



CITY OF STAR

LAND USE STAFF REPORT

TO: Mayor & Council

FROM: City of Star Planning Department

MEETING DATE: February 6, 2024 – PUBLIC HEARING

FILE(S) #: CUP-23-09 – Frontier Credit Union

OWNER/APPLICANT/REPRESENTATIVE

Representative:

Henry Prendergast
Cole Architects
404 S. 8th St., Ste. 250
Boise, Idaho 83702

Applicant:

Frontier Credit Union
865 S. Woodruff Ave.
Idaho Falls, Idaho 83401

Owner:

Butch Kirtley
3043 W. Balata Ct.
Meridian, Idaho 83642

REQUEST

Request: The Applicant is seeking approval of a Conditional Use Permit to construct a drive through within a new banking facility. The property is located at 11368 & 11352 W. State Street in Star, Idaho. The property is currently zoned Central Business District (CBD).

PROPERTY INFORMATION

Property Location: The subject property is generally located on the northeast corner of W. State Street and N. Union Street in Star, Idaho. Ada County Parcel Numbers R8108000008 & R8108000055.

APPLICATION REQUIREMENTS

Pre-Application Meeting Held	September 7, 2023
Neighborhood Meeting Held	November 28, 2023
Application Submitted & Fees Paid	December 4, 2023

Application Accepted	December 19, 2023
Residents within 300' Notified	December 19, 2023
Agencies Notified	December 19, 2023
Legal Notice Published	January 9, 2024
Property Posted	January 26, 2024

HISTORY

The property was previously zoned Central Business District (CBD).

ZONING ORDINANCE STANDARDS / COMPREHENSIVE PLAN

UNIFIED DEVELOPMENT CODE:

8-1B-4: CONDITIONAL USES:

A. Purpose: The purpose of this section is to establish procedures that allow for a particular use on a particular property subject to specific terms and conditions of approval.

B. Applicability: The provisions of this section apply to all uses identified as conditional use in chapter 3, "District Regulations", of this title, and as otherwise required by specific development standards in chapter 5, "Specific Use Standards", of this title.

C. Process:

1. The applicant shall complete a preapplication conference with the administrator prior to submittal of an application for a conditional use.
2. An application and appropriate application fees, in accord with article A, "General Provisions", of this chapter, shall be submitted to the administrator on forms provided by the planning department.
3. The administrator may require additional information concerning the social, economic, fiscal or environmental effects of the proposed conditional use, prior to the scheduling of a public hearing.

D. Standards: In approving any conditional use, the city council may prescribe appropriate conditions, bonds and safeguards in conformity with this title that:

1. Minimize adverse impact of the use on other property.
2. Control the sequence and timing of the use.

3. Control the duration of the use.
4. Assure that the use and the property in which the use is located is maintained properly.
5. Designate the exact location and nature of the use and the property development.
6. Require the provision for on site or off-site public facilities or services.
7. Require more restrictive standards than those generally required in this title.
8. Require mitigation of adverse impacts of the proposed development upon service delivery by any political subdivision, including school districts, that provides services within the city.

8-1B-4E. FINDINGS: The council shall base its determination on the conditional use permit request upon the following:

1. That the site is large enough to accommodate the proposed use and meet all the dimensional and development regulations in the district in which the use is located.
2. That the proposed use will be harmonious with the Star comprehensive plan and in accord with the requirements of this title.
3. That the design, construction, operation and maintenance will be compatible with other uses in the general neighborhood and with the existing or intended character of the general vicinity and that such use will not adversely change the essential character of the same area.
4. That the proposed use, if it complies with all conditions of the approval imposed, will not adversely affect other property in the vicinity.
5. That the proposed use will be served adequately by essential public facilities and services such as highways, streets, schools, parks, police and fire protection, drainage structures, refuse disposal, water, and sewer.
6. That the proposed use will not create excessive additional costs for public facilities and services and will not be detrimental to the economic welfare of the community.
7. That the proposed use will not involve activities or processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
8. That the proposed use will not result in the destruction, loss or damage of a natural, scenic or historic feature considered to be of major importance.

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8-3A-1: ZONING DISTRICTS AND PURPOSE ESTABLISHED:

The following zoning districts are hereby established for the interpretation of this title, the zoning districts have been formulated to realize the general purposes as set forth in this title. In addition, the specific purpose of each zoning district shall be as follows:

(CBD) CENTRAL BUSINESS DISTRICT: To provide for commercial, retail, civic, office, and entertainment uses. High density housing is encouraged on the upper floors of mixed-use buildings and may also be allowed at the fringes of the land use designation shown on the comprehensive plan. Live/work designed development is also encouraged in this district. Developments in this district are to place an emphasis on pedestrian and bicycle access and compatibility. Special emphasis shall be placed on development in the central downtown area to encourage and create a vibrant, walkable downtown community that incorporates the Boise River as an active amenity.

8-3A-3: USES WITHIN ZONING DISTRICTS

The following table lists principal permitted (P), accessory uses (A), conditional (C), or prohibited

(N) uses.

ZONING DISTRICT USES	CBD
Drive-through establishment/drive-up service window	C
Financial Institution	P

8-3A-4: ZONING DISTRICT DIMENSIONAL STANDARDS:

Zoning District	Maximum Height Note Conditions	Minimum Yard Setbacks Note Conditions			
		Front (1)	Rear	Interior Side	Street Side
CBD	35'	0'	0'	0' 4	0'

Notes:

1. Front yard setback shall be measured from the face of the garage to the face of the sidewalk, allowing for 20' of parking on the driveway without overhang onto the sidewalk.
2. Zero-Lot-Line and reduced front and rear setback waivers may be requested through the Development Agreement process. All other side yard setback requests for detached structures shall not be granted waivers, unless as part of a Planned Unit Development.
3. All setbacks in the CBD, C-1, C-2, LO, IL, PS, RC and M-U zone shall maintain a minimum 15' when adjacent to a residential use or zone.
4. As approved by the Fire District.

8-4B-3: REQUIRED NUMBER OF OFF-STREET PARKING SPACES:

Banks/Financial Institutions	1 for each 200 square feet of gross floor area; plus queue for 4 cars per drive up window.
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8-5-13: DRIVE-THROUGH ESTABLISHMENT:

- A. A drive-through establishment shall be an accessory use where the drive-through portion of the facility (including stacking lanes, speaker and/or order area, pick up windows, and exit lanes) is not immediately adjacent to the drive-through portion of another facility, or immediately adjacent to a residential district or an existing residence, unless approved through a planned unit development.
- B. All establishments providing drive-through service shall identify the stacking lane, menu and speaker location (if applicable), and window location on applicable permit applications.

C. A site plan shall be submitted that demonstrates safe pedestrian and vehicular access and circulation on the site and between adjacent properties. At a minimum the plan shall demonstrate compliance with the following standards:

1. Stacking lanes shall have sufficient capacity to prevent obstruction of the public right of way by patrons;
2. The stacking lane shall be a separate lane from the circulation lanes needed for access and parking;
3. The stacking lane shall not be located within ten feet (10') of any residential district or existing residence;
4. Any stacking lane greater than one hundred feet (100') in length shall provide for an escape lane;
5. A letter from the transportation authority indicating the site plan is in compliance with the authority's standards and policies shall be required.

D. The applicant shall provide a six-foot (6') sight obscuring fence where a stacking lane or window location adjoins a residential district or an existing residence.

E. Menu boards are considered as signs.

F. Approval from the Fire District is required for the location and access of the drive-thru facility.

COMPREHENSIVE PLAN:

8.2.3 Land Use Map Designations:

Central Business District

The Central Business District is planned to be a vibrant downtown center for the community. Uses encouraged are commercial, retail, civic, private offices, and entertainment. High density housing is encouraged on the upper floors of mixed-use buildings and at the fringes of the land use designation. Developments in this district are to place an emphasis on pedestrian and bicycle access and compatibility.

8.3 Goal:

Encourage the development of a diverse community that provides a mix of land uses, housing types, and a variety of employment options, social and recreational opportunities, and where possible, an assortment of amenities within walking distance of residential development.

8.4 Objectives:

- Implement the Land Use Map and associated policies as the official guide for development.

- Manage urban sprawl in order to minimize costs of urban services and to protect rural areas.
- Encourage land uses that are in harmony with existing resources, scenic areas, natural wildlife areas, and surrounding land uses.
- Encourage commercial development that is consistent with a family friendly feel, not overburdening the community with big box and franchise uses and discourage the development of strip commercial areas.

8.5.5 Policies Related Mostly to The Central Business District Planning Areas:

- The CBD zoning district should allow for a mix of commercial, office, institutional, and civic type uses with specific provisions for residential use in appropriate locations with compatible densities.
- The city should develop a street improvement plan for the CBD identifying drainage and street improvements with a functional grid system and use public private partnerships to assure the system is built and that “ad hoc” development of parcels within the CBD do not block good planning.
- The city should develop a downtown grid system, in part, planning for the easterly extension of Tempe Lane and easterly extension of West First Street to help provide better downtown access and parking facilities.
- The east west public road from the Heron River Development, south of the LDS Church on Main Street, should be extended to Star Road.
- Implement, review, and update the 2011 Star Downtown Revitalization Plan for development strategies within the plan intended to stimulate development within the CBD.
- As recommended in the 2011 Star Downtown Revitalization Plan, the city should create an Urban Renewal District to stimulate development within the CBD.
- The city should encourage assemblage of the smaller properties where appropriate.

8.5.6 Policies Related Mostly to the Commercial Planning Areas:

- Assist in the provision of coordinated, efficient, and cost-effective public facilities and utility services, carefully managing both residential and non-residential development and design, and proactively reinforcing downtown Star’s role as the urban core while protecting existing property rights. B. Encourage commercial facilities to locate on transportation corridors. C. Locate neighborhood services within walking distance to residential development. D. Discourage the development of strip commercial areas. E. Maintain and develop convenient access and opportunities for shopping and employment activities. F. Commercial areas of five acres or less should be encouraged in residential land use designations with appropriate zoning to allow for commercial services for residential neighborhoods and to limit trip lengths. Such commercial areas

should be submitted for approvals with a Conditional Use Permit or Development Agreement to assure that conditions are placed on the use to provide for compatibility with existing or planned residential uses. These areas should be oriented with the front on a collector or arterial street.8.5.9 Additional Land Use Component Policies:

- Encourage flexibility in site design and innovative land uses.
- Work with Ada County Highway District (ACHD), Canyon Highway District #4 (CHD4), and Idaho Department of Transportation (ITD) for better coordination of roadway and access needs.
- Support well-planned, pedestrian-friendly developments.
- Dark sky provision should be adopted within the code to assure down style lighting in all developments and Star should consider joining the International Dark Sky Association.

PROJECT OVERVIEW

CONDITIONAL USE PERMIT:

The applicant is requesting approval of a Conditional Use Permit for a drive-through within a banking facility. The property is currently zoned Central Business district (CBD) and a financial institution is a principally permitted use. The Unified Development Code, Section 8-3A-3 requires all drive-throughs to be approved through a Conditional Use Permit.

This Conditional Use Permit is for approval of the drive through only.

Section 8-4B-3 requires banks and financial institutions to provide a queue for (4) four cars per drive-up window. The applicant is proposing three drive-up service lanes. It appears that the proposed queue space will accommodate the required 4 average sized cars.

Access is proposed to be taken from N. Union Street and W. State Street using the currently established ingress and egress. There is also an alleyway on the north of the property that runs east and west from N. Union Street to N. Star Road that will also provide access to the site. The property is adjacent to the currently developing Jackson's Food and Gas and is separated by an existing valley gutter. The Applicant shall work to secure a cross access agreement with this property owner. This shall be in place and recorded prior to final occupancy.

The Unified Development Code (UDC), Section 8-4B-2 requires "all drive aisles adjacent to a building shall be a minimum of 25' 0" or as required by the fire code..." The proposed site plan appears to call out 26 feet at the narrowest section of the drive aisle, satisfying this portion of the UDC. feet widths on the north and south of the building.

All signage, including building, drive through and monuments will need separate permits and approval from Staff.

The current site plan shows the drive-through canopy crosses onto another lot line. The Applicant is working on a lot line adjustment to correct this situation. This will need to be completed prior to issuing a building permit.

