



CITY OF BLACKFOOT  
PLANNING & ZONING  
Meeting Minutes  
157 N Broadway Street, Blackfoot  
October 12, 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 October 12th, 2021, at The City of Blackfoot council chambers by Co-Chairman Dine Smith. This meeting was also made available to view remotely by way of the Zoom application.

**Pledge of Allegiance:**

**Commissioner Roll Call:**

Those present: Co-Chairman Dine Smith, Commissioners JoAnne Thomas, Deborah Barlow , and Merv Dolan. Commissioner Marilyn Jefferis was absent. Chairman Ron Ramirez was participating as a commission member via the Zoom application.

**City of Blackfoot staff present:**

Kurt Hibbert, Planning & Zoning Administrator. Donna Parkinson, Planning & Zoning Clerk was absent.

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

None were brought forward.

**Approval of the September 28th meeting minutes:**

Ms. Parkinson had informed Mr. Ramirez earlier that the minutes were not ready for tonight's meeting.

**Consent agenda approval, Action Item:**

Co-Chairman Smith announced the four documents that were ready to be approved. Co-Chairman Smith asked the commission members if they had reviewed them all and asked for a motion to approve. Commissioner Dolan made the motion, Commissioner Thomas seconded, and the motion passed. The Finding of Fact & Conclusions approved are located starting on [page three](#) of this document.

**8. Agenda Review - Action Items:**

**a) Commercial Zones – Maps, Charts, and Verbiage:**

Co-Chairman Smith introduced the latest zoning table and asked if Administrator Hibbert would elaborate. Mr. Hibbert explained that this table was modeled after the residential table that had been completed already. Administrator Hibbert talked about setbacks and pointed out that instead of repeating code information they had added footnotes. These relate to design standards already created. Commissioner Ramirez was hopeful they could finish the commercial zone table by the end of this year. The commission continued to discuss design standards, focusing on the need to document details so developers would know what to plan for. The conversation went on with building vs hard space vs green space. The topic, "softscape" was brought up, also described as, "zeroscape", which does not require irrigation. Mr. Hibbert mentioned 2 examples, Old Dominion Trucking and FedEx Freight located at the Rose exit. It was decided that this type of, "scaping", needs to be included in the requirements. Commissioner Barlow pointed out that a detailed description was needed so that more than a gravel fill would meet the requirement. The commission decided to include these definitions as subcategories of landscaping. Co-Chairman Smith volunteered to work on organizing the table much like the residential table. Mr. Ramirez asked about finalizing the map, to which Administrator Hibbert replied that Eric

was working on it and would be available at city hall on Tuesday to discuss any changes or additions. The map with district ID's needs to be finalized. Administrator Hibbert said annexation requests have been coming in, which is accelerating the need to complete this. Co-Chairman Smith said he would gather the digital copies of the current zone & table, and work on streamlining them.

Chairman Ramirez motioned to put "this" item on the November work meeting agenda. How much frontage, min lot size, were some questions raised, Mr. Ramirez also pointed to other questions with regard to specs.

**b) Comprehensive Plan (Survey Data) – SWOT – Questions:**

Comments from the input already gathered by Administrator Hibbert & Chairman Ramirez, were shared with the commission for them to discuss. Many items were added to the list. Some ideas were discussed to great lengths. Commissioner Dolan's dog ate his homework. It was decided that the list would be impossible to complete in tonight's meeting. A motion was made by Commissioner Barlow to complete up to page two and resume again at the November 9th work meeting. The motion was seconded by Commissioner Thomas and the motion passed.

**c) Sign Code Amendment – Table & Signs:**

Co-Chairman Smith opened up this item to the table. Administrator Hibbert talked about some of the wording to the code, first, the square footage of a sign, changing it to two hundred and eighty-eight square feet. Second, that a correction was needed regarding the six-foot-high sign allowance. It was a typo and needed to be changed to sixty feet. The commission also decided to strike the externally illuminated portion from the code. Sign size as well as types in a residential area were discussed. Administrator Hibbert also revealed sign types described in the code that did not need a permit. The commission agreed on the current guidelines. It was decided to modify wall sign size for residential zones. A motion was made by Commissioner Barlow to bring the code item of wall sign size to six square feet in residential zones; in other than residential zones, changing total sign square footage to two-hundred eighty-eight; correct maximum sign height wording from six to sixty feet, and eliminate the external illumination requirement, bringing these items to a public hearing. The motion was seconded by Commissioner Thomas and the vote passed unanimously.

