

**CITY OF BLACKFOOT
PLANNING & ZONING
Meeting Minutes**
157 N Broadway Street, Blackfoot
June 9, 2020

Note:

Due to a technical problem with the audio recording device, the first 42 minutes of this meeting could not be transcribed.

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 June 9, 2020, at The City of Blackfoot council chambers by Chairperson Jefferis.

Pledge of Allegiance:

Commissioner Roll Call:

Those present: Chairperson Marilyn Jefferis, Commissioners Deborah Barlow, JoAnne Thomas, Merv Dolan, Ron Ramirez, and Rocky Moldenhauer. Commissioner Dine Smith was present via Zoom.

City of Blackfoot staff present:

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

Report on Conflicts of Interest/Exparte of Communication:

Nothing was reported.

Approval of the March 10, 2020 meeting minutes:

Commissioner Ramirez made the motion to approve the minutes. Commissioner Barlow seconded; motion carried unanimously.

First Agenda Item:

The training video, "The Planning and Zoning Workshop":

The board viewed the video together and afterward discussed several items that were brought to their attention. One point was to develop a checklist when reviewing an application. Commissioner Moldenhauer asked if there was a template available to follow, Commissioner Ramirez added that the board needed to pay attention to the smallest details, especially when tasked with improving/changing code items. Commissioner Hibbert stated that the board brings balance to decision making and, as part of the process, to be kind but firm in executing those decisions. Commissioner Hibbert announced that Ms. Parkinson has been working on developing a packet with all the information pertaining to an application. Mr. Hibbert noted that mailing these packets would be best so the board could bring them to the meeting. The group came together on the idea that a checklist is Commissioner Hibbert's responsibility, and he would inform the board if there were any incomplete items. Mr. Ramirez reminded the board that CUP's should have all the information completed before a public hearing is scheduled. Commissioner Ramirez moved on to say that it is especially important to report exparte to the group. The discussion went on about not discussing upcoming items that will be on the public hearing meeting agendas. Commissioner Moldenhauer shared some comments from Attorney Sandow that no more than two members of the board can talk about items, but Commissioner Ramirez & Administrator Hibbert believed that was not correct. In the case of close family members, the example of three degrees of consanguinity was brought up in determining a board member's recusal from participation. Administrator Hibbert stressed that board members do not formulate ideas on their own. Always include

all board members in discussions, adding that the public should also be included. Mr. Hibbert mentioned that the city is looking at acquiring some visual aids to assist in board meeting presentations. Commissioner Thomas gave an example of a post on social media and what should be done. Administrator Hibbert shared an example of a case where two commissioners were seen talking together and the fallout from someone filing a complaint. Mr. Ramirez gave an example of him, and another commissioner that had ridden in the same car and, as a result, had suffered backlash due to community members accusing them of discussing public hearing items off the record. Chairperson Jefferis moved to go on to the next agenda item. The replay of the training video can be found at <https://youtu.be/p6JBjxHHEN0>.

Chairperson Jefferis introduced the second agenda item:

Review of New Residential Zoning Changes before the schedule of public hearing:

The board went over the current information contained on the 2020 Schedule of Dimensional Standards and were clarifying the new changes in descriptions.

Commissioner Dolan brought up a question about the R1-R minimum side structure setback. He conveyed to the group an example of a resident that was in violation. On the whiteboard, Administrator Hibbert sketched out how the setbacks in Mr. Dolan's example play out. He used an example of how a fence would comply. One point brought up was that a fence setback is measured from the owner's property line. Also pointed out was that neighbors must agree to put it on the line; otherwise, it must be on the fence builder's property. Commissioner Ramirez gave examples of structures built to the property line, not getting a permit, and being in violation. When the property changes hand, the new owners are saddled with those problems. Commissioner Ramirez encouraged the group that it would be great if these zone changes were brought to the meeting on the 23rd. Commissioner Barlow reminded the board about reviewing chapters 3, 4, and 7 from the comprehensive plan. The board still needs to complete that assignment and report back to Administrator Hibbert on the need for any changes. In the discussion, it was brought up that there is a lack of new homes for sale. In the city, permits are down but up in the county. The group discussed how there are differences in enforcement, not so much about ordinances between city and county. Other discussions went on about enforcing ordinances both in the city as well as the county. Administrator Hibbert touched on some examples of how violations are dealt with, including penalties, as well as misdemeanor charges being brought forth. The issues of code violations, property unsightliness, and parking vehicles were passed around to the group to discuss also. One idea brought up was that those prosecuted could be reported in the local paper. Chairperson Jefferis made a motion to adjourn; Commissioner Thomas seconded; The meeting closed at 9:30 PM.

Donna Parkinson

City of Blackfoot, Planning & Zoning Clerk
Donna Parkinson