The development is part of two separate parcels. The City Engineer has recommended to the applicant to merge the two parcels into one to avoid any portions of the structures from being within a lot line. Staff is in agreement and has included it as a condition of approval.

ITD has recommended that the access to W. State Street be abandoned, and access be taken from the east and west. Staff has included this as a condition of approval for the Council to consider.

AGENCY RESPONSES

Fire District	January 30, 2024
City Engineer	January 17, 2024
ACHD	January 25, 2024
ITD	January 8, 2024

PUBLIC RESPONSES

No public comments have been received.

STAFF ANALYSIS & RECOMMENDATIONS

Based upon the information provided to staff in the applications and agency comments received to date, staff finds that the proposed conditional use permit meets the requirements, standards and intent for development as they relate to the Unified Development Code and Comprehensive Plan.

The Council should consider the entire record and testimony presented at their scheduled public hearing prior to rendering its decision on the matter. Should the Council vote to approve the applications, either as presented or with added or revised conditions of approval, Council shall direct staff to draft findings of fact and conclusions of law for the Council to consider at a future date.

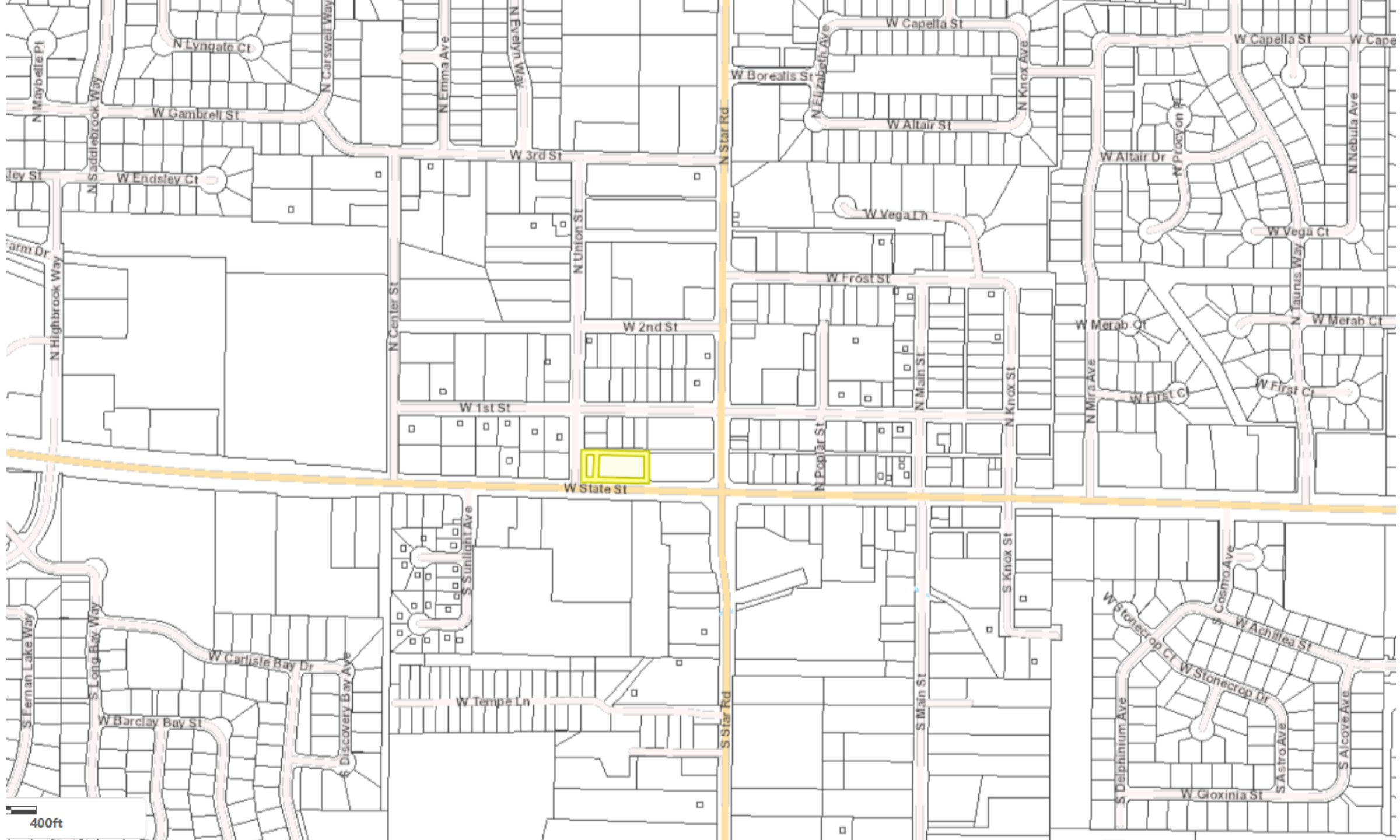
CONDITIONS OF APPROVAL

1. The approved Conditional Use shall comply with all statutory requirements of applicable agencies and districts having jurisdiction in the City of Star.

2. **Prior to issuance of a building permit, the applicant shall receive a certificate of zoning compliance and design review for compliance with the Architectural Design Guidelines.**
3. **Applicant shall provide a recorded cross access agreement with the property to the east prior to issuance of a certificate of occupancy.**
4. **The Applicant shall complete the lot line adjustment combining the two parcels and have it recorded with the County prior to issuance of a building permit.**
5. Pressurized irrigation systems shall comply with the Irrigation District(s) and the City of Star Codes. Plans for pressurized irrigation systems shall be submitted to, and approved by the City of Star Engineer, prior to installation.
6. A form signed by the Star Sewer & Water District shall be submitted to the City prior to issuance of building permit stating that all conditions of the District have been met, including annexation into the District.
7. The applicant shall provide a sign, to be located at all construction entrances, indicating the rules for all contractors that will be working on the property starting at grading and running through occupancy that addresses items including but not limited to dust, music, dogs, starting/stopping hours for contractors (7a.m. start time). **Sign shall be approved by the City prior to start of any construction.**
8. The applicant shall obtain all the proper building permits from the City Building Department prior to occupancy of the unit.
9. The Conditional Use Permit may be revoked or modified by the City Council for any violation of any Condition of Approval.
10. The applicant shall obtain a sign permit prior to any signage being placed on the site or building.
11. A Certificate of Zoning Compliance will be required prior to the start of construction.
12. Any additional Condition of Approval as required by Staff and City Council.
13. Any Conditions of Approval as required by Star Fire Protection District.

COUNCIL DECISION

The Star City Council _____ File Number CUP-23-09 for Frontier Credit Union on _____, 2024.



400ft

Project Narrative

Frontier Credit Union - Star Branch

Frontier Credit Union, along with Cole Architects are excited to get started on a new credit union branch on State St. in Star Idaho. This project is located at 11352 W. State St. just west of the Star Boulevard intersection. We are currently applying for a Conditional Use Permit to open, with hopes to break ground in the Q2 of 2024. We feel a credit union is something Star needs for friends and family to have a reliable, neighborhood driven business with local Idaho ties. Our credit union will have a small branch with drive through access and a warm, inviting branch floor. In keeping with Stars' rural atmosphere, we have designed with the western modern style found in many businesses in the Star CBD. We feel it is overall a low impact type of business to put in the recently designated Central Business District. Our hope is that when you see our plans, you will feel the same and will see the care we are putting into the design to keep it aesthetically pleasing and to fit beautifully within the City of Star.

Our intention is to build a 3,000 sq. ft. credit union, complete with offices, bank tellers, and an attached drive through with teller access. Frontier is Idaho's fastest growing credit union which recently opened it's first location in the Treasure Valley. Frontier will be a community oriented credit union, with a strong focus on Star and the surrounding communities financial needs.



Henry Prendergast, Project Manager, Cole Architects

12/5/2023
Date



CONDITIONAL USE PERMIT APPLICATION

***All applicable information must be filled out to be processed.

FILE NO.: CU-23-09	Fee Paid: \$1660.00
Date Application Received: 12-04-2023	Processed by: City: Barbara Norgrove

Applicant Information:

PRIMARY CONTACT IS: Applicant ___ Owner ___ Representative X

Applicant Name: Frontier Credit Union
Applicant Address: 11368-11352 W. STATE ST. STAR, ID Zip: 83699
Phone: (800) 727-9961 Email: contactus@frontiercreditunion.com

Owner Name: Butch Kirtley
Owner Address: 3043 W. Balata Ct. , Meridian, ID Zip: 83642
Phone: (800) 727-9961 Email: butchkirtley@hotmail.com

Representative (e.g., architect, engineer, developer):
Contact: Henry Prendergast Firm Name: Cole Architects
Address: 404 S 8th St., STE 250, Boise, Idaho Zip: 83702
Phone: (208) 345-1800 Email: henry@coelarchitects.com

Property Information:

Site Address: 11368-11352 W. State St. Star, Idaho 83699 Parcel Number: R8108000055 & R8108000008

Requested Condition(s) for Conditional Use: _____

We are developing a full service credit union
which includes a 3-lane drive through.

	Zoning Designation	Comp Plan Designation
Existing	CBD -DA	CBD -DA
Proposed	CBD -DA	CBD -DA
North of site	CBD -DA	CBD -DA
South of site	C-2	CBD -DA
East of site	CBD -DA	CBD -DA
West of site	CBD -DA	CBD -DA

Site Data:

Total Acreage of Site: .72 Acres
Proposed Percentage of Site Devoted to Bldg Coverage: 3,100 sq.ft.
Proposed Percentage of Site Devoted to Landscaping: 15%
Number of Parking spaces: Proposed 17 Required 16
Requested Front Setback: 0 Requested Rear Setback: 0
Requested Side Setback: 0 Requested Side Setback: 0
Requested Side Setback: 0
Existing Site Characteristics: Vacant, un-developed commercial parcel along State St.

Number and Uses of Proposed Buildings: 1, Financial Institution with Drive Through
Location of Buildings: Roughly center of lot with Drive Through to the west of the building.
Gross Floor Area of Proposed Buildings: 3,100 Sq. Ft.
Describe Proposed On and Off-Site Traffic Circulation: _____
Traffic will commonly enter through the shared access location to the east of the property. Circulation will run to the north of the parcel with potential to exit through the northwest exit on Union St.
Proposed Signs – number, type, location: Building sign on east and south exterior.
(include draft drawing) (See included elevations for draft drawings)

Public Services (state what services are available and what agency is providing the service):
Potable Water - Available, provided by Star Sewer and Water
Irrigation Water - Available, provided by Star Sewer and Water
Sanitary Sewer - Available, provided by Star Sewer and Water
Schools - Available, provided by West Ada School District
Fire Protection - Available, provided by Star/Middleton Fire Protection
Roads - Available, provided by ACHD & ITD

Flood Zone Data (This Info Must Be Filled Out Completely Prior to Acceptance):

Subdivision/Project Name: Frontier Credit Union - Star Branch Phase: Schematic Design/CD

Special Flood Hazard Area: total acreage _____ number of homes/structures
1

- a. A note must be provided on the site plan documenting the current flood zone in which the property or properties are located. The boundary line must be drawn on the plan in situations where two or more flood zones intersect over the property or properties being surveyed.
- b. FEMA FIRM panel(s): #160xxxxxC, 160xxxxxE, etc.: 16001C0130J
FIRM effective date(s): mm/dd/year 06/19/2020
Flood Zone(s): Zone X, Zone A, Zone AE, Zone AH, etc.: ZONE X
Base Flood Elevation(s): AE 0 ft., etc.: _____
- c. Flood Zones are subject to change by FEMA and all land within a floodplain is regulated by Chapter 10 of the Star City Code.

Application Requirements:

(Applications are required to contain one copy of the following unless otherwise noted.)

