



CITY OF BLACKFOOT  
PLANNING & ZONING  
Meeting Minutes  
157 N Broadway Street, Blackfoot  
January 11, 2022

**Meeting called to order:**

The work meeting of the Planning and Zoning Commission of the City of Blackfoot was called to order at 7:00 PM on January 11th, 2022, at The City of Blackfoot council chambers by Chairman Ron Ramirez. This meeting was also made available to view remotely by way of the Zoom application.

**Pledge of Allegiance:**

**Commissioner Roll Call:**

Those present: Chairman Ron Ramirez, Co-Chairman Dine Smith, Commissioners JoAnne Thomas, Marilyn Jefferis, and Merv Dolan. Commissioner Deborah Barlow was absent.

**City of Blackfoot staff present:**

Kurt Hibbert, Planning & Zoning Administrator and Donna Parkinson, Planning & Zoning Clerk.

**Report on Conflicts of Interest/Ex parte of Communication:**

Nothing was reported.

**Approval of the December 14th meeting minutes:**

A motion was offered to approve by Co-Chairman Smith. Commissioner Jefferis seconded the motion, and the meeting minutes were approved by unanimous vote.

**Public comment/Information:**

Chairman Ramirez invited persons that were present to stand and comment on items they would like to share. He explained that the public is welcome to comment on items not on the meeting agenda. No individuals had anything.

**Agenda item 7, Nominate New Commission Chairperson and Co-Chairperson for 2022:**

Chairman Ramirez began by announcing the meeting was open to nominations. Commissioner Jefferis mentioned she had talked with City Attorney Sandow, and he had suggested postponing nominations until information on term limits came forward. It was motioned by Commissioner Jefferis to postpone nominations until the January 25th public meeting. A second to the motion was given by Co-Chairman Smith, and the motion passed.

**Agenda Item 8, Discuss Commercial Zones:**

Chairman Ramirez started by saying that the adoption of the updated commercial zone map needs to move forward. Mr. Ramirez was concerned that the available map was too small to distinguish the changes that have been made. The Chairman asked Administrator Hibbert to comment, he told the commission that there were still amendments and improvements needing to be completed by City Administration. Mr. Hibbert summarized the proposed districts listed, noting items such as district definition, and design standards that are yet to be finalized. Administrator Hibbert did point out the completed commercial land use table, which is ready to go to public hearing. Chairman Ramirez asked about the Chamber of Commerce's request to meet with P & Z representatives about the proposed zone changes. Mr. Hibbert acknowledged that the communication with the Chamber was ongoing. Administrator Hibbert clarified that the zone definitions would be ready but the map with zone designations would not be up for a vote at the January 25th meeting. Chairman Ramirez then asked commission members if they had any questions regarding the commercial

land use table. Commissioner Jefferis expressed questions on certain business types undergoing the CUP process that currently were not included on the table.

**Agenda Item 9, Discuss the “Impact Area Agreement” (Map):**

Chairman Ramirez started this item of business by reminding the commissioners that they should have received a draft copy of the agreement and invited Ms. Tiffany Olsen to take the floor.

**Tiffany Olsen, Bingham County Planning & Zoning Administrator**, introduced herself as well as other county officials, Darrin Leavitt, Thomas Sellers, John Dewey, Scott Chappell, and Miles Carroll. She began by handing out a second edition of the Area of Impact agreement to the city commissioners. Ms. Olsen went through the documents, focusing on the map, explaining each item that was brought up. After the introduction to the maps, Chairman Ramirez asked if questions be directed to the county board. The discussion continued on the topic of the areas considered for city growth as well as whether city or county design standards would apply. Ms. Olsen did point out an item that pertains to county/city coordination. The conversation continued as the group went through the document. Scott Chappell took the floor in response to Mr. Ramirez’s question as to what the county’s Planning & Zoning commission sees as items benefiting the city. No beneficial items were identified in the proposed draft, and it open up discussion and modification. Administrator Hibbert brought up the suggestion of working towards parity when it comes to county and city zone interpretation. Other conversation about the process of how-to bring ideas together to improve on the agreement was passed around. The topic of having an impact fee structure was brought up, and whether the city had one in place. It was agreed that the city P & Z commission put forth ideas and submit them to the county and that way a consensus could be worked out. The group discussed avenues to fund improvements outside of property tax means. Chairman Ramirez thanked the county representatives for attending and brought this portion of the meeting to a close. A link to documents pertaining to the Area of Impact Agreement draft are attached below:

<https://www.cityofblackfoot.org/AgendaCenter/ViewFile/Item/102?fileID=1514>

<https://www.cityofblackfoot.org/AgendaCenter/ViewFile/Item/102?fileID=1515>

**Adjourn:**

A motion to adjourn was given by Commissioner Jefferis and seconded by Commissioner Smith. The meeting was adjourned at 8:57 PM.

*Donna Parkinson*

Donna Parkinson, City of Blackfoot Planning & Zoning Clerk