

**FREMONT COUNTY PLANNING COMMISSION
MEETING MINUTES
7:00 PM, JUNE 23, 2016
450 N. 2ND ST., ROOM 205
LANDER, WY 82520**

Open of Meeting: Chairman Kristin Paulsen called the meeting to order at 7:08 p.m. The following were present: Vice Chairman JR Oakley; Planning Commissioners Tom Jones, Chris VonHoltum and Harold Albright (arriving at 7:20 p.m.); County Commissioner Travis Becker; Planning Department Staff: Director Steve Baumann, and Department Secretary Cheryl Crowson. Absent: Small Wastewater Specialist Marcel Lopez. Guests: See attached sheet.

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

Approval of Agenda: Commissioner Jones moved, Commissioner VonHoltum seconded to approve the Agenda of the June 23, 2016 meeting. No further discussion, the motion carried unanimously.

Approval of Minutes: Vice Chairman Oakley moved, Commissioner Jones seconded to approve the Minutes from the May 26, 2016 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 2016. Discussion: (1) The department is fifteen septic system permits ahead of this time last year. Previously the permits were mostly replacement and currently they are mostly new systems. (2) Rural Addressing is actively assigning new roads, mostly at the request of private citizens. (3) In the Popo Agie Ranch Estates, the flood plain line partially involves one building. Letters have been sent to various entities that are doing the flood review, without any response as of yet. Director Baumann suggested they write a letter requesting a map revision to try to get the line removed, do not know of any response at this time.

Unfinished Business: None.

New Business:

Chateau Villa Subdivision, Lots 12 and 13 Replat

Tom Johnson of Apex Surveying, Inc. came forward to represent the subdivision. Tim and Marla Woods are purchasing a portion on the west side of Lot 13 from Kenneth J. & Tami J. Burr. There are easements in place and utilities are established in the subdivision. An overhead power line is on the south of both lots. The recorded power

easement is a blanket easement and cannot be plotted. Discussion: (a) the location of the power poles on Lots 12 and 13; (b) blanket easement does not specify location on lots; (c) the remaining portion of Lot 13 is less than one acre; (d) possibility of combining remainder of Lot 13 with Lot 14. Mr. Johnson will discuss with Mr. & Mrs. Burr; (e) addition of notes on plat, if Lot 13 and 14 are not combined: (i) add to Note #6 the blanket easement information; (ii) add the ten foot easements to the boundary of the lots; (iii) Lot 13A, being less than one acre would require special notes for small wastewater and water systems; (iv) twenty-five foot easement for Eldeana Drive; (f) Certificate of Dedication to include the landowners names.

This item has been tabled until next month's meeting.

Review Chapter 7 of Regular Subdivision Regulations

A guest from the audience suggested if a man-camp, micro home or mobile home park is planned, the developer should present plans to the Planning Commission each time.

Chapter VII, Mobile Home Park, Temporary Housing Facility, Micro Home and RV Park Subdivision

Procedural Requirements and Design Standards

(a) Second paragraph, last sentence remove "of this document must be followed" and add "apply."

(b) Third paragraph remove "which includes roads and utility infrastructure."

1. General Requirements

A. Mobile Home Park and Micro Home Subdivisions – no changes to this section.

B. RV Park

I. No change.

II. Discussion to decrease square footage minimum. This item will be reviewed again at next meeting.

C. Temporary Housing Facility – no changes to this section.

2. Platting Requirements

A. Preliminary Plats

Remove current items listed as I through VII and insert

I. Lot size.

II. Utility easements.

III. Common grounds.

IV. Roads.

B. Final Plats – no changes to this section.

3. Additional Engineering Information – remove this section.

4. Additional Improvements Required – this item will be reviewed again at next meeting.

Discussion to include a definition for “Temporary Housing - a structure that can easily be moved in, easily moved out and reusable.

Director Baumann will contact other counties that have previously had man-camps, inquire what issues they had and how they handled them.

Chairman Paulsen suggested prior to concluding the discussion on this Chapter, the Planning Commission members tour the various mobile home parks located within Fremont County as to lot sizes, parking accessibility and overall set up.

Discussion Large Parcel Subdivisions for Real Estate Development Purposes

Large subdivisions were recorded via Record of Survey, called subdivisions and lots being sold describing them as Tracts; were never platted subdivisions. The county has removed several that were categorized as subdivisions from MapServer. The issue was the Records of Survey were never platted, reviewed for easements for utilities or roads. Prior to final approval of Chapter VII, review this issue again.

The members set the next regular meeting for Thursday, July 28, 2016 at 7:00 p.m. There being no further business for the Planning Commission, Chairman Paulsen adjourned the meeting at 9:40 p.m.

Respectfully submitted:

Cheryl Crowson
Department Secretary

JR Oakley
Vice-Chairman