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DEPARTMENT OF PUBLIC WORKS
June 16th, 2022
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The June 16th, 2022, pre-meeting workshop of the Campbell County Planning Commission was delayed until 6:30 p.m. until the required minimum number of three members were present to constitute a quorum.

Planning Commission Members in attendance: Bob Jordan, Harry Averett, Kurt Siebenaler. Chairman Todd Hildebrand and Commissioner Anna Land were absent. Staff present were Sam Proffer, Planner and Zoning Administrator, Clark Melinkovich, Senior Engineer & County Recorder, and Public Works Director Matt Olsen.

Mr. Proffer advised Commissioners present that the Planning Commission By-laws state that when a quorum of members are present, a simple majority vote of those present is binding, and that business could be conducted for the regular meeting at 7:00 p.m.

Mr. Proffer then went over technical details of the Saddle Ridge Subdivision Final Plat request. He explained the changes that were made to the Disclosure Statement based on the DEQ Chapter 23 study that was submitted a few days before tonight's meeting. He also explained why the dead-end turnarounds in the subdivision would be equipped with barricades and posted with notices advising that future extensions of the road must be approved by the County.

Mr. Proffer then explained the details of the Davis Deviation Request for a project located in the Red Hills Subdivision. Mr. Proffer noted that staff did not advocate for or against the request, but that whatever decisions the Commissioners made would be used as precedent for future Deviation requests in the Red Hills Subdivision.

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

The workshop adjourned at 6:55 P.M.

Sam Proffer
Planner and Zoning Administrator

MEMBERS PRESENT

Kurt Siebenaler, Vice Chairman
Bob Jordan, Member
Harry Averett, Member

MEMBERS ABSENT

Todd Hildebrand, Chairman
Anna Land, Member

STAFF MEMBERS PRESENT

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

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

Approval of Minutes:

Vice-Chairman Siebenaler asked if the Commissioners had read the May 19th, 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.

Vice-Chairman Siebenaler asked for a motion to approve the May 19th, 2022, minutes as submitted. Commissioner Jordan moved to approve, and Commissioner Averett seconded.

All voted aye. Motion carried.

Public Hearings:

Case No. 22.02.COSP, the Saddle Ridge Subdivision Final Plat Request

Vice-Chairman Siebenaler asked Planner and Zoning Administrator Proffer to present the case.

Mr. Proffer presented the case by giving a summary review of the history of the subdivision plat. This included reviewing items of concern from surrounding property owners that were identified during the Preliminary Plat process. Mr. Proffer noted that the applicant had addressed those concerns by amending the Subdivision Covenants. He noted that staff had reviewed those amendments and found them to be adequate for the intended purposes.

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Mr. Proffer also reviewed the Residential Suburban zoning district that was approved by both the Planning Commission and the Board of Commissioners. Mr. Proffer noted that the subdivision plat met all minimum requirements for that zoning district.

Mr. Proffer then went on to discuss the final Planning Considerations from the February 17th, 2022, Planning Commission meeting that were required to be completed before Final Plat approval. This consisted of the completion of all infrastructure and the Chapter 23 DEQ study. Mr. Proffer noted that all infrastructure was completed and/or had been purchased and was waiting to be installed. It was discussed how staff had required barricades to be installed at the dead-end roads to prevent future connection without county approval because of need for a second access point and other reasons.

Finally, Mr. Proffer noted that the mandatory Chapter 23 DEQ study had been submitted on Monday, June 13th, too late to include in the agenda packet; however, Mr. Proffer explained that staff had reviewed the study and required the applicant to amend the Disclosure Statement to better reflect information found in the study.

Vice-chairman Siebenaler then asked if the developer would like to speak. Mr. Pasek and his agent Ms. Slocum with PCA Engineering then approached the Commission. There was general discussion regarding the DEQ study, the roads, etc. The Commissioner's made positive comments on the quality of the roads etc.

Mr. Jordan asked the developer about the possibility of an Improvements and Service District being formed in the future. Mr. Pasek stated that he was trying to get the Final Plat recorded and then will move forward forming the I&S District. There was general discussion on processes, procedures, and timelines on forming the I&S District. It was finally agreed that the process could take up to a full year to complete.

The Commissioners and the developer then discussed the Chapter 23 DEQ study. It was acknowledged that the study revealed areas in the subdivision that would be challenging to install traditional septic systems, but that the amended Disclosure Statement sufficiently addressed those concerns.

There was also discussion about the State Engineers' letter regarding a couple of un-registered holding ponds. Mr. Pasek acknowledged this and noted that he would be applying for registration with the State.

With no further discussion, Vice-Chairman Siebenaler entertained a motion. Commissioner Averett made a motion to approve the Saddle Ridge Subdivision Final Plat. Commissioner Jordan seconded.

Senior Engineer Melinkovich polled the commissioners.

Voting was as follows:

Commissioner Averett: Yes

Commissioner Jordan: Yes
Vice-Chairman Siebenaler: Yes

Motion passed 3-0.

Case No. 22.01.SUDEV the Davis Zoning Deviation Request

Vice-Chairman Siebenaler asked Planner and Zoning Administrator Proffer to present the case.

Mr. Proffer began by stating that the applicant wanted to build an Accessory Structure before building their main home which will be located at 6351 Stone Place Loop in the Red Hills Subdivision. Mr. Proffer then explained that zoning regulations in that area require that the home be built before the Accessory Structure. He went on to explain that this was because Accessory Structure size was dependent on the size of the main home, and so that residential subdivisions did not start to become storage yards.

Mr. Proffer noted that staff did not receive any feedback from surrounding property owners on the project, but representatives from the Red Hills Homeowner's Association sent an email in opposition. Mr. Proffer advised the Commissioner's that it was within their power to approve or deny the request with or without conditions, but to be informed that whatever decision was made would stand as precedent for the subdivision.

Mr. Proffer then pointed out that the applicant was not in attendance at the meeting, but that that he had forwarded a letter to the Commissioners stating the reasons why they were asking for the Deviation. Mr. Proffer then informed the Commissioners that staff had arranged to call Mr. Davis during the meeting so that he could attend via telephone.

Senior Engineer Melinkovich then called Mr. Davis and asked him if he would provide the Commissioners with details of why he was asking for the Deviation. Mr. Davis explained that he was a contractor by trade and wished to build his shop first and then his home to get his equipment out of the weather. He also stated that he wanted to get as much done during the short building season, but that plans for his main home were being held up because of delays from the engineering firm designing the foundation. Mr. Davis said that since he didn't need engineered plans for the shop, he would like to get started on that portion of his project.

There was discussion between the Commissioner's and the applicant regarding ramifications of approving the request considering Red Hills Homeowners Association opposition and how their decision would impact future development.

Mr. Proffer then asked the applicant if he was aware that he could obtain other permits such as septic system, construction power, and other permits. He said that he was not aware of that option. After further discussion, the Commissioners decided to table the request until next meeting and then decide based on whatever progress the applicant had made by that time.

With no further discussion, Vice-Chairman Siebenaler entertained a motion. Commissioner Jordan made a motion to table the request until the July 2022 meeting. Commissioner Averett seconded.

Senior Engineer Melinkovich polled the commissioners.

Voting was as follows:

Commissioner Averett:	Yes
Commissioner Jordan:	Yes
Vice-Chairman Siebenaler:	Yes

Motion passed 3-0.

New Business:

None

Old Business:

None

Vice-Chairman Siebenaler asked if there were any other items to discuss.

There was no further official business discussed.

Adjournment: meeting was adjourned at 8:10 pm

Kurt Siebenaler, Vice-Chairman

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