Applicant (√)	Description	Staff (√)
X	Pre-application meeting with Planning Department required prior to neighborhood meeting.	BN
X	Copy of neighborhood meeting notice sent to property owners within 300 feet and meeting sign-in sheet. (Please contact the City for addresses & labels) (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application.)	BN
X	Completed and signed Conditional Use Application	BN
X	Fee: Please contact the City for current fee. Fees may be paid in person with check or electronically with credit card. Please call City for electronic payment. Additional service fee will apply to all electronic payments.	BN
X	Narrative fully describing the existing use, and the proposed project. (must be signed by applicant)	BN
X	Legal description of the property (word.doc and electronic version with engineer's seal):	BN
X	Copy of recorded warranty deed.	BN
X	If the signature on this application is not the owner of the property, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application.	BN
X	One (1) copy of names and addresses printed on address labels, of property owners within three hundred feet (300') of the external boundaries of the property being considered as shown on record in the County Assessor's office. Please contact the City to request addresses and labels.	BN
X	List of names(s) and address(es) of all canal or irrigation ditches within or contiguous to the proposed development.	BN
X	Vicinity map showing the location of the subject property	BN
X	One (1) full-size copy and One (1) 11"x 17" reduction of the Site Plan	
X	One (1) full-size copy and One (1) 11"x 17" reduction of the landscape plan (if applicable)	
X	Building elevations showing construction materials	BN
X	Two (2) copies electronic versions of submitted application including signed application, narrative, legal description, warranty deed, vicinity map, site plan, landscape plan, building elevations, shall be submitted in original pdf format (no scans) on a thumb drive only (no discs) with the files named with project name and plan type. We encourage you to also submit at least one (1) color version for presentation purposes.	BN
X	Signed Certification of Posting with pictures. (see attached posting requirements and certification form) – To be completed by application after acceptance of application. Staff will notify applicant of hearing and posting date.	

Site Plan (If applicable):

	The following items must be included on the site plan:	
X	• Date, scale, north arrow, and project name	X
X	• Names, addresses, and phone number of owner(s), applicant, and engineer, surveyor or planner who prepared the site plan	
X	• Existing boundaries, property lines, and dimensions of the lot	
X	• Relationship to adjacent properties, streets, and private lanes	
X	• Easements and right-of-way lines on or adjacent to the lot	
X	• Existing and proposed zoning of the lot, and the zoning and land use of all adjacent properties	
X	• Building locations(s) (including dimensions to property lines)	
X	• Parking and loading areas (dimensioned)	
X	• Traffic access drives and traffic circulation (dimensioned)	

X	• Open/common spaces	BN
X	• Refuse and service areas	BN
X	• Utilities plan, including the following: Sewer, water, irrigation, and storm drainage (existing & proposed)	BN
	• All on-site lighting proposed – Must Meet City “Dark Sky” Ordinances	

Landscape Plan (If applicable):

	The following items must be included on the landscape plan:	BN
X	• Date, scale, north arrow, and project name	BN
X	• Names, addresses, and phone numbers of the developer and the person and/or firm preparing the plan	BN
X	• Existing natural features such as canals, creeks, drains, ponds, wetlands, floodplains, high groundwater areas, and rock outcroppings	BN
X	• Location, size, and species of all existing trees on site with trunks 4 inches or greater in diameter, measured 6 inches above the ground. Indicate whether the tree will be retained or removed.	BN
X	• Existing buildings, structures, planting areas, light poles, power poles, walls, fences, berms, parking and loading areas, vehicular drives, trash areas, sidewalks, pathways, storm water detention areas, signs, street furniture, and other man-made elements	BN
X	• Existing and proposed contours for all areas steeper than 20% slope. Berms shall be shown with one-foot contours	BN
X	• Sight Triangles as defined in 8-4 A-7 of this Ordinance	
X	• Location and labels for all proposed plants, including trees, shrubs, and groundcovers (trees must not be planted in City water or sewer easements). Scale shown for plant materials shall reflect approximate mature size	BN
X	• Proposed screening structures	
X	• Design drawings(s) of all fencing proposed	BN
X	• Calculations of project components to demonstrate compliance with requirements of this ordinance, including: <ul style="list-style-type: none"> ➤ Number of street trees and lineal feet of street frontage ➤ Width of street buffers (exclusive of right-of-way) ➤ Width of parking lot perimeter landscape strip ➤ Buffer width between different land uses ➤ Number of parking stalls and percent of parking area with internal landscaping ➤ Total number of trees and tree species mix ➤ Mitigation for removal of existing trees, including number of caliper inches being removed 	BN

SIGNS (If applicable):

All signs will require separate submittal of a sign application.

FEE REQUIREMENT:

**** I have read and understand the above requirements. I further understand fees will be collected at the time of filing an application. I understand that there may be other fees associated with this application incurred by the City in obtaining reviews or referrals by architect, engineering, or other professionals necessary to enable the City to expedite this application. I understand that I, as the applicant, am responsible for all payments to the City of Star.**



12/4/2023

See Patent Location of Plat. Dist. No. 179 151 Recorded Aug 28. 1937 in Book 15 Misc. Records at page 368
 Records of Ada County Idaho.
 Stephen Utley Recorder
 By Josephine D. Smith Deputy

SECOND AMENDED PLAT OF THE TOWNSITE OF STAR

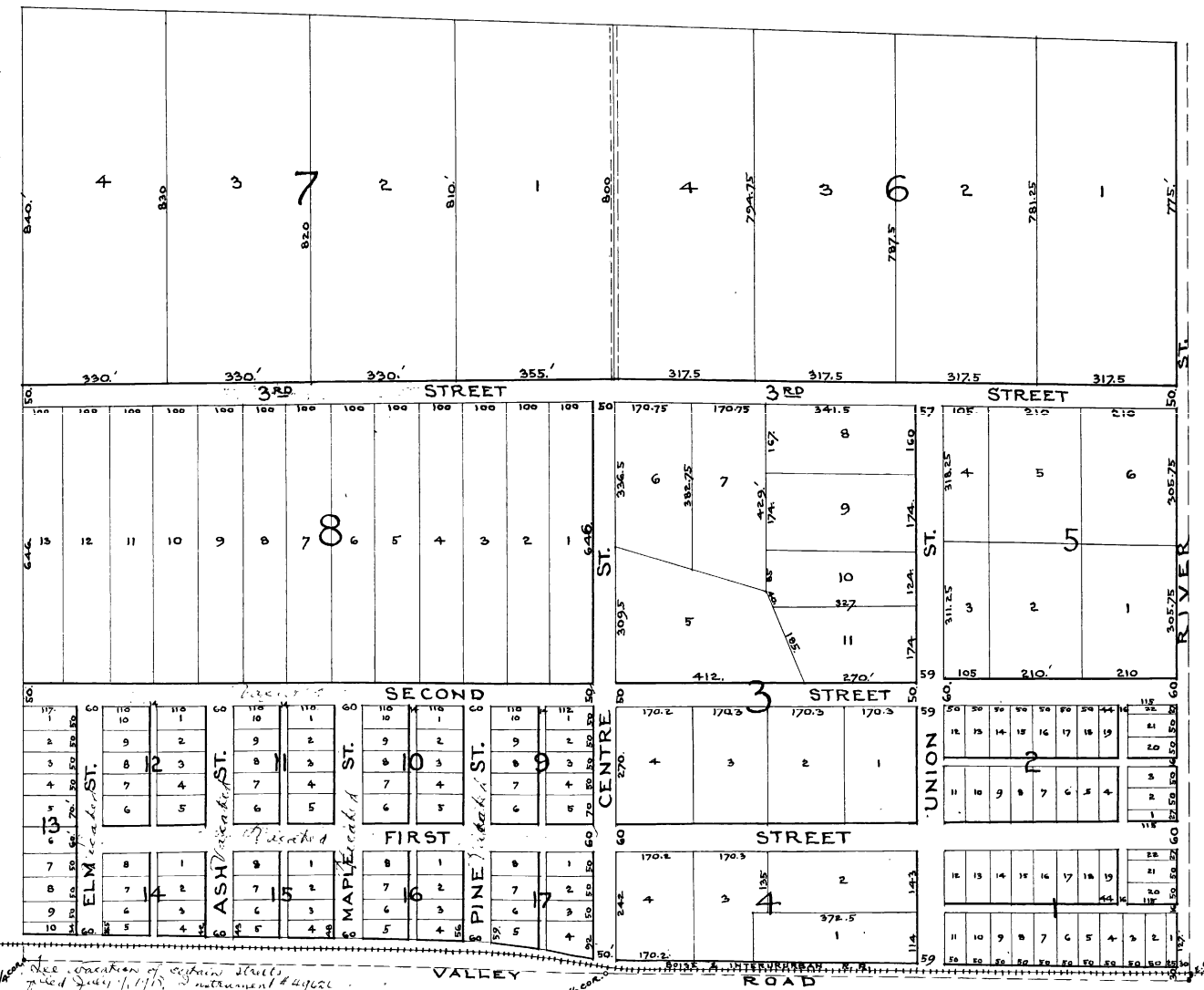
SCALE 200 FT. TO 1 INCH.

I, J. W. Almond, do hereby certify that the following is a correct description of the land included in the annexed Plat, to wit: The whole of the S. E. 1/4 of Sec. 7, T. 4 N., R. 1 W., B. M., in Ada County, State of Idaho, excepting therefrom the premises described in a certain deed from Frank Martin and Hugh E. McElroy, et al., to R. J. Freshcars filed for record in the office of the County Recorder of Ada County, State of Idaho, on May 18, 1907, and duly recorded in Book 67 of Deeds, at page 118, of the records of said office. The name of said plat is the second amended Plat of the Townsite of Star, Ada County, Idaho; and said plat includes the premises heretofore platted by said Frank Martin and Hugh E. McElroy as the original Townsite of Star, aforesaid, filed on the 17th day of December, 1903, and recorded in book 2, at page 744, of the Plat book records of said Ada County; and also the premises platted by said parties under the name of Amended Plat of the Townsite of Star, filed Nov. 27, 1906, and recorded in book 3, page 112, of the records of plats of said Ada County, State of Idaho. I further certify that said plat, except the premises included in the said original Townsite of Star, is made from actual surveys made by me and is correct; and that the part of said plat included in the original Townsite of Star is a correct copy of the original recorded plat thereof.
 J. W. Almond
 County Surveyor
 Dated this 17th day of September, A. D. 1907.

We, Frank Martin and Hugh E. McElroy, do hereby certify that we are the owners of all the premises embraced in the foregoing second Amended Plat of the Townsite of Star, not already included in the original plat of said Townsite and in the amended plat thereof, recorded in book 3, page 112, of the record of plats of Ada County, State of Idaho. That the premises embraced in said plats, are included in this plat, in order to make certain amendments in said plats affecting property still owned by us. That the whole of the premises embraced in this plat are hereby platted as the Townsite of Star, as the same appears on this second Amended Plat thereof. That we hereby dedicate the streets and alleys appearing on the annexed plat to the use of the public.
 Frank Martin
 Hugh E. McElroy
 Dated this 17th day of September, A. D. 1907.

