

Oneida County Planning & Zoning Commission

Regular Meeting Minutes

Date: October 1, 2025

Location: Oneida County Event Center, Malad City, Idaho

Time: 7:00 p.m.

I. Call to Order

Chairman Steve Daniels called the meeting to order at 7:00 p.m.

Roll Call; Alaina Shrenk, Tallen Boyer, Bucky Reeder, Steve Daniels A quorum was present.

Members Present: Steve Daniels (Chair), Rhonda Neal (P&Z Administrator), Tallen Boyer, Bucky Reeder, Alaina Schrenk.

Staff Present: Tory (Building Inspector).

Legal Counsel: Absent. (but available by phone if needed)

The Chair noted that the previously scheduled executive session may be postponed due to legal counsel's absence.

II. Action Items

1. Building Permits Review

Tory presented the list of building permits for approval. The permits included:

- Two accessory storage buildings,
- Four residential dwellings, and
- One shed.

Tory reported one pending application where the applicant intends to convert an agricultural building into a "barndominium" but has not yet submitted plans.

Discussion:

- Commissioners questioned whether incomplete applications could be approved.
- It was agreed that approval would exclude any permit lacking plans.
- Tory confirmed that several permits from the prior month (Nos. 25072 and 25074) also remain incomplete pending compliance verification for primary residence requirements.

Motion:

Bucky Reeder moved to approve all building permits **with the exception of Permit No. 25066** (incomplete plans).

Second: Tallen Boyer.

Vote: Motion passed unanimously.

Tory was thanked for his report.

2. Approval of September 3, 2025 Regular Meeting Minutes

Commissioners reviewed the September minutes. Discussion centered on three proposals previously brought by the Assessor's Office regarding code revisions:

1. **One-Time Division Process** – to remove mandatory survey and new parcel number issuance; determined inconsistent with Idaho Code.
2. **Boundary Line Adjustments** – proposed to treat as ownership-only changes; determined inconsistent with law and zoning compliance requirements.
3. **Residential Areas & Original Parcel Requirement** – to create a new section allowing subdivision of residentially taxed lands to one-acre lots; to be researched further by staff.

Action:

It was clarified that the Assessor (Kathleen Atkinson) agreed not to pursue Items 2 and 3 but may return with language revisions for Item 1. Minutes will be amended to reflect these decisions and include her full name and title.

Motion: Bucky Reeder moved to approve the minutes of September 3, 2025, **with amendments as discussed.**

Second: Tallen Boyer.

Vote: Motion carried unanimously.

3. Approval of Comprehensive Plan & Future Land Use Map Public Hearing Minutes (September 3, 2025)

Bucky Reeder requested correction to the spelling of his name.

Discussion:

Alaina Schrenk raised a question regarding the comprehensive plan's language discouraging conversion of "prime farmland." Commissioners agreed the term is not defined in county ordinance and needs clarification. "Prime farmland" was discussed as land currently used for agricultural production (irrigated or productive pasture). Staff will review Idaho Code and consider adding a formal definition in future amendments.

Motion: Bucky Reeder moved to approve the minutes of the September 3, 2025 public hearing **with correction to Buckey's name spelling.**

Second: Alaina Schrenk.

Vote: Motion passed unanimously.

4. Approval of Findings of Fact and Conclusions of Law (FFCL) – Highland Harvest Conditional Use Permit (CUP #25-0020)

Rhonda presented the finalized FFCL document for Highland Harvest LLC's CUP approval.

Discussion:

- Clarified that construction hours ("daylight to dusk") were included in the record, but regular **hours of operation** were not.
- The commission agreed not to add new hours since they were not discussed during public hearing; the Development Code already governs allowable operating hours (7:00 a.m.–10:00 p.m.) for such uses.
- If Highland Harvest seeks extended hours, it must apply for a CUP modification and hold a public hearing.
- Staff will correct a typographical error in the construction hours section ("4 a.m. to 12 p.m." → "daylight to dusk").
- Discussion also confirmed that water use, sewer connection, and agency approvals are covered under Condition 11 and standard state and local compliance requirements.

Motion: Alaina moved to approve the **Findings of Fact and Conclusions of Law** for Highland Harvest CUP #25-0020, **with corrections as discussed.**

Second: Tallen Boyer.

Vote: Motion carried unanimously.

III. Discussion Items

- The Commission noted the need to research and define "prime farmland" for future planning consistency.
- Staff will ensure the FFCL and amended minutes are finalized for recording and signature.

IV. Adjournment

There being no further business, Chairman Daniels adjourned the meeting at approximately 9:10 p.m.

Minutes prepared by:

Rhonda Neal, P&Z Administrator