

**Rigby Planning and Zoning Commission
Minutes of the Meeting
September 11, 2025**

Call to Order:

Chairman Jenny Kifer called the meeting to order at **7:00 p.m.**

Roll Call:

- Commissioner Kifer (Chair) – Present
- Commissioner Sutherland (Vice Chair) – Present
- Commissioner Stone – Present
- Commissioner Belk – Present
- Commissioner Smith – Present
- P&Z Administrator – Present
- Public Works – Absent

Pledge of Allegiance: Led by Commissioner Kifer

Approval of Minutes

- **Motion:** Commissioner Belk moved to approve the minutes of April 10, 2025.
- **Second:** Commissioner Sutherland seconded the motion.
- **Roll Call Vote:**
 - Stone – Yes
 - Kifer – Yes
 - Belk – Yes
 - Sutherland – Yes
 - Smith – Yes
- **Result:** Motion carried.

Public Hearing

Subject: Conditional Use Permit

Applicant: Bramwell Veterinary

Location: Approx. 505 Rigby Lake Drive, Rigby Idaho

Proposal: Veterinary hospital for small animals

Presenter:

Mark Bramwell

- His experience running a veterinary hospital
- Desire to continue serving the Rigby community
- Belief that the proposed location is ideal

Correspondence:

Chairman Kifer read a letter submitted by **Mr. Scott Humphrey**,

**Wastewater Superintendent/
Pretreatment Coordinator**

9/10/2025

To whom it may concern

Animal waste must be picked up and disposed of in a dumpster. At no time will it be washed down the City of Rigby sewer Drain. Animal feces is high in e-coli and has the potential to cause the WWTP to go out of IPDES permit.

Regards

Scott Humpherys
City of Rigby
WWTP Superintendent
Pretreatment Coordinator

Public Comment

In Favor: none

Neutral: none

Against – none

Hearing was closed following discussion.

Commissioner Discussion and Action

The Commission discussed the compatibility of the proposed zoning with adjacent properties. It was noted that:

- Proposal complies with city code
- Recommendation for a **six-foot backyard fence**
- Clarified that **no kennels** will be included
- Viewed as beneficial to the community

Motion:

Commissioner Belk moved to recommend to council to approve the Conditional Use Permit for Bramwell Veterinary for a Veterinary hospital for small animals, located at approximately 505 Rigby Lake Drive, Rigby Idaho. With a recommendation to consider a fence back yard.

Second: Commissioner Stone

Roll Call Vote:

- Stone – Yes
- Kifer – Yes
- Belk – Yes
- Sutherland – Yes
- Smith – Yes

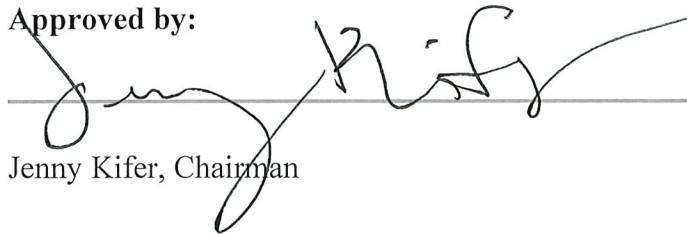
Result: Motion carried unanimously.

Adjournment

- **Motion:** Commissioner Stone moved to adjourn the meeting.
- **Second:** Commissioner Sutherland
- **Vote:** Unanimous approval

Meeting adjourned at 7:28 p.m.

Approved by:



Jenny Kifer, Chairman

Attested by:

Ione Hansen, Planning & Zoning Administrator

