



CITY OF BLACKFOOT
PLANNING & ZONING
Meeting Minutes
157 N Broadway Street, Blackfoot
February 9th, 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 February 9th, 2021, at The City of Blackfoot council chambers by Chairman Ron Ramirez. This meeting was also made available to the public by way of the Zoom application.

Pledge of Allegiance:

Commissioner Roll Call:

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

City of Blackfoot staff present:

Kurt Hibbert, Planning & Zoning Administrator and Donna Parkinson, Planning & Zoning Clerk were present. Rex Moffat, Wastewater Treatment Plant Supervisor was also in attendance. 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 January 26th meeting minutes:

Commissioner Smith made the motion to approve the minutes. Commissioner Jefferis seconded; the motion to approve the minutes passed unanimously.

Agenda Item #6, Consent Agenda - Findings of Fact:

- a) **Proposal to amend** the term limits for P & Z Commissioners per state law. – **Action Item:** (Presenting Finding of Fact listed below):

FINDINGS OF FACT, CONCLUSIONS
AND RESOLUTION ADOPTED
BY THE
PLANNING AND ZONING BOARD
OF THE
CITY OF BLACKFOOT
February 9, 2021

FINDINGS AND CONCLUSIONS

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on January 26, 2021, the Board held a public hearing on the request of the City of Blackfoot to amend the Ordinance regarding term limits for planning and zoning commissioners. Recommendations and the basis for those recommendations from the City of Blackfoot Planning and Zoning Administrator were presented and considered by the Board. No testimony was presented in the public hearing. Upon reviewing the matter, the Board found and concluded as follows:

FINDINGS:

- 1. That the prior Blackfoot City Code does not comply with State code with regard to the term limits for planning and zoning commissioners. The proposed additions to the city code are attached hereto and incorporated by reference.
- 2. That in order to properly comply with State code, this ordinance needs to be amended as presented by the City Planning and Zoning Administrator.

RESOLUTION AND CONCLUSIONS

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

It is recommended to the City Council that the proposed amendments to the Planning and Zoning Commission ordinances, regarding the term limits of commissioners should be adopted as presented.

These findings of fact, conclusions, and resolutions were formally adopted by a majority vote of the planning and zoning board on 9th day of February, 2021.

Donna Parkinson

 Secretary of Planning & Zoning Board
 City of Blackfoot, Idaho

- b) Proposal to amend** the approval process for Planned Unit Developments - **Action Item:** (Presenting Finding of Fact listed below):

FINDINGS OF FACT, CONCLUSIONS
 AND RESOLUTION ADOPTED
 BY THE
 PLANNING AND ZONING BOARD
 OF THE
 CITY OF BLACKFOOT
 February 9, 2021

FINDINGS AND CONCLUSIONS

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on January 26, 2021, the Board held a public hearing on the request of the City of Blackfoot to amend the Ordinance regarding approval of planned unit developments. Recommendations and the basis for those recommendations from the City of Blackfoot Planning and Zoning Administrator were presented and considered by the Board. No testimony was presented in the public hearing. Upon reviewing the matter, the Board found and concluded as follows:

FINDINGS:

- 1. Based upon the recommendations provided and reflected in the minutes, the prior Blackfoot City Code should be amended to provide for planned unit developments to be approved by City Council, instead of the planning and zoning commission. The proposed additions to the city code are attached hereto and incorporated by reference.
- 2. That in order to properly protect land uses within the City, this ordinance needs to be amended as

presented by the City Planning and Zoning Administrator.

RESOLUTION AND CONCLUSIONS

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

It is recommended to the City Council that the proposed amendments to the Planning and Zoning ordinances, regarding the approval of planned unit developments should be adopted as presented.

These findings of fact, conclusions, and resolutions were formally adopted by a majority vote of the planning and zoning board on 9th day of February, 2021.

Donna Parkinson
Secretary of Planning & Zoning Board
City of Blackfoot, Idaho

Chairman Ramirez asked the Commission that after them reviewing the Finding of Fact & Resolutions on both items prepared by Attorney Sandow that a motion be made to approve. Commissioner Barlow made the motion to approve both Finding of Fact & Resolutions for items a) and b) listed. Commissioner Jefferis seconded; The motion was voted on and passed.

Agenda Item #7, Agenda Review Items:

a) Infrastructure Review.

