



**EXECUTIVE SUMMARY
POCATELLO CITY COUNCIL
MEETING NOVEMBER 21, 2024**

SUBDIVISION:	Northgate Villas Division 1	FILE: FP24-0003
APPLICANT/OWNER:	NG Land LLC/Portneuf Dev. LLC	
REPRESENTATIVE:	Brady Smith - AVYANT	
SURVEYOR/ENGINEER:	Visualize Engineering & Design LLC	
REQUEST:	Final Plat Subdivision Application	
TITLE REPORT:	Title report was submitted and reviewed	
LOCATION:	Northwest of Fairgrounds Road and West of I-15	
LOTS/UNITS:	Thirty (30) lots	
STAFF:	Matthew G. Lewis, M.S., Senior Planner	

REQUEST: The request is for Final Plat approval of the Northgate Villas Division 1 Subdivision. The proposal calls for the platting of 13.75 acres (more or less) into thirty (30) lots – specifically, 27 four-plex lots with off-street parking; one (1) dedicated Right-Of-Way lot; one (1) dedicated lot for lift station; and one (1) open space lot. The proposed subdivision is generally located northwest of the extension of Fairgrounds Road and west of Interstate-15.

PLANNING & ZONING COMMISSION (P&ZC) DECISION: Following a public hearing held on July 17, 2024 the P&ZC finds that the preliminary plat meets the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code with conditions.

STAFF RECOMMENDATION:

Staff finds that the proposal is in substantial conformity with the preliminary plat thus recommends approval of the plat with the following conditions:

1. All comments contained in the Public Works Memorandum, dated November 12, 2024, shall be adhered to;
2. All sanitation dumpsters shall not be located within the required front yard setback;
3. 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;
4. All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply.

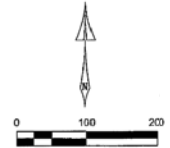
ATTACHMENTS:

- A. Final Plat with additional information
- B. Public Works Memorandum dated November 12, 2024
- C. Planning and Zoning Commission Finding of Fact and Decision
- D. Planning & Zoning Commission Agenda Packet

ATTACHMENT A
FINAL PLAT WITH ADDITIONAL INFORMATION

THE NORTHGATE VILLAS DIVISION NO. 1

A SUBDIVISION IN THE SOUTHWEST QUARTER OF SECTION 1 AND THE SOUTHEAST QUARTER OF SECTION 2, TOWNSHIP 6 SOUTH, RANGE 34 EAST, BOISE MERIDIAN, BANNOCK COUNTY, IDAHO.



BASIS OF BEARING

THE WEST LINE OF SECTION 1 BETWEEN FOUND MONUMENTS SHOWN BASED ON THE CENTRAL MERIDIAN OF THE EAST ZONE OF THE IDAHO STATE PLANE COORDINATE SYSTEM.

LEGEND

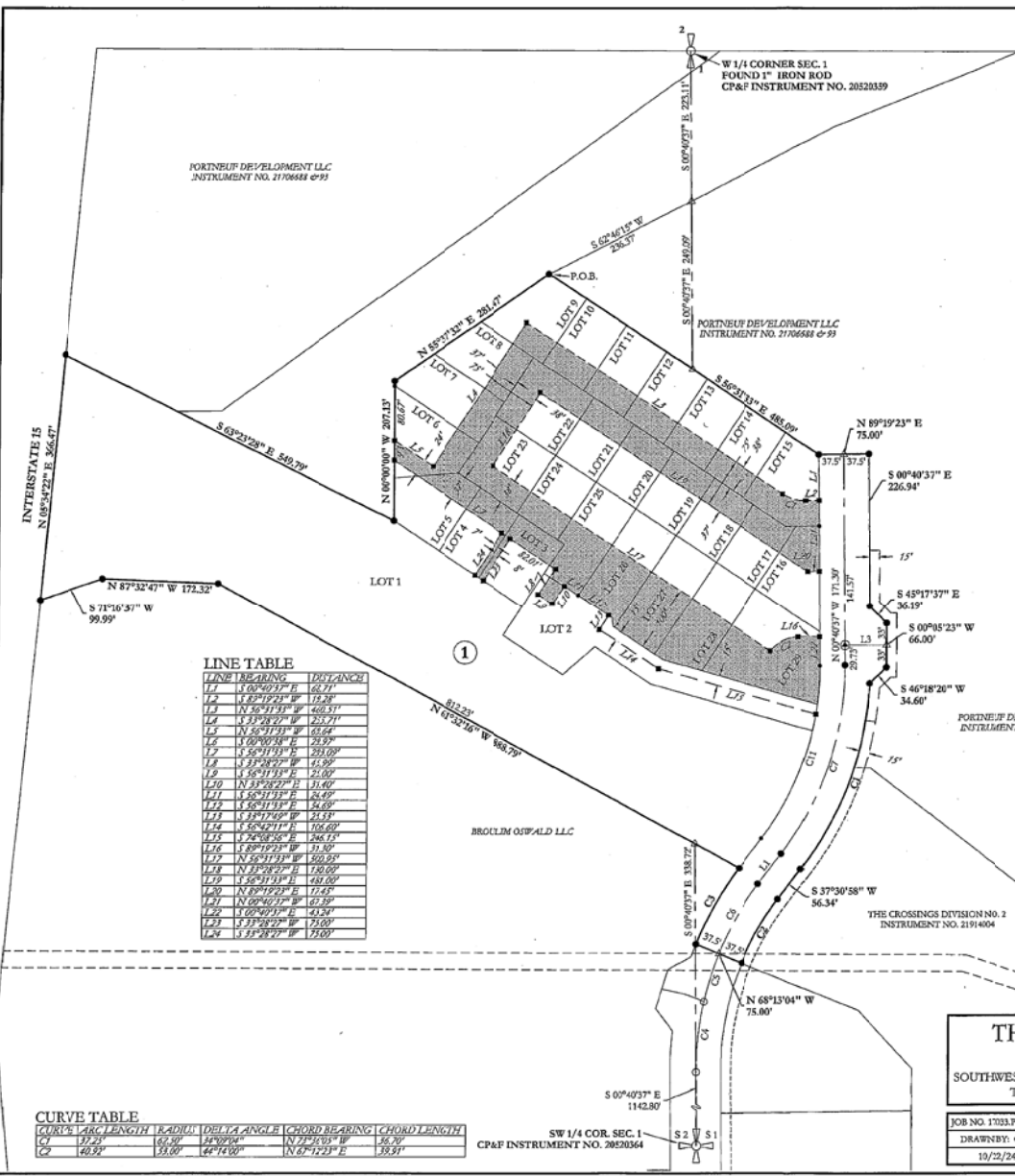
- SUBDIVISION BOUNDARY LINE
- - - SECTION LINES
- STREET CENTERLINE
- - - PUBLIC UTILITY BASEMENT LINE
- - - EXISTING EASEMENT LINE
- - - CROSS ACCESS EASEMENT AND PUBLIC UTILITY EASEMENT LINE

