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PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Campbell County Planning Commission

FROM: Megan Nelms, Planner and Zoning Administrator

SUBJECT: May 20, 2021 County Planning Commission Meeting

DATE: May 14, 2021

The pre-meeting workshop will begin with dinner at 6:00 P.M. in the Public Works conference room. The regular meeting will begin at 7:00 P.M. in the Commissioners Chambers of the County Courthouse. There will be limited audience seating available in the chambers to allow for proper social distancing.

Please confirm your attendance with us to ensure that we have a quorum.

**CAMPBELL COUNTY PLANNING COMMISSION MEETING
AGENDA
May 20, 2021 – 7:00 P.M.**

Due to the COVID-19 Pandemic, there will be limited seating available in the Commissioners Chambers to allow for proper social distancing.

A. APPROVAL OF MINUTES

April 15, 2021 County Planning Commission regular meeting minutes

B. COMMUNICATION:

C. PUBLIC HEARINGS:

Case No. 21.02 CRSD HD Reynolds Simple Subdivision
(*Enclosure 1*) Harry & Diana Reynolds/Doyle Surveying

Case No. 21.03 CRSD Cox Simple Subdivision
(*Enclosure 2*) Edward & Peggy Cox/Doyle Surveying

Case No. 21.01 COMP Dove Creek Subdivision – Minor Plat
(*Enclosure 3*) Wyoming Earthmoving/Josh Pierce & Bearlodge Engineering

Case No. 21.02 COZ Zoning – Dove Creek Subdivision
(*Enclosure 4*) Wyoming Earth Moving/Josh Pierce

Case No. 21.01 SA Amendments – Chapter 6, Subdivision Regulations
(*Enclosure 5*)

D. OLD BUSINESS:

E. NEW BUSINESS:

F. ADJOURNMENT:



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DEPARTMENT OF PUBLIC WORKS
APRIL 15, 2021
PRE-MEETING WORKSHOP
CAMPBELL COUNTY PLANNING COMMISSION

The April 15, 2021 pre-meeting workshop of the Campbell County Planning Commission began at 6:00 P.M. in the Public Works conference room. Members present were: Bob Jordan, Todd Hildebrand, Harry Averett, Marc Matlick 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
Harry Averett, Member
Kurt Siebenaler, Member

MEMBERS ABSENT

STAFF MEMBERS PRESENT

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

The meeting was brought to order at 7:00 p.m. Chairman Hildebrand was present via telephone, so Commissioner Siebenaler filled in as Chairman.

Approval of Minutes

Commissioner Siebenaler called for a motion to approve the minutes from the December 17, 2020 County Planning Commission meeting. Marc Matlick motioned; Harry Averett seconded. All voted aye. Motion carried.

**Case No. 21.01 CRSD – Swaney Simple Subdivision
Jeff Swaney/Cannon Surveying**

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

Commissioner Siebenaler asked if there were any public comments received for the case? Megan stated that there was one phone call from a neighboring landowner questioning the placement of water wells and other infrastructure on the property. Megan stated they were informed that it's not something that is usually addressed at this level with a Simple Subdivision. It will be looked at when a home or other structure is built.

Commissioner Siebenaler then inquired about the easement and asked if it should be shown on the Record of Survey. Megan stated staff has been in discussion with the applicant and Road & Bridge. Road & Bridge has permitted, and the applicant has installed, an approach which straddles the proposed property line. However, it is not wide enough to get vehicles to each parcel without being on the other property. She stated that Staff has recommended a shared access easement be placed over the shared approach to cover any access issues. She also stated that the applicant has been in contact with Road & Bridge about permitting separate approaches for each parcel and not having to use the center access.

Commissioner Siebenaler then asked about the remaining 40-acres to the north of this subdivision and whether it will be landlocked or should the Planning Commission require an easement. Megan stated that the applicant still owns that 40-acre tract, and it being adjacent to his property, he has access. She noted that he will need to provide access to it in the future if it is sold to a different owner.

Commissioner Siebenaler asked if any of the Commissioners had any other questions or comments on the case? There were none.

With that, Commissioner Siebenaler asked for a motion. Commissioner Matlick moved to approve case number 21.01 CRSD, Swaney Simple Subdivision, pending completion of all planning considerations. Commissioner Jordan seconded.

Voting was as follows:

Marc Matlick	Yes
Bob Jordan	Yes
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Harry Averett	Yes
Motion Carried	5/0.

**Case No. 21.01 COZ – Country Living Acres Subdivision Zoning
Country Living Acres HOA/Bob Jordan**

Commissioner Siebenaler introduced the case and asked staff to present. Commissioner Jordan recused himself due to a conflict of interest. Megan Nelms then presented the case, and recommended approval of the zoning request.

Commissioner Siebenaler asked if there were any public comments received for the case? Megan stated there were not. Commissioner Siebenaler asked Mr. Jordan since most of the lots within the subdivision are already developed, will most of them be in compliance with the proposed R-S zoning district? Mr. Jordan responded that yes, all of them are being used as single-family residential homes right now. The only lots that would be out of compliance are the ones in Block 2, across the highway, which are being excluded from the zoning request.

Megan commented that if the zoning is approved, anything on the parcels when they are zoned that is not in compliance with the R-S zoning will become a non-conforming use and be subject to those rules within the Zoning Regulations.

Commissioner Siebenaler asked if any of the Commissioners had any other questions or comments on the case? There were none.

With that, Commissioner Siebenaler asked for a motion. Commissioner Matlick moved to approve case number 21.01 COZ, Country Living Acres zoning request. Commissioner Averett seconded.

Voting was as follows:

Marc Matlick	Yes
Bob Jordan	Abstained
Todd Hildebrand	Yes
Kurt Siebenaler	Yes
Harry Averett	Yes
Motion Carried	4/0.

Adjournment

There being no further business to come before the Board, Chairman Hildebrand adjourned the meeting at 7:14 p.m.

Chairman 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.