

**FREMONT COUNTY PLANNING COMMISSION  
MEETING MINUTES  
7:00 PM, AUGUST 27, 2015  
450 N. 2<sup>ND</sup> ST., ROOM 205  
LANDER, WY 82520**

**Open of Meeting:** Chairman Kristin Paulsen called the meeting to order at 7:04 p.m. The following were present: Vice Chairman JR Oakley; Planning Commissioner Tom Jones; County Commissioner Travis Becker; Planning Department Staff: Director Steve Baumann and Department Secretary Cheryl Crowson. Absent: Planning Commissioner Harold Albright and Small Wastewater Specialist, Marcel Lopez.

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

**Approval of Agenda:** Commissioner Jones moved, Vice Chairman Oakley seconded to approve the Agenda of August 27, 2015. No further discussion, the motion carried unanimously.

**Approval of Minutes:** Commissioner Jones moved, Vice Chairman Oakley seconded to approve the Meeting Minutes from the July 30, 2015 meeting. No further discussion, the motion carried unanimously.

**Staff Progress Report:** Director Baumann reviewed the Staff Progress Report provided to the County Commissioners. Also discussed: (a) Revised Small Waste Water Regulations were sent to Jodi Darrough for review; (b) Planning Commission Public Hearing for the Small Wastewater Regulations could be held the same time as the Public Hearing for the Proposed Simple Subdivision Regulations; (c) GIS Technician, Seth Halman, has been working on road naming and naming conventions. A request was received to name a road on the highway beyond South Pass which traversed from private land through public land back to private land, with either seasonal or permanent residences. The concern was should an emergency arise, with several fire numbers displayed on the highway, it would be difficult for emergency responders to locate the appropriate residence. Letters were sent to the property owners, which in turn created strife. Even though our regulations require fire numbers clearly posted, we may refrain from acting on this issue. Historically the road has a name, we could suggest to the residents to post a street sign and assign addresses to those requesting and those who do not will be asked to sign a waiver stating emergency services may not be able to locate their residence. (d) The department has been working with the City of Lander assisting them with naming and naming conventions. There are duplicate and triplicate road names around the city and our department is working with them to determine ways to resolve this issue and help them adopt our policy on road naming conventions or develop their own. Since we control the Master Street Address Guide, they need to

work through our department. (e) Regarding septic activity, the department is ahead of last year at this time and keeping steadily active.

**Unfinished Business:** None.

**New Business:**

**Wagon Box Highland Subdivision Filing No. 2, Re-Subdivision of Lot 8B**

Neither the Surveyor nor Developers were present. The Planning Commissioners discussed the subdivision and made the following recommendations: (a) signed Request for Variance was received from J.R and Julie Roberts; (b) Warm Springs Creek Road has a seventy foot (70') wide road and utility easement, may not be necessary to have the twenty foot (20') wide easement along south side of Lots 9 and 10; (c) easement on west side of Lot 10, is a twenty foot (20') wide utility and drainage easement, traveling along the property going through the one hundred foot (100') buffer zone for the spring and is not necessary to provide services; (d) telephone calls from two adjacent landowners requesting clarity of the notation on the plat stating Trudy's Road is a public road. Currently, it's noted as a sixty foot (60') road and utility right of way with a description and a recordation within the county record, but it could easily be a sixty foot (60') public road and utility right of way which would clarify to the adjacent landowners satisfaction; (e) no record of ownership of the spring; the only documentation available was a water certificate issued from the State of Wyoming to the US Forest Service for 50gpm to flow into a pipeline going across the road to a US Forest Service guard station, which is no longer there. Since then, a benevolent individual has offered the use of their corporation as a holding entity for filing on the spring. Effective August 25, 2015, there has been a public filing specifically delegating 50gpm of water from the spring to the public. The public will own the water coming from the spring, as soon as it goes through the adjudication process. When the title was reviewed, it became reasonably apparent the spring and the section of road from Union Pass to the cattle guard, was still owned by the Wagon Box Ranch, even though all the land around had been sold. The daughter of the original Wagon Box Ranch developer was contacted in conjunction with conversations with Tara Berg in the Assessor's Office, a letter was drafted stating Fremont County Assessor's Office would not assess back taxes on that piece of property, which had been assumed to be public; a Quitclaim Deed was signed to quitclaim the property to the public. The public has received ownership of Warm Springs Creek Road, the spring box and the water flowing out of the spring. This should eliminate questions of ownership; (f) drainage; and (g) new private road was assigned the name of Trico Lane.