- FOUND 5/8" REBAR WITH 2" ALUMINUM CAP STAMPED CHA - PLS 12457
- SET 5/8" REBAR WITH 1" ALUMINUM CAP STAMPED CHA - PLS 12457
- SET 1/2" REBAR WITH FELLOW CAP STAMPED CHA - PLS 12457
- ⊙ SET 2" ALUMINUM CAP IN SURVEY VAULT STAMPED CREEK HOLLOW PLS 12457
- ① BLOCK NUMBER
- SET 1/2" REBAR WITH FELLOW CAP STAMPED CHA - PLS 12457

CROSS ACCESS EASEMENT AND PUBLIC UTILITY EASEMENT AREA

NOTES

1. PUBLIC UTILITY BASEMENTS ARE 15 FEET WIDE UNLESS OTHERWISE NOTED.
2. 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.
3. LOT 1 BLOCK 1 IS OPEN SPACE LOT DEDICATED TO THE CITY OF POCATELLO.
4. LOT 2 BLOCK 1 IS DEDICATED TO THE CITY OF POCATELLO FOR LOCATION OF SEWER LIFT STATION.
5. LOTS 3 THRU 29 ARE SUBJECT TO A CROSS ACCESS EASEMENT AND PUBLIC UTILITY EASEMENT AS SHOWN HEREON.



LINE	BEARING	DISTANCE
L1	S 00°40'37" E	66.71
L2	S 71°10'57" W	112.32
L3	N 87°32'47" W	172.32
L4	N 62°52'23" E	356.47
L5	N 50°31'23" W	660.33
L6	S 33°28'22" E	252.71
L7	S 00°40'37" E	226.94
L8	N 50°31'23" W	660.33
L9	S 33°28'22" E	252.71
L10	S 00°40'37" E	226.94
L11	N 50°31'23" W	660.33
L12	S 33°28'22" E	252.71
L13	S 00°40'37" E	226.94
L14	N 50°31'23" W	660.33
L15	S 33°28'22" E	252.71
L16	S 00°40'37" E	226.94
L17	N 50°31'23" W	660.33
L18	S 33°28'22" E	252.71
L19	S 00°40'37" E	226.94
L20	N 50°31'23" W	660.33
L21	S 33°28'22" E	252.71
L22	S 00°40'37" E	226.94
L23	N 50°31'23" W	660.33
L24	S 33°28'22" E	252.71
L25	S 00°40'37" E	226.94
L26	N 50°31'23" W	660.33
L27	S 33°28'22" E	252.71
L28	S 00°40'37" E	226.94
L29	N 50°31'23" W	660.33
L30	S 33°28'22" E	252.71
L31	S 00°40'37" E	226.94
L32	N 50°31'23" W	660.33
L33	S 33°28'22" E	252.71
L34	S 00°40'37" E	226.94
L35	N 50°31'23" W	660.33
L36	S 33°28'22" E	252.71
L37	S 00°40'37" E	226.94
L38	N 50°31'23" W	660.33
L39	S 33°28'22" E	252.71
L40	S 00°40'37" E	226.94
L41	N 50°31'23" W	660.33
L42	S 33°28'22" E	252.71
L43	S 00°40'37" E	226.94
L44	N 50°31'23" W	660.33
L45	S 33°28'22" E	252.71
L46	S 00°40'37" E	226.94
L47	N 50°31'23" W	660.33
L48	S 33°28'22" E	252.71
L49	S 00°40'37" E	226.94
L50	N 50°31'23" W	660.33
L51	S 33°28'22" E	252.71
L52	S 00°40'37" E	226.94
L53	N 50°31'23" W	660.33
L54	S 33°28'22" E	252.71
L55	S 00°40'37" E	226.94
L56	N 50°31'23" W	660.33
L57	S 33°28'22" E	252.71
L58	S 00°40'37" E	226.94
L59	N 50°31'23" W	660.33
L60	S 33°28'22" E	252.71
L61	S 00°40'37" E	226.94
L62	N 50°31'23" W	660.33
L63	S 33°28'22" E	252.71
L64	S 00°40'37" E	226.94
L65	N 50°31'23" W	660.33
L66	S 33°28'22" E	252.71
L67	S 00°40'37" E	226.94
L68	N 50°31'23" W	660.33
L69	S 33°28'22" E	252.71
L70	S 00°40'37" E	226.94
L71	N 50°31'23" W	660.33
L72	S 33°28'22" E	252.71
L73	S 00°40'37" E	226.94
L74	N 50°31'23" W	660.33
L75	S 33°28'22" E	252.71
L76	S 00°40'37" E	226.94
L77	N 50°31'23" W	660.33
L78	S 33°28'22" E	252.71
L79	S 00°40'37" E	226.94
L80	N 50°31'23" W	660.33
L81	S 33°28'22" E	252.71
L82	S 00°40'37" E	226.94
L83	N 50°31'23" W	660.33
L84	S 33°28'22" E	252.71
L85	S 00°40'37" E	226.94
L86	N 50°31'23" W	660.33
L87	S 33°28'22" E	252.71
L88	S 00°40'37" E	226.94
L89	N 50°31'23" W	660.33
L90	S 33°28'22" E	252.71
L91	S 00°40'37" E	226.94
L92	N 50°31'23" W	660.33
L93	S 33°28'22" E	252.71
L94	S 00°40'37" E	226.94
L95	N 50°31'23" W	660.33
L96	S 33°28'22" E	252.71
L97	S 00°40'37" E	226.94
L98	N 50°31'23" W	660.33
L99	S 33°28'22" E	252.71
L100	S 00°40'37" E	226.94

