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DEPARTMENT OF PUBLIC WORKS
JUNE 18, 2020
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The June 18, 2020 pre-meeting workshop of the Campbell County Planning Commission began at 6:00 P.M. in the Commissioner's Chambers. Members present were: Bob Jordan, Marc Matlick, Todd Hildebrand and Kurt Siebenaler. Staff present were Megan Nelms, Planner and Zoning Administrator and Clark Melinkovich, Senior Engineer & County Recorder.

No official action was taken.

The workshop adjourned at 7:00 P.M.

Megan Nelms, AICP
Planner and Zoning Administrator

MEMBERS PRESENT

Todd Hildebrand, Chairman
Bob Jordan, Vice Chair
Marc Matlick, Member
Kurt Siebenaler, Member

MEMBERS ABSENT

Miles Williams, Member

STAFF MEMBERS PRESENT

Megan Nelms, Planner and Zoning Administrator
Clark Melinkovich, Senior Engineer & County Recorder

The meeting was brought to order by Chairman Hildebrand at 7:00 p.m.

Approval of Minutes

Chairman Hildebrand called for a motion for the approval of the minutes from the April 16, 2020 County Planning Commission meeting. Marc Matlick motioned; Bob Jordan seconded. All voted aye. Motion carried.

**Case No. 20.03 CRSD – Johnson Simple Subdivision
Nick Johnson/Cevin Imus, LSI Inc.**

Chairman Hildebrand introduced the case and asked staff to present. Megan Nelms presented the case, and recommended approval of the simple subdivision request, pending completion of all planning considerations.

Chairman Hildebrand asked if there were any public comments received for the case? Megan stated she had not received any comments. She also stated that the applicant has informed staff that the purpose of the subdivision is for refinancing purposes only, he has no intentions of subdividing. The bank is just requiring a smaller separate, deeded parcel for his home as the collateral.

Commissioner Siebenaler inquired if Mr. Johnson had any plans for future subdividing or selling the larger acreage or if he had made any contact with WYDOT about future access for proposed Parcel 2. Mr. Johnson said he has not, and he has no intentions of building on the 91-acre parcel, so it had not crossed his mind to investigate another access/approach from Highway 50. Mr. Siebenaler then asked if the proposed parcel layout fit with the existing topography if Mr. Johnson or anyone in the future wanted to fence the 10-acres? Mr. Johnson stated that it does.

The chairman asked if any of the Commissioners had any additional questions or comments on the case? There were none. With that, Chairman Hildebrand asked for a motion. Commissioner Jordan moved to approve case number 20.03 CRSD, Johnson

Simple subdivision request, pending completion of all planning considerations.
Commissioner Matlick seconded.

Voting was as follows:

Bob Jordan	Yes
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Marc Matlick	Yes

Motion Carried	4/0.
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**Case No. 20.02 COSP – Piper Acres, Phase I - Final Plat
TLC Developments, LLC/Tony MacDonald, KLJ Engineering**

Chairman Hildebrand introduced the next case and asked staff to present. Megan Nelms presented the case, and recommended approval of the final plat, pending completion of all planning considerations.

Chairman Hildebrand asked if there were any public comments received for the case? Megan stated she had received one phone call but had not received any comments. Chairman Hildebrand asked if the board had any questions or comments.

Tom Civin, representative of TLC Developments, LLC approached the Board. Commissioner Jordan inquired as to the progress of the formation of the improvement & service district for the subdivision. Mr. Civin stated that his attorney, Patrick Carpenter, had filed the petition and they are in the waiting period and waiting for it to run its course. Commissioner Siebenaler inquired about the approach permit with WYDOT and how that was coming along. Mr. Civin stated they had some cosmetic changes and technical details that were needed to the plans.

Chairman Hildebrand asked about Mr. Civin's plan for road maintenance within the subdivision. Mr. Civin stated that it would be part of the improvement & service district, that it would be their responsibility. The chairman clarified his question, stating he was asking about the plan. Mr. Civin is putting gravel roads, and Mr. Hildebrand would like to know what the plan for maintenance and collection of maintenance fees is. Mr. Hildebrand stated he lives in a subdivision with gravel roads, and he has experience in dealing with maintenance. He stated that the plan can't be, "we'll see what happens and deal with it as it comes." There must an operational plan and money in place. Mr. Civin stated that he was sure they would have some time after the roads were initially installed to get a plan together and the improvement & service district will have something in place regarding when maintenance will happen, as well as funds for unforeseen events or issues. Mr. Hildebrand then inquired about what that plan will be, since Mr. Civin is the one forming the new district?

Mr. Civin responded that he hasn't gotten that far yet. Mr. Hildebrand asked how he could file to form a new district if he didn't have that information in place yet. Megan stated that usually, a maintenance plan for infrastructure or other subdivision issues is something that would be addressed in the improvement & service district by-laws or a new subdivision's HOA documents, depending on which type of entity a developer was planning to utilize. Megan stated that as far as she is aware, a new district does not have to complete their bylaws until the district is formed. She stated that is the reasoning behind the planning consideration, that Mr. Civin provide a copy of any proposed covenants, as many new subdivisions include their covenants and HOA bylaws/operating procedures all as one document. Staff would like to see those preliminary documents from Mr. Civin prior to recording of the final plat for Phase I.