State of Idaho } s.s.
 County of Ada }
 On this 17th day of September, A. D. 1907, before me, J. L. Martin, a notary public in and for said county, personally appeared Frank Martin and Hugh E. McElroy, known to me to be the persons whose names are subscribed to the above certificate and acknowledged to me that they executed the same. In witness whereof I have hereunto set my hand and affixed my official seal, the day and year in this certificate first above written.
 J. L. Martin
 Notary Public (SEAL)

State of Idaho } s.s.
 County of Ada }
 I hereby certify that this instrument was filed for record at request of H. E. McElroy at 35 minutes past 12 o'clock P.M., this 18th day of Sept., A. D. 1907, in my office, and duly recorded in book 3 of Plat Books, at page 138.
 W. L. Cuddy
 Ex. Officio Recorder
 W. D. McReynolds
 Deputy
 Fees \$3.50



See location of certain streets filed June 1, 1910, instrument #4922

SITE PLANS/ OVERALL SITE LAYOUT

SCALE: 1" = 20'-0"

BUILDING INFORMATION:

BRANCH FOOTPRINT: 3,000 sq. ft.
 DRIVE THRU: 3 Lanes + Exit Lane
 DRIVE AISLE MIN: 26'-0" (Two-Way)

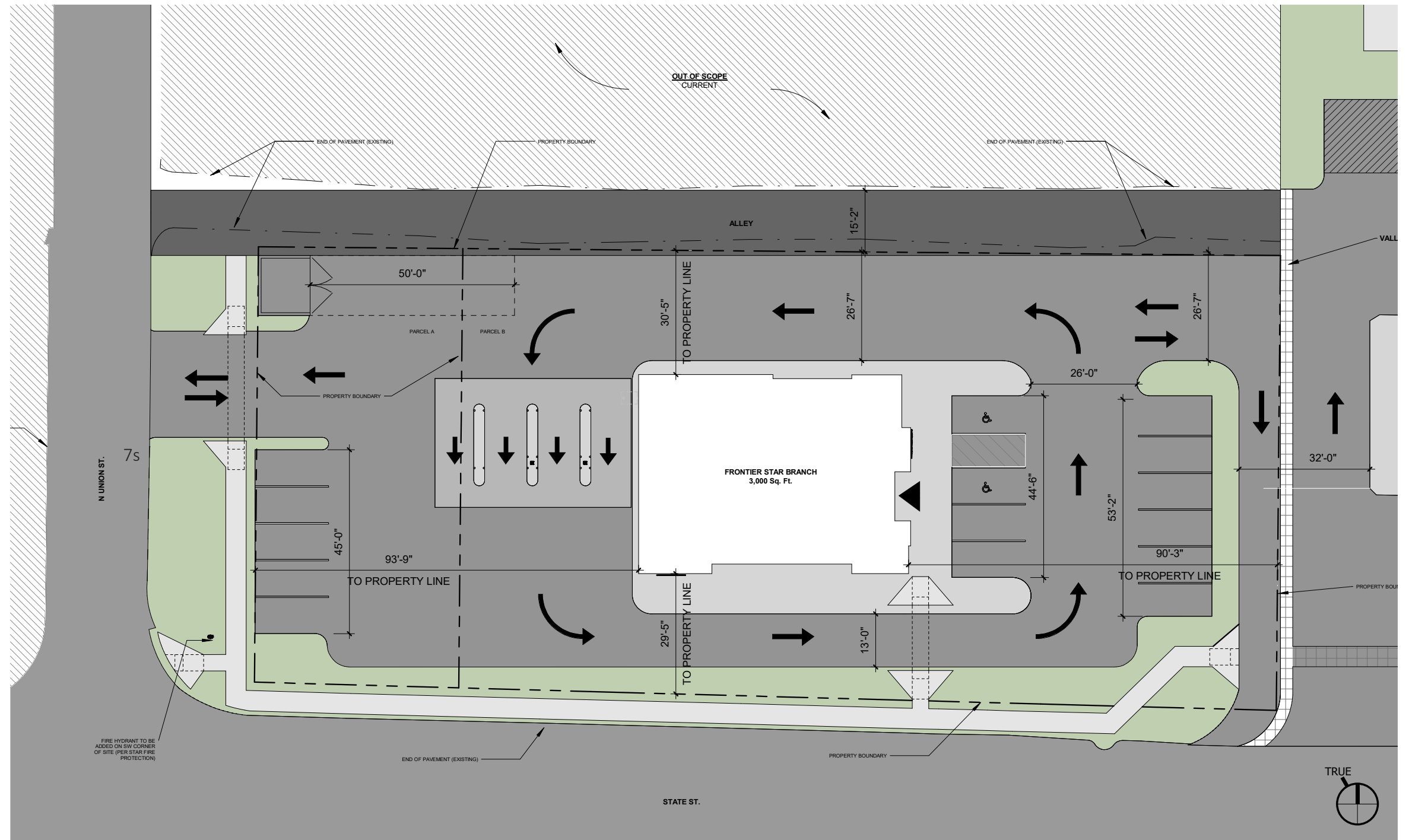
MAXIMUM LOT COVERAGE: N/A

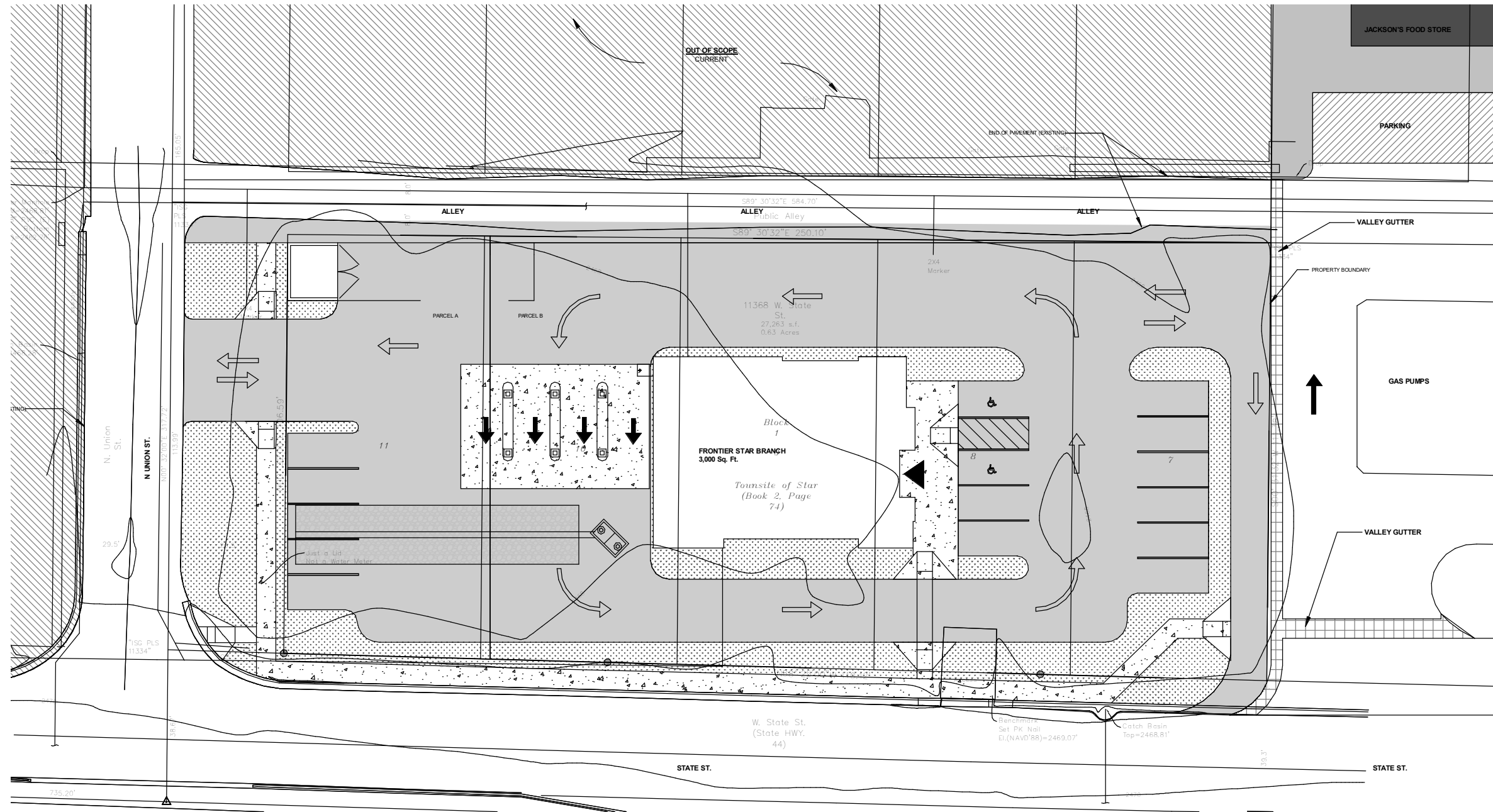
PARKING:

REQUIRED PARKING:

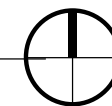
Commercial Uses: Star Building Code (8-4n-3)
 (1) for each 200 square feet of gross floor area; plus,
 queue for 4 cars per drive up window
 Minimum Parking: **15 Stalls**
 Available Parking: **15 Stalls**
 Dimensions: 9' x 20.5' for 45° parking angle & 9' x 23'
 for 0° parking angle
 Min number of accessible parking: **2**
 Available accessible parking: **2**

Required Bicycle parking: N/A





1 Civil Plan - Conditional Use Permit
 SCALE: 1" = 30'-0"



SHEET TITLE:	CIVIL SITE PLAN 12/4/2023
PROJECT NAME:	FRONTIER CREDIT UNION - STAR BRANCH
OWNER:	Owner

COLE ARCHITECTS
 404 S 8TH ST, STE 250
 Boise, Idaho 83702
 t 208.345.1800
 colearchitects.net
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H
G
L
E
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A

PLANT SCHEDULE					
SYMBOL	BOTANICAL / COMMON NAME	CONT	CAL	QTY	REMARKS
TREES					
	<i>Acer platanoides</i> 'Parkway' / Norway Maple	B&B	2"	3	CLASS II, 25'H x 25' W
	<i>Gleditsia triacanthos inermis</i> 'Shademaster' TM / Shademaster Locust	B&B	2"	5	35'H x 35' W, CLASS II
	<i>Liquidambar styraciflua</i> 'Cherokee' / Cherokee Sweet Gum	B&B	2"	2	40'h x 27'w, Class II
	<i>Tilia americana</i> 'Sentry' / American Linden	B&B	2"	2	Class II, 45'H x 30' W
	<i>Tilia cordata</i> 'Greenspire' / Greenspire Littleleaf Linden	B & B	2"	6	35'H x 25' W, Class II
SYMBOL	BOTANICAL / COMMON NAME	CONT	FIELD2	QTY	REMARKS
SHRUBS					
	<i>Artemisia frigida</i> / Fringed Sage	2 gal		26	30"h x 30"W
	<i>Calamagrostis x acutiflora</i> 'Karl Foerster' / Feather Reed Grass	2 gal		33	30"H x 3' W
	<i>Calamagrostis x acutiflora</i> 'Overdam' / Overdam Feather Reed Grass	1 gal		34	6 h x 2' w
	<i>Echinacea x 'Pow Wow White'</i> / Pow Wow White Coneflower	2 gal		12	2' H x 2' W
	<i>Helictotrichon sempervirens</i> 'Blue Oats' / Blue Oat Grass	2 gal		28	30"H x 30"W
	<i>Juniperus scopulorum</i> 'Skyrocket' / Skyrocket Juniper	5 gal		11	15'H x 3' W
	<i>Ligustrum x vicaryi</i> 'NCLX1' TM / Golden Ticket Privet	5 gal		8	8'H x 8'W, Regular Pruning to 4'H & 5' W
	<i>Physocarpus opulifolius</i> 'Diablo' / Diablo Ninebark	5 gal		12	6'H x 8' W
	<i>Pinus strobus</i> 'Blue Shag' / Blue Shag White Pine	5 gal		8	3' H x 4' W
	<i>Rhamnus frangula</i> 'Fine Line' / Fine Line Buchthorn	5 gal		13	7'H x 3' W
	<i>Rhus trilobata</i> 'Gro Low' / Skunkbush Sumac	5 gal		9	30"H x 8' W
	<i>Salvia nemorosa</i> 'White Profusion' / White Profusion Meadow Sage	2 gal		11	20"H x 20"W
	<i>Salvia x 'May Night'</i> / May Night Sage	2 gal		8	18"H x 18"W
	<i>Viburnum x burkwoodii</i> / Burkwood Viburnum	5 gal		7	6 H x 8' W
	<i>Yucca filamentosa</i> 'Color Guard' / Adam's Needle	5 gal		26	3' h x 4' w

LANDSCAPE REQUIREMENTS:

