

**FREMONT COUNTY PLANNING COMMISSION  
SPECIAL WORKING MEETING MINUTES  
11:00 A.M., JUNE 25, 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 11:30 a.m. The following were present: Vice Chairman Harold Albright; Planning Commissioners: Richard Emond, Tom Jones and JR Oakley; Planning Department Staff: Director Steve Baumann, Small Wastewater Specialist Marcel Lopez, Small Wastewater Specialist/Floodplain Manager Steve Warner and Department Secretary Cheryl Crowson. Absent: County Commissioner Travis Becker.

Director Bauman discussed with Dave Pendleton, Transportation Department Superintendent, road standards. The main concern was to make sure the road is a minimum of 20' wide gravel top surface, to safely allow adequate space for vehicles passing.

Director Baumann contacted counties within the state regarding their road standards. Most of the counties, except four counties without standards, have a road standard of 24' wide road top with some sort of minimum sub-grade with top or gravel surface.

Discussion: (a) construction of roads, base type and thickness; (b) withholding signatures/recording on plat until items requested by Planning Commission/County Commissioners have been completed and reviewed by Planning Commission (c) possible wording to include, "24' minimum surface, with a minimum of crushed rock top or equivalent native material, to provide an all-weather surface for emergency vehicles; (d) the use of WYDOT pit run grading Class W.

**Discussion: Chapter III and Chapter IV of Simple Subdivisions, Draft 4-2-15.**

### **CHAPTER III, SIMPLE SUBDIVISIONS**

#### **6. Roads. Minimum Standards**

- A. Insert at end of sentence "providing an all weather surface capable of servicing emergency vehicles".
- B. Change "twenty-foot (20') to twenty-four (24')".
- C. No changes.
- D. Change "four inches (4") to "six inches (6)".
- E. Bridges and Culverts (split into two sections by adding an Item 1. and 2.)
  - 1. All bridges must be designed by a professional engineer and meet the same standards as those for regular subdivision.

2. Should the review of topography indicate the need for culverts, a minimum twelve (12) inch culvert shall be installed under the gravel surface with a minimum cover of six inches (6") and shall extend a minimum of two feet (2') beyond each side of any fill slope. In cases where significant water flow is anticipated, an engineered culvert size may be required.

F. No changes.

Break for lunch 12:10 p.m. to 12:30 p.m.

### **7. Monumentation.**

A. Accepted as changed.

I. Insert "in enough frequency to insure the roadway is clearly marked" to the end of second sentence. No change to remainder of paragraph.

II. No changes.

a. No change.

b. No change.

c. Change "pipes three-quarters (3/4) to "bar five eights (5/8).

No other changes.

### **8. Signs.**

A. No changes.

B. No changes.

C. Change to include statement the Planning Department will order the original sign and charge the Developer the actual cost; the Developer will install sign and the Fremont County Planning Department will inspect installation prior to signatures and recording of final plat.

### **9. Construction and maintenance of partition fences.**

A. No change except add "State Statute 11-28-106" to the end of paragraph.

B. No change except add "State Statute 11-28-106" to the end of paragraph.

### **10. Necessary Changes to Addresses.**

A. No changes.

**Final paragraph, no changes.**

## **Chapter IV, PLATTING PROCEDURES, SIMPLE SUBDIVISION**

### **1. Pre-application Conference**

A. In third sentence, change "is" to "may be" and end sentence after "variance".

B. No changes.

I. Change "his" to "their"

No changes to the remainder of section.

- II. No changes.
- C. No changes.

## **2. Potential Development Plan**

Throughout this section change the name “Subdivision Master Plan” to “Potential Development Plan”.

- A. Insert “a portion of” after “development of”; change “require” to “request”; and change “entire” to “affected”.
- B. End paragraph after “required”.
- C. After “purpose” insert “generally show the following”; delete remainder of sentence.

No changes to remainder of section.

- D. Change “approved” to “accepted” in first sentence and add “but shall not be binding on the Developer.” at end of paragraph.

## **3. Preliminary Plat.**

No changes to first paragraph.

- A. Insert “First” after “Plat”. No changes to remainder of section.

### **B. Preliminary Plat Approval**

- I. No changes.
  - a) Insert “within 400’ radius of proposed subdivision, via First Class Mail” after “adjacent landowners”. Adjust remainder of sentence for correctness.
- II. No changes.
- III. No changes.
- IV. Insert “shall take appropriate action to: table, deny, or take no action of the preliminary plat” after “Planning Commission” and delete remainder of sentence. Change “problems” to “concerns” in second sentence.
- V. Insert “and subdivision surveyor of record must” after “representative”, no change to remainder of sentence.

- C. No changes.

## **4. Final Plat**

- A. No changes.
- B. No changes.
  - I. No changes.
  - II. Insert “required” after “All”; insert “and all required signs have been installed” at end of sentence.
  - III. Delete.
- C. Final Plat Approval.
  - I. Delete “the County Clerk shall place” and insert “shall be placed” after “the case”.

- II. Delete “and that engineering plans have been approved and shall notify the subdivider that the plat is ready to be recorded.
- III. Delete paragraph and change verbiage to incorporate any additional fees that may be incurred by the Planning Department and reference Appendix B for charges.
- IV. Insert “by the Fremont County Commissioners” after “approval” in first sentence.

**5. Withdrawal of Approval**

- A. No changes.

Discussion: (a) in anticipation of the 2017 Budget, fully benefited expenses; (b) septic system and subdivision expenses; (c) possibility of increasing fees and suggested increased amounts; (d) difference in workload for a Simple Subdivision versus a Regular Subdivision; (e) differences in septic systems inspections (conventional system versus non-conventional (Presby) system; (f) floodplain permits, start charging and what is involved in issuing a permit; (g) the Planning Commission will begin reviewing Regular Subdivision Regulations after the regularly scheduled meetings of the Planning Commission beginning August, 2015.

There being no further discussion for the Planning Commission, the meeting adjourned at 4:55 p.m.

Respectfully submitted:

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Cheryl Crowson  
Department Secretary

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Kristin Paulsen  
Chairman