Chairman Paulsen called for a motion. Vice Chairman Oakley moved, Commissioner Jones seconded to send to the subdivider and their surveyor the recommended changes on the Wagon Box Highland Subdivision Filing No. 2, Re-Subdivision of Lot 8B with those recommendations being: (1) twenty foot (20') utility and drainage easement on the west side being removed; (2) twenty foot (20') utility and drainage easement on

the south side being removed; (3) the word “public” being added to the sixty foot (60’) road and utility right of way easement also know as Trudy’s Road; (4) the name of Trico Lane being added to the road on the top of Lot 9; (5) community springs service water runoff ditch to abut up to the property boundary. No further discussion, motion carried unanimously.

Director Baumann stated receiving the signed Variance application for the previous three easements from Mr. & Mrs. Roberts. Director Baumann will send Mr. & Mrs. Roberts a letter with the expression of this board concerning a Variance to remove the other two easements and draft a revised Variance to include the two easements in addition to the previous three easements, so it will be on one document, and if they approve, sign and return.

### **Review Regular Subdivision Regulations Chapters 1, 2 & 3**

Chapter I and II are the exact duplicates of the Simple Subdivision Regulations, which have already been reviewed and approved by the Planning Commission. The only deviation is in Chapter II, which “Regular” was substituted in place of “Simple” in referring to Subdivision Regulations. Chapter III, Platting Procedures, is the old Chapter II of the current Subdivision Regulations with minimal changes and similar to Chapter IV of the current version of the Simple Subdivision Regulations. The difference being the “Subdivision Master Plan” was changed to “Potential Development Plan” in the proposed Simple Subdivision Regulations and is reverted back to being called Subdivision Master Plan for purposes of these regulations. Page 3, 3 Preliminary Plat, A, III, added “as well as a PDF file of the preliminary plat and any required supporting data”. Chapter III, Page 5, strike through items II and III was in error, items to remain. Chapter III, Page 6, Item 4. Final Plat, B. Final Plat Submission, I, remove “shall submit to the Planning Department fifteen (15) copies of the final plat” and replace with “shall submit the necessary number of final copies to the Planning Department. The first three chapters are nearly identical to what was approved in the Simple Subdivision Regulations. Chairman Paulsen recommended to the Planning Commissioners, they review the original version along with the proposed regulations to make sure what is being taken out and inserted is what we want. Page 7, items added during the Simple Subdivision Regulations conversations. Chapter IV, Information Requirements, was a part of the original Subdivision Regulations, Chapter III and strikes out what was in Chapter III and inserts what is proposed. This chapter is a red line strike out of what the current regulation is for that chapter. Chapter V, Design Principals and Improvement Standards, was a part of Chapter III and has been separated into its own chapter. Chapter VI, Required improvements and Funding, was Chapter V red line strike outs. Chapter VII, Mobile Home Parks, was Chapter VI red line strike outs, Chapter VIII is a brand new chapter which had been a part of the definitions section of the Subdivision Regulation and was inserted to explain exactly what corrected plats, re-plats, re-subdivision and vacations are and what is required.

The members set the next regular meeting for Thursday, September 24, 2015, at 7:00 p.m. There being no further business for the Planning Commission, Chairman Paulsen adjourned the meeting at 8:20 p.m.

Respectfully submitted:

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Cheryl Crowson  
Department Secretary

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Kristin Paulsen  
Chairman