



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

DEPARTMENT OF PUBLIC WORKS

June 15th, 2023

PRE-MEETING WORKSHOP

CAMPBELL COUNTY PLANNING COMMISSION

The June 15th, 2023, pre-meeting workshop of the Campbell County Planning Commission (Commission) came to order at 6:10 p.m.

Commission Members in attendance: Chairman Todd Hildebrand, Harry Averett and Bob Jordan. Vice-Chairman Kurt Siebenaler and member Anna Land were absent. Staff present were Sam Proffer, Planner and Zoning Administrator, and Clark Melinkovich, Senior Engineer & Planning Commission Recorder, and audience member Mary Stroka with County 17 news.

Mr. Proffer started the meeting by going over some of the details for the evening's agenda, including advising the Commission that the scheduled PowerPoint presentation may be unavailable to view because of previous technical problems. However, Mr. Proffer stated he would still go ahead and present as best he could without visual aids if necessary.

There was general discussion on the evenings one Simple Subdivision case. Some questions arose about potential impacts of additional traffic into the Red Hills Subdivision. There was general discussion about overall impacts in the county about subdivision road maintenance and future development and how to best address those issues.

The discussion then moved on to the evening's presentation on ADU's. Chairman Hildebrand expressed concern that the presentation was premature without more information. Member Averett expressed opposition to the idea of ADU's in general. Member Jordan voiced some of the same concerns as the others. All agreed that they were concerned about negative impacts on existing subdivisions.

Mr. Proffer explained that the presentation was based on community input to the Planning office and that internal information gathering had reached its' limit. He advised that staff needed to start gathering public input before proceeding further. Mr. Proffer informed the Commission that the Planning office was simply responding to public requests and felt obligated at this point to move forward.

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
Harry Averett, Member
Bob Jordan, Member

MEMBERS ABSENT

Kurt Siebenaler, Vice-Chairman
Anna Land, Member

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 Vice-Chairman Siebenaler and member Anna Land were absent.

Approval of Minutes:

Chairman Hildebrand asked if the Commissioners had read the May 18th, 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 May 18th, 2023 minutes as submitted. Commissioner Jordan moved to approve, and Commissioner Averett seconded.

All voted aye. Motion carried.

Communication:

Presentation by Public Works Director Matt Olsen

Chairman Hildebrand noted that Mr. Olsen was not present in the audience. County Planner Sam Proffer advised that Mr. Olsen was unable to attend the evening's meeting and that he would stand in for Mr. Olsen.

Mr. Proffer then presented Chairman Hildebrand with a plaque commemorating and thanking him for six years of service on the Planning Commission. It was noted that this meeting was Chairman Hildebrand's last as his term had expired.

Public Hearings:

Case No. 23.02.CRSB

Study Simple Subdivision Request

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

Mr. Proffer presented the case by advising the Commission that the submittal met all minimum standards of County Chapter 6 Subdivision regulations for size, location, etc., including that the property was unzoned and that it was not required to mandatorily be zoned by ordinance. Mr. Proffer noted that the one item that was still necessary was acquiring a 'consent to subdivide' statement from the lender on the property. Staff recommended approval of the subdivision pending receipt of the consent to subdivided from the lender.

Chairman Hildebrand asked Mr. Proffer if staff had received any comments of the subdivision. Mr. Proffer noted that no comments had been received and that staff had also reached out to the Red Hills HOA to advise them of the subdivision, but they did not comment either.

Chairman Hildebrand then opened the floor for discussion. Commissioner Jordan asked Mr. Proffer to confirm if the Study property was unzoned, and to clarify the zoning classification the Red Hills subdivision that would be used as his access road. Mr. Proffer confirmed that the Study property was unzoned and that the Red Hills Subdivision was zoned 'R-S', Residential Suburban. Commissioner Jordan asked Mr. Proffer if the Study property could be used for any use including truck traffic. Mr. Proffer confirmed that there were no regulatory restrictions on the use of the property if it is unzoned.

There was general discussion amongst the Commissioners on the problems of unzoned land being subdivided that accesses paved roads whose maintenance they wouldn't be contributing to. There were also concerns voiced by all Commissioners regarding potentially lowered property values and negative neighborhood impacts to the Red Hills subdivision by potential non-residential use of the property. The Commissioners agreed that requiring zoning would be beneficial to all parties.

Chairman Hildebrand then asked the applicants agent, Mr. Aaron Bicknese with LSI Inc. to approach the Commission. After some discussion, it was determined that the applicant had not considered zoning his property. Mr. Bicknese agreed to advise his client of the Commission's desire for him to zone the property.

The Commission~~er~~ then discussed the use and impacts to roads maintained by the Red Hills subdivision. After some discussion, the Commission felt that the applicant should reach out to the association responsible for maintenance and try to join and pay his share of the maintenance costs. After lengthy discussion, the Commission decided that the applicant must provide evidence of trying to join the entity responsible for funding road maintenance.

Chairman Hildebrand asked if anyone would like to make a motion to approve the subdivision request. Commissioner Jordan wanted to make a motion that made approval contingent on the applicant obtaining a zoning classification of 'R-S', the same as the Red Hills subdivision.

After additional discussion, the Commission asked staff to make sure that when the applicant makes application for the zoning request that he also show evidence of trying to join in on the road maintenance.

Commissioner Jordan then made a motion to approve the subdivision request with the Planning Considerations that the applicant apply for the zoning classification of 'R-S' and provide the 'Consent to Subdivide' letter from the lender. Commissioner Averett seconded the motion.

Chairman Hildebrand asked Senior Engineer Melinkovich to poll the Commissioners.

Voting was as follows:

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

Motion passed 3-0.

Chairman Hildebrand then moved on to 'New Business' and the Accessory Dwelling Unit (ADU) presentation prepared by Mr. Proffer. After a brief break to allow for setup, Mr. Proffer made the presentation. The presentation consisted of a high overview of ADU's, their history, challenges, benefits, public engagement, etc.

Upon completion of the presentation there was some brief discussion noting that staff will be scheduling additional public meetings in the future with direct invites to as many stakeholders as possible.

It was noted that there was 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.

With no other comments, Chairman Hildebrand adjourned the meeting.

Adjournment: Meeting was adjourned at 8:07 pm



Kurt Siebenaler, Vice-Chairman

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