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
CI	37.23	164.90	142.92°	N 22°23' W	16.30
CO	40.92	33.00	64°14'00"	N 87°12'23" E	38.91

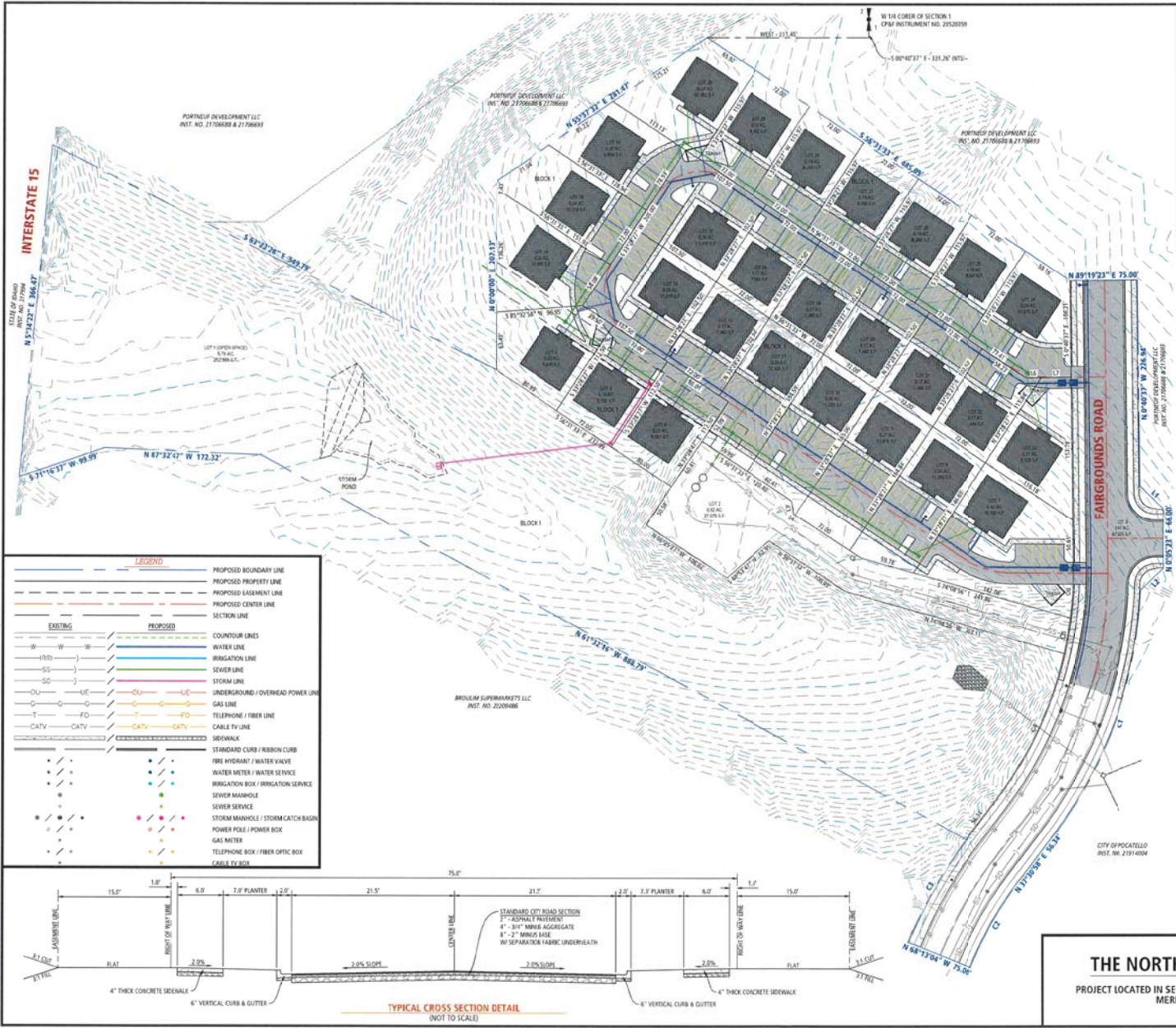
SW 1/4 COR. SEC. 1
CP&F INSTRUMENT NO. 70520364

THE NORTHGATE VILLAS
DIVISION NO. 1
EASEMENT DIMENSIONS
SOUTHWEST 1/4 OF SECTION 1 AND SOUTHEAST 1/4 OF SECTION 2
T. 6 S., R. 34 E., B.M., BANNOCK COUNTY, IDAHO

JOB NO. 17033.FD29.FF	REVISIONS
DRAWN BY: CMA	1
10/22/24	2

SCALE 1" = 100'
SHEET 2 OF 3





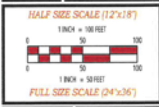
DOCUMENT NO.	DATE	BY	DESCRIPTION

INTELLECTUAL PROPERTY NOTICE
 THESE SET OF ARCHITECTURAL DOCUMENTS ARE THE SOLE PROPERTY OF AVYANT AND ARE SUBJECT TO THE COPYRIGHT LAW. ALL UNAUTHORIZED REPRODUCTION OR TRANSMISSION OF ANY KIND OF THESE DOCUMENTS WITHOUT THE CONSENT OF AVYANT IS STRICTLY PROHIBITED AND WILL RESULT IN LEGAL ACTION.

