

City of Ashton Minutes Planning and Zoning Commission

**Thursday, August 21, 2025
7:00 p.m.**

In Attendance: Rosie Owens, Audrey Tibbitts, and Dallas Hill.

Also, in Attendance: Administrator Aaron Denney & Deputy Clerk Jan Warnke.

Chairman Owens opened the meeting at 7:02 pm.

1. Approve Minutes of August 21, 2025: ACTION ITEM

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

2. Low Density Residential Zoning Code Recommendations Discussion

Administrator Denney started the conversation based on a new permit that was approved for two duplexes. The city lots in Ashton are split north to south giving each lot access to the alley where most of the city sewer main lines are. There was a permit approved to split two lots making them run east to west. As of now, there is no city code stopping someone from splitting the lots that way. Now he is going to build a duplex on each of the new lots. There have been issues in the past with neighbors building that direction, because then, let's say the sewer and water lines are coming out behind and through someone else's property, and that can cause disputes with the neighbors. Right now, we're looking at maybe changing the code that requires each lot to border the street and alley. We haven't quite figured out how we're going to do it yet, but we are working on it. There have been too many instances where someone must replace a fifty-year-old water or sewer line that goes through the neighbor's property because of this type of situation. The P & Z Administrator, Public Works personnel, Deputy Clerk, City Clerk and the Mayor met with the applicant and explained the problems that had happened because of this type of split but he didn't change his mind about anything. The Administrator asked the commission how they would like him to proceed with changing the code making sure that buildings are laid out in the right orientation so that there's no crossover across a neighbor's property for any utilities. He also asked if they wanted him to look at changing the code to allow ownership of each unit in a duplex, so that someone could buy one half and then someone could buy the other half, or if they would like a duplex to just have one owner.

The commission had a lot of discussion on ways to make it easier for first time homeowners to buy a home, like half of a duplex. The quorum also discussed minimum lot sizes for duplexes, how each half of a duplex could have separate owners without an HOA, and wordage in the Code that prevents someone from splitting property that prevents direct access to utility services. The commission had mixed feelings about changing the Code to allow two separate owners of a duplex. The commission needs explanation on how the process works.

Administrator Denney stated that an HOA is a great way to combat the problem of property boundary disputes. Each owner would own their side of a duplex, and the HOA would own the land.

Next the commission discussed the possibility of creating a zone that is halfway between low density and high density. Administrator Denney told the commission that low density allows for duplexes, and high density allows fourplexes. He then asked the commission why they thought that adding another zone would be beneficial. Some thought that low density could allow a duplex with one owner and a mid-density would allow a duplex to have two owners, but the lot would have to be larger than a regular city lot. After much discussion the commission decided to take some time to think about what they would like.

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3. Community Core Zone Code Recommendations Discussion

The administrator has looked through the community core zone, and he wanted to get the commission's thoughts on some code changes that he wants to recommend. Currently in community core, there's no setback for the front and side of a building and there is a six-foot setback for the rear of the building. He brought up having a build-to line for the front instead of a front setback. Items that were brought up were making sure that there is room to park behind the building and if there needed to be room for snow storage. Commissioner Hill is wondering how possible change could affect someone that was getting building plans drawn up during the code changing process. The Administrator explained that when someone submits a permit, they will follow the code that is in place at the time of the submission. The Administrator would also like to see the building height changes in the Community Core Zone to fifty feet. The commission discussed naming the original part of Main St Historic Downtown Zone and the rest of Main St. would stay Community Core Zone.

4. Comprehensive Plan Update and Discussion: ACTION ITEM

The commission found some changes that need to be made to the plan. They feel that they are close to being able to have a public hearing on the Comprehensive Plan. In the September meeting they will go over the draft one more time to hopefully make the commission's final changes. They then looked at the Area of Impact map. Administrator Denney explained that the city will meet with the county and submit the city's recommendation for the Area of Impact map. Fremont County will make the final decision. Administrator Denney will contact Fremont County to set up a joint meeting with them about the map.

• Schedule next Meeting

The next meeting will be scheduled for September 18, 2025

Minutes respectfully submitted by Deputy Clerk Jan Warnke