**Adjournment:**

A motion to adjourn was made by Commissioner Dolan and seconded by Commissioner Barlow. The meeting was adjourned at 9:05 PM.



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Donna Parkinson, City of Blackfoot Planning & Zoning Clerk

FINDINGS OF FACT, CONCLUSIONS  
AND RESOLUTION ADOPTED  
BY THE  
PLANNING AND ZONING BOARD  
OF THE  
CITY OF BLACKFOOT  
October 12, 2021

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on September 28, 2021, the Board held a hearing on the request of Kaleb Phelps to vacate an old street or alleyway on the northwesterly side of his parcel located at 372 W. Highway 39 in the City of Blackfoot. During the hearing, testimony in favor of the proposal was submitted by the City Planning and Zoning Administrator as well as Kaleb Phelps. A City staff report was provided which is attached hereto. No one appeared neutral or against the proposal. All testimony was heard and evaluated by the Board. Based on the testimony, documents, relevant ordinances, and evidence presented, the Board finds as follows:

**FINDINGS OF FACT**

1. The street and/or alleyway off to the northwesterly side of 372 W. Highway 39 that is proposed to be vacated is described in the documents attached hereto.
2. That it appears this section of roadway was Worthen Road when it previously connected to West Collings Siding, but has not been used since Highway 26 was constructed in its' current location decades ago.
3. Upon vacation, ownership of the vacated portion of the alleyway should revert to the adjoining property owners as provided by Idaho law.
4. Easements will be retained as provided by Idaho law and will not adversely affect other property owners.
5. Certain additional advantages are listed in the Staff Report attached hereto and are adopted herein.

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

The Board recommends the City Council vacate the portion of the street and/or alleyway as outlined above, retaining all easement rights as provided by Idaho law.

These findings of fact, conclusions, and resolution formally were adopted by a majority vote of the planning and zoning board on October 12, 2021.



Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

FINDINGS OF FACT, CONCLUSIONS  
AND RESOLUTION ADOPTED  
BY THE  
PLANNING AND ZONING BOARD  
CITY OF BLACKFOOT  
October 12, 2021

**FINDINGS AND CONCLUSIONS:**

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on September 28, 2021, the Board held a public hearing on the request of Jon Gregory to review the subdivision to be known as Sunset Cove Subdivision and to be located at 1315 Gary Street, for recommendation of approval or denial to City Council, pursuant to the application that is attached hereto and made a part hereof by this reference. During the public hearing, testimony in favor was heard and evaluated by the Board. One patron provided testimony against the request and was primarily concerned about additional traffic in the area. No testimony was provided neutral to the request. Upon reviewing the matter with the Planning Administrator and his Staff Report, made a part hereof by this reference, reviewing the relevant City Code, hearing any testimony in the public hearing, and reviewing any documents submitted by the applicant and by any other interested parties, the Board finds and concludes as follows:

**FINDINGS and CONCLUSIONS:**

1. It appears the proposed subdivision has made adequate provision for a water supply system that is adequate in terms of quantity and quality for the type of subdivision proposed.
2. Adequate provisions have been made for a public sewerage system and that the existing municipal system can accommodate the proposed sewer flows.
3. Proposed streets are consistent with the transportation element of the comprehensive plan and comply with current city design criteria.
4. After reviewing the matter with the fire department, it appears the proposed subdivision will be in compliance with applicable fire codes.
5. Adequate provisions have been made for storm water collection, retention and/or conveyance. Facilities are sized according to city drainage policy and design criteria.
6. All areas of the proposed subdivision that may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.
7. The area proposed for subdivision is now zoned for the proposed use and the use conforms to or will conform to other requirements found in this code.
8. The developer has made adequate plans to ensure that the community will bear no more than its fair shares of costs to provide services by paying fees, furnishing land or providing other mitigation measures for off-site impacts to streets, parks and other public facilities within the community. It is the expectation that, in most cases, off site mitigation will be dealt with through the obligation to pay service availability fees.

**RESOLUTION AND CONCLUSIONS**

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

The Board recommends that the City Council approve the subdivision as presented.

These findings of fact, conclusions, and resolution formally were adopted by a majority vote of the planning and zoning board on October 12, 2021.