NG LAND LLC / PORTNEUF DEV. LLC

THE NORTHGATE VILLAS - DIVISION 1

PRELIMINARY PLAT



THE NORTHGATE VILLAS DIVISION 1

PROJECT LOCATED IN SECTION 2, TOWNSHIP 6 SOUTH, RANGE 14 EAST, BOISE MERIDIAN, BANNOCK COUNTY, IDAHO

- NOTES**
- EXISTING ZONING: RESIDENTIAL COMMERCIAL PROFESSIONAL (RCP)
 - LOT SIZE DATA: REQUIRED MINIMUM: NO REQUIRED MINIMUM
PROPOSED MINIMUM: 3,380 S.F.
 - SUBDIVISION STATS:
30 TOTAL LOTS
27 RESIDENTIAL
1 DEDICATED RIGHT OF WAY
1 DEDICATED TO A LEFT STATION
1 OPEN SPACE
 - GAS, POWER, CABLE TV ETC. TO BE PROVIDED
 - EASEMENTS ARE 15' (5') WIDE UNLESS OTHERWISE NOTED

DOCUMENT IS PRELIMINARY IN NATURE AND IS NOT INTENDED FOR CONSTRUCTION

ATTACHMENT B

PUBLIC WORKS MEMORANDUM 11/12/24



Memorandum

To: Matthew Lewis, Senior Planner
From: Merrill Quayle PE, Public Works Engineer *MB*
Jake Murphy, Sr. Engineer Technician
Date: 11.12.2024
Re: Northgate Villas Div. 1 – City Council Final Plat (11.21.2024) Application #FP24-0003

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

1. Plat

- A. After approval by the City Council of the proposed final plat, Applicant will be required to enter into a Development Agreement with the City of Pocatello.
- B. Prior to recording the Plat, a more inclusive and comprehensive review shall be done, coordinate all plat correction through City Surveyor.
- C. Subdivision plat shall conform to all state and local laws and ordinances.
- D. Notes on the plat shall be approved by the City of Pocatello Engineering and Legal Department prior to recording.
- E. 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...
- F. 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.
- G. 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.
- H. The plat shall be reproducible on an 8.5x11 sheet of paper per Bannock County instructions.
- I. The plat shall be black opaque ink, no gray scale or color
- J. 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.
- K. Lots 15, 16, and 29 shall have no direct access to Fairgrounds Road except from the approved common drive easement as shown.

2. Construction Plans/Infrastructure

- A. Development Conditions
 1. Provide a flushing, chlorination, and sampling plan for the water main line public and private prior to the pre-construction meeting.
 2. Lift station in Northgate shall be operational and accepted by the city prior to any certificate of occupancy will be granted
 3. A Permanent Operations and Maintenance (O&M) stormwater agreement will be required for the private stormwater system.
 4. Any retaining walls associated with this development over 4-feet in height shall be engineered and certified.

5. US Mail box units required and location approved by the Post Master and the City of Pocatello.
6. This area was annexed 02/15/2018 Ordinance #3001 and is subjected to a "Water Right Value" per Resolution 2006-02. Based on the proposed development layout and land use, the "Water Right Value" payment due prior to recording of the plat will be \$22,752.00.

B. General Conditions

1. Filing of a notice of intent (NOI) and a formal Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Environmental Protection Agency (EPA) Construction General Permit (CGP) shall be submitted if the project requires, if required then a copy shall be submitted to the City.
2. An erosion and sediment control plan and a final stabilization plan will be required as part of the final plat application. An individual who has successfully completed an approved training course and who has demonstrated competence, through education, training, and knowledge of the applicable laws and regulations in erosion and sediment, and is current on certifications shall be required to be the responsible person to oversee the plan (if certified person is unknown indicate that information will be submitted prior to any work to the site). Submittal shall meet the requirements of the federal construction general permit.
3. Stormwater design and construction shall meet the core elements in the Portneuf Valley Stormwater Design Manual such as but not limited to; on site retention of the 95% storm, treatment Design (volume, flow, and bypass), site passage of upland flow and site runoff, Operation and Maintenance Manual, access to pond and structures for maintenance.
4. Pond side slopes and embankments shall be designed and constructed per **Section 6.4.6 SETBACKS, SLOPES, EMBANKMENTS & SPILLWAYS of the Portneuf Valley Stormwater Design Manual**, embankments 4 feet in height or more shall be constructed as recommended by a Geotechnical Engineer.
5. Per **Section 800 Geotechnical and Earthwork of the City of Pocatello Design Principles and Standards**, a building location shall be designed on every lot with a natural slope of fifteen percent (15%) or greater. Structures shall not be permitted on slopes of twenty percent (20%) or greater without a civil site plan stamped 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.
6. Add a grading note to the affect that if there is more than 3 feet of fill, it needs to be placed in 8-inch lifts, compacted to 95% of maximum density. For building sites compaction tests are required denoting Lot/Block along with a map of all testing locations.
7. Record Drawings shall be submitted on Arch D (24" x 36").
8. Street lights are required for this subdivision. Utility and street light design and placement shall be approved by the City of Pocatello.
9. Provide a copy of the bid schedule of the infrastructure for the City's year end reporting.
10. Per **Section 500.04.16, City of Pocatello Design Principles and standards**, a pavement preservation technique "Fog Seal" of streets shall be required prior to the two (2) year warrantee period on all newly accepted streets. Developer can have this done by a private contractor or have the City perform the work at the Developer's expense (approximately \$0.30 per square yard for materials, 2017 cost). The city will bill the Developer after the work is completed if the City performs the work.

11. The developer will also be responsible to remove any sediment buildup in ponds constructed with the development as well as clean all storm water infrastructure prior to the two (2) year warrantee period.
12. The construction contractor will need to be bonded with the City of Pocatello for a minimum of \$50,000.00 or the subdivision shall be bonded per ordinance **16.24.110: SUBDIVISION SURETY BOND AND WARRANTY BOND**, a warranty bond for a minimum of twenty-five thousand dollars (\$25,000.00) or a maximum of five percent (5%) of one hundred twenty-five percent (125%) of the original cost estimate for the required infrastructure and improvements, whichever is the greater amount.

