

**FREMONT COUNTY PLANNING COMMISSION
MEETING MINUTES
7:00 PM, JUNE 22, 2017
450 N. 2ND ST., ROOM 205
LANDER, WY 82520**

Open of Meeting: Chairman Kristin Paulsen called the meeting to order at 7:00 p.m. The following were present: Vice Chairman JR Oakley, Planning Commissioner Harold Albright; Planning Department Staff: Director Steve Baumann, Small Wastewater Specialist Marcel Lopez and Department Secretary Cheryl Crowson. Absent: Planning Commissioners Tom Jones and Chris VonHoltum. Guests: See attached sheet.

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

Approval of Agenda: Commissioner Albright moved, seconded by Vice Chairman Oakley to amend the Agenda by adding another discussion item, Flying Frog Subdivision, under New Business. No further discussion, the motion carried unanimously. Commissioner Albright moved, seconded by Vice Chairman Oakley to approve the Agenda of the June 22, 2017 meeting as amended. No further discussion, the motion carried unanimously.

Approval of April 27, 2017 Minutes: Commissioner Albright moved, seconded by Vice Chairman Oakley to approve the minutes from the May 25, 2017 meeting. No further discussion, the motion carried unanimously.

Staff Progress Report: Director Baumann reviewed the Staff Progress report presented to the County Commissioners for May 2017. Additionally, the department has cut an additional \$1,300.00 from the department budget. The final bid process was completed for the county and landfill fuel provider with the bid from Bailey Oil as the lowest. No further discussion.

Unfinished Business: None.

New Business:

Homec Subdivision

Dan Hart, The Company, Inc. and Vicki Hughes, All Action Realty, came forward to represent the proposed two lot subdivision. The City of Lander asked for clarification on the plat to label the twenty foot (20') easement and making sure there was a total width of sixty feet (60') consisting of a twenty-foot utility easement and a forty-foot road

easement. Chairman Paulsen asked to change the notary statement, leaving a blank line so the notary can fill in that information. Director Baumann stated the power companies provided their standard letter with comment that the area is split between Rocky Mountain Power and High Plains Power. Also, the title work for this has not been provided, so the Planning Department has not had the opportunity review the adequacy of what is represented on the plat from a title standpoint. This has been presented to the City and was given approval, only needing to clarify the easement. This is on the City Council Agenda for July 11, 2017 and once approved it will be presented to the County Commissioners for their approval. Commissioner Albright moved, Vice Chairman Oakley seconded, to send to the County Commissioners for approval the Homec Subdivision, with the change of the Notary, leaving two blank lines for the state and county; the approval of the City Planning at their meeting on July 11, 2017; and Director Baumann receiving title work for review. Discussion: Commissioner Albright asked if there was a problem recommending it for approval with all the pending issues, would it be better holding over until all issues are addressed. Vice Chairman Oakley said it is a little out of the normal procedure, it is usually reviewed after the City has given approval. It has been to the City once and there was a bit of confusion, which has been resolved, so when it is presented to the City again on July 11th, it will be a breeze, so with that, I'm comfortable. Commissioner Albright asked the same question to Chairman Paulsen with her reply being comfortable with giving approval. Director Baumann commented, any plat for a proposed subdivision will not be pushed forward until the title company is able to provide the title work to the Planning Department for review. The checklist will be followed, making sure all required documentation is received twenty-one (21) days prior to being placed on the Planning Commission Agenda. No further discussion, motion carried unanimously.

Spike Estates Subdivision

Chris Hamilton, Hamilton Land Surveying, came forward to represent the proposed two lot subdivision, which the landowner's will be keeping one lot and selling one lot. An access road is already there, so basically that road is used as the dividing line. Discussion regarding the perk rate of the soil and soil report received from the NRCS. Mr. Schafer has been in contact with Inberg-Miller Engineers to design an engineered septic system. A letter received from an adjacent landowner was read by Director Baumann for the record. (The letter is attached to these Minutes.) Letters received from the utility companies are usual format letters. Director Baumann did point out a concern on the plat, about midway down the survey description, there is a call-out error. Mr. Hamilton stated he will verify this number. A Request for Variance has been submitted to request a variance of a ten foot (10') utility easement along the east and south lot line of Lot 2 due to an already existing twenty foot (20') utility easement on those lines from the Northridge Estates Subdivision, Lots 2, 4 and 5. Commissioner Albright moved, Vice Chairman Oakley seconded to recommend for approval the Variance Application. No further discussion, motion carried unanimously. Mr. Hamilton asked regarding Lot 1, should it be shifted back so it is split? Chairman Paulsen answered if Mr. Schafer

decides he wants to do something different, then yes. Mr. Hamilton replied Mr. Schafer would probably like it, but he does not want it to cause a delay. Chairman Paulsen stated, if Mr. Schafer chooses that he doesn't want the delay and apply for the Variance, then switch it back so it is ten and ten, that would be great. Vice Chairman Oakley moved, Commissioner Albright seconded, to send the Spike Estates Subdivision to the County Commissioners for approval with the only correction being to verify the numbers to be either 393.17 or 393.16. No further discussion, motion carried unanimously.

