

**FREMONT COUNTY PLANNING COMMISSION
MEETING MINUTES
7:00 PM, April 27, 2017
450 N. 2ND ST., ROOM 205
LANDER, WY 82520**

Open of Meeting: Chairman Paulsen called the meeting to order at 7:04 p.m. The following were present: Vice Chairman Oakley, Planning Commissioners: Tom Jones and Chris VonHoltum; County Commissioner Jennifer McCarty; Planning Department Staff: Director Steve Baumann, Small Wastewater Specialist Marcel Lopez and Department Secretary Cheryl Crowson. Guests: See attached sheet.

Pledge of Allegiance: Chairman Paulsen led those present in the Pledge of Allegiance.

Approval of Agenda: Vice Chairman Oakley moved, seconded by Commissioner Jones to approve the Agenda of the April 27, 2017 meeting. No further discussion, the motion carried unanimously.

Approval of March 23, 2017 Minutes: Commissioner VonHoltum moved, seconded by Commissioner Jones to approve the minutes from the March 23, 2017 meeting. Chairman Paulsen abstained due to her absence from that meeting. No further discussion, the motion carried unanimously.

Staff Progress Report: Director Baumann reviewed the Staff Progress report presented to the County Commissioners for March 2017. Discussion regarding the Clerk's office recording of the Fremont County Land Division Affidavit together with any instrument used to transfer land. Currently, conveyance documents are being recorded without the Affidavit being completed. The Planning Department has started to obtain copies of the recorded documents off TylerTech on a daily basis and reviewing them monthly. After further discussion, and due to the electronic filing of documents, it was decided to discontinue the use of the Affidavit. No further discussion.

Unfinished Business: None.

New Business:

Little Warm Spring Creek Subdivision Lots 17 and 18, Replat

Chris Hamilton, of Hamilton Land Surveying, came forward to represent the proposed subdivision. It is a simple lot line adjustment involving Lots 17 and 18, currently a structure is built on the existing lot line. Discussion regarding the road width for Hart Trail and Spring Creek Trail, these roads meet the requirements of subdivision mountain roads. Further discussion regarding changing the utility easements from twenty (20) feet to ten (10) feet utility easements around the perimeter of both lots. No

correspondence has been received, but a couple of telephone calls from adjacent landowners living out of state inquiring about the subdivision.

Chairman Paulsen called for a motion. Vice Chairman Oakley moved, seconded by Commissioner VonHoltum to send to the County Commissioners for approval the Little Warm Spring Creek Subdivision Lots 17 & 18, Replat, with the change to the utility easements from twenty (20) feet to ten (10) feet around the perimeter on both lots. No further discussion, motion passed unanimously.

Review Chapter IV Homeowners' Association Documents of new Regulations

Director Baumann had discussions with the County Commissioners and Jodi Darrough regarding this section of the proposed Regular Subdivision Regulations. The County Commissioners encourage subdividers to form a Service and Improvement District, but not to make it a requirement. Ms. Darrough's suggestion was to include a Section "A" pertaining to Service and Improvement Districts and Section "B" pertaining only to Homeowners' Associations. Discussion regarding what a Service and Improvement District involved, such as the County approving the Service and Improvement District's budget, the governing board, annual meeting, collection and disbursement of fees. The consensus of the Planning Commission was this change is acceptable.

Director Baumann had lengthy conversations with the DEQ regarding the Water Supply Requirements section. After discussion by the Planning Commission, it was agreed to remove section "I" from 9. Water Supply Requirements, Item C. No further discussion.

2017 Department Budget and Fee Structure

Director Baumann discussed the Executive Summary FYE 2018 handout, stating we will miss the projected budget for 2017. All county departments were encouraged by the County Commissioners to cut costs by ten percent (10%). The Planning Department budget has been cut by less than one percent (1%). The Planning Department's budget consists of 95% employee salaries/benefits and 5% property services, other services, supplies and materials. All subscriptions and memberships have not been renewed, except the Director's membership to WYOPASS which is \$50/year. There is \$980 budget for travel, which has been used for reimbursement of travel expenses to Commissioner Albright for attending the monthly meetings. County Commissioner McCarty commented the County Commissioners understand that not all county departments would be able to meet the ten percent (10%) budget cut suggested without addressing staff. After discussions with Marcel Lopez and Steve Warner, Director Baumann is proposing to increase the fees charged by the department as shown on the Appendix B handout. After discussion by the Planning Commission, the majority was not in favor of increasing fees at this time. Mr. Lopez commented regarding the "As-Built" permit, there have been several septic systems installed without going through the proper permitting process. Mr. Lopez suggested increasing this fee, if not this year, it should be increased to discourage this activity. After discussion, the Planning Commission agreed to raise the "As-Built Septic Permit" from \$500 to \$1,000, but the other fees charged by the Planning Department will remain unchanged. The Planning

Commission is encouraging anyone that notices new construction to call Mr. Lopez and inquire if the septic system permitting process has been started to help alleviate this problem.

The next regular meeting will be Thursday, May 25, 2017 at 7:00 p.m. There being no further business for the Planning Commission, Chairman Paulsen adjourned the meeting at 8:25 p.m.

Respectfully submitted:

Cheryl Crowson
Department Secretary

Kristin Paulsen
Chairman