businesses open. She stated that the mask mandate should stay until more people can be vaccinated.

Ms. Stevens expressed her gratitude to the community for stepping up and wearing masks to do their part in fighting the pandemic. She stated that she doesn't want to undo all their efforts by repealing the mandate too early.

A motion was made by Ms. Adamson, seconded by Mr. Cheatum, that an Ordinance to repeal Ordinance No. 3061 be prepared by staff and presented to Council at the April 1, 2021 meeting and if the repeal Ordinance fails, continue to prepare and present a repeal Ordinance for Council consideration at the first Regular City Council meeting of every month until it does pass. Upon roll call, those voting in favor were Adamson, Cheatum, Bray, Leeuwrik and Stevens.

AGENDA ITEM NO. 15: There were no individuals signed up to speak during this agenda
ITEMS FROM THE item.
AUDIENCE

AGENDA ITEM NO. 16: There being no further business, Mayor Blad adjourned the
ADJOURN meeting at 6:59 p.m.

APPROVED BY:

BRIAN C. BLAD, MAYOR

ATTEST AND PREPARED BY:

KONNI R. KENDELL, CITY CLERK

PREPARED BY:

WENDY A. PRATHER, DEPUTY CITY CLERK

**CITY COUNCIL DECISION
SHORT PLAT APPROVAL
CREAM TOP SUBDIVISION**

Cream Top Investments, LLC, the Developer and Owner, and Matthew G. Lewis, Owner, represented by Rocky Mountain Engineering and Surveying, LLC, submitted a short plat application to subdivide approximately 2.56 acres of land into four (4) lots to be known as Cream Top Subdivision. This property is zoned Residential High Density (RH) and is located in the 400 Block of Fredregill Road, Pocatello, being more particularly described on the attached Exhibit "A".

This matter came before City Council at its regularly scheduled meeting on March 18, 2021, at which time the City Council approved the short plat for Cream Top Subdivision and authorized City staff to sign the plat, subject to the following conditions:

1. All conditions on the Subdivision Application Staff Report attached hereto as Exhibit "B", and incorporated herein, shall be met.
2. All conditions set out in the Public Works Department Memorandum from Merrill Quayle, P.E. dated, March 9, 2021, attached hereto and incorporated herein as Exhibit "1" to Exhibit B, shall be met.
3. Subdivision Covenants, Conditions and Restrictions (CCR's), if applicable, shall be submitted to the City after recording of the final plat.
4. The plat shall conform to all State and local laws and ordinances.
5. All other standards and conditions of Municipal Code not herein discussed but applicable to residential development shall apply.

Notice is hereby given that applicant has the right to challenge this Decision and request a regulatory taking analysis pursuant to Idaho Code Section 67-8003 within 28 days after this Decision.

EXHIBIT A

A PORTION OF BLOCK 1, MACDONALD ACRES, A SUBDIVISION RECORDED UNDER INSTRUMENT NO. 138410 IN THE OFFICIAL RECORDS OF BANNOCK COUNTY, LOCATED IN GOVERNMENT LOT 1, SECTION 1, TOWNSHIP 7 SOUTH, RANGE 34 EAST, BOISE MERIDIAN, BANNOCK COUNTY, IDAHO, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SECTION 1, BEING MONUMENTED BY A 3/4" IRON ROD AS DESCRIBED IN CORNER PERPETUATION AND FILING RECORDED UNDER INSTRUMENT NO. 821448; THENCE NORTH 89°41'18" WEST, ALONG THE NORTH LINE OF SECTION 1, A DISTANCE OF 1324.76 FEET; THENCE SOUTH 0°18'42" WEST A DISTANCE OF 25.00 FEET TO THE NORTHEAST CORNER OF BLOCK 1, MACDONALD ACRES, THE POINT OF BEGINNING;

THENCE SOUTH 0°43'37" WEST, ALONG THE EAST BOUNDARY LINE OF SAID BLOCK 1, A DISTANCE OF 552.65 FEET;

THENCE NORTH 40°04'59" WEST A DISTANCE OF 495.85 FEET; THENCE SOUTH 89°41'18" EAST A DISTANCE OF 37.34 FEET;
THENCE NORTH 0°18'42" EAST A DISTANCE OF 175.00 FEET TO A POINT ON THE NORTH BOUNDARY LINE OF SAID BLOCK 1;

THENCE SOUTH 89°41'18" EAST, ALONG THE NORTH BOUNDARY LINE OF SAID BLOCK 1, A DISTANCE OF 288.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 2.56 ACRES, MORE OR LESS.



