



CITY OF BLACKFOOT PLANNING & ZONING

157 N Broadway Street, Blackfoot
July 12, 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 July 12, 2022, at The City of Blackfoot council chambers by Vice Chairman Dine Smith. 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: Vice Chairman, Dine Smith, Commissioners Merv Dolan, JoAnne Thomas, and Deborah Barlow.

Those absent: Commissioners Marilyn Jefferis and Scott Stufflebeam

City of Blackfoot Staff Present:

Kurt Hibbert, Planning & Zoning Administrator, Julie Conan, Planning & Zoning Clerk

Report on Conflicts of Interest/Ex parte of Communication:

No items were brought forward.

Approval of the June 28, 2022, meeting minutes:

A motion to approve was offered by Commissioner Barlow; Commissioner Thomas then seconded. The motion to approve the June 28, 2022, meeting minutes passed.

Agenda Item 6. Action Items:

a) Commercial Codes – Lot Area Sizes, Percentage of Coverage by Structures; Setback Requirements Action Items:

Administrator Hibbert began to go over the draft copy of the Commercial Codes. After much discussion on each item in the commercial codes document on hand, Administrator Hibbert and the Commissioners decided this was an older version that didn't include the updates that were previously discussed. He will email the most current version to each Commissioner, then they will go over the document together and bring it to the next work meeting. Commissioner Barlow motioned to table the Commercial Codes discussion until they have the most current copy available; Commissioner Dolan seconded and the motion was approved.

b) Vote for Committee Chairperson and Vice-Chairperson:

A motion to elect Commissioner Barlow as Chairperson was made by Commissioner Dolan and was seconded by Commissioner Thomas, and by unanimous vote the motion was approved. Commissioner Smith will continue as Vice Chairman and no vote was made for that position at this time.

c) Approve Findings of Facts – Category “A” Annexation of Riverton Road to Waste Water Treatment Plant:

Vice-Chairman Smith read the Findings of Facts. Commissioner Thomas asked about Mr. Mickelsen's notification issue that was brought up at the May 24 2022 hearing, regarding it being in his deceased father's name. It was discussed and decided that it was an issue with county records, but had no bearing on this approval. Commissioner Thomas also added a thank you for P&Z Clerk, Julie Conan, for adding the translation line to the notices. Administrator Hibbert suggested having a Spanish-speaking translator available at the hearings as well as publishing the notices in Spanish. The Commissioners agreed it was a good idea. A motion to approve the Findings of Facts was made by Commissioner Barlow; seconded by Commissioner Thomas and the motion was approved. Administrator Hibbert stated the Findings of Facts would be forwarded to the City Clerk to bring to the next City Council meeting.

d) Comprehensive Plan Survey Discussion:

Administrator Hibbert said that 408 surveys had been received. Of those surveys, 70% were in the city limits; 20% were in the Impact Area and the rest were in the county. 87% were homeowners and 55% were employed in the within the city. Commissioner Barlow suggested placing posters with the QR code in grocery stores and other busy places to get more responses. There was a discussion about the ability of finding the survey online. Commissioner Barlow stated it was on the City's Facebook page. She suggested paying for the advertisement on Facebook so it would get more views. She has been sharing the post with others. Administrator Hibbert would like to keep the survey open until they receive 3% of the population, which would be around 660 responses.

Commissioner Thomas brought up the issue of how the public views the Planning & Zoning Commission, and what the actual responsibilities are, and how the two differ. Administrator Hibbert commented how the recommendations of zoning by the Commission have made a positive impact in the community.

Commissioner Dolan asked Administrator Hibbert about Code Enforcement. Administrator Hibbert commented that over the last year, code enforcement issues have improved. Commissioner Thomas asked who decides which entity is responsible to handle code enforcement and maybe the calls shouldn't go to dispatch, but possibly a call center. Administrator Hibbert discussed the difference between life-safety issues that need to be responded to right away, and the less serious issues like weeds, that can be dealt with differently. Enforcement issues of junk cars, barking dogs, people living in camp trailers and community hazards were all talked about amongst the group. They agreed the percentage of offenders are low. The group discussed possible solutions. Administrator Hibbert said that he would prefer to resolve the issues by communicating to the offender rather than prosecuting if that brings a resolution to the issue. He also spoke about the abatement fund that the police department have to deal with offenders that do not respond. This fund allows the city to pay the expenses of cleaning up properties that are in violation, then the city will place a lien on that property to recover the expenses.

A motion to adjourn the meeting was made by Vice Chairman Smith and seconded by Chairperson Barlow. The meeting was adjourned at 8:34 p.m.



City of Blackfoot, Planning & Zoning Clerk
Julie Conan