

**PLANNING & ZONING COMMISSION (PZC)**  
**Minutes for Meeting of February 13, 2019 at 6:30 p.m.**  
**City Council Chambers, Municipal Building**  
**911 North Seventh Avenue, Pocatello, ID 83201**

The meeting began at 6:32 PM.

**AGENDA ITEM #1: ROLL CALL AND DISCLOSURE OF CONFLICT OF INTEREST, EX-PARTE COMMUNICATION AND SITE VISIT.**

Disclose who was talked to, the basic substance of the conversation, and whether the conversation had any influence. Disclose if a site visit was done, location(s) of the visit, and what was seen.

**Bernt** made a site visit for agenda items 3, 4 and 5 and had nothing else to report. **Moore** had nothing to report. **O'Connor** and had nothing to report. **Ricks** made a site visit for agenda items 4 and 5 and had nothing else to report. **Sanders** previously made site visits for agenda items 3, 4 and 5 and had nothing else to report. **Satterfield** made a site visit for agenda items 3, 4 and 5 and had nothing else to report.

**Present:** Jared Bernt, Jack Moore, Sara O'Connor, Dorothy Ricks, Julia Sanders, and Ryan Satterfield.

**Unexcused:** Richard Larsen.

**Staff:** Matthew Lewis, Melanie Gygli, Aceline McCulla, and Merrill Quayle.

**AGENDA ITEM #2: APPROVAL OF MINUTES**

The Commission may wish to approve the minutes from their clarification and regular meetings on January 9, 2019.

It was moved and seconded, (**J. Moore, S. O'Connor**) to approve the minutes for the clarification and regular meeting on January 9, 2019. Those voting in favor were Bernt, Moore, O'Connor, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

**AGENDA ITEM #3: NORTHGATE TAX INCREMENT FINANCING PLAN**

In compliance with the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended (the "Law") and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended (the "Act"), the Urban Renewal Plan for the Northgate Urban Renewal Project (the "Plan"), adopted by the Pocatello Development Authority on December 19, 2018, pursuant to Agency Resolution 2018-03, will be presented to the Commission for review and determination as to its conformity with the City of Pocatello Comprehensive Plan.

**Melanie Gygli**, Director of the Planning and Development Services Department and Executive Director of the Pocatello Development Authority, 911 N 7 Avenue, Pocatello summarized the Urban Renewal Plan and asked that the Commission finds it conforms to the City's Comprehensive Plan. If approved this evening, the next step would be transfer of powers agreements with Bannock County and the City of Chubbuck prior to the plan going before the City Council. The Pocatello City Council will hold a hearing tentatively scheduled for April 4, 2019, to consider adoption for the Urban Renewal Area and Plan.

The Commission asked Gygli questions about TIF processes and Gygli answered them.

It was motioned and seconded (**J. Sanders, D. Ricks**) that the Commission finds the Urban Renewal Plan for the Northgate Urban Renewal Project conforms to the City's Comprehensive Plan, and authorized Chair Satterfield to sign the resolution. Those voting in favor were Bernt, Moore, O'Connor, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

#### **AGENDA ITEM 4: PRELIMINARY PLAT – NORTHGATE DISTRICT DIVISIONS 1-9**

Ken Pape of Portneuf Development, represented by Chris Adams of Creek Hollow & Associates, has submitted a preliminary plat to subdivide 69.880 acres (more or less) into 47 lots. The property is located north of Chubbuck Road and west of Olympus Drive. **(ACTION ITEM)**

**Chris Adams** of Creek Hollow & Associates, 611 Wilson Avenue Suite 1, Pocatello discussed the project as presented in the application materials.

**Senior Planner Matthew Lewis** of the City of Pocatello summarized the staff report. Lewis noted a correction on page two of the staff report, under the Right-of-Way Improvements Note section, that the bike lane would be on the south side. Lewis also discussed the restrictions in Exhibit 1, Plat Conditions 8, 9, and 11.

Lewis stated written comments were received by Idaho Department of Fish and Game Southeast Region and included in Exhibit 2.