CODE REQUIREMENTS PER CITY CODE

STREET BUFFER:
*1 TREE PER 35LF

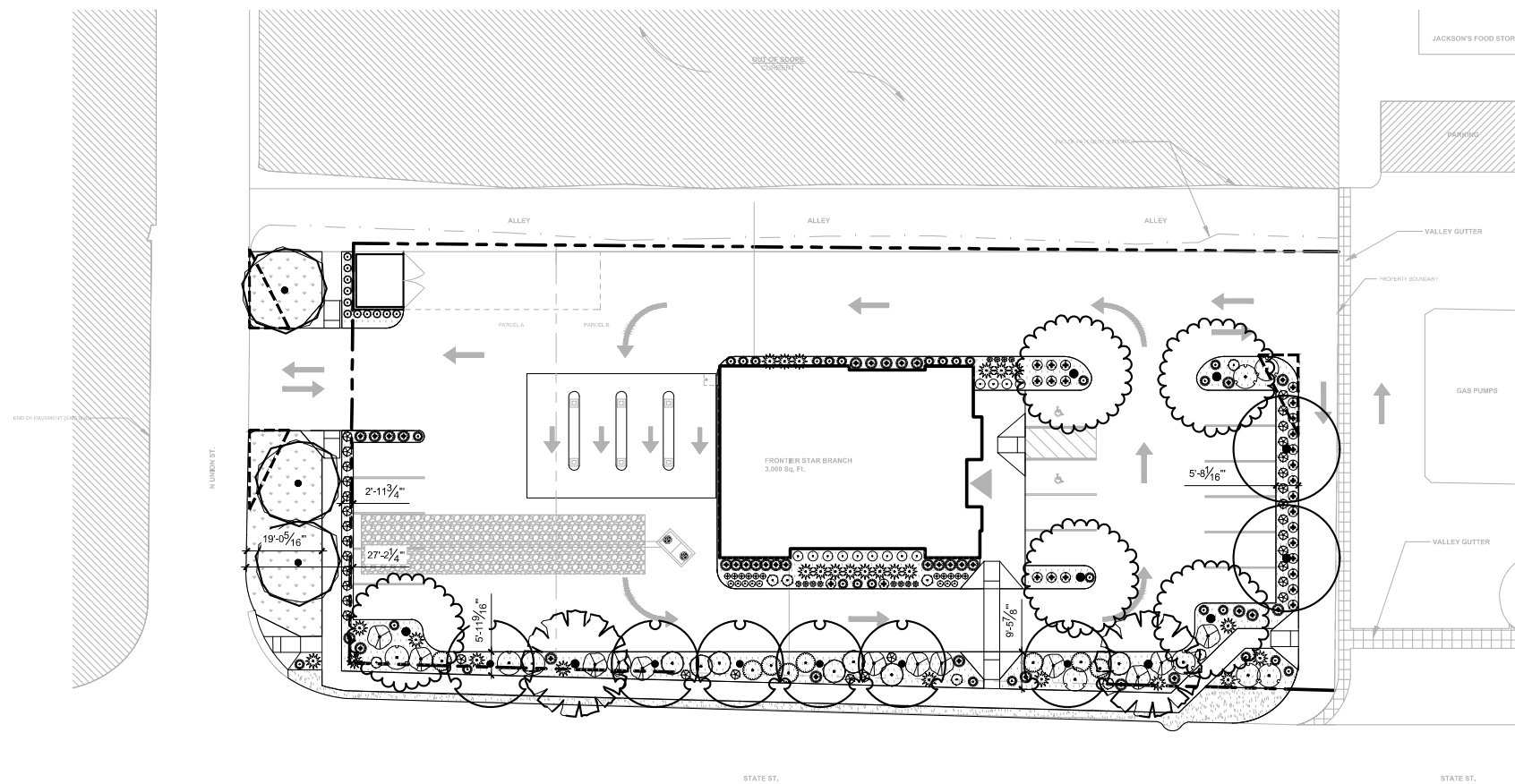
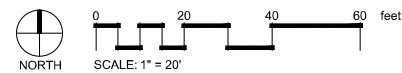
STREET NAME	LENGTH (LF)	TREES REQUIRED	TREES PROVIDED
STATE ST	276	8	8
N UNION	121	3	3

PARKING LOT:
*1 TREE PER PARKING ISLAND/TERMINAL PLANTER

MINIMUM PLANT SIZES:
 PLANT TYPE: MINIMUM SIZE
 *EVERGREEN TREES: 6'-0" HT. MIN.
 *ORNAMENTAL TREES: 2" CAL/PER MIN.
 *SHADE TREES: 2" CAL/PER MIN.
 *WOODY SHRUBS: 2 GAL. MIN.

LEGEND:

- SODDED LAWN: TALL TURF-TYPE FESCUE, OR APPROVED OTHER
- PLANTER BED MULCH: SEE NOTE 6.1
- GRAVEL SHOULDER, PER ITD REQUIREMENTS, MATCH OPPOSITE SIDE OF STATE STREET



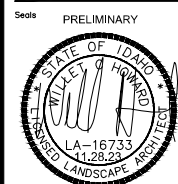
STACK ROCK GROUP
 LANDSCAPE ARCHITECTURE & MASTER PLANNING

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 404 S 8th St, #300A1
 Boise, ID 83702
 StackRockGroup.com

WILLET C HOWARD, PLA
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 STAR BRANCH
 STAR, IDAHO
 FRONTIER CREDIT UNION:
 (800) 727-9981 / PO Box 1885, Idaho Falls, Idaho, 83403

REVISIONS		
MRK	DATE	Description
△	**	**

JOB NO: 23-2860
 DATE: 11.28.2023
 DRAWN BY: JB
 CHECKED BY: JB

DRAWING TITLE
LANDSCAPE PLAN

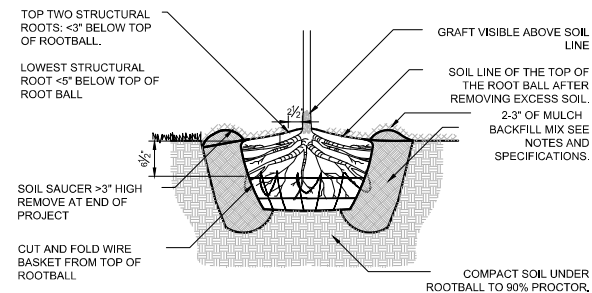
SHEET NUMBER
L100

LANDSCAPE NOTES:

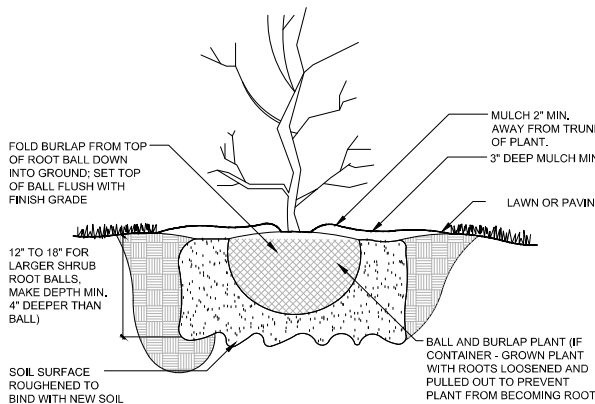
1. REGULATIONS & STANDARDS
 - 1.1. All contractor work shall be conducted in accordance with ISPCW (Idaho Standard Public Works Construction), 2020 (or most recent published); and City of STAR, ID codes, standards and state and local regulations.
2. EXISTING CONDITIONS
 - 2.1. All utilities shall be located prior to construction and protected. Any damage to structures, utilities or concrete will be replaced at contractor's expense.
 - 2.2. The site has many existing improvements such as underground utilities, curb and gutter, light poles and sidewalks.
 - 2.3. See Engineer's plans for information about existing features.
 - 2.3.1. Refer to civil plans for all existing and/or proposed drainage pipes & locations, utilities. Protect all drainage at all times, protect all utilities at all times.
3. GRADING & SITE PREPARATION
 - 3.1. Prepare finish grades for planting by grubbing and removing weeds, if necessary apply Round-Up (or equivalent herbicide), using a certified applicator. Remove rocks and other materials over 2".
 - 3.2. All gravel overprep to be removed and disposed of off site.
 - 3.3. Finish grade to be smooth transition to allow for entire site to be a natural flowing space.
 - 3.4. Fine grade lawn areas to elevations set by Engineer's plans with positive drainage away from structures.
 - 3.5. Refer to Engineer's plans for grading information & for all drainage pipes and locations. Protect and retain drainage at all times.
 - 3.6. No pooling or standing water will be accepted per industry standards.
4. SOILS
 - 4.1. Lawn areas shall receive 12" min depth of screened topsoil.
 - 4.2. All planter beds shall receive 18" min depth of screened topsoil.
 - 4.3. Reuse of existing topsoil that has been stockpiled on site is permitted if:
 - 4.3.1. Topsoil is tested and analyzed to ensure a proper growing medium. Provide additional amendments as determined by soil tests.
 - 4.3.2. Topsoil is to be loose, friable sandy loam that is clean and free of toxic materials, noxious weeds, weed seeds, rocks, grass or other foreign materials.
 - 4.3.3. Topsoil shall have a pH of 6.5 to 8.0.
 - 4.3.4. If on site topsoil does not meet these minimum standards contractor is responsible for providing approved imported topsoil or improving onsite topsoil per the approval of the project manager.
 - 4.4. If imported topsoil is used it must be from a local source and be screened free of any debris or foreign matter. Topsoil must not contain rocks, sticks, lumps, or toxic matter and has a pH of 6.5-8.0.
 - 4.5. Smooth, compact, and fine grade topsoil in lawn areas to smooth and uniform grade .5" below adjacent surfaces.
 - 4.6. Amend all new plantings with 2 parts topsoil, 1 part compost.
5. LAWN AREAS
 - 5.1. Sodded lawn to be tall turf-type fescue, or approved other.
 - 5.2. Sodded lawn to be regionally/locally harvested, lay sod within 24 hours of harvesting.
 - 5.3. Lay sod to form a solid mass with offset, tightly fitted joints on even grades.
 - 5.4. Any existing lawn that is damaged shall be replaced with sodded lawn of the same type of existing lawn.
 - 5.5. All lawn areas adjacent to planter beds, gravel areas, or aggregate pathways shall have 4" black steel edging installed per manufacturer recommendations. Other applications to be approved by owner and landscape architect.
 - 5.6. Lawn adjacent to buildings, structures shall be a minimum of 18" away from foundations. Lawn adjacent to fences or other screening elements shall be a minimum of 9" away.
 - 5.6.1. Install 3/4" chips or other approved gravel mulch type in mow strip at a depth of 3" over commercial grade weed barrier fabric installed per manufacturer recommendations.
 - 5.7. Provide tree rings with a minimum 3' diameter around all trees located in lawn, mulch type & installation/application to match all other planter beds.
6. PLANTER BED MULCH
 - 6.1. All planter beds to receive 3" depth of black & tan mini rock mulch or approved equal, submit for approval prior to placement. Install over commercial grade weed barrier fabric per manufacturer recommendations.
7. PLANTS
 - 7.1. All plant material shall be installed per industry standards.
 - 7.2. All plant material shall meet or exceed the minimum federal standards as regulated by ANSI z60.1, American Standard for Nursery Stock. Plants not meeting these standards for quality, or plants determined to be unhealthy by Owner's representative, will be rejected.
 - 7.3. All Ball and Burlap trees to be installed per Balled and Burlapped planting detail. All shrubs to be installed per detail.
 - 7.4. Trees and shrubs over 30" shall not be planted within clear vision triangles.
 - 7.5. Fertilize all trees and shrubs with 'Agriform' planting tablets or approved equal. Apply per manufacturers recommendations.
8. IRRIGATION
 - 8.1. Irrigation system shall be built to the following specifications:
 - 8.2. Adhere to city codes when connecting to city water.
 - 8.3. All irrigation material to be new with manufacturers' warranty fully intact.
 - 8.4. Install outdoor rated controller in specified location on plan, in a lock box with 2 keys. Coordinate with project manager and general contractor on exact location.
 - 8.4.1. Controller to have On/Off rain switch or rain shut off device that does not alter program.
 - 8.5. All remote control valves (including master control valve) to have flow control device.
 - 8.6. Irrigation system piping to be minimum class 200 PVC or approved equal, sleeves to be double the size of pipes located within, all wires to be contained in separate sleeves 1-1/2" dia min.
 - 8.7. All pipe above 3" caliber to be gasketed, with approved joint restraints at all 45, TEE, ELL, 22, 11.
 - 8.8. Use common trenching where possible.
 - 8.9. All PVC located under hardscapes to be schedule 40 PVC with same req's as above.
 - 8.10. All wires to be Paige wire 7350 or 7351 direct bury wire at a minimum of 12" below finished grade.
 - 8.11. Connect mainline to point of connection in approximate location shown on plan.
 - 8.12. Contractor is responsible complying with all codes and paying all permits necessary.
 - 8.13. Sprinkler heads shall have matched precipitation within each control circuit. Velocities shall not exceed 5 feet per second.
 - 8.14. All drip irrigation to be buried 2" below finished grade.
 - 8.15. Water schedule to be provided at a min of 80% evapotranspiration as determined by the local ET.
 - 8.16. Install all irrigation per irrigation drawings, utilize material specified or approved equal.
 - 8.17. Contractor shall confirm the static water pressure at least five days before construction begins and to contact the landscape architect in writing if the pressure is below 80 psi.
 - 8.18. If any discrepancies are found, then local codes shall prevail.
9. CONTRACTOR RESPONSIBILITIES
 - 9.1. Estimated quantities are shown for general reference only. Contractor shall be responsible for all quantity estimates.
 - 9.2. All plant material and workmanship shall be guaranteed for a period of one year beginning at the date of Acceptance by Owner. Replace all dead or unhealthy plant material immediately with same type and size at no cost to Owner.
 - 9.3. Landscape contractor to turn in as built drawings at the end of project. Substantial completion will not be granted until 2 copies @ 1"=20" scale are turned in and approved by owner's representative.
 10. In the event of a discrepancy, notify the Landscape Architect immediately.