ATTACHMENT C
PLANNING & ZONING COMMISSION FINDINGS
OF FACT & DECISION

FINDINGS OF FACT AND DECISION
CITY OF POCA TELLO
PLANNING & ZONING COMMISSION
PUBLIC HEARING JULY 17, 2024



SUBDIVISION: Northgate Villas Division 1
APPLICANT/OWNER: NG Land LLC/Portneuf Dev. LLC
REPRESENTATIVE: Brady Smith - AVYANT
SURVEYOR/ENGINEER: Visualize Engineering & Design LLC
REQUEST: Preliminary Plat Subdivision Application
LOCATION: Northwest of Fairgrounds Road and West of I-15
LOTS/UNITS: Thirty (30) lots

I. REQUEST: The request is for preliminary plat approval of the Northgate Villas Division 1 Subdivision. The proposal calls for the platting of 13.75 acres (more or less) into thirty (30) lots – specifically, 27 four-plex lots with off-street parking; one (1) dedicated Right-Of-Way lot; one (1) dedicated lot for lift station; and one (1) open space lot. The proposed subdivision is generally located northwest of the extension of Fairgrounds Road and west of Interstate-15. The application was submitted by NG Land LLC and Portneuf Development LLC. The application representative is Brady Smith of Avyant and the Engineering firm listed is Visualize Engineering & Design LLC.

II. PUBLIC HEARING: A public hearing was held before the Planning & Zoning Commission on the evening of July 17, 2024. The Chair opened that public hearing. The applicant’s representative provided information regarding the application. Staff provided a brief presentation noting that the application meets the requirements of Municipal Code. The Chair asked for public testimony both in favor, neutral and opposed to the application. No testimony was received. The Chair closed the public hearing.

III. NOTIFICATION: All property owners within a 300-foot radius of the existing property boundaries have been provided notice of the public hearing in order that they may provide comment on the proposed request. Notice was also published in the Idaho State Journal and one (1) sign was posted near the subject property.

IV. CRITERIA FOR REVIEW: The Planning & Zoning Commission and City Council shall review the facts and circumstances for each proposal in terms of the standards listing in the Table below:

Table 1. Preliminary Plat Review Criteria Analysis

REVIEW CRITERIA (16.20.050):				
Compliant			City Code and Staff Review	
Yes	No	N/A	Code Section	Analysis

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.20.050 A	The subdivision proposal complies with applicable provisions of this title.
			FINDING	The proposal is compliant with all applicable standards of Title 16, provided that all comments and conditions are met.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.20.050 B.	The subdivision proposal complies with all applicable city design standards and development regulations.
			FINDING	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).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
			FINDING	The proposed subdivision is zoned Residential-Commercial-Professional (RCP). As noted above the applicants are proposing to subdivide the property into thirty (30) lots – specifically, 27 four-plex lots with off-street parking; one (1) dedicated Right-Of-Way lot; one (1) dedicated lot for lift station; and one (1) open space lot. The RCP zoning district requires a minimum lot size of 1,452 sq. ft., per multi-family dwelling unit, thus 5,808 sq. ft. is required outright per lot. The smallest lot being proposed measures 7,380 sq. ft. thus the minimum is being satisfied.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.
			FINDING	R.O.W. IMPROVEMENTS: Public Works Staff is requiring that the Goldstar Drive and Fairgrounds Road intersection and the southern approach into the development be aligned across from each other (see Development Conditions #6 of Attachment A.). The development primary ingress/egress will be via Fairgrounds Road which will be constructed as a minor collector consisting of a 75-foot Right-Of-Way including two (2) 21.5-foot drive lanes; 2-foot wide vertical curb & gutter; a 7-foot wide planter's and 6-foot wide sidewalk. The extension of Fairgrounds Road is also being dedicated and platted as Lot 3 Block 1. WATER, SEWER, & STORMWATER: Infrastructure such as water and sewer will be provided meeting all standards as set forth by Public Works Department. The applicant proposes that the storm water generated by the subdivision will be detained within a stormwater pond located on Lot 1, Block 1. All development must comply with City Erosion and Sediment Control and Stormwater management

			<p>requirements. See the attached Public Works Memorandum (Attachment A) for additional comments/conditions pertaining to water, sewer and stormwater requirements.</p> <p>UTILITY PROVIDER & CITY DEPARTMENT NOTICE: Pursuant to Municipal Code 16.20.040F, utility providers and affected City departments were provided notice on June 25, 2024. Comments were received by City Staff representing Water Pollution Control; Traffic Department; and Intermountain Gas – see Attachment B. 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.</p> <p>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.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 E.</p> <p>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.</p>
			<p>FINDING</p> <p>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. In this a traffic impact study has not been required as part of the application review.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 F.</p> <p>The proposal provides for a continuation of a connected transportation system unless topography or natural features prevents a connection to abutting streets or property.</p>
			<p>FINDING</p> <p>As noted above Fairgrounds Road is being constructed as a minor collector. The latter will provide primary ingress/egress to the subject development. Goldstar Drive will also interconnect with Fairgrounds Road</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 G.</p> <p>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.</p>
			<p>FINDING</p> <p>The Bannock Transportation Planning Organizations Future Bicycle and Pedestrian Plan designates a proposed side path on Fairgrounds Road.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 H.</p> <p>Public utilities are provided to the newly created lots in public rights of way or in appropriately sized easements. (Ord. 2971, 2016)</p>

ATTACHMENT D
PLANNING & ZONING COMMISSION AGENDA
PACKET JULY 10, 2024



PLANNING & ZONING COMMISSION

MEETING: JULY 17, 2024

STAFF REPORT

SUBDIVISION:	Northgate Villas Division 1	FILE # 24-1548
APPLICANT/OWNER:	NG Land LLC/Portneuf Dev. LLC	
REPRESENTATIVE:	Brady Smith - AVYANT	
SURVEYOR/ENGINEER:	Visualize Engineering & Design LLC	
REQUEST:	Preliminary Plat Subdivision Application	
TITLE REPORT:	Title report was submitted and reviewed	
LOCATION:	Northwest of Fairgrounds Road and West of I-15	
LOTS/UNITS:	Thirty (30) lots	
STAFF:	Matthew G. Lewis, M.S., Senior Planner	

RECOMMENDATION & CONDITIONS:

Staff finds that the proposal is compliant with all applicable standards of City Code 16.20.050, assuming the following conditions are met:

1. All comments contained in the Public Works Memorandum, dated July 2, 2024, shall be adhered to;
2. Intermountain Gas Company personnel are requesting that a Public Utility Easement shall be provided as part of the Final Plat;
3. All sanitation dumpsters shall not be located within the required front yard setback;
4. 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;
5. All other standards or conditions of Municipal Code not herein stated but applicable to land subdivision and residential development shall apply.

