



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

**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 October 11, 2022, at the City of Blackfoot council chambers by Chairperson Deborah Barlow. This meeting was also made available to the public for viewing by way of the Zoom application.

**Pledge of Allegiance**

**Commissioner Roll Call:**

Those present: Chairperson Deborah Barlow, Commissioners Marilyn Jefferis, Merv Dolan, JoAnne Thomas, and Scott Stufflebeam.

Those absent: Vice Chairperson, Dine Smith

**City of Blackfoot Staff Present:**

Julie Conan, Planning & Zoning Secretary

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

No items were brought forward.

**Approval of the September 13 and September 27, 2022, Meeting Minutes:**

Commissioner Jefferis motioned to approve September 13, 2022, meeting minutes, Commissioner Thomas seconded and they were approved. Commissioner Jefferis motioned to approve the September 27, 2022, meeting minutes, Commissioner Dolan seconded the motion and they were approved.

**Action Items:**

Chairperson Barlow stated there was a large public audience at the meeting to hear the discussion on Action Item "d", Honeybrook 3. She entertained a motion to move Action Item "d", to be first on the Agenda Action Items. Commissioner Jefferis motioned to move this and Commissioner Thomas seconded, and it was approved. The rest of action items were to follow in order.

**a) Honeybrook Division 3 Subdivision/PUD, 396 S Pendlebury Ln - Collin Hunter, Honeybrook Investments, LLC– Discussion on Information Provided by City Department Heads:**

Chairperson Barlow told the audience that the Public Hearing had been closed, but that the audience could request a recess to discuss any questions they may have, then have one person submit those questions to the Chairperson. She would then answer the questions. She emphasized the fact that they heard all the testimony from the Public Hearing and they will consider this in their discussion.

There was a flyer given to the P & Z Secretary from a member of the public, regarding this meeting. It had been distributed to residents in the neighborhood of the proposed development. It listed several concerns about this development. It was given to the Commissioners in their packet. Chairperson Barlow went through each concern and addressed them. She stated this development was not an apartment complex, but would be townhomes for sale. It noted that there were inadequate public hearings, but Commissioner Barlow stated they followed the City's procedures for public hearings. She stated that there were traffic studies done and they have the results. Each City Superintendent had submitted their staff reports concerning this development. She reminded the public that they could contact the City Staff to speak with someone directly about their concerns and they can also request any records they would like as well.

Chairperson Barlow invited Steven Heath, Connect Engineering, to the table. He is the engineer for this development. She decided to have the audience write down any questions they may have and hand them in, then she would answer them at the end of the discussion between the Commissioners. She went through each Superintendent's staff report and discussed them. Mr. Heath gave input on the traffic studies and answered questions from the Commissioners. Several topics were brought up, including water studies, water pressures and supply, fire hydrants and flows, stormwater retention, crosswalk and pedestrian safety, road improvement and traffic around the development. They also talked about the previous Honeybrook Developments how these may affect the area. They discussed their duties to review the project and decide whether it meets the code requirements and how the reports stated the infrastructure will support this development.

There were several interruptions from the audience. Chairperson Barlow reminded them to write their questions down and she would address them. One of the questions submitted, was about the year the traffic study was done that Connect Engineering based their study off of. The ITD study was done in 2017. The engineers used this model, then added the three Honeybrook Developments to it, to get their current results. Other questions included the Planning & Zoning Administrator resignation, the school district capacities, farm equipment traffic impact, recreation areas for the development, sidewalk, parking and lighting plans, sanitation requirements and emergency service availability. A question was asked about impact fees for public infrastructure and Chairperson Barlow stated that was going to be on the agenda for a public meeting soon.

The Commissioners discussed the parcel of land owned by State Hospital South, located on the corner of the development, that the City will improve by landscaping. They were unsure if the City has requested it to be deeded over yet.

Chairperson Barlow explained to the audience how the hearings were noticed and what the function of the Planning and Zoning Commission was. Commissioner Jefferis explained how the road frontages of the subdivisions would be upgraded by the developers along Pendlebury Ln.

**b) Select Public Works Site Plan Meeting Liaison:**

The Commissioners agreed that a liaison is needed to attend the Site Plan Meetings. A motion to appoint Commissioner Stufflebeam as the liaison to the Site Plan Meeting was made by Commissioner Jefferis and seconded by Commissioner Thomas, and the motion passed.

**c) Approval of Commercial Codes:**

Chairperson Barlow asked the Commissioners if they wanted to work on the Commercial Codes during this meeting since it was already past 8:30 p.m. The highlighted portions needed finalized. They decided to request input from Kurt Hibbert, City Consultant, on exact issues with the highlighted sections of the draft. Chairperson Barlow will meet with Kurt and report back to the Commissioners what the issues are.

**d) Approval of Annexation Policy:**

After discussing this policy, it was decided that they would defer this to the City Attorney, Garrett Sandow, for his review to ensure that State Law cited in this policy is up-to-date. Julie Conan, P & Z Secretary, will send this to Attorney Sandow and ask whether it should be a policy, resolution or an ordinance. They will put it back on an agenda for a future meeting once they receive his review.

**Discussion on Outstanding Issues:**

Commissioner Stufflebeam stated he wouldn't be present for the November Work Meeting.

A motion to adjourn the meeting was made by Commissioner Jefferis and seconded by Commissioner Dolan. The meeting was adjourned at 8:54 p.m.

*Julie Conan*

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City of Blackfoot, Planning & Zoning Secretary  
Julie Conan