Staff finds the proposal is compliant with all applicable standards of City Code 16.20.050, assuming compliance with conditions of approval and with the following conditions attached: **1)** All conditions submitted by Public Works Department representatives as noted in **EXHIBIT 1** shall be adhered to; **2)** All other standards or conditions of Municipal Code not herein stated but applicable to residential development shall apply; **3)** All standards of Pocatello Municipal Code 17.05.140: Site and Building Development Guidelines, shall be met at the time of final plat application submittal; **4)** A building permit may not be issued unless all applicable standards of Municipal Code Section 16.24.100 are adhered to, or a subdivision surety bond and warranty bond is obtained as outlined in Municipal Code 16.24.110, prior to recording; and **5)** As proposed, the applicant or the associated homeowner shall be responsible for the upkeep and maintenance of all easements designating open space shown on the preliminary plat unless otherwise approved by the Pocatello City Council.

The Commission engaged in discussion.

**Sanders** asked Merrill Quayle to clarify which side of the Gold Star Drive the bike/pedestrian path would be located. **Merril Quayle**, Public Works Development Engineer with the City of Pocatello, clarified that the shared bike/pedestrian path would be on the south side of Gold Star Drive.

It was moved and seconded, (**J. Sanders, D. Ricks**) to recommend approval of the preliminary plat application from owner Portneuf Development, LLC for Northgate Divisions 1-9, finding the application does meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, if the conditions listed in the staff report are met. Those voting in favor were Bernt, Moore, O'Connor, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

#### **AGENDA ITEM 5: PRELIMINARY PLAT – THE CROSSINGS DIVISIONS 2&3**

Ken Pape of Portneuf Development, represented by Chris Adams of Creek Hollow & Associates, has submitted a preliminary plat to subdivide 64.489 acres (more or less) into 30 lots. The property is located north of Chubbuck Road and east of I-15. **(ACTION ITEM)**

**Chris Adams** of Creek Hollow & Associates, 611 Wilson Avenue Suite 1, Pocatello discussed the plan as submitted in the application materials. Adams asked the Commission to allow the developer the latitude to work with staff to establish either a defined easement or separate lot to be shown on the final plat. Adams noted the importance of and identified the need for flexibility to work with staff on Exhibit 1, Plat Condition No. 8.

**Senior Planner Matthew Lewis** of the City of Pocatello summarized the staff report and noted that Exhibit 1, Plat Conditions No. 10, No. 11, and No.12 must be met. Lewis noted the importance of Exhibit 1, Plat Condition 8.

Staff finds the proposal is compliant with all applicable standards of City Code 16.20.050, assuming compliance with the following conditions: **1)** All conditions submitted by Public Works Department representatives as noted in **EXHIBIT 1** shall be adhered to; **2)** All other standards or conditions of Municipal Code not herein stated but applicable to residential development shall apply; **3)** All standards of Pocatello Municipal Code 17.05.140: Site and Building Development Guidelines, shall be met at the time of final plat application submittal; **4)** A building permit may not be issued unless all applicable standards of Municipal Code Section 16.24.100 are adhered to, or a subdivision surety bond and warranty bond is obtained as outlined in Municipal Code 16.24.110, prior to recording; and **5)** As proposed, the applicant or the associated homeowner shall be responsible for the upkeep and maintenance of all easements designating open space shown on the preliminary plat unless otherwise approved by the Pocatello City Council.

**Merril Quayle**, Public Works Development Engineer with the City of Pocatello, identified the need for flexibility on Exhibit 1, Plat Condition No. 8.

The Commission ensued with questions and **Adams** clarified some road questions on Lot 8, Block 6 and reiterated the need for flexibility to work with staff.

The Commission ensued in discussion.

It was moved and seconded, (**J. Bernt, J. Moore**) to recommend approval of the preliminary plat application from owner Portneuf Development, LLC for The Crossings Division 2 & 3 subdivisions, finding the application does meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, if the conditions listed in the staff report are met. Those voting in favor were Bernt, Moore, O'Connor, Ricks, Sanders, and Satterfield. Those voting against were none. Motion passed unanimously.

With no other business, **Chair Satterfield** closed the meeting at 7:27 PM.

Submitted by *Aceline McCulla*  
Aceline McCulla, Secretary

Approved on *February 27, 2019*