

Minutes
Special Meeting
Ashton Planning and Zoning Commission

July 19, 2017
7:00 pm

Attendees: Commission Members: James Reynolds, Robert Reimann, Matt Brady, Administrator Kyle Baldwin and Deputy Clerk Jan Warnke.

Also attending were: Kathy Atchley, Lon Atchley, Sheryl Hill, Janalee Albertson, Darrell Reinke and Michele O'Malley.

The meeting was conducted by Commissioner Matt Brady.

1. New Business:

Minutes from the June 28, 2017 meetings were approved as submitted.

Sketch Plan discussion with William (Dan) Maupin – Mr. Maupin was not in attendance so the commissioner tabled the discussion until Mr. Maupin submitted his plans.

Addition to Development Code: Conditional Use Permits – Administrator asked the commission to read the draft Conditional Use Permit section by section. The commission took turns reading the document. In the Supplementary Conditions & Safeguards section # 2, it states, 'the final plat must be signed by the city engineer'. The administrator has spoken to the city attorney and they agreed that it should be changed to, 'the final plat must be signed by the city planning & zoning administrator.' Secretary Warnke asked if the commission could discuss section C. 1 under Conditional Use Permit. She felt that scheduling a public hearing within 30 days of receipt of an application could be a problem. She stated that if the administrator was gone and wouldn't be back for a week there wouldn't be enough time for him to review the application, meet with the applicant and still meet the 15 day notice requirement. The commission discussed alternative time limits. Sheryl Hill, a member of the public, stated in some documents the language states that the application first goes to the commission at their next meeting and then a hearing can be scheduled. The commission liked that suggestion. The commission then went over section C. 3 of the same section. It states that any person who appears before the commission may appeal the decision of the commission. That wording will be changed to the applicant may appeal the decision. On section E. 2, the administrator told the commission that some Conditional Use Permits had a higher percentage of density and square footage but he feels that these percentages are a better fit. In section G, Time Limitations, Extensions,

Administrator Baldwin will compare this section to the Supplementary Conditions section to make sure nothing is redundant. The last section of this document shows examples of what could be used for a Conditional Use Permit. The city attorney suggested removing that section. Janalee Albertson, a member of the public, asked about the time extensions. It looks to her that someone could get up to 4 years of extensions. Administrator Baldwin replied that an applicant would get 2 years to complete their project. Then if not completed, they could ask for another 2 years. At the end of that time they could again ask for an additional 2 year extension for a total of 6 years. Ms. Albertson asked if there were any repercussions if someone starts a project and then quits in the middle. Administrator Baldwin answered by saying they can require bonds. Secretary Warnke suggested to shorten up the time for extensions. She feels that if a project is not finished in that amount of time it may never get finished. The commission felt that a total of 4 years was enough. Administrator Baldwin would like to change it from 2-2 year extensions to 2-1 year extensions. The commission agreed to the change. Ms. Albertson then asked about the bonds and if the cost of the bond was a percentage of the cost of the project. The administrator will look into that and add it to the document. Commissioner Brady asked if anyone had any more questions. Sheryl Hill thinks it is a good idea to keep the examples at the end of the document. She feels it would help future commissions. Administrator Baldwin would like the commission to go through the examples and narrow them down. Ms. Hill questioned the necessity of adding a Conditional Use Permit. She feels this will override what is existing in the code. Ms. Albertson asked if there was no height limit in the Industrial Zone. Commissioner Reynolds stated that there was not a height limit but there are certain requirements that have to be met a certain heights.

The commission thanked those in the audience for coming and giving their input.

Minutes respectfully submitted by Jan Warnke