Planning & Development Services

#7

PLANNING SERVICES NEIGHBORHOOD & COMMUNITY SERVICES
911 NORTH 7TH AVENUE | P.O. Box 4169 POCA TELLO, IDAHO 83205-4169 208.234.6184 WEB <https://www.pocatello.us>

SHORT PLAT SUBDIVISION APPLICATION MEETING MARCH 18, 2021 STAFF REPORT

SUBDIVISION:	Cream Top Subdivision	FILE # 21-517
APPLICANT/OWNER:	Cream Top Investments, LLC	
APPLICANT/OWNER:	Matthew G. Lewis	
SURVEYOR/ENGINEER:	Rocky Mountain Engineering and Surveying	
REQUEST:	Short Plat Subdivision Application	
LOCATION:	400 Block of Fredregill Road	
ZONING:	Residential High Density (RH)	
LOTS/UNITS:	Four (4) Lots (2.56 acres ±)	

RECOMMENDATION & CONDITIONS:

Staff finds that the proposal is compliant with all applicable standards of Pocatello Municipal Code Sections 16.16 and 16.24, assuming compliance with the following conditions:

1. All comments contained in the **Public Works Memorandum**, dated March 9, 2021, shall be adhered to;
2. The plat shall be prepared in accordance with applicable State and City subdivision plat standards and subject to review by the City Surveyor; and
3. All other standards or conditions of Municipal Code not herein stated but applicable to the subdivision shall apply.

REQUEST: Cream Top Investments, LLC, and Matthew G. Lewis, represented by Rocky Mountain Engineering and surveying, have submitted a short plat application requesting to subdivide 2.56 acres (more or less) into 4 lots. The subdivision is a replat of a portion of the Macdonald Acres subdivision. The general location of the property within the 400 Block of Fredregill Road.

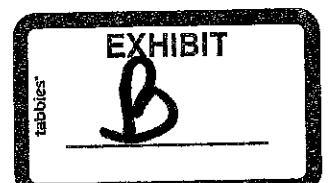
DENSITY & LOT DESIGN: The subject property is zoned Residential High Density (RH), and the Comprehensive Plan Designation is Mixed-Use. The minimum lot size for a single-family home is 4,200 sq. ft. and there is not a minimum lot size requirement for an office building. Lots 1 and 3 Block 1 exceed the minimum lot size required for a single-family home. All setbacks will remain compliant with the current requirements of the RH zoning district. The existing office building located on lot 2 block 1 received approval of a conditional use permit application on September 17, 2018. Access to Lots 2 and 4 is proposed through a shared ingress and egress easement.

COMPREHENSIVE PLAN:

The Comprehensive Plan Map designates the area for Mixed Use, which does not align with the existing RH 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; and Economic Development Goal 3: Strengthen the City's accessibility, convenience, desirability and image as a regional shopping center and place to do business.

RIGHT-OF-WAY IMPROVEMENTS: The subdivision has existing access from Fredregill Road. See the attached Public Works Memorandum (**Attachment A**) for further comments/conditions regarding proposed street/ROW improvements.

WATER, SEWER, & STORMWATER: Private infrastructure such as water, sewer and stormwater line are existing and shall be evaluated and brought to City standards prior to acceptance. 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.



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 short plat.

UTILITY PROVIDER & CITY DEPARTMENT NOTICE: Utility providers and affected City Departments were provided notice on 02/19/2021. To date, no comments from utility providers has been received. City Public Works comments/conditions are summarized in **Attachment A**.

ATTACHMENTS:

- A. Public Works Memorandum Dated (March 9, 2021)
- B. Application Materials
- C. Macdonald Acres Subdivision
- D. Aerial



Public Works
911 North 7th Avenue P.O. Box 4169
Pocatello, ID 83205-4169
Phone (208) 234-6225 Fax (208) 234-6151



Memorandum

To: Carl Anderson, Senior Planner
From: Merrill Quayle PE, Public Works Development Engineer *MQ*
Date: March 9, 2021
Re: Cream Top – City Council Short Plat (March 18, 2021)

The Public Works Departments have reviewed the final plat application for the above mentioned project and submits that the following changes and items shall be addressed and approved prior to recording of the plat. Approval is contingent on the completeness, accuracy, serviceability, and compliance to City Standards.

1. Plat

- A. Prior to recording the Plat, a more inclusive and comprehensive review shall be done, coordinate all plat correction through City Surveyor.
- B. Subdivision plat shall conform to all state and local laws and ordinances.
- C. Notes on the plat shall be approved by the City of Pocatello Engineering and Legal Department prior to recording.
- D. The City of Pocatello certificate to read: The plat on which this certificate appears is hereby approved and the dedications are hereby accepted by the City of Pocatello...
- E. If there are any CCR's, indicate and place recording number on the plat. Submit any CCR's associated with this plat to the City Engineering Department after recording.
- F. Provide adjoining property owners recorded deeds, a copy of all recorded easements and document(s) which grants the signatory to sign the plat on the behalf of the owner(s) to the City Surveyor for final review.
- G. The plat shall be reproducible on an 8.5x11 sheet of paper per Bannock County instructions.
- H. The plat shall be black opaque ink, no gray scale or color
- I. 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."

2. Construction Plans/Infrastructure

A. General

1. Any existing infrastructure, including but not limited to, sidewalk, curb and gutter that is found to be damaged or deteriorated must be removed and replaced and meet all current City requirements as outlined in the City of Pocatello Design Principles and Standards.