GENERAL BACKGROUND

REQUEST: The request is for preliminary plat approval of the Northgate Villas Division 1 Subdivision. The proposal calls for the platting of 13.75 acres (more or less) into thirty (30) lots – specifically, 27 four-plex lots with off-street parking; one (1) dedicated Right-Of-Way lot; one (1) dedicated lot for lift station; and one (1) open space lot. The proposed subdivision is generally located northwest of the extension of Fairgrounds Road and west of Interstate-15. The application was submitted by NG Land LLC and Portneuf Development LLC. The application representative is Brady Smith of Avyant and the Engineering firm listed is Visualize Engineering & Design LLC.

OPTIONAL MOTIONS:

1. **Approval of the Application:** Motion to approve the preliminary plat application from NG Land LLC and Portneuf Development LLC, for the Northgate Villas Division 1, 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 [cite findings for approval], and to authorize the Chair to sign the Findings of Fact and Decision.

2. **Denial of the Application:** Motion to deny the preliminary plat application from NG Land LLC and Portneuf Development LLC, for the Northgate Villas Division 1, finding the application **does not** meet the standards for approval under Chapter 16.20.050 of Pocatello Municipal Code, [cite findings for denial], and to authorize the Chair to sign the Findings of Fact and Decision.

Table 1. Preliminary Plat Review Criteria Analysis

REVIEW CRITERIA (16.20.050):					
Compliant			City Code and Staff Review		
Yes	No	N/A	Code Section	Analysis	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.20.050 A	The subdivision proposal complies with applicable provisions of this title.	
			<i>Staff Review</i>	The proposal is compliant with all applicable standards of Title 16, provided that all comments and conditions are met.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16.20.050 B.	The subdivision proposal complies with all applicable city design standards and development regulations.	
			<i>Staff Review</i>	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).	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	
			<i>Staff Review</i>	The proposed subdivision is zoned Residential-Commercial-Professional (RCP). A noted above the applicants are proposing to subdivide the property into thirty (30) lots – specifically, 27 four-plex lots with off-street parking; one (1) dedicated Right-Of-Way lot; one (1) dedicated lot for lift station; and one (1) open space lot. The RCP zoning district requires a minimum lot size of 1,452 sq. ft., per multi-family dwelling unit, thus 5,808 sq. ft. is required outright per lot. Th smallest lot being proposed measures 7,380 sq. ft. thus the minimum is being satisfied.	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.	
			<i>Staff Review</i>	R.O.W. IMPROVEMENTS: Public Works Staff is requiring that the Goldstar Drive and Fairgrounds Road intersection and the southern approach into the development be aligned across from each other (see Development Conditions #6 of Attachment A.). The development primary ingress/egress will be via Fairgrounds Road which will be constructed as a minor collector consisting of a 75-foot Right-Of-Way including two (2) 21.5-foot drive lanes; 2-foot wide vertical curb & gutter; a 7-foot wide planter's and 6-foot wide sidewalk. The extension	

			<p>of Fairgrounds Road is also being dedicated and platted as Lot 3 Block 1.</p> <p>WATER, SEWER, & STORMWATER: Infrastructure such as water and sewer will be provided meeting all standards as set forth by Public Works Department. The applicant proposes that the storm water generated by the subdivision will be detained within a stormwater pond located on Lot 1, Block 1. 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.</p> <p>UTILITY PROVIDER & CITY DEPARTMENT NOTICE: Pursuant to Municipal Code 16.20.040F, utility providers and affected City departments were provided notice on June 25, 2024. Comments were received by City Staff representing Water Pollution Control; Traffic Department; and Intermountain Gas – see Attachment B. 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.</p> <p>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.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 E.</p> <p>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.</p>
			<p><i>Staff Review</i></p> <p>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. In this a traffic impact study has not been required as part of the application review.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>16.20.050 F.</p> <p>The proposal provides for a continuation of a connected transportation system unless topography or natural features prevents a connection to abutting streets or property.</p>
			<p><i>Staff Review</i></p> <p>As noted above Fairgrounds Road is being constructed as a minor collector. The latter will provide primary ingress/egress to the subject</p>

				development. Goldstar Drive will also interconnect with Fairgrounds Road
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 Future Bicycle and Pedestrian Plan designates a proposed side path on Fairgrounds Road.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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 may be extended from adjacent development to the east and north. Said utilities shall be located within either the right-of-way or access easements/utility easements. See Criteria 16.20.050.D for additional comment.

ATTACHMENTS:

- A. Application with Preliminary Plat
- B. Public Works Memorandum, dated July 2, 2024
- C. Comment received from City Staff and Intermountain Gas Company

ATTACHMENT A
APPLICATION WITH PLAT



PLANNING & DEVELOPMENT SERVICES
 PO Box 4169, 911 NORTH 7 AVENUE
 POCATELLO, IDAHO 83205
 PHONE (208)234-6184; FAX (208)234-6586
 planning@pocatello.us

PRELIMINARY PLAT APPLICATION

Received Date: 6.24.2024 Hearing Date: 7.17.2024 Application #: 24-1548
 Staff Assigned: ML Reference #: 1427225471 Receipt Date: 6.4.2024
 Pre-App Review: _____

Filing Fee: \$565.00 + number of address labels 15 x \$2.00 per label = \$ \$30 + Engineering Survey Accuracy Review \$250 + the number of lots 30 x \$25 per lot = \$750 for a Total Due of \$ \$1,595.

