

City of Ashton Minutes Planning and Zoning Commission

**Thursday, July 20, 2023
7:00 p.m.**

In Attendance: Rosie Owens, John Finley, Trena Howell and Dallas Hill. Excused: Danya Liebert

Also, in attendance: Administrator Sara Bowersox and Deputy Clerk Jan Warnke.

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

1. Approve Minutes from June 27, 2023: ACTION ITEM

Commissioner Finley made a motion to approve the minutes as submitted. Commissioner Howell seconded the motion. The motion passed unanimously.

Each speaker will be allowed a maximum of 3 minutes unless repeat testimony is requested by the P & Z Commission

2. Administrator's Report – Sara Bowersox

Administrator Bowersox updated the commission on the permits that have come in since the last meeting. There is a deck, an addition with a new roof and a garage. Tyler Hess is continuing to make strides on his project. He has finished the process he needed to do with the county and is now good to proceed with his first four plex. He will mark the ground so that the Administrator can measure to make sure he meets setbacks. The building inspector has been contacted to review the plans therefore he should be able to start building soon. The Administrator has been working with an applicant about a zone change. After some time, it was decided that a Conditional Use Permit (CUP) would be better for the applicant. The piece of property is in the Community Core Zone and it has enough space for the owner to put in a single building of storage units on the back piece of that property. Storage units are an allowable consideration for a CUP. The Administrator will give her report at a public hearing explaining how it does or does not fit with the city code. The applicant will give his presentation on what he would like to do. Then the Commission will decide whether or not to approve the CUP. The Commission's decision will not have to go through the Ashton City Council. The Administrator went to the Fremont County P & Z meeting and shared what she learned from that meeting. The Fremont County P & Z Administrator, Tom Cluff, took data from 2000 to 2022 of Fremont County building permits. The graphs show how the amount of building has changed over the years.

3. Public Hearing for Setback Exception for Disability Access: ACTION ITEM

Deputy Clerk Warnke was the hearing officer. She explained that the purpose of the hearing was for the Commission to receive public comments and testimony concerning an amendment to the Ashton City Code.

Clerk Warnke asked Administrator Bowersox if the hearing notice was published? Administrator Bowersox replied that it had been published.

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Clerk Warnke then asked the Commissioners if any of them had a conflict of interest. Each commissioner stated that they did not have a conflict of interest.

Next, she asked Administrator Bowersox to give her report on the proposed changes. The Administrator explained that the commission had been working for several months on putting an exception in the Ashton City Code that would document allowing a person who needed a temporary disability ramp to encroach into the stated setbacks. The exception will be added as note six in the Specifications Standards 17.44.010 for Lower and Higher Residential Zones. The note will state that temporary uncovered ramps for persons with mobility impairments may encroach into the required setback but may not encroach onto any public right of way or adjacent private property. A temporary ramp is defined as one that does not alter the structure of the building and can be readily disassembled and removed. A Class I Permit will be required to ensure that the temporary ramp complies with building code standards. A Class I Permit will be issued for a period of two years and may be renewed at additional two-year intervals if the temporary ramp is still required. The Planning & Zoning Administrator may waive the renewal requirement depending upon the specific situation. This exemption is not transferable to a new occupant of the property. The temporary ramp must be removed, or a new permit submitted. The Commission will decide if they would like to approve this text to the Specification Standards and refer it to the Ashton City Council for them to approve an ordinance to add this text.

Deputy Clerk Warnke asked the Commission if had any any questions for Administrator Bowersox. They had none. Clerk Warnke stated that this would be the time to allow public comment if any of the public were in attendance. As no public were present and there were no written comments, Deputy Clerk Warnke closed the hearing and turned the meeting back over to the Commission for discussion.

The commission stated that they had been working on this for so long that they didn't feel that they needed to discuss it further.

Commissioner Owens made a motion to recommend to the Ashton City Council that they add the Exception for Ramps to the Ashton City Code. Commissioner Finley seconded the motion. The motion passed unanimously.

4. Next Steps for Changes to Impact Area Zone – Sara Bowersox ACTION ITEM

Administrator Bowersox met with the Fremont County Planning and Zoning Commission about the proposed changes to the Area of Impact Zone. She and Tom Cluff, Fremont County Administrator, presented the possibility of changing the Impact Area Zone right along Hwy 47 and Hwy 32 to Highway Commercial instead of Low Density Residential. Some of the questions that were asked were how many homes exist in that area, would there be a buffer between the existing homes and any commercial building, what would the minimum lot size be and if she had any traffic counts. Administrator Bowersox will prepare the information that the county asked her for to the Ashton P & Z for their approval before she presents it to the county. The county agreed to take the changes to a public hearing, allowing Administrator Bowersox to add the information from the questions that they asked to her presentation at the public hearing. The county is very busy with public hearings so it will be at least September or later before they can hold a public hearing on these changes. As she was doing her research to present to the county, she noticed that the Comprehensive Plan and City Code only mentions Hwy 20 as Hwy Commercial. The Comprehensive Plan and City Code will have to be changed to add that Highway Commercial Zone will be on any state highway. Fremont County Planning and Zoning and the City of Ashton Planning and Zoning will have to hold the hearings at around the same time. Because an

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ordinance is required, the Ashton City Council and Fremont County Commissioners will also have to hold public hearings.

5. Comprehensive Plan Updates

Chairman Hill reminded the commission that they planned to do some community outreach and continuing to do research. Commissioner Finley told the commission that as he was going through his section, he also noticed that Hwy 20 was the only state highway mentioned for the Highway Commercial Zone. Administrator Bowersox believes, and the commission agreed, that a statement should be added to the Highway Commercial and Community Core Zones that a hotel is an allowable usage. Commissioner Hill would like to have the information that was collected from the earlier town hall meetings brought to the next meeting to see what has already been done. It would be nice to have a place to catalog what they want to change, like google docs, so they can go over those ideas in a meeting. The Administrator will check to see if it would be legal to have a google docs that everyone can add their input. She also mentioned that the last Comprehensive Plan was done by a consultant with a grant. Certain information is not personal to Ashton and there was not a lot of public input. The commission would like more public participation. Deputy Clerk Warnke suggested that it may be possible to send out a letter to the residents giving the information and dates of town hall meetings. Then it would be up to the residents to decide if they had any ideas to add to the plan. Commissioner Owens would like to define things better to make it clearer. Commissioner Howell added that in her research is that it is good to have things that draw people to the area. It needs to be well lit so that people are comfortable being there into the evening hours and having it lit well helps reduce vandalism. The commission discussed the lack of lighting within the city, especially around the park. Commissioner Owens asked how specific the information needs to be. Administrator Bowersox explained that it needs to be big enough and broad enough that it allows flexibility as the community grows but it needs to be a guiding principle.

Commissioner Finley made a motion to adjourn. Commissioner Owens seconded the motion. Motion passed unanimously.

Minutes respectfully submitted by Deputy Clerk Jan Warnke