

# **City of Ashton Minutes Planning and Zoning Commission**

**Thursday, July 18, 2024  
7:00 p.m.**

**In Attendance:** Rosie Owens, Dallas Hill, Trena Howell and Audrey Tibbitts

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

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

## **1. Approve Minutes from June 11, 2024: ACTION ITEM**

Commissioner Hill pointed out a couple of things that needed to be changed.

Commissioner Hill made a motion to approve the minutes pending the minor change. Commissioner Owens seconded the motion. The motion passed.

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

There have been some remodels, fences and decks. There was a Class I Permit submitted and approved for a cell phone tower in the industrial zone. This week we have had a permit submitted to remedy a violation. The administrator wanted the commission to be aware of this so that if people asked them questions about why you need a permit, they could have some answers. A person had a contract to sell their house. Then it was discovered that the square footage that he was selling didn't match what was on the deed. What he did is not a simple remedy, it is now a structural problem and is in the hands of Blake. They will have to hire an engineer and figure out what has been done. The administrator does not know how it's progressed from that point. Something like this is a big deal because it's more than the city just having you do paperwork. So just trying to get the point across if you know anybody that says that they don't need to file a permit could potentially turn into a very costly mistake. You can disclose in a selling contract if you have done something without a permit and get the appraiser's and buyer's consent. If something was to happen after the sale, it would be on the buyers. If they don't disclose a problem, it would be on the sellers even after the closing.

## **3. Standard Allowed Uses vs Conditional Uses of Zones**

Administrator Bowersox added the commissions suggestions to the draft Conditional Uses of Zones (17.16 G.060). She struck through the items listed that don't need to be listed as conditional uses because they are already covered as normal uses. Commissioner Howell will look through the community core section and get it to the administrator before the next meeting.

## **4. Large-Scale Development Process**

- a. 17.48D.010 LARGE SCALE DEVELOPMENT**
- b. 17.52 PLATTING LOT SPLITS AND SUBDIVISIONS**
- c. 17.68 REQUIRED IMPROVEMENTS; INSALLATION AND MAINTENANCE**

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The administrator thought that the commission needed to be familiar with the Large-Scale Development process before they were ever faced with it. She asked the commission to read through it and familiarize themselves with the code sections listed above.

### **5. Comprehensive Plan Progress**

#### **a. Vision For Ashton in 10 years**

The chairman asked the commission if they had been able to read over everyone's visions. The Commission had read over the visions, so the chairman asked if they wanted to discuss them. Administrator Bowersox asked the commission if they wanted to try to merge all the visions together. Commissioner Tibbitts will take on the assignment of putting it together. If the commission emails their visions in a word document to Deputy Clerk Warnke, then she can send everything on to Commissioner Tibbitts. The commission had a brief discussion on what has happened in surrounding areas and ways to slow it down in our area.

#### **b. Request for quote**

While attending the Association of Idaho Cities training, the Administrator received new information about the new state laws about the area of impact and annexation. She also got information about engineering companies that have worked with cities updating their comprehensive plan. In their last meeting, the City Council approved a request for proposal for a consultant to help update the comprehensive plan. She then went over, with the commission, the proposal that was published and sent out to some engineering companies.

#### **c. Next Steps**

The administrator told the commission that they have already done a lot of the legwork towards updating the Comprehensive Plan. With the survey that was sent out and the people willing to help, that will be a great resource for the consultant to start with.

### **6. Association of Idaho Cities P & Z Video Series**

The administrator asked the commission if any of them had watched any of the training videos. No one had watched any, so they had no discussion. They will all watch "Procedures and Criteria for Decisions" before next month's meeting.

The meeting was adjourned. The next meeting will be held on August 15, 2024.

Minutes respectfully submitted by Deputy Clerk Jan Warnke