Applicant/Owner:

Name: NG LAND LLC / PORTNEUF DEV. LLC
 Address: 511 WEST MAPLE STREET
POCATELLO, ID, 83201
 Phone: 208-234-1000
 Email: gdurrant@Rpmsoutheastidaho.com

Representative (if applicable):

Name: AVYANT
 Address: 161 JEFFERSON AVENUE
POCATELLO, ID, 83201
 Phone: 208-705-0798
 Email: avyantbsmith@outlook.com

Engineer/Surveyor:

Name: VISUALIZE ENGINEERING & DESIGN LLC
 Address: 161 JEFFERSON AVENUE City, State, Zip: POCATELLO
 Phone: 208-251-6281 Email: mtovey@visualize.engineering

Project Information:

Proposed Subdivision Name: THE NORTHGATE VILLAS DIVISION 1 Is this a replat? Yes No
 Zoning: RCP Comprehensive Plan Designation: COMMERCIAL
 Legal Description & Deed Instrument Number: 22402782, 22404973
 Location (Section, Township, Range): SECTION 2, TOWNSHIP 6 SOUTH, RANGE 34 EAST, BOISE MERIDIAN
 General Location: NORTH OF VENTURE WAY / EAST OF INTERSTATE 15 / SOUTH OF NORTHGATE PARKWAY
 Total Acreage: 13.75 Total Number of Lots: 30

TERMS AND CONDITIONS

The approval of this application does not permit the violation of any section of the Building Code or other Municipal Codes.

This application shall not be considered complete, nor will a public hearing date be scheduled, until all required information, identified on the application checklist, has been submitted and verified by City staff.

The applicant or a representative must be present at the scheduled public hearing.

If the applicant is not the legal owner of record of the property, then an Affidavit of Legal Interest, signed by the owner, must be submitted with the application.

I hereby acknowledge that I have read this application and state that the above information is correct and agree to the above terms and conditions.

Signature of Applicant:  Key: 267642a6097601db338a31a994c7b9ad

Dated: 05-31-2024

AFFIDAVIT OF MAILING LIST

1. The undersigned is the applicant or authorized representative of the applicant.
2. The undersigned understands that the City of Pocatello requires the applicant to provide a Microsoft Excel file containing all of the names and addresses of current property owners within a 300-foot radius of the subject property. **The list shall be based on the most current equalized assessment rolls acquired from the Bannock County Assessor's Office.**
3. The undersigned ensures that the persons named, together with their mailing addresses as shown on the project mailing list attached herewith, are all the owners of property situated within 300 feet of the property, as their said names and mailing addresses are set forth on the latest equalized assessment rolls as acquired from the Bannock County Assessor's Office.
4. **The foregoing is true under penalty of perjury.**

Dated: 05-31-2024 _____

Signature:  _____
Key: 9e7b-6a11507631-rt633ba21-aa1e4r7p3m

Name (please print): BRADY SMITH _____

Mailing Address: 161 JEFFERSON AVENUE _____

City: POCATELLO _____ State: ID _____ Zip: 83201 _____

ATTACHMENT B
PUBLIC WORKS MEMORANDUM
JULY 2, 2024



Memorandum

To: Matthew Lewis, Senior Planner

From: Merril Quayle PE, Public Works Development Engineer *MQ*
Foster Kirsch, Project Engineer *FK*

Date: July 2, 2024

Re: Northgate Villas Division 1 - P&Z Preliminary Plat (07.17.2024) Application 24-1548

The Public Works Department has reviewed the preliminary plat application for the above-mentioned project and submits that the following changes and items shall be addressed prior to final plat application.

Plat Conditions

1. The final plat shall meet all the requirements defined in section **16.24.040: Final Plat Requirements** of the Subdivision Ordinance.
2. Subdivision Plat shall conform to all state and local laws and ordinances.
3. The subdivision plat shall be formatted per Bannock County's requirements and reproducible on an 8.5x11 sheet of paper per Bannock County instructions.
4. Notes on the Plat shall be approved by the City of Pocatello Engineering and Legal Department prior to recording.
5. Provide adjoining property owners recorded deeds, a copy of all recorded easements, and document(s) which grants the signatory to sign the plat on behalf of the owner(s) to the City Surveyor at the time of final application for review.
6. The plat shall be black opaque ink, no gray scale or color.
7. Add note, Easements not depicted: All lots in this subdivision are subject to a drainage easement equal to the primary structure setback line along all lot lines. Lots must be graded and maintained so as to minimize drainage to adjoining properties.

Development Conditions

1. Include Topography labels to final plat application
2. Sewer and water utilities on fairgrounds road shall be extended to the northerly end of planned road construction
3. Valve clusters shall be located at street intersections and at the termination of the water and sewer lines on fairgrounds road.
4. Pond access required and meeting Portneuf Valley Stormwater Design Manual.
5. Stormwater collection for project will not be sufficient to serve the whole proposed parking lot, a second collection point shown on commented plat.
6. Roadway (Goldstar Dr./Fairgrounds Rd.) intersection and driveway (south) entrances shall line up.
7. All intersections shall have ADA compliant crossings and ramps.
8. Hydrant shall be added to road connecting to Gold Star Road.
9. Sewer System
 - a. Manholes even on private line should be located for 24/7 access, remove from parking stall if possible.

- b. Lift station must be able to serve property located Northwest of planned development. Lots 4, 5, and 6 eliminate only viable path while keeping sewer system private.
 - c. Open to further discussion about how to make system work and keep separate private and public utilities, that is sewer extending to future development properties to west.
 - d. Current proposed system is not compliant with city standards for public sewer line.
10. Add note: "Lift station in Northgate shall be operational and accepted by the city prior to any certificate of occupancy will be granted"
 11. Provide a flushing, chlorination, and sampling plan for the water main line 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 required and location approved by the Post Master and the City of Pocatello.
11. This area was annexed 02/15/2018 Ordinance #3001 and is subjected to a "Water Right Value" per Resolution 2006-02.

ATTACHMENT C
CITY STAFF – INTERMOUNTAIN GAS
COMMENT

Lewis, Matthew

From: Neville, Mike
Sent: Tuesday, July 2, 2024 4:32 PM
To: Lewis, Matthew; Quayle, Merrill
Cc: Farnsworth, Kerri
Subject: RE: Preliminary Plats

I have some concerns on the preliminary plats for "The Preserve at City Creek Division 1" and "The Northgate Villas Division 1". Please let me know if there are any questions or anything further that I need to do with these.

For Northgate Villas.

When they came to site plan, we discussed that Fairgrounds Rd. is being constructed as a Collector and they would need to meet the access management guidelines for it. Having the two approaches offset from Goldstar Dr in the alignment depicted has the potential to cause traffic safety and operational problems especially with the southern approach. It would be my opinion that the southern approach be aligned with Goldstar Dr and the northern approach moved as far north as possible.

For The Preserve at City Creek.