Sage View Subdivision

Dan Hart, The Company, Inc., came forward to represent the proposed two-lot subdivision. Lot 1 is intended to have a storage area and Lot 2 has the existing crematorium. Chairman Paulsen asked to correct the plat by adding Robert B. Davis, President on the signature line and correct the notary by adding Robert B. Davis, President of Davis Funeral Home, Inc. This plat was presented to and approved by the City of Riverton Planning Department on June 8, 2017 and the City Council on June 13, 2017. Commissioner Albright moved, Vice Chairman Oakley seconded, to send to the County Commissioners for approval with the update of the Certification of Ownership and Dedication to include President on the signature line and then correct title as President of Davis Funeral Home, Inc. in the notary. No further discussion, motion carried unanimously.

Review Replatting Requirements (Ingress/Egress)

Lengthy discussion regarding this issue. It was suggested the Chairman send an e-mail to the Planning Commission members individually asking for their comments and/or questions or each member draft a letter with their comments and have available for the County Commissioners during the July 11, 2017 Public Comment period. No further discussion.

Review Potential Changes to Lot Line Easements Within Subdivision Boundaries

Discussion of this issue resulting in proposing to change the wording in the Draft version of the Regular Subdivision Regulation under Chapter IV, Information Requirements, 2. Preliminary Plats, B. Information Required on Preliminary Plats, X., fifth line down, to remove the wording "and be a minimum of ten (10) feet in width on each side of interior lot lines" and inserting "interior and" before "exterior" of that same sentence. Director Baumann suggested to the Planning Commissioners to include their comments regarding this change to the County Commissioners during the Public Comment meeting on July 11, 2017. No further discussion.

Election of Officers

Commissioner Albright moved, Vice Chairman Oakley seconded to have the current officers remain in their current office for the upcoming year. Discussion: Director Baumann stated the current By-Laws do not have the Planning Commission members

reappointed until the end of the month of June. The appointment of officers during the June meeting could create a problem when the current member may not be reappointed. The Planning Commission may consider amending the By-Laws to appoint officers at the July meeting so the vote for the officers is after the County Commissioners appointment. Chairman Paulsen stated she has a meeting with the County Commissioners regarding her appointment on June 27, 2017. No further discussion, motion carried unanimously.

Discussion of Flying Frog Subdivision

Director Baumann advised the Planning Commission of discussions with Craig Colton. Mr. Colton stated he has been working with WYDOT and the FAA and plans to develop an airpark, which would consist of lots with homes and a taxi-way up to the property where landowners would have a place keep their planes. What has been discussed is vacating from the current Flying Frog Subdivision, a twenty-acre lot to the south and the section of land which is currently Lots 2 & 3, which are too steep for building anything but airplane hangars. Mr. Colton's idea is to replat Lots 2 & 3 and add a lot 5 as an out-lot and have the Homeowners' Association own that lot. The hangars for the four lots would be built on that lot and would be commonly owned. Discussion with no resolution at this time. No further discussion.

The next regular meeting will be Thursday, July 27, 2017 at 7:00 p.m. There being no further business for the Planning Commission, Chairman Paulsen adjourned the meeting at 8:47 p.m.

Respectfully submitted:

Cheryl Crowson
Department Secretary

Kristin Paulsen
Chairman

06/20/2017

To The Fremont County Planning Commission;

We are writing concerning the proposed subdivision of Spike Estates. (Schafer) We have a few concerns that we would like to be resolved before this subdivision is approved.

The first concern is the location of the proposed Lot 1. It looks to impede the ditch and possibly the road easement. We are not sure of that, but since pieces of our family ranch have been sold off, there have been ditches moved, plowed under, and changed in size as well as things being built or placed on them and this cannot happen. These ditches are in place for a reason, and they carry agricultural irrigating water to land owners down the ditch. Not to mention they are a recorded legal easement. They are 20 feet wide, and they have to be free of all things so that they can be accessed at any time by land owners down the ditch.

The second concern is the road. We actually paid \$80,000 for Longview Lane to be built and we would like it taken care of. There needs to be some sort of knowledge passed on to potential land owners that they will have to share in the upkeep of Longview Lane. It also has a legal 60 foot easement that cannot have fences or anything else built on it and it also needs to be accessible to all land owners all the time.

The third concern is, protective covenants. It is generally a good idea to have basic covenants in place so that no one can build something unsightly or offensive on property sold. That is up to the land

owner but, it is a good idea to save future problems.

Thank you, Bryan and Kelly Shearer

307-851-9503