

City of Ashton Minutes Planning and Zoning Commission

**Thursday, March 21, 2024
7:00 p.m.**

In Attendance: Rosie Owens, Danya Liebert, Audrey Tibbitts and Trenna Howell

Also, in Attendance: Planning and Zoning Administrator Sara Bowersox and Deputy Clerk Jan Warnke

Vicechair Owens welcomed everyone and opened the meeting at 7:00 pm

1. Approve Minutes from February 1, 2024: ACTION ITEM

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

2. Administrator's Report – Sara Bowersox

Administrator Bowersox welcomed Audrey Tibbitts, the new planning & zoning commissioner. While the administrator and Deputy Clerk Warnke were updating the contact information they discovered that a new chairperson had not been elected since the new committee was formed. It is a good idea to rotate that position around but since a commission member is absent from the meeting she suggested waiting until everyone was in attendance before they voted for a new chairman.

3. Association of Idaho Cities P & Z Video Series

AIC (Association of Idaho Cities) is where all the cities in Idaho get their training. They also make recommendations on how State laws are going to impact Idaho cities. AIC has completed a series of videos on Planning & Zoning. There are eight different training videos. The two videos that the administrator will share from the AIC's website are about comprehensive planning called, "Authority for Planning" and "Intro into Comprehensive Planning".

The 1st video, Authority for Planning, defines that in Idaho powers that grant cities and counties for planning can be found in Title 67 Chapter 65 of the Idaho State Statute. This chapter is known as the Local Land Use Planning Act or LLUPA. For how planning is to be conducted, LLUPA mandates that every city and county enact a comprehensive plan. Laws to implement the plan must include zoning and subdivision ordinances, area of impact ordinances, and an ordinance or resolution establishing procedures for public hearings. LLUPA also grants the right for cities and counties to adopt certain laws and policies at the discretion of the governing board that are appropriate for their community. Cities and counties plan, not just because it is required, but also because it is important to the future growth and development of communities. It sets priorities for communities to help them grow for generations in an efficient and cost-effective manner.

City of Ashton Minutes Planning and Zoning Commission

The 2nd video, Intro into Comprehensive Planning, Idaho cities and counties are required to administer LLUPA. Which requires cities and counties to have a comprehensive plan. A comprehensive plan is a document that sets forth the direction for the future, physical, social and economic development of a community. The comprehensive plan is long range, describing designs for five to ten years in the future. The plans should integrate the components in a way that provides a meaningful direction for the desired direction of the community. The plan generally includes facts, or a history of the community and an analysis of the present conditions of the community also a prediction of what the future may hold. The goals of the plan are to get out in front of potential problems and prepare for quality growth and to provide a place where people want to live, work and play. The plan provides a framework for well-intentioned policy decisions based on an understanding of the future analyzed in the plan. LLUPA requires the plan to have seventeen planning components. These are property rights, population, schools, economic development, land use, natural resources, hazardous areas, public services facilities and utilities, transportation, recreation, special areas, housing, community design, agriculture, implementation, natural interest electric transmission corridors and airports.

Commissioner Liebert asked when the Ashton Comp Plan was last updated. The administrator answered that it was last updated in 2008. Administrator Bowersox told the commission that Ashton doesn't have to cover an airport since there is no airport. The transportation plan is information from Idaho Department of transportation. A lot of what the training covers is when you must create a Comp Plan from scratch and Ashton only needs to update their information. Commissioner Tibbitts asked how growth is affecting the City of Ashton. Administrator Bowersox responded by saying that Ashton has not felt the rapid growth as the rest of Idaho, but we are starting to see more growth. There are town homes being built along with an apartment building. She has also been getting some questions about commercial uses. A lot of the rental homes are now Airbnb's and as of now the city does not have any registration requirements on them. Commissioner Howell asked if the city council and the P & Z committee ever met together as a group. The administrator answered that if the commission would like a joint meeting, then she would be the one to make that happen. Commissioner Howell stated that a joint meeting would be good so the commission could get an idea if the council agreed with what the commission had in mind. Administrator Bowersox thinks that this is a great idea. Deputy Clerk Warnke added that in the meetings put on by AIC, they recommend having joint meetings a couple of times a year. Commissioner Tibbitts asked if anyone was looking for grants to help with some of these projects. The administrator told the commission that the city clerk's assistant was looking for different grants, but the city no longer has an assistant and she doesn't know if she will be replaced. Commissioner Howell asked what would happen if a property next to the city wanted to be annexed and put in a subdivision and there wasn't enough capacity with the utility services. Administrator Bowersox assured her that there was a provision in the city code that the developer must pay for all improvements that need to be made to connect to the city services.

4. Comprehensive Plan Update

a. Review Question Flyer

After the February 1, 2024, meeting, the administrator took all the commissions input and created a draft questionnaire. The commission liked the draft questionnaire and talked about ways to present it to the public. It was decided to put the questionnaire on the website and create a QR code to put on flyers for people to be able to answer questions from their phone. The commission decided that they would split up to ask businesses if the flyers could be placed in their windows. Commissioner Howell will take the N E section of businesses,

City of Ashton Minutes Planning and Zoning Commission

Commissioner Owens will take the S W section including Hwy 20, Commissioner Hill will take the S E section and commissioner Tibbits will take the N W section including Hwy 20.

b. Discuss Step 1 from AIC Handbook

Turn to page 16 to the comprehensive plan blueprint for your community's future. On page 17 it has 8 steps for developing the comprehensive plan. The city will not need the airport or electric transmission corridors sections. The state has some interest in the Frostop mug being a historical site. Transportation includes basic roads and streets, and we get that plan from ITD. Ashton's only utilities are water and sewer. Hazardous areas are in the industrial zones. There are no natural resources that go through the city. Administrator Bowersox will follow up with the City Clerk to see if other cities have hired a consultant to help with their comprehensive plan, what their budget was and who they hired. The Planning & Zoning Commission would like to get as much community participation as possible. The commission discussed reaching out to the school board, ITD and other entities to get their input. When the QR code and flyer is ready, Deputy Clerk Warnke will print them and have them ready at the office so the commission can pick them up for distribution.

The meeting was adjourned. Next meeting will be held on April 18, 2024, at 7 pm.

Minutes respectfully submitted by Deputy Clerk Jan Warnke