

**FREMONT COUNTY PLANNING COMMISSION
MEETING MINUTES
7:00 PM, March 23, 2017
450 N. 2ND ST., ROOM 205
LANDER, WY 82520**

Open of Meeting: Vice Chairman Oakley called the meeting to order at 7:05 p.m. The following were present: Planning Commissioners: Harold Albright, 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. Absent: Chairman Paulsen. Guests: See attached sheet.

Pledge of Allegiance: Vice Chairman Oakley led those present in the Pledge of Allegiance.

Approval of Agenda: Commissioner VonHoltum moved to approve the Agenda of the March 23, 2017 meeting. No further discussion, the motion carried unanimously.

Approval of December 8, 2016 Minutes: Commissioner VonHoltum moved, seconded by Commissioner Jones to approve the minutes from the December 8, 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 February 2017. Additionally commenting the department's activity for septic systems and subdivisions has declined. Septic system permits are ten lower than last year at this time. There was an error in the Worker's Compensation section of the budget, the figures relating to Marcel & Steve W. driving a county vehicle was incorrect. Regarding the county fuel system, parts have been replaced at the Lysite and Pavillion sites to fix the tank alarms. Marcel has been researching recorded Covenants and printing them to have available to better assist our customers. Director Baumann will be having the department budget meeting in April and will notify the Planning Commissioners of the date and time. The department has cut everything out of the budget, including all travel and memberships, except membership of Director Baumann to WYOPASS. Currently the budget comprises 94% personnel and 6% fuel, office supplies and copier. At this time the department cannot meet the County Commissioner's request to cut an additional 10% without a change in personnel. The shortfall could possibly be eased by increases in subdivision and rural address fees. No further discussion or questions.

Unfinished Business: None.

New Business:

Lane Subdivision Lot 3A and Lot 5, Replat

Dan Hart, The Company, Inc., came forward to represent Mr. Carper and Mr. Seely of the subdivision. It is a property line adjustment, moving the east/west line between the two lots to an existing fence line. The only change is showing a gas line easement running along the north boundary of Lot 6. To keep the existing fence from being in the middle of the easement, the twenty feet for the easement is all on one side. Since this is not following regulations, a variance is required. Director Baumann stated Mr. Seely and Mr. Carper have signed a request for a variance. Director Baumann commented the subdivision was presented to the City of Lander Planning Commission and City Council and was approved in January 2017.

Commissioner Albright moved, seconded by Commissioner VonHoltum to approve the request for Variance from Chapter 3, Section 3, B, XIV, which would allow all of the easement to be on Lot 6. No further discussion, motion passed unanimously.

Ms. Challis Trosper came forward stating she was curious about the subdivision. Mr. Hart indicated on the preliminary plat where the property line currently is and where it will be. Director Baumann explained this subdivision is being done because a previous owner didn't build the fence on the property boundary. This is making the property boundary following the fence.

Commissioner VonHoltum moved, seconded by Commissioner Jones to send to the County Commissioners for approval the Lane Subdivision, Lot 3A and Lot 5, Replat. No further discussion, motion passed unanimously.

Review County Attorney marked up Draft Regular Subdivision Regulations Chapter 1

Commissioner Albright commented regarding the removal of citations that previously were included in the regulations to "hang your hat on". At this point they can be removed, but may want to include them at a later date.

Page 12 – Re-Plat, fifth bullet point correct by changing to "Any addition of an Ingress/Egress easement..."

Page 12 – Retained Ownership definition, correct last sentence to indicate "35 acres or greater".

Page 16 – 5. Exemptions from provisions, A., 1., a), change recordable to "recorded".

Page 17 – 5. Exemptions continued, A., II., VII., Commissioner Albright is not prepared to support this section regarding "Merged". Vice-Chairman Oakley proposed to continue reviewing, and revisit this section later.

Chapter 2

Recommended changes are acceptable.

Chapter 3

Page 2 – 1. Pre-application Conference, B., II., b), insert “resolutions” after ordinances. Make change through entire document.

Page 3 – Recommended changes are acceptable.

Page 7 – 4. Final Plat State, B., IV., recommended changes are acceptable.

Chapter 4

Recommended changes are acceptable.

Chapter 5

Page 3 – 4. Road Standards, A., II, a)., remove section.

Page 9 – 5, Block and Lot Standards, B., VI., Change wording as recommended by Jodi Darrough.

Chapter 6

Recommended changes are acceptable.

Chapter 7

Director Baumann suggested removing the Sections relating to RV Parks from the definition and this section. Recommended changes are acceptable.

Chapter 8

Recommended changes are acceptable.

Chapter V thru XIV

Acceptable.

Appendix A

Director Baumann suggested adding the Transportation Department Certification on plat for those areas where the county has approval for the access point to county roads from the subdivision. Mr. Lopez questioned whether WYDOT Access Permits have a Document Number and if so, could a place be added for it on the plat. Director Baumann will look into it.

Appendix C

Second Page – 1. General, 2. Construction of Subdivision Improvements, F. Warranties of Subdivider, Director Baumann questioned, does the county want the retainage of the initial bond or collateral put up to insure the two year performance? Discussion regarding retainage, Vice Chairman Oakley and Commissioner VonHoltum are not in

favor of keeping retainage. Director Baumann suggested the following to replace the current wording - "These warranties of subdivider shall remain in force and effect as to any completed phase of the subdivision improvements, until accepted by the County Commissioners". Recommended change was acceptable.

Vice Chairman Oakley asked if the board is in agreement, to move forward with the Regular Subdivision Regulations and recommended changes, except with respect to Page 17, 5. Exemptions, A., II., VII, to continue with further discussion. All were in agreement.

Director Baumann stated he will make a highlighted page for every change from the current regulations to what is contemplated as of today; providing the same to the County Commissioners, describe each change and the fact that this is not 100% agreed upon by the Planning Commission.

Review and Discuss Final Lander Area Study

Director Baumann stated after two public meetings, final comments and document, both study areas would benefit from an additional quarter study being done to continue the advancement of the process from the safety and development standpoint. With current budget constraints, trying to figure out how to put together a cooperative study for the part that matters to us, which is North 2nd Street. Proposing to come up with \$5,000 to \$6,000 to match the \$50,000 grant available from WYDOT to perform the study on North 2nd Street. The study recommends both areas, Lander Hill and North 2nd Street, would benefit from a center turn lane and six foot wide bicycle paths on the side of the paved roads. From the standpoint of WYDOT, this document puts in place a target that they actually have to address. North 2nd Street would benefit from the center turn lane because of slow traffic trying to make a left turn. Also, with a six foot run off the side and the center turn lane, some of the obstacles can be removed that are put in place because of a significant amount of traffic, especially tractors that influence traffic flow. The recommendations from the contractor were: (a) update the subdivision regulations to adopt WYDOT and Fremont County Transportation signatures; and (b) update Fremont County Access Management plans to conform more closely to federal and state access management practices. Director Baumann stated the county does not have an Access Management Plan, and will suggest to the County Commissioners and Planning Commission to put a document in place with recommended clearance distances and sight distances for the purpose of defining access.

Approve 2017 Meeting Dates

Commissioner Albright moved, seconded by Commissioner VonHoltum to accept and approve the Planning Commission Meeting Schedule for 2017. No further discussion, motion passed unanimously.

The next regular meeting will be Thursday, April 27, 2017 at 7:00 p.m. There being no further business for the Planning Commission, Vice Chairman Oakley adjourned the meeting at 9:35 p.m.

Respectfully submitted:

Cheryl Crowson
Department Secretary

JR Oakley
Vice Chairman