Mr. Hildebrand then asked what the total length of roadway was between Highway 50 and the Red Hills Subdivision? Megan stated that the entire subdivision contains about three miles of roadway. Senior Engineer Melinkovich stated that the length of Piper Blvd, the road from Highway 50 to Red Hills, including the side streets and cul-de-sacs is approximately 6,000 feet, so just over a mile of road. Mr. Hildebrand said he was addressing this topic because his subdivision spends approximately \$35,000 to maintain 1-mile of gravel roadway with 3" of crushed limestone. He understands they won't be re-doing the road every year, but he is looking at over 1-mile of roadway within the first phase and only 27 lots. Mr. Hildebrand asked if Mr. Civin had yet considered what the assessment/fees would be per lot to ensure that maintenance could be covered?

Mr. Civin stated that his plan is to build the infrastructure and sell the 27 lots and move forward with additional lots. There was additional discussion regarding what assessments might be, and Mr. Hildebrand said he wants Mr. Civin to start thinking about costs because he does not want people to move out there and then be shocked by the cost of I&S assessments or dues, or have the subdivision lack the funds to maintain the roads. Commissioner Jordan stated that they want to see it all done right up front. Mr. Civin agreed, stating he does as well.

Commissioner Jordan then inquired about the County Commissioners seeing the district bylaws. Megan re-iterated that the planning consideration requires Mr. Civin to submit at least a preliminary set of bylaws and/or covenants, which would be included in the Commissioner's packet and semi-finalized at approval by the Board of Commissioners.

Mr. Jordan then asked about Mr. Civin's phasing plan for building the roads. Mr. Civin stated that he would build the roads as the phases require and to subdivision standard. Engineer Melinkovich stated that the submitted road plans show 4" inches of a scoria and 2" inches of limestone on top for a 6" road base. This is in line with what is required for road infrastructure in the subdivision regulations. Mr. Jordan stated that he wanted to ensure the roads were installed prior to lots being sold. Megan clarified that yes, the regulations required all infrastructure to be installed and completed prior to recording of the plat, or the developer may enter into an Improvements Agreement with the County and provide a letter of credit for 125% of the costs of the outstanding infrastructure if he

desires to sell lots prior to completion. He then would have up to 24 months to complete all items within the Improvements Agreement.

There was discussion about the process of forming a district and any issues. Megan stated the biggest issue will probably finding new owners who move to the subdivision who want to serve on the I&S Board. Mr. Hildebrand inquired about when Mr. Civin would turn over responsibility of the district to the homeowners. Mr. Civin responded that he would stay active with the District for quite some time. He said that leaving too early can complicate things, so he plans to be around for a while.

Mr. Jordan then asked about the distance from Running Hills Road as it exits Red Hills into Piper Acres to the front door of the house at 7500 Running Hills Rd. Megan stated that Running Hills will be constructed within the Red Hills Subdivision for access to Piper Acres. However, the right-of-way was platted when Red Hills was first recorded, and the owners of that home knew it was right-of-way and an access point for potential development to the south when they placed their home on the property.

Mr. Siebenaler asked Megan about the timeline and when the plat moves to the County Commission for approval. Megan stated that every planning consideration must be completed prior to the Board of Commissioners reviewing and approving the final plat for recording. Megan said that staff works to get as much information as possible to bring before the Planning Commission, as they will not see a plat again before it is approved by the Board of Commissioners, however, staff's role is to ensure that all considerations are met, or an Improvements Agreement and associated letter of credit is provided, prior to final approval of the plat.

Mr. Jordan said he thought the roads got a little bigger. Mr. Civin stated he didn't think they made many changes; however, they did straighten out Piper Blvd. It is his opinion, and he said the traffic engineers with WYDOT feel that most people will utilize the entrance and exit to the subdivision at the Highway 50 access point. Chairman Hildebrand said that he is going to respectfully disagree with WYDOT and that he thinks this direct connection between Highway 50 and Force Road will lead to more traffic cutting through the Red Hills and Stonegate Subdivisions. This is another reason why he is so concerned about the road maintenance plan. He sees significant traffic that is non-native to Stonegate go through his subdivision.

Chairman Hildebrand then asked if there were any further questions or comments. There were none. With that, Chairman Hildebrand asked for a motion. Commissioner Siebenaler moved to approve case number 20.02 COSP, the Piper Acres, Phase I final plat, pending completion of all planning considerations. Commissioner Matlick seconded.

Voting was as follows:

Bob Jordan	Yes
Todd Hildebrand	Yes

Kurt Siebenaler	Yes
Marc Matlick	Yes
Motion Carried	4/0.

Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 7:44 p.m.

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