

# City of Ashton Minutes Planning and Zoning Commission

**Thursday, February 01, 2024  
7:00 p.m.**

**In Attendance:** Rosie Owens, Danya Liebert and Dallas Hill

**Also, in attendance:** Planning and Zoning Administrator Sara Bowersox, Deputy Clerk Jan Warnke and Rachel Hatton

Chairman Hill welcomed everyone and opened the meeting at 7:00 pm

## **1. Approve Minutes from November 16, 2023: ACTION ITEM**

Commissioner Dallas Hill made a motion to approve the minutes as submitted. Commissioner Danya Liebert seconded the motion. The motion passed unanimously.

## **2. Administrator's Report – Sara Bowersox**

A permit has been issued for a garage to be turned into living space. The administrator informed the commission that a home can be remodeled without a permit if there are no structural changes. You do, however, need to get a permit when turning a garage into living space because there are different building requirements. Tyler Teske's permit for storage units has been approved. When Deputy Clerk Warnke contacted Fremont County to get a numbered address for this property, we were informed that his property was two separate lots. Mr. Teske will only have to fill out paperwork at the county to combine these two lots. At that point a physical address will be issued. Last fall when Administrator Bowersox was working on a Cell Tower Conditional Use Permit, she noticed inconsistencies. There were uses listed as a possibility for conditional use that were already regularly allowed uses in that zone. The administrator told the commission that the code has a list of uses that can be considered for a conditional use in each zone. She asked the commission to each take a section of the code and look over the conditional use list to determine what may need to be addressed. Dallas Hill will review the low-density and high-density residential zones, Danya Liebert will review the community core zone and Rosie Owens will review the industrial zone.

Commissioner Hill asked if there was a replacement for Nate Finley, who is now on city council. The commission was informed that the mayor had sent out a letter to someone, but the administrator didn't know if he had received an answer yet. The person will have to be approved by the city council before they can be on the commission.

## **3. Comprehensive Plan Updates**

Chairman Hill reminded the commission that they each were to bring a list of questions that they would like to ask the residents about updating the plan. He then shared his ideas. Since the last meeting he went through the guidebook that the Association of Idaho Cities put out. Things that stood out to him were words like growth, development, future, property rights and all the section headings. He thinks the questions should include as many sections from that document as possible. His question idea was: as Ashton grows, how can we keep our small-town feel? Commissioner Owens would like a question for people to define what makes Ashton feel like a small town. What assets benefit our community.

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Commissioner Liebert would like to know how the community wants to see Ashton. She also said that the community needs to know that they have been heard. Additionally, what businesses do people want and what are some improvements that are needed at the parks. The commission discussed classes that they would like to see someone offer. The commission asked the administrator if she had anything to add. She gave them a copy of a template question sheet from years ago. The commission discussed different questions and how they wanted to ask them. The administrator asked if the commission would rather have the question sheets to hand out or if they would rather have personal conversations. Commissioner Liebert thinks it would be better to hand them out so that the commission can get an accurate response. The administrator suggested that as a 2<sup>nd</sup> phase, the commission could invite people to a meeting to give verbal remarks. The commission finalized the following questions for the form:

What could Ashton improve to meet your personal/professional needs?

What does a small town mean to you?

As Ashton grows, what would you like to encourage/discourage?

What is your favorite thing and least favorite thing about Ashton today?

What else should be considered for the next five to ten years?

The commission discussed Association of Idaho Cities Steps to Developing a Comprehensive Plan, where they were in the process and how to move forward. They liked the idea of a professional helping with the plan if it related to Ashton and not something generic. The administrator would like to go over the bullet points in Step 1 at the next meeting.

The meeting was adjourned. Next meeting will be held on February 22, 2024, at 7 pm.

Minutes respectfully submitted by Deputy Clerk Jan Warnke