

Minutes

Ashton Planning and Zoning Commission

November 17, 2022

7:00 pm

Attendees: Commission Members: Rosie Owens, Danya Liebert, John Finley and Dallas Hill, Administrator Sara Bowersox, and Deputy Clerk Jan Warnke. Missing from the meeting was Trenna Howell.

1. Planning and Zoning Training:

Before starting the training, the new commission introduced themselves. The commission finished watching Jerry Mason's training on Planning and Zoning procedures. He presented the proper order for those testifying at a public hearing. First should be those testifying in favor of the applicant's proposal, next is the neutral comments and last are the comments against the proposal. Other topics Mason touched on were appeals, and the right of due process, and explained what quasi-judicial meant. He also explained when to use Robert's rules of order and when not to.

After the training was over the quorum discussed motions and voting. They were told that after a motion is made and seconded, a commission member can ask for more discussion. They may want the motion reworded or to get more clarification. Commissioner Hill appreciated the training. It helped him relate it to the planning and zoning commission he has been on. Administrator Bowersox had the quorum turn to City Code 17.16 C which is the hearing procedure. This section gives step-by-step instructions on how the hearing is to proceed. She pointed out that the Ashton City Code guidelines are a little different than what Mr. Mason presented. Bowersox told the commission they should look at the state law and make some corrections if necessary. The quorum went over section 17.12, which is the rolls of the commission and the zoning administrator. The administrator also touched on term limits and the area of impact. She has some ideas of things that may need to be changed, including how some of the plans are zoned. They then turned to section 17.16A.07. Administrator Bowersox explained that when a proposed development will have a significant adverse impact on the environmental quality of neighboring land uses, public facilities, and services. Then the administrator may refer to this as a Class I permit to the commission. The commission, upon confirming the administrator's findings, requires that the application be converted to a Class II permit. The commission then discussed possible exceptions for handicap ramps.

2. Mock Meeting:

Deputy Clerk Warnke acted as the Planning and Zoning Chairman. She called the meeting to order and went over two different ways to accept the minutes. Then the administrator gave examples of what she might report on. The Deputy Clerk then went through possible agenda items. The administrator explained that anything on the agenda that may come to a vote needs to have an action item next to the subject. Deputy Clerk Warnke then told the commission that at the

end of a meeting they can have a motion and second to adjourn the meeting, but they do not have to do so. The chairman can ask the commission if there is any more discussion on any item. If the commission has no more to discuss the chairman can say this meeting is adjourned. The administrator also mentioned other things that the chairman needs to do. At the beginning of the meeting, they need to give the date and time the meeting started and at the end give the adjourning time. When any of the quorum start talking it is always good for the chair to recognize the person speaking. When the quorum must take a vote, someone makes a motion then another quorum member can second. The administrator explained that it is still permissible to discuss that. After the discussion the chair can say there is a motion on the table, then ask if they are ready to vote. The quorum can either vote or change the motion. Another topic discussed was what constitutes a quorum. If three members of the quorum are meeting together then it is an official meeting. You could see each other in a social setting and talk about anything that does not have to do with the city. Deputy Clerk Warnke asked the quorum to not speak over each other in a meeting because it makes it difficult to do the minutes. If the minutes were ever called into court, they would have to be transcribed by a professional transcriptionist. If they cannot identify the speaker, it will cause a lot of confusion. Administrator Bowersox mentioned that if the recording from the last City Council meeting was called into court it would be a disaster. People were talking loudly in the audience. The quorum needs to take control of the meeting. If someone in the audience wants to speak the chair can tell them to call the office to be put on the next meeting otherwise, they need to be quiet.

3. Establishing Planning and Zoning Board:

Quorum member, John Finley, nominated Dallas Hill for Chairman. Danya Liebert seconded the motion and nominated Rosie Owens as Vice Chair. Commissioner Finley seconds the motion. The quorum unanimously agreed.

4. Schedule the next Meeting:

The next meeting will be on December 15, 2022. It was decided that the meetings would be held on the third Thursday of every month.

5. Topics to be discussed:

Temporary disability ramp discussion. Points to be revised and things to study in the Comprehensive Plan. Chairman Hill, seeing that there was nothing more to be discussed, adjourned the meeting at 8:30 pm.

Minutes respectfully submitted by Jan Warnke