

City of Ashton Minutes Planning and Zoning Commission

**Thursday, August 15, 2024
7:00 p.m.**

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

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 July 18, 2024: ACTION ITEM

Commissioner Owens made a motion to approve the minutes. Commissioner Howell seconded the motion. The motion passed.

2. Administrator's Report – Sara Bowersox

Administrator Bowersox told the commission that there has been a second residence on a city lot and a couple of fence and deck permits issued since the last meeting. She has not heard any more about a large-scale development. Administrator Bowersox informed the commission that she had taken a full-time job with the Fremont County Planning and Building department. She will still be the administrator of the city until a replacement has been hired to take her place.

3. Update on Commissioner Terms

When the city started a new planning and zoning commission the commission had to do something to stagger the terms so that everyone was not leaving at once. They drew numbers out of a hat to determine what their term limits would be. Every one of the commission members was appointed in February of 2023. Commissioner Liebert drew a one-year term, Commissioner Hill drew a two-year term, Commissioner Owens drew a two-year term and Commissioner Howell drew a three-year term. Commissioner Tibbitts appointment in February 2024; therefore, her terms begin from that date. Commissioner Liebert is now in her second term. Because Commissioner Hill had been on the commission prior to it being covered by the City Council, this is considered his second term.

4. Update on Conditional vs Standard Uses

The administrator brought a mark-up of the conditional uses based on the commissions research that they handed in. The company that turns the ordinances into code is doing a review of the code. They may find the same duplications that the commission found. In that case it would be better to wait until the code update is finished.

Commissioner Hill made a motion to have the administrator take the recommended conditional use changes to the City Council. Commissioner Owens seconded the motion. The motion passed.

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5. Comprehensive Plan Progress

a. Request for quote

The city received proposals from four engineering firms. At the Ashton City Council meeting, the members looked through each proposal and after discussion voted to hire Great West Engineering to help update the comprehensive plan. The administrator handed out a copy of the Great West Engineering proposal to each of the commission members. The administrator went through the process that was outlined in the proposal.

b. Next Steps

Each commissioner has written up what their vision of Ashton would be. Commissioner Tibbitts compiled the visions and brought the draft back to the commission for their feedback. Commissioner Hill asked if he could get a copy of the draft in word so he could add comments. Commissioner Tibbitts will send the document to the deputy clerk & she will send it on to the commission for them to add their input.

6. Association of Idaho Cities P & Z Video Series

The commission was assigned to watch the training video, Procedures and Criteria for Decisions. Chairperson Owens asked the commission if they had watched the video and what they learned from it. The commission liked that the video demonstrated how a good deliberation leads to good decision, weeding out unnecessary information, the commissions decisions must be legally defensible, they must deliberate not negotiate with people, fees must be suitable to what it costs the city to do the work.

The commission chose to watch the video "Rules and Quasi-judicial decisions". The commission will discuss the video at the next meeting.

The meeting was adjourned. The next meeting will be held on September 12, 2024.

Minutes respectfully submitted by Deputy Clerk Jan Warnke