

Commissioner Minutes

November 14, 2024 – 10:36 a.m. to 11:18 a.m.

### **DSD GENERAL BUSINESS**

Commissioners Leslie Van Beek, Brad Holton, and Zach Brooks

Interim Director of DSD Jay Gibbons

Planning Supervisor Carl Anderson

Office Manager Jennifer Almeida

COO Greg Rast

Deputy Clerk Jenen Ross\_\_\_\_\_

### DSD GENERAL BUSINESS

The Board met today at 10:36 a.m. for a DSD General Business meeting. Present were: Commissioners Leslie Van Beek, Brad Holton, and Zach Brooks, Interim Director of DSD Jay Gibbons, Planning Supervisor Carl Anderson, Office Manager Jennifer Almeida, COO Greg Rast and Deputy Clerk Jenen Ross.

Mr. Gibbons said today they intend to discuss their solution to parcel inquiry issues. Mr. Anderson reviewed a PowerPoint which addresses the way they intend solve the issue, the slides were as follows:

- Current "Parcel Inquiry" Process
  - Two types of questions in one application process:
    - Property Specific Zoning Inquiry (e.g. Zoning, Setbacks, flood plain)
    - Status of Entitlements (e.g. is a building permit / land division available?)
- Review and Service Provided
  - Research is primarily done by staff.
  - Staff provides code analysis & interpretation
- Type 1 – Examples of general information questions
- Type 2 – Examples of status of entitlement questions
- Moving Forward
  - Change roles and time involvement
    - Separate General Inquiry questions from Status of Entitlement questions
    - Research/Documentation Required by Property Owner
      - (Title Report/Deeds/Survey)
    - Staff provides code analysis & interpretation – *Commissioner Holton wants to make sure it's clear to the public that this is a general code analysis and if a person is looking for a legal opinion they will need to contact a land use attorney.*
    - All property specific questions will require staff time tracking per inquiry

- Ordinance Update
  - Definition of Original Parcel Updated
  - Simplify and explore limitation of Administrative Division
- Property Specific Zoning Inquiry Questions require staff code analysis
  - Until new fee schedule update it is flat fee of \$40
  - Update Fee schedule- fee is \$75/hour
- Status of entitlement questions require documentation prior to staff engagement
  - Expected to reduce staff time on these types of inquiries
    - Deeds, Title Reports and site plan required from property owner
    - DSD will prepare an FAQ for what documents are needed and title products/or explore feasibility of contract services
    - Staff code analysis for eligibility and appropriate process is still recommended
    - Applicants can apply without the staff code analysis but disclaimer it could result in denial if wrong application is submitted
      - Potential increase in quantity of both hearing / administrative level cases being submitted, and time will be higher if the code analysis is not done prior to submittal
    - Update Fee schedule- fee is \$150 (\$75/hour, with a minimum of 2 hours, non-refundable deposit)
- Next Steps
  - Implement new process
  - FAQ prepared and updated on website and socialized
  - Update fee schedule
  - Update definition of Original Parcel in ordinance
  - Simplifying and explore limitation of administrative division process in ordinance

Discussion ensued as to how Ada County handles parcel inquiries and land divisions, recognition that Canyon County needs to correct the issue, and Commissioner Holton's frustration with the situation.

A copy of the PowerPoint reviewed is on file with this day's minutes.

The meeting concluded at 11:18 a.m. and an audio recording is on file in the Commissioners' Office.