



500 South Gillette Avenue
Suite 1400
Gillette, Wyoming 82716
(307) 685-8061
(307) 687-6349

DEPARTMENT OF PUBLIC WORKS
March 17th, 2022
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The March 17th, 2022, pre-meeting workshop of the Campbell County Planning Commission began at 6:00 P.M. in the Public Works conference room. Planning Commission Members in attendance: Todd Hildebrand, Bob Jordan, Harry Averett, and Anna Land. Co-chairman Kurt Siebenaler was out sick. Staff present were Sam Proffer, Planner and Zoning Administrator, Public Works Executive Director Matt Olsen, and Clark Melinkovich, Senior Engineer & County Recorder.

Sam Proffer presented details of the night's regular meeting agenda. Mr. Proffer also informed the Commissioners of ongoing internal staff meetings where staff has been trying to find ways to streamline or clarify subdivision development processes for the benefit of developers, especially the formation of Improvement and Service Districts.

Part of the information provided included costs associated with the creation of I&S Districts and time involved in doing so. Mr. Proffer advised the Commission that as soon as staff had finalized some of the proposed changes, a stakeholder meeting would be scheduled.

Mr. Olsen then gave a brief overview of the amendments to the Natural Resource Land Use Plan. There was general discussion regarding the purpose and use of the Plan and why it needed to be updated.

No decisions on any agenda items were made. No official action was taken.

The workshop adjourned at 6:50 P.M.

Sam Proffer
Planner and Zoning Administrator

MEMBERS PRESENT

Todd Hildebrand, Chairman
Bob Jordan, Member
Harry Averett, Member
Anna Land, Member

MEMBERS ABSENT

Kurt Siebenaler, Vice Chairman

STAFF MEMBERS PRESENT

Sam Proffer, Planner and Zoning Administrator
Clark Melinkovich, Senior Engineer & County Recorder
Matt Olsen, Public Works Executive Director

The meeting was brought to order at 7:00 p.m. by Chairman Hildebrand. He thanked the public for attending and reminded them of how to address their comments to the Commission.

Approval of Minutes:

Chairman Hildebrand asked if the Commissioners had read the February 17th, 2022, meeting minutes and asked if there were any changes or corrections that needed to be made. All affirmed that they had read the minutes and no changes were needed.

Chairman Hildebrand asked for a motion to approve the February 17th, 2022, minutes as submitted. Commissioner Jordan moved to approve, and Commissioner Averett seconded.

All voted aye. Motion carried.

Public Hearings:

Case No. 22.02.CRSD, Wallway Simple Subdivision

Chairman Hildebrand asked Planner and Zoning Administrator Proffer to present the case.

Mr. Proffer presented the case by explaining that the applicant and applicant's agent had provided a complete application package for subdividing the approximately 40-acre parcel into two parcels. Mr. Proffer went over the findings of fact noting that all minimum requirements had been met including minimum access easements and right of way requirements. Mr. Proffer completed the presentation by noting that staff did not receive any comments from surrounding property owners.

Chairman Hildebrand opened the floor for comments. No one stepped forward to comment.

After determining that there were no more comments or discussion, Chairman Hildebrand asked for a motion to approve the Simple Subdivision as requested by the applicant. Commissioner Jordan made a motion to approve and was seconded by Commissioner Land.

Senior Engineer Melinkovich polled the commissioners.

Voting was as follows:

Commissioner Averett:	Yes
Commissioner Jordan:	Yes
Commissioner Land:	Yes
Chairman Hildebrand:	Yes

Motion passed 4-0.

New Business:

Amended Natural Resource Land Use Plan Update / Matt Olsen

Chairman Hildebrand asked Planner and Zoning Administrator Proffer to present the new business.

Mr. Proffer briefly explained the reason why the Amended Natural Resource Land Use Plan (NRLUP) was on the agenda and then introduced Public Works Executive Director Matt Olsen to present the document.

Mr. Olsen explained that the document was the cumulative effort of a committee made up of stakeholders familiar with NRLUP needs along with input from the third-party consultant group, West Consulting.

Mr. Olsen went on to elaborate on how the updates focused on incorporating changes to Federal, State, and local laws along with updated demographic information.

Mr. Olsen noted that two of the committee stakeholders had supplied significant technical information for consideration to be included into the document just prior to the evenings meeting. After discussion, it was agreed that the information should be tabled and forwarded back to the NRLUP Committee for resolution and then presented again to the Planning Commission before forwarding to the Board of Commissioners.

Chairman Hildebrand entertained a motion to table the NRLUP. Commissioner Jordan motioned to table the plan, and it was seconded by Commissioner Averett.

Chairman Hildebrand noted that he had a motion and a second to table the NRLUP and then took a voice vote. All voted in favor of tabling the NRLUP.

Old Business:

Moser Rezone/Administrative Plat Deadline Extension Request / Sam Proffer

Chairman Hildebrand asked Planner and Zoning Administrator Proffer to present the request for a deadline extension of the Moser Rezone.

Mr. Proffer presented the request by reviewing the rezoning case from August 19th, 2021, where as a condition of approval, the applicants had to install vegetative buffering between the subject property and their neighbors, and install a driveway approach off S. Garner Lake Rd. The applicants were given 6 months to complete the upgrades, and their time limit will expire on March 21.

Because of unforeseen problems, the applicants were not able to meet their deadline and are asking for an extension. Staff recommended extending the timeline one time to July 20th, 2022, and if not completed by then, the request would become void.

After some discussion, the applicant Mr. Mark Moser approached the Commission and explained that they had problems with their lender and that was the reason for the request.

Chairman Hildebrand entertained a motion to approve the request as recommended by staff. A motion to approve was made by Commissioner Jordan and seconded by Commissioner Land.

Chairman Hildebrand took a voice vote. All voted in favor of granting the extension.

Adjournment: meeting was adjourned at 7:26 pm

Todd Hildebrand, Chairman

NOTE: Campbell County Planning Commission meeting minutes contain a summary of discussions and are not intended to be verbatim.