



CITY OF BLACKFOOT  
PLANNING & ZONING  
Meeting Minutes  
157 N Broadway Street, Blackfoot  
July 13th, 2021

**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 July 13th, 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, Merv Dolan, and Co-Chairman Dine Smith. Commissioners Marilyn Jefferis and Deborah Barlow were absent.

**City of Blackfoot staff present:**

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

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

None were brought forward.

**Approval of the June 22nd and July 1st meeting minutes:**

Co-Chairman Smith offered a motion to approve the minutes. Commissioner Thomas seconded; the motion to approve the minutes passed unanimously.

**Public Comment/Information**

Chairman Ramirez explained that this agenda item would only appear in the work meetings. He said that this would allow the public to bring forward information on items not on the agenda.

**Agenda item 7a, Comprehensive Plan:**

Chairman Ramirez started by going back to the art contest and expressing to the group that he had hoped that more comments from adult residents would have come forth. From there Chairman Ramirez introduced guest speaker Dave Thompson who serves as the Planning & Zoning Chairman for Sugar City, Idaho.

**Dave Thompson, Sugar City Idaho**, presented to the group a software program developed by his firm that was used in getting resident feedback in developing Comprehensive Plans. He shared a slideshow explaining the steps they took to develop an effective survey. The question came up to handling duplicate responses. Mr. Thompson said they had an answer to deal with that. He went through a sample of what they would do for the City of Blackfoot. After the presentation there was a question & answer with Mr. Thompson. To further this pursuit the city would have to enter a contract with Mr. Thompson's firm. Chairman Ramirez asked how the questions would be formulated. It was asked if the questions used in previous surveys could be used at the very least to spur thought. Also, the question about funding advertising came up. Administrator Hibbert said he has been discussing this with the mayor and are taking steps to assure funding will be in place. The commissioners then voted to ask the city to pursue the contract. Chairman Ramirez thanked Mr. Thompson for sharing his time.

Chairman Ramirez shifted to the policy portion of the Comprehensive Plan. He then asked Administrator Hibbert to take some time to go over the Smart Growth booklet. He wanted to look at these policies and decide which ones are important and to have everyone jot some ideas down. It was decided to have replies back by the July 27th meeting. Administrator Hibbert said he would also participate. Chairman Ramirez emphasized this was important as the group

would be able to tabulate and be prepared to discuss the ideas in the August work meeting. Chairman Ramirez asked Ms. Parkinson to get copies of the documents handed out by Administrator Hibbert to Commissioners Jefferis and Barlow as soon as possible.

**Agenda item 7b, Commercial Zones:**

Mr. Ramirez started out by directing the groups attention to the document handed to them referencing code 11-4-9. He then made a comparison to the downtown business district document that had recently been updated by the commission as well as the residential code updates that have been worked on. Chairman Ramirez reported that the residential code with the table the commission had developed, had been adopted and codified by the City Council. The subject of code enforcement was brought up and Mr. Hibbert said these items should be brought to the commission's attention. Chairman Ramirez thanked the members for their efforts in improving the whole process.

**Adjournment:**

A motion to adjourn was made by Commissioner Smith and seconded by Commissioner Thomas. The meeting was adjourned at 8:52 PM.

*Donna Parkinson*  
City of Blackfoot, Planning & Zoning Clerk  
Donna Parkinson