  
Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

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FINDINGS OF FACT, CONCLUSIONS  
AND RESOLUTION ADOPTED  
BY THE  
PLANNING AND ZONING BOARD  
CITY OF BLACKFOOT  
October 12, 2021

**FINDINGS AND CONCLUSIONS:**

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on September 28, 2021, the Board held a public hearing on the request of Jon Gregory to change the zone on property located on 219 Lansing Street, Blackfoot, Idaho, from M-1 (light industrial) to HDR-2 (Multi Family Residential) and to consider the recommendations to provide City Council pursuant to the application that is attached hereto and made a part hereof by this reference. During the public hearing, testimony was heard from the Applicant and evaluated by the Board. The matter was discussed with the Planning Administrator with a review of the relevant City Code. Testimony against the proposal was presented primarily focusing on traffic, losing country atmosphere, density of HDR-2 zoning, and other similar concerns. After reviewing any documents submitted by the applicant and by any other interested parties, the Board finds and concludes as follows:

**FINDINGS and CONCLUSIONS:**

1. The property currently is zoned M-1. The Applicant has requested a designation of HDR-2 to better suit the adjoining properties that are multi-family zoning.
2. That after consideration of the surrounding areas, the Commission has determined that a zone of HSR-2 is appropriate.
3. The proposed zone change to HDR-2 complies with and advances the goals and objectives of the Comprehensive Plan and is consistent with the uses in the area.
4. The zone change will allow the City to provide and maintain existing future capabilities of public utilities.
5. It appears the amendment to HDR-2 will not adversely affect other property in the vicinity.
6. The proposed zone will not adversely affect the public health, safety or welfare and does more accurately reflect the likely future uses of the area.

**RESOLUTION AND CONCLUSIONS**

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

The Board recommends that the City Council amend the zoning of the proposed area from M-1 to HDR-2.

These findings of fact, conclusions, and resolution formally were adopted by a majority vote of the Planning and Zoning Board on October 12, 2021.



Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

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FINDINGS OF FACT, CONCLUSIONS  
AND RESOLUTION ADOPTED  
BY THE  
PLANNING AND ZONING BOARD  
CITY OF BLACKFOOT  
October 12, 2021

**FINDINGS AND CONCLUSIONS:**

At the regularly scheduled meeting of the Planning and Zoning Board of the City of Blackfoot on September 28, 2021, the Board held a public hearing on the request of Clayton Homes, CMH, Inc., to review the subdivision to be known as Cottage Grove Subdivision and to be located at 955 Lansing Street, for recommendation of approval or denial to City Council, pursuant to the application that is attached hereto and made a part hereof by this reference. During the public hearing, testimony in favor was heard and evaluated by the Board. One patron provided testimony neutral to the request and had questions regarding possible improvements to the streets. No testimony was provided against the request. Upon reviewing the matter with the Planning Administrator and his Staff Report, made a part hereof by this reference, reviewing the relevant City Code, hearing any testimony in the public hearing, and reviewing any documents submitted by the applicant and by any other interested parties, the Board finds and concludes as follows:

**FINDINGS and CONCLUSIONS:**

1. It appears the proposed subdivision has made adequate provision for a water supply system that is adequate in terms of quantity and quality for the type of subdivision proposed.
2. Adequate provisions have been made for a public sewerage system and that the existing municipal system can accommodate the proposed sewer flows.
3. Proposed streets are consistent with the transportation element of the comprehensive plan and comply with current city design criteria.
4. After reviewing the matter with the fire department, it appears the proposed subdivision will be in compliance with applicable fire codes.

5. Adequate provisions have been made for storm water collection, retention and/or conveyance. Facilities are sized according to city drainage policy and design criteria.
6. All areas of the proposed subdivision that may involve soil or topographical conditions presenting hazards have been identified and that the proposed uses of these areas are compatible with such conditions.
7. The area proposed for subdivision is now zoned for the proposed use and the use conforms to or will conform to other requirements found in this code.
8. The developer has made adequate plans to ensure that the community will bear no more than its fair shares of costs to provide services by paying fees, furnishing land or providing other mitigation measures for off-site impacts to streets, parks and other public facilities within the community. It is the expectation that, in most cases, off site mitigation will be dealt with through the obligation to pay service availability fees.

**RESOLUTION AND CONCLUSIONS**

UPON MOTIONS DULY MADE, SECONDED AND CARRIED,

IT WAS RESOLVED THAT:

The Board recommends that the City Council approve the subdivision as presented.

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Secretary of Planning & Zoning Board  
City of Blackfoot, Idaho

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