- NOTES:**
1. DO NOT DAMAGE OR CUT LEADER
 2. DO NOT DISTURB ROOT OR DAMAGE ROOT BALL WHEN INSTALLING TREE OR TREE STAKES.
 3. TREE STAKING SHALL BE AT THE DISCRETION OF CONTRACTOR, HOWEVER ANY TREES DISTURBED FROM PLUMB DURING THE PLANT WARRANTY PERIOD WILL BE REPAIRED OR REPLACED AT CONTRACTOR'S EXPENSE.
 4. WATER PLANTS THOROUGHLY IMMEDIATELY AFTER INSTALLATION.
 5. REMOVE ALL BURLAP, TWINE, ROPE, OR MATERIAL FROM THE TOP 1/2 OF THE ROOTBALL.
 6. 5" DIAMETER PLANTER BED/MULCH RING AROUND THE TRUNK OF THE TREE. 3" OF MULCH MIN. DO NOT PLACE MULCH WITHIN 2" OF TRUNK OF TREE.

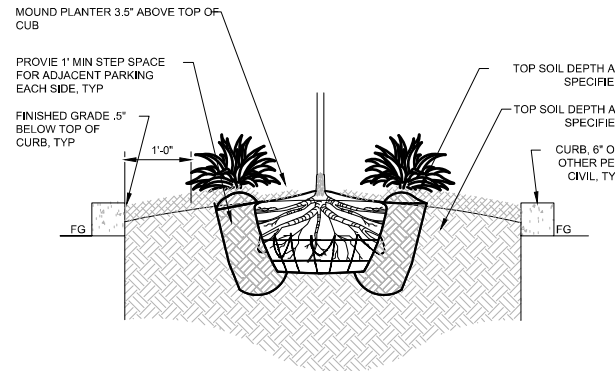
- NOTE:**
- REMOVE ALL TAGS, TWINE OR OTHER NON BIODEGRADABLE MATERIALS ATTACHED TO PLANT OR ROOT MASS.
- BACKFILL SHALL BE 100% TOPSOIL. WATER SETTLE ALL PLANTINGS TO ENSURE PLANT ROOTBALL MAINTAINS 1/2" HEIGHT ABOVE EXISTING SOILS WHEN COMPLETE.**



1 BALL & BURLAP TREE PLANTING
3/4" = 1'-0" 3293-01



2 SHRUB PLANTING
1" = 1'-0" 329333-03



3 PLANTER ISLAND DETAIL
3/4" = 1'-0" P-CO-01

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STAR BRANCH
STAR, IDAHO
FRONTIER CREDIT UNION: (800) 727-9981 / PO Box 1885, Idaho Falls, Idaho, 83403

REVISIONS	
MRK	Description
▲	**
▲	**

JOB NO:	23-2860
DATE:	11.28.2023
DRAWN BY:	JB
CHECKED BY:	JB

DRAWING TITLE

LANDSCAPE NOTES & DETAILS

SHEET NUMBER
L150

CONCEPT MASSING/ ELEVATION EAST-WEST



EAST ELEVATION - ENTRANCE (ELEV. 01)



WEST ELEVATION - DRIVE THROUGH (ELEV. 03)

CONCEPT MASSING/ ELEVATION SOUTH-NORTH



SOUTH ELEVATION - FROM STATE ST. (ELEV. 02)



NORTH ELEVATION - FROM ALLEY (ELEV. 04)

MATERIALS



WHITE LIMESTONE NATURAL STONE
(WHITE WITH RUSTS AND CREAMS)



FIBER CEMENT WOOD GRAIN PLANKS
(NICHHA/ REDWOOD VINTAGEWOOD)



DARK NAVY STUCCO



ALT. MATERIAL
DARK GRAY TILES
(NICHHA/ SLATE NOVENARY)



ALT. MATERIAL
WHITE BRUSHED STUCCO



Middleton Star Fire Districts

Headquarters • 11665 W. State St., Suite B • Star, ID 83669 • (208) 286-7772 • www.midstarfire.org

Date: January 30, 2024

To: City of Star Planning & Zoning

From: Victor Islas, Deputy Chief

Subject: Fire District Comments

File: Frontier Credit Union CUP
CU-23-09 Conditional Use

The Star Fire Protection District has reviewed documents provided by the City of Star on December 19, 2023; comments are as follows:

1. OVERVIEW:

- a. This development can be serviced by the Star Fire Protection District. This development shall comply with the 2018 International Fire Code (IFC) and any codes set forth by the City of Star, Idaho.

2. FIRE COVERAGE:

- a. This development will be served by the Star Fire Protection District Station 51, located at 11665 W. State St., Star, Idaho 83669. Station 51 is 0.2 miles with a travel time of 2 minutes under ideal driving conditions to the entrance of the development.

3. ADDITIONAL COMMENTS:

- a. An additional review will be conducted during the site construction drawings and building permit phase of this project. At that time the project will comply with the current Fire Code and Codes set forth by the City of Star.
- b. It shall be the responsibility of the applicant to submit appropriate applications and supporting documents to the Fire District for review. Fire District review fees will apply.



Project/File: **Frontier Credit Union / STAR24-0001 / CU-23-09**
 This is a conditional use application for the development of a financial institution with a drive-thru on 0.72-acres.

Lead Agency: City of Star

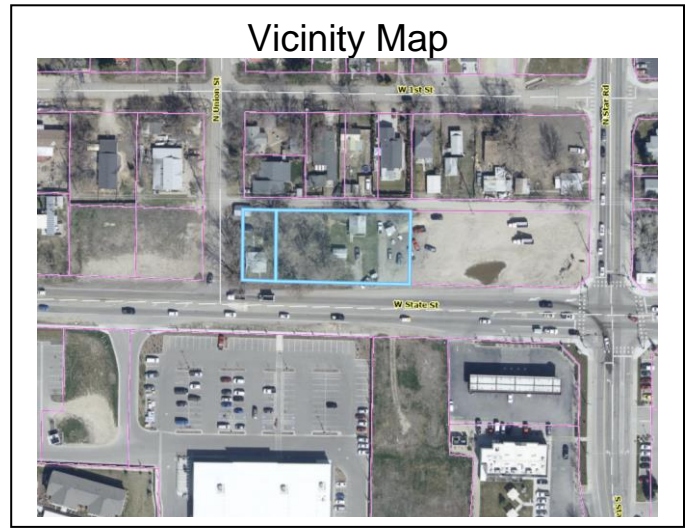
Site address: 11368 & 11352 W State Street

Staff Approval: January 25, 2024

Applicant: Frontier Credit Union, via email
 11368-11352 W State Street
 Star, ID 84699

Representative: Henry Prendergast, via email
 Cole Architects
 404 S 8th Street, Suite 250
 Boise, ID 83702

Staff Contact: KaraLeigh Troyer
 Phone: 387-6391
 E-mail: ktroyer@achdidaho.org



A. Findings of Fact

1. **Description of Application:** The application is requesting approval of a conditional use application for the development of a 3,100-square foot financial institution with a drive-thru on 0.72-acres. This project is consistent with the City of Star’s Future Land Use Map which designates this area as a Central Business District.

2. **Description of Adjacent Surrounding Area:**

Direction	Land Use	Zoning
North	Central Business District; Residential	CBD; R-4
South	General Commercial; Residential; Central Business District	C-2; R-8; CBD
East	Central Business District	CBD
West	Central Business District; Residential	CBD; R-8

3. **Site History:** ACHD has not previously reviewed this site for a development application.
4. **Adjacent Development:** The following developments are pending or underway in the vicinity of the site:
- Alturas Capital, a 4,000 square-foot retail building, west of the site, January 18, 2022.
 - Jacksons Food Store, a convenience store with 6 fuel stations, east of the site, February 2, 2023.
5. **Transit:** Transit services are not available to serve this site.

6. **Pathway Crossings:** United States Access Board R304.5.1.2 Shared Use Paths. In shared use paths, the width of curb ramps runs and blended transitions shall be equal to the width of the shared use path.

AASHTO's Guidelines for the Development of Bicycle Facilities 5.3.5 Other Intersection Treatments: The opening of a shared use path at the roadway should be at least the same width as the shared use path itself. If a curb ramp is provided, the ramp should be the full width of the path, not including any flared sides if utilized. . . . Detectable warnings should be placed across the full width of the ramp.

FHWA's "Designing Sidewalks and Trails for Access" (1999) reflected common ADA-related concepts: Chapter 6, Page 16-6: The width of the ramp should be at least as wide as the average width of the trail to improve safety for users who will be traveling at various speeds. In addition, the overall width of the trail should be increased, so the curb ramp can be slightly offset to the side. The increased width reduces conflict at the intersection by providing more space for users at the bottom of the ramp.

7. **New Center Lane Miles:** The proposed development includes 0 centerline miles of new public road.
8. **Impact Fees:** There will be an impact fee that is assessed and due prior to issuance of any building permits. The assessed impact fee will be based on the impact fee ordinance that is in effect at that time. The impact fee assessment will not be released until the civil plans are approved by ACHD.
9. **Capital Improvements Plan (CIP)/ Integrated Five Year Work Plan (IFYWP):**
- Star Road is scheduled in the IFYWP to be widened to 5-lanes from Chinden Boulevard to SH-44 (State Street) in with a design, right-of-way, and construction year in the future.
 - The intersection of State Street (SH-44) and Star Road is scheduled in the CIP to be widened to 4-lanes on the north leg, 5-lanes on the south, 6-lanes east, and 6-lanes on the west leg, and reconstructed between 2026-2030.
10. **Roadways to Bikeways Master Plan:** ACHD's Roadways to Bikeways Master Plan (BMP) was adopted by the ACHD Commission in May of 2009 and was update in 2018. The plan seeks to implement the Planned Bicycle Network to support bicycling as a viable transportation option for Ada County residents with a wide range of ages and abilities, maintain bicycle routes in a state of good repair in order to ensure they are consistently available for use, promote awareness of existing bicycle routes and features and support encouragement programs and to facilitate coordination and cooperation among local jurisdictions in implementing the Roadways to Bikeways Plan recommendations.

B. Traffic Findings for Consideration

1. **Trip Generation:** This development is estimated to generate 354 additional vehicle trips per day (19 existing); 79 additional vehicle trips per hour in the PM peak hour (2 existing), based on the Institute of Transportation Engineers Trip Generation Manual, 11th edition.

2. **Condition of Area Roadways**

Traffic Count is based on Vehicles per hour (VPH)

Roadway	Frontage	Functional Classification	PM Peak Hour Traffic Count	PM Peak Hour Level of Service
SH-44/State Street	250-feet	Principal Arterial	675	N/A
Union Street	105-feet	Local	N/A	N/A

** ACHD does not set level of service thresholds for State Highways or local roadways.

3. **Average Daily Traffic Count (VDT)**

Average daily traffic counts are based on ACHD's most current traffic counts.

- The average daily traffic count for SH-44 east of Can Ada Road was 14,057 on April 20, 2022.
- There are no existing average daily traffic counts for Union Street.

C. Findings for Consideration

1. **State Highway SH-44/State Street**

SH-44/State Street is under the jurisdiction of the Idaho Transportation Department (ITD). The applicant, City of Star, and ITD should work together to determine if additional right-of-way or improvements are necessary on SH-44/State Street.

2. **Union Street**

a. Existing Conditions: Union Street is improved with 2-travel lanes, 26-feet of pavement, and no curb, gutter or sidewalk abutting the site. There is 59-feet of right-of-way for Union Street (33-feet from centerline).

b. Policy:

Commercial Roadway Policy: District Policy 7208.2.1 states that the developer is responsible for improving all commercial street frontages adjacent to the site regardless of whether or not access is taken to all of the adjacent streets.

