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DEPARTMENT OF PUBLIC WORKS

March 16th, 2023

PRE-MEETING WORKSHOP

CAMPBELL COUNTY PLANNING COMMISSION

The March 16th, 2023, pre-meeting workshop of the Campbell County Planning Commission (Commission) came to order at 6:05 p.m.

Commission Members in attendance: Chairman Todd Hildebrand, Vice-Chairman Kurt Siebenaler, members Harry Averett, Bob Jordan, and Anna Land. Staff present were Sam Proffer, Planner and Zoning Administrator, Clark Melinkovich, Senior Engineer & Planning Commission Recorder, Deputy County Attorney Kyle Ferris. Audience attendance was Mr. Jerry Taylor representing Gillette Area Leadership Institute.

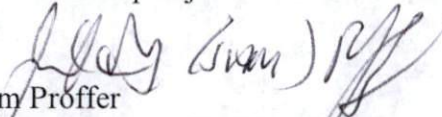
Mr. Proffer started the meeting by reviewing the draft Improvement and Service District Incentive Program that staff had prepared to take to the Board of Commissioners (Board). There was general discussion on the project. The Commissioners expressed concerns about the odds of success for the program and if it would be beneficial. After discussion, it was the consensus that because the program was voluntary, it would do no harm if any Districts participated. Mr. Proffer asked the Commissioners if they were satisfied to allow staff to take the program to the Board. There were no dissents.

Mr. Proffer then presented details of the proposed Chalk Hills Subdivision. Of note was that the applicant would like to change the requested zoning classification of 'Rural Residential' to 'Residential Suburban'. The reason stated for the change was to have a zoning classification that only allows site-built homes in the subdivision, no HUD manufactured homes allowed.

There was general discussion regarding subdivision interconnectivity and the concerns about potential negative impacts to existing subdivisions. Mr. Jordan suggested that maybe the group could begin to identify specific problems that could be addressed one by one. Mr. Proffer advised the group that they could email him with any topics and staff would research for solutions.

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
Bob Jordan, 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 approximately 7:00 p.m. by Chairman Hildebrand.

Roll Call:

Chairman Hildebrand asked Mr. Melinkovich to note for the record that all members were present.

Approval of Minutes:

Chairman Hildebrand asked if the Commissioners had read the January 5th, 2023 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 January 5th, 2023 minutes as submitted. Commissioner Averett moved to approve, and Vice-Chairman Siebenaler seconded.

All voted aye. Motion carried.

Communication:

Chalk Hills Letter of Intent

Public Hearings:

Case No. 23.01.COMP

Chalk Hills Minor Subdivision

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

Mr. Proffer began the presentation by describing the location and size of the proposed subdivision. He then went on to speak about the proposed zoning and that the developer had requested a last-minute change from 'R-R' Rural Residential (HUD homes allowed) to 'R-S' Rural Suburban. The reason for the change was because R-S zoning does not allow HUD Manufactured homes, and the developer wants to have only site-built homes in the subdivision consistent with the proposed covenants.

Mr. Proffer then went on to explain the subdivision complies with all County regulations but noted there were a few administrative items to take care of such as minor errors on the plat, and similar issues that did not materially affect the subdivision.

Mr. Proffer noted that there were four Planning Considerations that must be completed:

1. Finalization of the Disclosure Statement
2. Finalization of the Covenants/HOA Road Maintenance Agreement
3. Verification that each lot was supplied with electrical service
4. Completion of subdivision infrastructure; either physical completion or securing a Subdivision Improvement Agreement/Guarantee (letter or credit or bond).

After Mr. Proffer completed the introduction the Commission asked the developer, Mr. Jordan Roberts if he would like to speak. There was brief general discussion, and it was pointed out that there appeared to be oil and gas blanket easements encumbering the site that potential buyers should be aware of. Mr. Jordan agreed to include notification in the Disclosure Statement, and this was added to the Planning Considerations.

There was some general discussion and then Chairman Hildebrand asked for a motion.

Commissioner Land made a motion to approve the subdivision plat as presented pending completion of all Planning Considerations. Commissioner Jordan seconded the motion.

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
Commissioner Jordan:	Yes

Motion passed 5-0.

Case No. 23.01.COZ

Chalk Hills Minor Subdivision Zoning Request

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

Mr. Proffer gave a brief re-cap of the proposed subdivision and re-iterated that the applicant wished to change his original zoning district request from 'R-R' Rural Residential to 'R-S' Residential Suburban to limit development to site-built homes only.

Mr. Proffer noted that either classification would be acceptable because there are no adjacent zoned properties and was consistent with the long-range Comprehensive Plan for the area.

There was some general discussion and then Chairman Hildebrand asked for a motion.

Vice-Chairman Siebenaler made a motion to approve the zoning request as presented to become effective upon final approval and recording of the Chalk Hills Subdivision Final Plat, the motion was seconded by Commissioner Land.

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
Commissioner Jordan:	Yes

Motion passed 5-0.

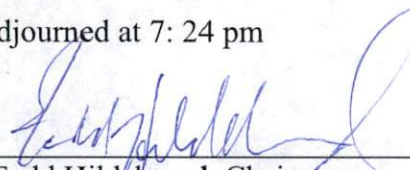
Chairman Hildebrand then noted that there was no New Business and no Old Business on the agenda. Mr. Hildebrand asked Mr. Proffer if there were any other items to discuss.

Mr. Proffer stated that there was none.

Chairman Hildebrand and the Commissioners complimented the developer over the quality of his submittal and wished him success with his project.

With no other comments, Chairman Hildebrand adjourned the meeting.

Adjournment: Meeting was adjourned at 7: 24 pm



Todd Hildebrand, Chairman

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