



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

DEPARTMENT OF PUBLIC WORKS
August 18th, 2022
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The August 18th, 2022, pre-meeting workshop of the Campbell County Planning Commission came to order at 6:05 p.m.

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

Mr. Proffer reviewed the evenings agenda with the Commissioners. There was general discussion about subdivision development and ideas were exchanged to address ongoing problems like subdivision road maintenance, mechanisms that might be adopted to address those issues, and similar discussion points.

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

Todd Hildebrand, Chairman
Kurt Siebenaler, Vice Chairman
Harry Averett, Member
Anna Land, Member

MEMBERS ABSENT

Bob Jordan, 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 7:05 p.m. by Chairman Hildebrand. Chairman Hildebrand welcomed those in attendance of the night's meeting.

Roll Call:

Chairman Hildebrand asked Mr. Melinkovich to note for the record that Commissioner Jordan was absent for the night's meeting.

Approval of Minutes:

Chairman Hildebrand asked if the Commissioners had read the July 21st, 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 July 21st, 2022, minutes as submitted. Commissioner Land moved to approve, and Commissioner Siebenaler seconded.

All voted aye. Motion carried.

Public Hearings:

Case No. 22.01.COSK, Medicine Lodge Sketch Plat

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

Mr. Proffer presented the case by explaining that the project involved an existing 10-acre parcel that the applicant wants to divide into two approximately equal lots. The resulting lots would be less than 5-acres each after subtracting out the required right of way for the extension of Medicine Lodge Road. This then causes the subdivision to be classified as a

Major Subdivision, which in turn requires a Department of Environment ‘Chapter 25 Study’.

Mr. Proffer explained that the DEQ study is a costly and lengthy process for just two lots, but Mr. Proffer pointed out that the Fox Ridge Subdivision just adjacent to the property had a DEQ study already completed. He went on to explain that staff’s opinion was that the Fox Ridge study could be used in lieu of a new study just for this one simple lot split.

Mr. Proffer advised the Commissioners that it was staff’s recommendation to accept the Fox Ridge study and approve the sketch plat and waive the Preliminary Plat process and go straight to a Final Plat. Mr. Proffer explained that the purpose of the Preliminary Plat was to give the applicant time to obtain a new DEQ study, etc., but if the Commission approved the sketch plat and agrees that the Fox Ridge study is acceptable, then the Preliminary Plat becomes unnecessary.

There was some general discussion among the Commissioners and then Chairman Hildebrand asked the agent for the project, Ms. Sheila Slocum to comment. Ms. Slocum provided a brief overview of the property including the need to upgrade the road to county standards, etc.

After additional discussion Mr. Proffer reminded the audience and the Commissioners that this was not a public hearing to vote on the project, but only an opportunity to provide feedback to the applicant on the proposal. It was generally agreed by both staff and the Commission that the project could move forward as recommended by staff.

Case No. 22.04.COSD, Dinkel Simple Subdivision

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

Mr. Proffer explained where the project was located and that it involved an approximately 40-acre parcel that the owner wished to split into two lots. Mr. Proffer went on to advise the Commissioners that the applicants agent Mr. Cevin Imus had provided a complete submittal package that addressed all Simple Subdivision requirements except for a consent to subdivide from the lien holder on the property. Mr. Proffer notated that the consent could be set aside as a Planning Consideration and produced when ready to take to the Board of Commissioners for final approval.

Chairman Hildebrand asked Mr. Proffer if our office had received any comments back from the surrounding property owners. Mr. Proffer stated that there was none.

There was general discussion between the Commissioners and Mr. Imus regarding the proposed access easement location and its proximity to existing structures. After some discussion it was the consensus that the easement will work for the project.

Chairman Hildebrand noted that the Record of Survey showed the access easement as a 'proposed' easement and wanted to make sure that this was addressed. Chairman Hildebrand then asked if there were no further comments or questions that he would entertain a motion. Vice-Chairman Siebenaler made a motion to approve the Dinkel Simple Subdivision and it was seconded by Commissioner Land. Chairman Hildebrand then requested that the motion be amended to include correcting the easement language as a Planning Consideration.

Chairman Hildebrand asked Senior Engineer Melinkovich to poll the Commissioners.

Voting was as follows:

Commissioner Averett:	Yes
Vice-Chairman Siebenaler:	Yes
Commissioner Land:	Yes
Chairman Hildebrand:	Yes

Motion passed 4-0.

Chairman Hildebrand then noted that there was no New Business and no Old Business on the agenda. Mr. Hildebrand asked Mr. Proffer if there were any other items to discuss.

Mr. Proffer stated that there was none but noted that Ms. Slocum was still in the audience with a client of hers and stated that he believed that they wished to address the Commissioners.

Ms. Slocum then came forward along with her client Mr. Richard Shuprick. Ms. Slocum proceeded to explain that she wanted to discuss her client's property which is an approximately 5-acre lot located in the Concho Valley Estates subdivision.

Ms. Slocum went on to say that to meet the county subdivision requirements, the lots created would be less than the required 2.5-acres in size to accommodate for on-lot septic systems. Ms. Slocum wanted to know if the Commissioners would support a variance for the project.

Mr. Proffer advised the Commission that it would be improper to provide feedback on the proposal without having all the facts and allowing adjacent landowners the benefit of providing input that would occur by following the normal variance request process.

There was ongoing discussion between Ms. Slocum and the Commissioners over the merits of the proposal. No decisions or concurrence on any point was provided by the

Commission. It was understood that any variance requests would have to follow the normal submittal process.

With no other comments, Chairman Hildebrand adjourned the meeting.

Adjournment: Meeting was adjourned at 7:41 pm

Todd Hildebrand, Chairman

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



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DEPARTMENT OF PUBLIC WORKS
August 18th, 2022
SPECIAL WORKSHOP MEETING
CAMPBELL COUNTY PLANNING COMMISSION

The August 18th, 2022, Special Workshop Meeting of the Campbell County Planning Commission began at approximately 7:50 p.m. immediately following the normal Planning Commission meeting.

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

Mr. Proffer gave a PowerPoint presentation that went over Planning Department functions, legal basis and authority giving Wyoming counties the ability and requirement to approve subdivisions of land, zoning authority and purpose, and Planning Commission and Board of Commissioners responsibilities and authority.

There was general discussion of topics presented. No decisions were made. No official action was taken.

The workshop ended at approximately 9:10 P.M.

Sam Proffer
Planner and Zoning Administrator