Street Section and Right-of-Way Policy: District Policy 7208.5 states that right-of-way widths for new commercial streets shall typically be 50 and 70-feet wide and that the standard street section will vary depending on the need for a center turn lane, bike lanes, volumes, percentage of truck traffic, and/or on-street parking.

- A 36-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and on-street parking.
- A 40-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and a center turn lane.
- A 46-foot street section (back-of-curb to back-of-curb) will typically accommodate two travel lanes and a center turn lane and bike lanes.

Sidewalk Policy: District Policy 7208.5.6 requires a concrete sidewalks at least 5-feet wide to be constructed on both sides of all commercial streets. If a separated sidewalk is proposed, a parkway strip at least 6-feet wide between the back-of-curb and street edge of the sidewalk is required to provide increased safety and protection of pedestrians. Consult the District's planter width policy if trees are to be placed within the parkway strip.

A permanent right-of-way easement shall be provided if public sidewalks are placed outside of the dedicated right-of-way. The easement shall encompass the entire area between the right-of-way line and 2-feet behind the back edge of the sidewalk. Sidewalks shall either be located wholly within the public right-of-way or wholly within an easement.

Half Street Policy: District Policy 7208.2.2 required improvements shall consist of pavement widening to one-half the required width, including curb, gutter and concrete sidewalk (minimum 5-feet), plus 12-feet of additional pavement widening beyond the centerline established for the street to provide an adequate roadway surface, with the pavement crowned at the ultimate centerline. A 3-foot wide gravel shoulder and a borrow ditch sized to accommodate the roadway storm runoff shall be constructed on the unimproved side.

c. Applicant's Proposal: The applicant is proposing to construct an 18-foot wide planter strip and 5-foot wide detached concrete sidewalk located 32-feet east of Union Street (measured centerline to front edge of pavement).

- d. **Staff Comments/Recommendations:** The applicant's proposal meets District policy and should be approved, as proposed. The applicant should be required to construct Union Street as ½ of a 36-foot wide commercial street with vertical curb and gutter.

For detached sidewalk, the applicant should be required to provide a permanent right-of-way easement from the right-of-way line to 2-feet behind back of sidewalk.

3. Alleys

- a. **Existing Conditions:** There is an existing 13-foot wide paved alley within 18-feet of right-of-way abutting the site running east/west between Union Street and Star Road.

b. **Policy:**

Existing Alley Policy: District Policy 7210.2 states that if a proposed development abuts an existing alley, the dedication of additional right-of-way to obtain a minimum width from the centerline of the alley of 8-feet for residential uses and 10-feet for non-residential or commercial uses may be required. Each development will be reviewed by the District on a case-by-case basis. If the proposed development takes access from an alley, the developer will be required to pave the entire width of the right-of-way from the nearest public street to and abutting the development.

Alley Parking & Setbacks Policy: District Policy 7210.3.3 states that parking within the alley right-of-way is prohibited. "No Parking" signs are required to be installed by the developer. The signs should be located at the alley/street intersections. Parking which is entered from the alley shall be designed so the minimum clear distance from the back of the parking stall to the opposite side of the alley is 20-feet for all perpendicular parking.

Setbacks for structures taking access from the alley should be closely coordinated with the lead land use agency. The setbacks shall either discourage parking within the alley (where it may partially block or occur within the right-of-way) or allow adequate area for one perpendicular parking pad. In order to discourage parking, building setbacks shall be minimal from the alley right-of-way line, while still achieving the required 20-feet of back-up space from a garage or other parking structure to the opposite side of the alley (i.e. 4-foot setback + 16-foot alley= 20-feet for back-up space).

Alley/Local Street Intersections Policy: District Policy 7210.3.7.2 states that alleys may intersect all types of local streets including minor local streets. Alleys shall generally be designed with a curb cut type approach when intersecting a local street. Alleys shall generally intersect streets in the middle of the block equally offsetting the intersecting streets. Alleys shall either align with alley/street intersections or provide a minimum 100-foot offset (measured centerline to centerline) from other local street intersections. For alley intersections with local streets, the District may consider a reduced offset if the lead land use agency's required lot size allows for shorter buildable lots.

Vacations of Alleys Policy: District Policy 7210.3.6 states that vacations of alley right-of-way are discouraged and shall not result in dead-end alleys.

- c. **Applicant Proposal:** The applicant is proposing to pave the alley its full width from the edge of pavement on Union Street to the site's east property line.
- d. **Staff Comments/Recommendations:** The applicant's proposal meets District policy and should be approved, as proposed.

The applicant should be required to install "No Parking" signs at the alley/Union Street intersection.

4. Driveways

4.1 Union Street

a. **Existing Conditions:** There is an existing 35-foot wide unimproved driveway from the site onto Union Street located 128-feet north of State Street (measured centerline to centerline).

b. **Policy:**

Driveway Location Policy: District policy 7208.4.1 requires driveways near intersections to be located a minimum of 75-feet (measured centerline-to-centerline) from the nearest local street intersection, and 150-feet from the nearest collector/arterial or arterial street intersection.

Successive Driveways: District Policy 7208.4.1 states that successive driveways away from an intersection shall have no minimum spacing requirements for access points along a local street, but the District does encourage shared access points where appropriate.

Driveway Width Policy: District policy 7208.4.3 restricts commercial driveways to a maximum width of 40-feet. Most commercial driveways will be constructed as curb-cut type facilities.

Driveway Paving Policy: Graveled driveways abutting public streets create maintenance problems due to gravel being tracked onto the roadway. In accordance with District policy, 7208.4.3, the applicant should be required to pave the driveway its full width and at least 30-feet into the site beyond the edge of pavement of the roadway.

Driveway Design Requirements: District policy 7208.4.3 states if an access point is to be gated, the gate or keypad (whichever is closer) shall be located a minimum of 50-feet from the near edge of the intersection and a turnaround shall be provided.

c. **Applicant's Proposal:** The applicant is proposing to close the existing driveway onto Union Street with sidewalk.

The applicant is proposing to construct a 26-foot wide driveway from the site onto Union Street located 115-feet north of State Street/SH-44 (measured centerline to centerline).

d. **Staff Comments/Recommendations:** The applicant's proposal meets District policy and should be approved, as proposed. The applicant should be required to close the existing driveway with vertical curb, gutter, and sidewalk.

5. Tree Planters

Tree Planter Policy: Tree Planter Policy: The District's Tree Planter Policy prohibits all trees in planters less than 8-feet in width without the installation of root barriers. Class II trees may be allowed in planters with a minimum width of 8-feet, and Class I and Class III trees may be allowed in planters with a minimum width of 10-feet.

6. Landscaping

Landscaping Policy: A license agreement is required for all landscaping proposed within ACHD right-of-way or easement areas. Trees shall be located no closer than 10-feet from all public storm drain facilities. Landscaping should be designed to eliminate site obstructions in the vision triangle at intersections. District Policy 5104.3.1 requires a 40-foot vision triangle and a 3-foot height restriction on all landscaping located at an uncontrolled intersection and a 50-foot offset from stop signs. Landscape plans are required with the submittal of civil plans and must meet all District requirements prior to signature of the final plat and/or approval of the civil plans.

D. Site Specific Conditions of Approval

1. Construct Union Street as ½ of a 36-foot wide commercial street with vertical curb, gutter, and 5-foot wide concrete sidewalk.

2. Provide a permanent right-of-way easement from the right-of-way line to 2-feet behind back of sidewalk.
3. Pave the alley its full width from the edge of pavement on Union Street to the site's east property line.
4. Install "No Parking" signs at the alley/Union Street intersection.
5. Close the existing 35-foot wide driveway onto Union Street located 128-feet north of State Street with vertical curb, gutter, and sidewalk.
6. Construct a 28-foot wide driveway onto Union Street located 115-feet north of State Street/SH-44.
7. Submit civil plans to ACHD Development Services for review and approval. The impact fee assessment will not be released until the civil plans are approved by ACHD.
8. Payment of impact fees is due prior to issuance of a building permit.
9. Comply with all Standard Conditions of Approval.

E. Standard Conditions of Approval

1. All proposed irrigation facilities shall be located outside of the ACHD right-of-way (including all easements). Any existing irrigation facilities shall be relocated outside of the ACHD right-of-way (including all easements).
2. Private Utilities including sewer or water systems are prohibited from being located within the ACHD right-of-way.
3. In accordance with District policy, 7203.3, the applicant may be required to update any existing non-compliant pedestrian improvements abutting the site to meet current Americans with Disabilities Act (ADA) requirements. The applicant's engineer should provide documentation of ADA compliance to District Development Review staff for review.
4. Replace any existing damaged curb, gutter and sidewalk and any that may be damaged during the construction of the proposed development. Contact Construction Services at 387-6280 (with file number) for details.
5. A license agreement and compliance with the District's Tree Planter policy is required for all landscaping proposed within ACHD right-of-way or easement areas.
6. All utility relocation costs associated with improving street frontages abutting the site shall be borne by the developer.
7. It is the responsibility of the applicant to verify all existing utilities within the right-of-way. The applicant at no cost to ACHD shall repair existing utilities damaged by the applicant. The applicant shall be required to call DIGLINE (1-811-342-1585) at least two full business days prior to breaking ground within ACHD right-of-way. The applicant shall contact ACHD Traffic Operations 387-6190 in the event any ACHD conduits (spare or filled) are compromised during any phase of construction.
8. Utility street cuts in pavement less than five years old are not allowed unless approved in writing by the District. Contact the District's Utility Coordinator at 387-6258 (with file numbers) for details.
9. All design and construction shall be in accordance with the ACHD Policy Manual, ISPWC Standards and approved supplements, Construction Services procedures and all applicable ACHD Standards unless specifically waived herein. An engineer registered in the State of Idaho shall prepare and certify all improvement plans.
10. Construction, use and property development shall be in conformance with all applicable requirements of ACHD prior to District approval for occupancy.

11. No change in the terms and conditions of this approval shall be valid unless they are in writing and signed by the applicant or the applicant's authorized representative and an authorized representative of ACHD. The burden shall be upon the applicant to obtain written confirmation of any change from ACHD.
12. If the site plan or use should change in the future, ACHD Planning Review will review the site plan and may require additional improvements to the transportation system at that time. Any change in the planned use of the property which is the subject of this application, shall require the applicant to comply with ACHD Policy and Standard Conditions of Approval in place at that time unless a waiver/variance of the requirements or other legal relief is granted by the ACHD Commission.

F. Conclusions of Law

1. The proposed site plan is approved, if all of the Site Specific and Standard Conditions of Approval are satisfied.
2. ACHD requirements are intended to assure that the proposed use/development will not place an undue burden on the existing vehicular transportation system within the vicinity impacted by the proposed development.