W Clark St to the west of N Lincoln is too narrow to allow for bidirectional traffic on it currently and a traffic impact study needs to be completed based upon their full development to identify potential remediations for the increase in traffic volumes. The upper portion of W Clark St is not currently dedicated right of way and the road surface will not support the amount of traffic that the first or subsequent phases of the development will generate. The entrance to the development is approximately 1,800 feet from the intersection of Clark & Lincoln and a secondary access needs to be addressed. I was unable to find on the plat if the proposed storm water ponds would be private or deeded to the City. Pond design will come later in the process however, the lot size for the lots encompassing the ponds does need to be considered to allow for their further development and existing conditions.

From: Lewis, Matthew <mlewis@pocatello.gov>
Sent: Tuesday, June 25, 2024 3:58 PM
To: Lusk, Levi <llusk@pocatello.gov>; Allen, Skyler <sallen@pocatello.gov>; Armstrong, Justin <jarmstrong@pocatello.gov>; Beebe, Skyler <sbeebe@pocatello.gov>; Bigelow, Richard <rbigelow@pocatello.gov>; Bullock, Dean <dbullock@pocatello.gov>; 'Century Link' <biser.fan@centurylink.com>; 'Commissioner Cheryl Rogers' <cherrog@gmail.com>; 'Dave Spillett' <dspillett@idahopower.com>; Diehl, Rich <rdiehl@pocatello.gov>; Farnsworth, Kerri <kfarnsworth@pocatello.gov>; FirePrevention <FirePrevention@pocatello.gov>; 'halj@bannockcounty.us'; Henderson, Andrea <ahenderson@pocatello.gov>; Hoch, Barry <bhoch@pocatello.gov>; 'Idaho Fish & Game' <dan.garren@idfg.idaho.gov>; 'Idaho Fish & Game' <becky.johnson@idfg.idaho.gov>; 'Idaho Power' <jqualls@idahopower.com>; 'Idaho Power, Matt Pallante' <MPallante@idahopower.com>; 'Idaho Power, Travis Hanks' <thanks@idahopower.com>; 'Idaho Transportation Department' <Chris.Peirsol@itd.idaho.gov>; 'Intermountain Gas Company' <phillip.colborn@intgas.com>; 'Intermountain Gas Company' <ashley.snyder@intgas.com>; 'James Murphy' <james.murphy@intgas.com>; 'Karen Aguilar' <grannychef53@gmail.com>; Kirkman, Tom <tkirkman@pocatello.gov>;

Lewis, Matthew

From: Colborn, Phillip <phillip.colborn@intgas.com>
Sent: Monday, July 8, 2024 1:17 PM
To: Lewis, Matthew
Subject: RE: Preliminary Plats

Matthew,

Sorry for the late response.

Regarding: The Northgate Villa Div 1 – IGC would ask for a PUE to be added inside the subdivision as I am not seeing one beyond the ROW.

Thanks

Phil

From: Lewis, Matthew <mlewis@pocatello.gov>
Sent: Tuesday, June 25, 2024 3:58 PM
To: Lusk, Levi <llusk@pocatello.gov>; Allen, Skyler <sallen@pocatello.gov>; Armstrong, Justin <jarmstrong@pocatello.gov>; Beebe, Skyler <sbeebe@pocatello.gov>; Bigelow, Richard <rbigelow@pocatello.gov>; Bullock, Dean <dbullock@pocatello.gov>; 'Century Link' <biser.fan@centurylink.com>; 'Commissioner Cheryl Rogers' <cherrog@gmail.com>; 'Dave Spillett' <dspillett@idahopower.com>; Diehl, Rich <rdiehl@pocatello.gov>; Farnsworth, Kerri <kfarnsworth@pocatello.gov>; FirePrevention <FirePrevention@pocatello.gov>; 'halj@bannockcounty.us'; Henderson, Andrea <ahenderson@pocatello.gov>; Hoch, Barry <bhoch@pocatello.gov>; 'Idaho Fish & Game' <dan.garren@idfg.idaho.gov>; 'Idaho Fish & Game' <becky.johnson@idfg.idaho.gov>; 'Idaho Power' <jqualls@idahopower.com>; 'Idaho Power, Matt Pallante' <MPallante@idahopower.com>; 'Idaho Power, Travis Hanks' <thanks@idahopower.com>; 'Idaho Transportation Department' <Chris.Peirsol@itd.idaho.gov>; Colborn, Phillip <phillip.colborn@intgas.com>; Snyder, Ashley <ashley.snyder@intgas.com>; Murphy, James <james.murphy@intgas.com>; 'Karen Agular' <grannychef53@gmail.com>; Kirkman, Tom <tkirkman@pocatello.gov>; Lusk, Levi <llusk@pocatello.gov>; Murphy, Jacob <jmurphy@pocatello.gov>; 'N BANNOCK FIRE DISTRICT' <jrfarnsworth@northbannockfire.us>; Neville, Mike <mneville@pocatello.gov>; Pratt, Casey <cpratt@pocatello.gov>; Pulido, Ruben <rpulido@pocatello.gov>; Quayle, Merril <mquayle@pocatello.gov>; 'Sandra Rice' <bubba3806@aol.com>; Sanger, Hannah <hsanger@pocatello.gov>; waltonto@sd25.us; 'SE ID Health Dept' <kkeller@siph.idaho.gov>; 'Sparklight Const Coordinator' <russell.christ@sparklight.biz>; 'SPARKLIGHT TECH OPER MGR' <RYAN.CHARLES@SPARKLIGHT.BIZ>; Van Brunt, Brett <bvanbrunt@pocatello.gov>; 'Williams Gas Pipeline West' <bret.blair@williams.com>; Planning <Planning@pocatello.gov>; Butler, Anne <abutler@pocatello.gov>; Gonzalez, Isaac <igonzalez@pocatello.gov>
Cc: Planning <Planning@pocatello.gov>
Subject: Preliminary Plats

**** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. ****

Hello – please find attached Utility Notices, Preliminary Plat Applications and the proposed plats for each. Thank you for your review.

MATTHEW G. LEWIS, M.S. | CITY OF POCATELLO
Senior Planner | Planning & Development Services