Chairman Ramirez conveyed to the group that he had attended the recent city staff meeting and had extended an invitation to the department heads to attend tonight's meeting. Chairman Ramirez had asked that they be prepared to share information that would help in shaping the city's comprehensive plan. Wade Gardner had prepared a written note which was contained in each of the Commissioners packets. Rex Moffat, Wastewater Treatment Supervisor, was introduced and was offered the floor. He introduced to the board the information that he had prepared for tonight's meeting, including maps outlining the sewer line locations that are served through the treatment plant. He said that the report also included the ability to accept added capacity based on possible areas that might be included in future development. Administrator Hibbert added that the areas in the report have not been finalized to be annexed but rather a "potential annexation radar screen", created to evaluate different scenarios. The discussion moved forward regarding locations; what other municipalities shared ownership, and what criteria would constitute picking an area for future development. Chairman Ramirez brought up a question regarding the impact area within the five-hundred-foot distance from the city's boundary. Mr. Ramirez asked about the annexation requirement of development in that area concerning sewer service. Mr. Moffat replied that the city would have to make service available. It was also noted that existing developments would have one year to connect, or whenever an existing septic system failed. Mr. Moffat added that existing septic systems cannot be repaired, residents would have to connect to city sewer at that point. The question of whether potable water must also be supplied with sewer was brought up to which Mr. Moffat replied it does not. Mr. Moffat also pulled up the city's freshwater supply map to view. Other questions were brought up as well as examples involving areas in the impact area. Moffat pointed out that the report estimates a capacity to add 1500 to 2000 homes without impacting the plant's current operation. The question about pipe capacities came up and Mr. Moffat said the city was currently doing a capacity study. Commissioner Ramirez once again stressed the importance of having the department heads come in and supply information in these meetings. Administrator Hibbert suggested that engineering on large projects can be done by the developers to help alleviate the city from that responsibility. A question was brought up about terminology used in the report. Mr. Moffat explained some of the nomenclature of the information given. He informed the Commission that city departments visit with developers before the project

goes to the Commission. Mr. Ramirez said the information will help in developing the Land Use Map. Mr. Moffat was thanked for his efforts, he asked the Commission that departments be given time to prepare for these meetings.

Not on the agenda, Collin Hunter, Honeybrook Developments, reported on the Lawrence Lane development progress and made members aware of the property they had purchased to the south. He explained the ideas that they had for that property as well. He mentioned that they would need the city's approval prior to putting further effort into this property. The question came up with concern for surrounding residents and what higher density versus single family zoning would do. Chairman Ramirez reminded the group to follow the "rules" while discussing this item. Administrator Hibbert suggested that the Commission keep in mind to keep high density projects together when possible. The discussion continued forward on the related topic.

b) Comprehensive Plan Review.

Tish Dahmen spoke about some of the ideas the Potato Museum has entertained, plans to move to a better location, and the fate of the old bridge on Bridge Street. The issue of pedestrian traffic crossing the river was mentioned. Chairman Ramirez then asked if there were any Zoom participants that would like to comment. There were no respondents.

Mr. Ramirez then introduced a pamphlet that had been put together by Jefferson County that gleaned ideas from some of the youth in their county on what they would like to see for improvement in their community. He stated that he would like to implement a similar program to get the youth involved in describing things that they currently like and things they would like to see in the future. It was discussed by the Commission that 4th graders would be chosen. All students would be invited to participate and how many students would be chosen from each school. This idea would be a contest for students with prizes awarded for the winners. Business owners would be invited to judge the entries to help increase community participation. Other ideas were discussed to help in forming the Comprehensive Plan. Administrator Hibbert talked about some of the things that are being looked at coming to the area from developers. He added that the need for affordable housing and where these units can be built is of high importance.

Chairman Ramirez asked the group if he could get three volunteers to head up the youth project. Commissioners Barlow and Jefferis did volunteer and Administrator Hibbert said he would be available to help also. Chairman Ramirez closed this item of business and suggested the group move on to the next item.

c) Commercial Zone Review.

Chairman Ramirez introduced the document that had the different commercial districts listed with a brief definition of each. The Commission had a discussion on what zone and district definitions were. Some of the districts already established were pointed out on the city map. The change in definitions were brought up, historic, general, and highway business. The commercial use chart was also discussed and how the business types could be targeted for a certain area. Chairman Ramirez encouraged the Commission to add to this list if they think of businesses not listed. He also charged the Commission to work on getting any current projects that were started to the point of completion. Commissioner Jefferis reminded the group that the reason the work meetings were created was to focus on single tasks and work to complete them. The task of notifying the schools and how to get surveys out to the public as well as a format for the questions needed for the survey were addressed. The thought was, Chairman Ramirez explained, was that they could have these assignments ready by the March 9th work meeting.

Adjournment:

A motion to adjourn was made by Commissioner Jefferis and seconded by Commissioner Barlow. The meeting was adjourned at 9:03 PM.

Donna Parkinson

City of Blackfoot, Planning & Zoning Clerk
Donna Parkinson