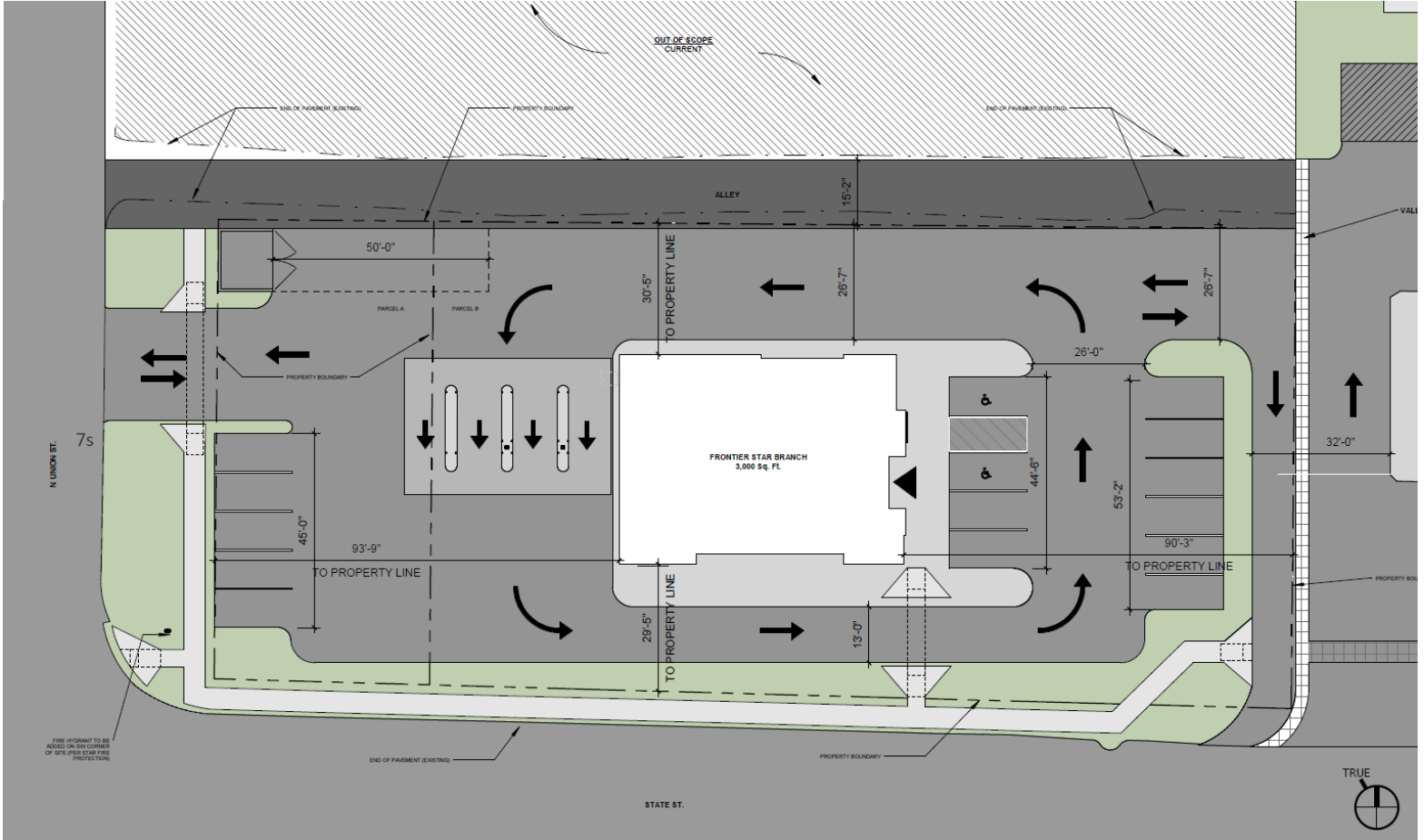
G. Attachments

1. Vicinity Map
2. Site Plan
3. Utility Coordinating Council
4. Development Process Checklist
5. Appeal Guidelines

VICINITY MAP



SITE PLAN



Ada County Utility Coordinating Council

Developer/Local Improvement District Right of Way Improvements Guideline Request

Purpose: To develop the necessary avenue for proper notification to utilities of local highway and road improvements, to help the utilities in budgeting and to clarify the already existing process.

- 1) **Notification:** Within five (5) working days upon notification of required right of way improvements by Highway entities, developers shall provide written notification to the affected utility owners and the Ada County Utility Coordinating Council (UCC). Notification shall include but not be limited to, project limits, scope of roadway improvements/project, anticipated construction dates, and any portions critical to the right of way improvements and coordination of utilities.
- 2) **Plan Review:** The developer shall provide the highway entities and all utility owners with preliminary project plans and schedule a plan review conference. Depending on the scale of utility improvements, a plan review conference may not be necessary, as determined by the utility owners. Conference notification shall also be sent to the UCC. During the review meeting the developer shall notify utilities of the status of right of way/easement acquisition necessary for their project. At the plan review conference each company shall have the right to appeal, adjust and/or negotiate with the developer on its own behalf. Each utility shall provide the developer with a letter of review indicating the costs and time required for relocation of its facilities. Said letter of review is to be provided within thirty calendar days after the date of the plan review conference.
- 3) **Revisions:** The developer is responsible to provide utilities with any revisions to preliminary plans. Utilities may request an updated plan review meeting if revisions are made in the preliminary plans which affect the utility relocation requirements. Utilities shall have thirty days after receiving the revisions to review and comment thereon.
- 4) **Final Notification:** The developer will provide highway entities, utility owners and the UCC with final notification of its intent to proceed with right of way improvements and include the anticipated date work will commence. This notification shall indicate that the work to be performed shall be pursuant to final approved plans by the highway entity. The developer shall schedule a preconstruction meeting prior to right of way improvements. Utility relocation activity shall be completed within the times established during the preconstruction meeting, unless otherwise agreed upon.

Notification to the Ada County UCC can be sent to: 50 S. Cole Rd. Boise 83707, or Visit iducc.com for e-mail notification information.

Development Process Checklist

Items Completed to Date:

- Submit a development application to a City or to Ada County
- The City or the County will transmit the development application to ACHD
- The ACHD **Planning Review Section** will receive the development application to review
- The **Planning Review Section** will do one of the following:
 - Send a “**No Review**” letter to the applicant stating that there are no site specific conditions of approval at this time.
 - Write a **Staff Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.
 - Write a **Commission Level** report analyzing the impacts of the development on the transportation system and evaluating the proposal for its conformance to District Policy.

Items to be completed by Applicant:

- For **ALL** development applications, including those receiving a “**No Review**” letter:
 - The applicant should submit one set of engineered plans directly to ACHD for review by the **Development Review Section** for plan review and assessment of impact fees. (Note: if there are no site improvements required by ACHD, then architectural plans may be submitted for purposes of impact fee assessment.)
 - The applicant is required to get a permit from Construction Services (ACHD) for ANY work in the right-of-way, including, but not limited to, driveway approaches, street improvements and utility cuts.
- Pay Impact Fees prior to issuance of building permit. Impact fees cannot be paid prior to plan review approval.

DID YOU REMEMBER:

Construction (Non-Subdivisions)

Driveway or Property Approach(s)

- Submit a “Driveway Approach Request” form to ACHD Construction (for approval by Development Services & Traffic Services). There is a one week turnaround for this approval.

Working in the ACHD Right-of-Way

- Four business days prior to starting work have a bonded contractor submit a “Temporary Highway Use Permit Application” to ACHD Construction – Permits along with:
 - a) Traffic Control Plan
 - b) An Erosion & Sediment Control Narrative & Plat, done by a Certified Plan Designer, if trench is >50’ or you are placing >600 sf of concrete or asphalt.

Construction (Subdivisions)

Sediment & Erosion Submittal

- At least one week prior to setting up a Pre-Construction Meeting an Erosion & Sediment Control Narrative & Plan, done by a Certified Plan Designer, must be turned into ACHD Construction to be reviewed and approved by the ACHD Stormwater Section.

Idaho Power Company

- Vic Steelman at Idaho Power must have his IPCO approved set of subdivision utility plans prior to Pre-Con being scheduled.

- Final Approval from Development Services is required** prior to scheduling a Pre-Con.

Request for Appeal of Staff Decision

1. **Appeal of Staff Decision:** The Commission shall hear and decide appeals by an applicant of the final decision made by the Development Services Manager when it is alleged that the Development Services Manager did not properly apply this section 7101.6, did not consider all of the relevant facts presented, made an error of fact or law, abused discretion or acted arbitrarily and capriciously in the interpretation or enforcement of the ACHD Policy Manual.
 - a. **Filing Fee:** The Commission may, from time to time, set reasonable fees to be charged the applicant for the processing of appeals, to cover administrative costs.
 - b. **Initiation:** An appeal is initiated by the filing of a written notice of appeal with the Secretary and Clerk of the District, which must be filed within ten (10) working days from the date of the decision that is the subject of the appeal. The notice of appeal shall refer to the decision being appealed, identify the appellant by name, address and telephone number and state the grounds for the appeal. The grounds shall include a written summary of the provisions of the policy relevant to the appeal and/or the facts and law relied upon and shall include a written argument in support of the appeal. The Commission shall not consider a notice of appeal that does not comply with the provisions of this subsection.
 - c. **Time to Reply:** The Development Services Manager shall have ten (10) working days from the date of the filing of the notice of appeal to reply to the notice of the appeal, and may during such time meet with the appellant to discuss the matter, and may also consider and/or modify the decision that is being appealed. A copy of the reply and any modifications to the decision being appealed will be provided to the appellant prior to the Commission hearing on the appeal.
 - d. **Notice of Hearing:** Unless otherwise agreed to by the appellant, the hearing of the appeal will be noticed and scheduled on the Commission agenda at a regular meeting to be held within thirty (30) days following the delivery to the appellant of the Development Services Manager's reply to the notice of appeal. A copy of the decision being appealed, the notice of appeal and the reply shall be delivered to the Commission at least one (1) week prior to the hearing.
 - e. **Action by Commission:** Following the hearing, the Commission shall either affirm or reverse, in whole or part, or otherwise modify, amend or supplement the decision being appealed, as such action is adequately supported by the law and evidence presented at the hearing.



**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 8028 • Boise, ID 83707-2028
(208) 334-8300 • itd.idaho.gov

January 8, 2024

Shawn Nickel
Planning Director and Zoning Administrator
City of Star
10769 West State Street
Star, Idaho 83669

VIA EMAIL

Development Application	CU-23-09
Project Name	Frontier Credit Union CUP
Project Location	11368 & 11352 W. State Street; Star, ID
Project Description	Financial Institution with 3-Lane Drive-Thru
Applicant	Henry Prendergast; Cole Architects

The Idaho Transportation Department (ITD) reviewed the referenced application(s) and has the following comments:

1. This project abuts the State Highway system.
2. Per the Idaho Administrative Procedures Act (IDAPA) 39.03.42.400.07(b) developments should, if possible, take access from local roads. If a development wants direct access to the State Highway system but there is local road access available, the applicant must prove the need for an access on the State Highway system with a Traffic Impact Study.
3. This parcel has access to the SH-44 via North Union Street. Therefore, it is recommended that direct access not be granted to SH-44. Applicant is encouraged to coordinate with neighboring parcel to the east to see if cross access is possible. However, as stated in para 2., if a TIS proves the need for the access, ITD may reconsider.

If you have any questions, you may contact me at (208)334-8337.

Sincerely,

Niki Benyakhlef

Niki Benyakhlef
Development Services Coordinator
Niki.Benyakhlef@itd.idaho.gov

City of Star

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www.staridaho.org



Mayor:
Trevor A. Chadwick

Council:
Kevin Nielsen
Jennifer Salmonsén
Kevan Wheelock
David Hershey

17 January 2024

Henry Prendergast
Cole Architects
404 S 8th St Ste 250
Boise, ID 83702

Re: Frontier Credit Union – CUP Application

Dear Mr. Prendergast

The City of Star Engineering Department has reviewed the CUP for the Frontier Credit Union December 05, 2023. We reviewed the applicant's package to check conformance with the City's Subdivision Ordinance and coordinated our review with Shawn L. Nickel. We have the following comments and questions based on our review.

1. The sidewalk along State Street shall be a separated sidewalk for the entirety of the property. Proposed drawings show attached sidewalk for most of the frontage.
2. Streetlights shall be installed every 100 feet along State Street. Street lighting shall be in accordance with ISPWC and the City of Star Supplementals. Cut sheet for lights and light poles shall be approved in writing by the City prior to installation.
3. Parking Stalls shall be 20-foot in depth. A 2-foot overhang is allowed if sidewalk adjacent is a minimum of 6 wide to allow for accessibility or adjacent landscaping is low profile (grass/landscape rock) for the first 2 feet.
4. It appears the drive through canopy crosses over a property. Buildings cannot be located on two parcels. A lot line adjustment must be done prior to building permit approval.
5. Potable water cannot be used for irrigation purposes. A separate pressure irrigation system will be required.

6. Finish grades at subdivision boundaries shall match existing finish grades. Runoff shall be maintained on subdivision property unless otherwise approved.
7. Applicant shall meet the requirements of utilities companies that serve the property. Easements for sewer/water facilities will be required where placed outside of public right of way.

We recommend that the conditions 1 through 4 listed above be addressed prior to approval. Any variance or waivers to the City of Star standards, ordinances, or policies must be specifically approved in writing by the City. Approval of the above-referenced project does not relieve the Registered Professional Land Surveyor or the Registered Professional Engineer of those responsibilities.

If you have any questions, please do not hesitate to contact City Hall

Sincerely,



Ryan V. Morgan, P.E.
City Engineer