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DEPARTMENT OF PUBLIC WORKS
January 20th, 2022
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The January 20th, 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, Kurt Siebenaler, and Anna Land. Staff present were Sam Proffer, Planner and Zoning Administrator, and Clark Melinkovich, Senior Engineer & County Recorder.

Sam Proffer presented details of the night's regular meeting agenda. Mr. Proffer noted that staff was experience technical problems trying to email agenda files to members, so future meeting notices would be sent with a link to access agenda files. All members affirmed that this would be acceptable. Members also discussed ongoing issues of subdivision road maintenance requirements. It was agreed that a special workshop meeting would be beneficial. Sam Proffer noted that staff would gather information and schedule the special meeting. 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
Kurt Siebenaler, Vice Chairman
Anna Land, Member

MEMBERS ABSENT

STAFF MEMBERS PRESENT

Sam Proffer, Planner and Zoning Administrator
Clark Melinkovich, Senior Engineer & County Recorder

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 November 18th, 2021, 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 November 18th, 2021, minutes as submitted. Commissioner Siebenaler moved to approve, and Commissioner Averett seconded.

All voted aye. Motion carried.

Public Hearings:

Case No. 21.01.CUP, the Hanes Conditional Use Permit

Mr. Proffer presented the case explaining that the applicant wished to place a second home on his existing lot located at 30 Emerald Avenue for aging family members. Mr. Proffer went on to explain that the lot was originally developed for two homes back in 1984 when the Golden Meadows Subdivision was first platted without zoning restrictions in place at the time.

Mr. Proffer noted that County records show that two septic systems had been installed in the past along with other records confirming that the lot at one time did have two homes. It was also shown that the Golden Meadows subdivision was assigned a zoning classification of R-R, Rural Residential back in 1989. All existing lots with two homes installed were classified as Legal Non-conforming lots at that time.

At some point in time the second home was removed from the location and the lot has remained as one single residence for several years, losing the Legal Non-conforming status for a second dwelling. Because of this, a Conditional Use Permit (CUP) must be granted in order to install a second home.

Mr. Proffer noted that staff had received two calls in support of the CUP. He went on to say that there was no reason why the existing infrastructure could not be used again for a second home, provided that the placement of the home would have to meet current zoning setback requirements, utility hook-ups, etc.

Mr. Proffer noted that if the Commissioners approve the CUP, the second home would regain its' Legal Non-conforming status and a statement would be issued to the owner stating such. Staff recommended approval of the CUP.

The Commissioners discussed the possible condition of the existing septic, electrical, and other infrastructure questioning if it were still serviceable. It was noted that if the CUP was approved, staff would perform inspections to ensure minimum code standards were upheld.

Chairman Hildebrand opened the floor for comments.

Ms. Dawn Nichols of 25 Emerald Avenue approached the Commission. Ms. Nichols explained that her and her family bought the lot adjacent to Mr. Hanes because of the ability to have two homes. She was concerned about what might happen if they were to want to replace one of their homes. Mr. Proffer noted that there is a process that can be followed to retain Legal Non-conforming status, and she was encouraged to contact the Planning Department in the event they were going to make any changes.

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

Senior Engineer Melinkovich polled the commissioners.

Voting was as follows:

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

Motion passed 5-0.

Upon completion of the vote, Mr. Proffer advised the applicant and the Commissioners that no further action was required and that the CUP did not have to go before the Board

of Commissioners for final vote. Mr. Proffer stated that a confirmation letter would be sent to the applicant confirming approval of the CUP.

Chairman Hildebrand thanked the applicant for reaching out to the County and requesting the CUP as required.

Old Business:

Ludog Subdivision, Case No. 21.03.COMP Update

Mr. Proffer advised the Commissioners of the Ludog Variance Request from the November 18th, 2022, Commission meeting and a subsequent appeal by the applicant to the Commissions requirement that he be required to join the Overbrook Improvement and Service District as a condition of subdivision plat approval.

Mr. Proffer noted that the Board of Commissioners upheld the Commissioners recommendations of granting a Variance to the applicant that will give him relief from having to construct a road to the furthest end of his property. The Board denied the applicants appeal to the Commissioners requirement of joining the Overbrook Improvement and Service District. The Board affirmed that the applicant must join the District as a condition of approval of the subdivision plat.

Mr. Proffer advised the Commissioners that the applicant had filed the appropriate paperwork with the County Elections office and that the process of joining the District was underway.

New Business: No new business

Adjournment: meeting was adjourned at 7:27 pm

Todd Hildebrand, Chairman

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