



CITY OF BLACKFOOT
PLANNING & ZONING
Meeting Minutes
157 N Broadway Street, Blackfoot
January 12th, 2021

Meeting called to order:

The meeting of the Planning and Zoning Commission of the City of Blackfoot was called to order at 7:00 PM on January 12th, 2021, at The City of Blackfoot council chambers by Chairperson Marilyn Jefferis. This meeting was also made available to the public by way of the Zoom application.

Pledge of Allegiance:

Commissioner Roll Call:

Those present: Chairperson Marilyn Jefferis, Commissioners JoAnne Thomas, Ron Ramirez, Merv Dolan, Rocky Moldenhauer, Dine Smith and Co-chair Deborah Barlow.

City of Blackfoot staff present:

Kurt Hibbert, Planning & Zoning Administrator and Donna Parkinson, Planning & Zoning Clerk were present. Jon Swain was also present to direct the Zoom application.

Report on Conflicts of Interest/Ex parte of Communication:

None were brought forward.

Approval of the December 22nd meeting minutes:

Commissioner Smith made the motion to approve the minutes for the two sessions. Commissioner Thomas seconded; the motion to approve the minutes passed unanimously.

Agenda Item, Nominate new Commission Chairperson and Co-Chairperson for 2021:

Before this item started, Commissioner Ramirez asked for a motion to amend the agenda to include "The Impact Area Agreement". The motion also included to insert this after agenda item "H". Commissioner Barlow seconded; the motion did pass.

After that Chairperson Jefferis opened the meeting for nominating the new Commission officers. Commissioner Dolan nominated Commissioner Ron Ramirez to serve as chairman, to which Commissioner Smith seconded. The motion was voted on and passed.

The nomination for Co-chairman was then called for and Ms. Jefferis nominated Commissioner Dine Smith. A second was offered by Commissioner Thomas; the vote to approve the nomination passed.

The Commission took a moment to thank Commissioner Marilyn Jefferis for serving as Chair.

Agenda Item, Planning & Zoning Commissioner term limits:

Chairman Ramirez started out with describing the roll of the P & Z Commission and the outcomes of PUD's based on their decisions. He also said that the two agenda items, Commissioner term limits and Planned Unit Developments lacked documentation as to what the amendments were. Mr. Ramirez shared that he had visited with Attorney Sandow and Mayor Carroll about it and following the meeting had drafted the proposed amendments. Chairman Ramirez then informed the group that these two items appear on the agenda for the January 26th public meeting and therefore cannot be discussed in this meeting, deeming anything brought up would be considered ex parte of communication.

Agenda Item, Planned Unit Developments:

Administrator Hibbert explained that a PUD is considered a sub-division and decisions should go before the City Council whenever land is being platted.

Agenda Item, Impact Area Agreement:

Administrator Hibbert took the floor and explained to the Commission that the agreement has been in the works for several years with both city and county officials. He shared with the group a handout that talked about population growth rates in our area, citing a Forbes magazine study. Mr. Hibbert pointed out that from that study it was stated that Idaho was the number one state in the union for people moving in. Mr. Hibbert also shared his concern that some residents in the city do not want to see any growth come which surely could be detrimental in the long term.

Commissioner Smith asked if the county would be the final arbiter for overseeing the requirements. Administrator Hibbert said they would be. The City of Blackfoot Commission's role would be one of helping to shape ideas and recommendations with the county's Planning & Zoning board. Administrator Hibbert encouraged the members that this presents a great opportunity to work together on this. The hope would be that residents in the impact area would be able to transition toward annexation by bolstering the process with consistent information and procedures. Chairman Ramirez encouraged the Commissioners to read through the material regarding the impact area that had been handed out. Commissioner Moldenhauer put out the idea of having a joint meeting with the county Planning & Zoning Commission possibly every two or three months. The Commission members agreed on that idea; Administrator Hibbert let everyone know that the county Planning & Zoning Administrator as well as himself do meet on a regular basis. Chairman Ramirez suggested when the county and city get together at the next meeting that the idea of a quarterly joint meeting be brought up.

Chairman Ramirez then moved the meeting on, reminding members of following Robert's Rules of Order. Mr. Ramirez shared with the Commissioners an idea that had come out of a meeting he had attended. It was suggested that a person be appointed to conduct the public hearing meetings. Mr. Ramirez encouraged the members to review the Robert's Rules of Order and try to exercise them in the next meeting. Chairman Ramirez then outlined how he thought the meeting on January 26th should be conducted. Administrator Hibbert added that time limits to those individuals commenting should be made flexible, based on number of those wishing to speak and the substance. The members had some discussion on how best to handle the public comment portion of the meeting. The subject of reading aloud letters submitted by residents in the meeting was also discussed. It was brought to everyone's attention that they do not have to be read in the meeting. They are available to the public to view both at City Hall and on the City's website. Chairman Ramirez said that those letters should be reviewed by each Commissioner prior to the public hearing. The discussion led to one main point; that the meetings do not become a question & answer event. Also, the point to allow all conversation to be directed by the chairman, per Robert's Rules of Order, should be allowed to happen.

Adjournment:

A motion to adjourn was made by Commissioner Jefferis and seconded by Commissioner Barlow. The meeting was adjourned at 7:56 PM.

Donna Parkinson

City of Blackfoot, Planning & Zoning Clerk
Donna Parkinson