

City of Ashton Minutes Planning and Zoning Commission

**Thursday, October 24, 2024
7:00 p.m.**

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

Also, in Attendance: Administrator Sara Bowersox & Deputy Clerk Jan Warnke

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

1. Approve Minutes from September 12, 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

There have been two building permits applications. One for a detached garage and another one for a four-plex apartment for Railside Properties. There was a stop-work order place on a house that did not get a permit. The Building Inspector is handling that.

3. Comprehensive Plan Meet with Great West Engineering (GWE)

The Administrator explained that GWE is working on a rough draft. They have been in contact with City Clerk Stegelmeier about the contract and other data information that they need from her. The Administrator also sent GWE the word document of the marked-up Comp Plan for them to work with.

4. Audrey Tibbitts - Grant Discussion

Commissioner Tibbitts told the commission that since she has been on the commission, she has thought a lot about grants. Not just for the planning and zoning department, but for all aspects of the city. She has spoken with someone from the schoolboard, and they told her that they had gotten a couple of grants and had paid the grant writer with some miscellaneous use funds that they had. She thought that the city may be able to do the same thing. She said that her husband would be willing to help if there was some compensation. She asked if it sounded like something the commission would like to discuss with the city council. Administrator Bowersox suggested that Commissioner Tibbitts first talk to City Clerk Stegelmeier to get her thoughts on moving forward. Commissioner Howell would like to see if there was a grant to help turn one of the old buildings into a youth center.

5. Association of Idaho Cities P & Z Video Series

Chairman Owens asked if the commission had watched "How to Conduct Successful Meeting". Some were not able to watch the video. The Chairman asked the commission to watch the video again and watch "Property Rights and Planning".

Administrator Bowersox told the commission that she had not studied the new handbook to find all the differences. She does know that the two major changes are with annexation and area of city impact. This will

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require some changes to the code. This will also require meeting with the county and revising the current language. All these changes need to be in place by the end of 2025. Commissioner Hill recommended adding an agenda item for the next meeting regarding the changes made to the law of area of impact. The Administrator suggested that the commission look up the land use planning information in Idaho Code Title 67 Chapter 65.

- **Schedule next Meeting**

The next meeting will be held on November 21, 2025

Minutes respectfully submitted by Deputy Clerk Jan Warnke