



CITY OF BLACKFOOT
PLANNING & ZONING
Meeting Minutes
157 N Broadway Street, Blackfoot
February 24, 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 February 24, 2022, at The City of Blackfoot council chambers by Chairman Ron Ramirez. This meeting was also made available to the public for viewing by way of the Zoom application.

Pledge of Allegiance

Before the meeting started, Chairman Ramirez expressed thanks to those members of the public who pointed out errors in the notice of hearings regarding the annexation property descriptions. Mr. Ramirez stated that the hearing for that item is tentatively scheduled for Wednesday, March 16th.

Commissioner Roll Call:

Those present: Chairman Ron Ramirez, Dine Smith, Vice Chairman, Commissioners Merv Dolan, JoAnne Thomas, Marilyn Jefferis, and Deborah Barlow.

City of Blackfoot staff present:

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

Report on Conflicts of Interest/Ex parte of Communication:

Commissioner Smith spoke of one incident of ex parte of communication, involving a visit to his residence by a county planning & zoning commissioner. Mr. Smith said that no agenda item was discussed but the conversation was about ideas involving the Area of Impact agreement. Chairman Ramirez suggested they discuss this when the agenda item comes up. There were no other items brought forward.

Approval of the February 08, 2022, meeting minutes:

A motion to approve was offered by Commissioner Smith; Commissioner Barlow then seconded. The motion to approve the February 08, 2022, meeting minutes passed.

Agenda Item 6. a), Freeman and Olivia McCashland, 380 W Judicial, Blackfoot, Idaho, request for a Conditional Use Permit – action item:

Chairman Ramirez first asked Administrator Hibbert for the staff report. Mr. Hibbert described that the request is to allow a commercial property to be used as a residence. He noted that a similar request had been approved recently. Mr. Hibbert explained that all requirements have been met and recommend that the commission approve the request. Chairman Ramirez then opened up the meeting to the public.

Chairman Ramirez asked anyone in favor of approving the Conditional Use Permit to come forward. There were no respondents.

Mr. Ramirez asked anyone neutral to approving the Conditional Use Permit to come forward. There were no respondents.

Mr. Ramirez asked anyone opposed to approving the Conditional Use Permit to come forward. There were no respondents.

Chairman Ramirez then closed this portion of the public hearing and turned the discussion over to the commission. Chairman Ramirez brought the conversation to a close and asked for a motion. Commissioner Jefferis motioned to grant a Conditional Use Permit to Freeman and Olivia McCashland, 380 W Judicial, Blackfoot, Idaho, to rent out property as Residential Housing. It is located in a C-2 zone at 380 W Judicial Street, Blackfoot, Idaho, and legally described as: T3S R35E SEC 03 BLKFT Danelle 1ST BLK 110 W 75' OF LOTS 16 TO 20 – (RP-1048500). Commissioner Smith seconded the motion, and the vote was unanimous.

Chairman Ramirez then took a moment to explain why the annexation agenda item was cancelled, due to some errors in the documents posted. He relayed that the mayor would like to see this item be brought to the public and the commission as soon as possible. It was discussed that the notice would need to be in the local paper by March 1st. A special Planning & Zoning Commission meeting would then be scheduled for Wednesday, March 16th. There was some discussion on what meetings would be scheduled for March. Chairman Ramirez said that the city council would plan a special meeting on March 17th to act on the outcome of the annexation request. After reviewing what was on the schedule, Commissioner Jefferis motioned to schedule all three meetings in March. Commissioner Dolan followed with a second and the motion passed.

Agenda Item 6. c), Draft of Impact Area Agreement:

Chairman Ramirez introduced this item of business and asked Administrator Hibbert to help the commission go through the items listed and discuss. Mr. Ramirez did say that through this discussion a, "white paper" would be created, noting changes that this commission felt were needed. Administrator Hibbert then continued reminding the group of the meeting with the County Planning & Zoning members. Mr. Hibbert touched on state requirements, what the city as well as the county's expectations might be in regard to the AOI. He also talked about a memo that was written by a past city engineer about expectations as far as services required for annexed property. Water & sewer were not a requirement but taxed based services such as police and fire were. Mr. Hibbert pointed out from that memo that in large part, the infrastructure costs are the developer's responsibility. Administrator Hibbert laid out what design standards should be adopted; either city, county, or a hybrid of both. He emphasized that following the city's design standards would help prevent a crisis between city and county when developing property in an impact area. Mr. Hibbert went on to say that the county has the final decision and for city design standards to be used, they the county, must adopt them, they are the governing body. Mr. Hibbert also discussed ways that commission boards could be staffed when forming AOI agreements. Chairman Ramirez directed the group's attention to the map each member had received showing developments of less than five acres inside of the impact area. Mr. Ramirez also asked Administrator Hibbert to discuss the City of Groveland. It was brought to everyone's attention the importance of maintaining a community's identity and ways to do that as the City of Blackfoot continues to grow. It was felt by the group that something to protect outlying communities be included in the agreement. Administrator Hibbert shared an example of some areas in neighboring counties that are going through similar issues. After Mr. Hibbert's comments, the discussion moved to the idea of creating an AOI committee. There was some thought as to inviting Groveland to that idea. Tiffany Olsen, Bingham County Planning & Zoning Administrator took the floor to comment. Ms. Olsen stated that she felt like the county, because it covers a wide area, represented all of the communities well. Chairman Ramirez asked her opinion on organizing a sub-committee to work on developing the agreement further. She answered that the county P & Z commission and herself would be open to it but replied those who are currently serving have invested a great deal of time and would most likely not want to relinquish their efforts to another body. She also discussed the agreement that had been reached at the January 11th city meeting between the two commissions to meet and discuss the agreement together in the future. Commissioner Smith then spoke on the idea of a sub-committee after having the conversation with a county P & Z member. Administrator Olsen said she would take that back to the county and talk it over. It was concluded that all in the impact area needed good representation in developing the agreement. Ms. Olsen made a comment relating to having water and sewer information from the city available for these meetings. Administrator Hibbert cautioned that some information has limited access by the public for security reasons. It was decided to wait until the county P & Z commission decided to move forward on organizing an AOI agreement sub-committee and after that the city would move forward with it, commencing at the March 22nd meeting.

Adjournment:

A motion to adjourn was made by Commissioner Jefferis and seconded by Commissioner Barlow. The meeting was adjourned at 8:16 PM.

Donna Parkinson

City of Blackfoot, Planning & Zoning Clerk
Donna Parkinson