

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JANUARY 10, 2017

Commission Chairman Albert “Smokey” Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order January 10, 2017 at 4:00 PM.

Those present were Commission members Travis Pearson, Julie Baker, Planner Jim Waller, Commissioner and Vicki Edelman County Clerk. P&Z Commission member Manny Rodriguez was absent from this meeting.

Julie Baker moved to approve the minutes from the November 8, 2016 meeting. Travis Pearson seconded, motion carried.

Travis Pearson moved to keep the slate of officers as they were last year. Julie Baker seconded, motion carried. Albert “Smokey” Wildeman will remain Chairman and Travis Pearson Vice-Chairman for the 2017 year.

Chairman Wildeman stated there was not a quorum to act on the Ross Minor Subdivision Sketch Plan moving that presentation to the meeting February 14, 2017.

After Jim Waller presented history on the Basco Creek LLC large acreage exempt divisions and their request to do some parcel adjustments, Travis Pearson commented that he felt this could be done by the Boundary Line Adjustment Affidavit process with standard descriptions.


Planner Waller updated the Commission on progress with the Subdivision Regulations, saying he is about five pages from completion. Planner Waller had to re-write the Design Standards for septic permitting and get approval; along with some changes in county road regulations so both can be incorporated into the revised subdivision regulations. Planner Waller also said the financial guarantee needs to be a separate appendix in the regulations per Deputy County Attorney Barry Crago. Planner Waller told the Commission once the draft is worked up they will probably need 3 work sessions to go over the draft then they will need to advertise and have public meetings.

Planner Waller also gave an overview of the 2016 Planning Commission Activities which he gave to the County Commissioners at their first meeting in January.

There being no further business Travis Pearson moved to adjourn the meeting at 4:35P.M. Julie Baker seconded, motion carried.

Respectfully,


Albert "Smokey" Wildeman Chairman Date 2-14-17

Attest: 
Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, FEBRUARY 14, 2017

Commission Chairman Albert "Smokey" Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order February 14, 2017 at 4:00 PM.

Those present were Commission members Travis Pearson, Julie Baker, and Manny Rodriguez, Planner Jim Waller, Deputy County Attorney Barry Crago, Road & Bridge Supervisor Scott Pehringer and Vicki Edelman County Clerk.

Julie Baker moved to approve the minutes from the January 10, 2017 meeting. Travis Pearson seconded, motion carried.

Commission member Travis Pearson recused himself from any action on the Ross Minor Subdivision Sketch Plan presentation because he is the surveyor of record.

Planner Waller gave a brief history of the proposed Minor Subdivision saying it does meet the qualifications for the Minor Subdivision process and recommends to the Commission they approve the Sketch Plan as submitted and move to Final Plat.

Manny Rodriguez moved to approve the Sketch Plan, notify the adjacent land owners, place an ad in the newspaper and move to final plat for the March meeting. Julie Baker seconded, motion carried.

Deputy County Attorney Barry Crago said the suit has been filed in District Court in the Shores At Lake DeSmet matter; saying they are in the discovery phase now.

Planner Waller reported Emerald Park has been settled and the HOA has contacted him about speed limit signs.

Planner Waller expects to have the draft subdivision regulations to the Commissioner for review in the spring.

Planner Waller reported inquiries on septic systems for houses under construction, 1 major subdivision and 2 minor subdivisions in the county. Planner Waller also reported the vacancy still exists on the Commission and they are still trying to fill with someone from Kaycee or southern Johnson County.

There being no further business Travis Pearson moved to adjourn the meeting at 4:24P.M. Julie Baker seconded, motion carried.

Respectfully,


Albert "Smokey" Wildeman Chairman Date 3/21/17

Attest: 
Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, MARCH 21, 2017

Commission Chairman Albert "Smokey" Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order March 21, 2017 at 4:02 PM.

Those present were Commission members Travis Pearson, Julie Baker, and Manny Rodriguez, Planner Jim Waller, Deputy County Attorney Barry Crago, County Commission Chairman Bill Novotny and Vicki Edelman County Clerk. General public attendees were Casey Freise and Karen and Kelly McGowan.

Julie Baker moved to approve the minutes from the February 14, 2017 meeting. Travis Pearson seconded, motion carried.

With approval of the Board members Old Business was brought up for discussion while waiting for Commission member, Manny Rodriguez. Planner Waller reported the Small Wastewater Regulations have been completed and submitted to the State for approval; the updated state regulations have to be incorporated into the county regulations. He further stated they will be put out for public review, a 45 day comment period and will be approved by a Resolution signed by the County Commissioners probably the second meeting in May, 2017.

Planner Waller reported he is once again working on the final stages of the Subdivision Regulations; emphasis on the subdivision standards. The new regulations will incorporate Minor Subdivision Regulations and Major Subdivision Regulations into one document. He also reported there will need to be some discussion on Road & Bridge Standards as they pertain to the Subdivision Regulations and also how the Escrow Agreements are handled; preferably the Subdivision will need to be fully developed before the first lot can be sold. Planner Waller said by the end of three months there should be a complete draft and can then begin the formal work session process.

Planner Waller reported there have been inquiries about the use of the subdivision process to split some properties in the Saddleback Hills Subdivision and a boundary line adjustment request by Robbin Fraley at her trailer court next to Maverik.

First new business item was the Cindy Ross Minor Subdivision. Commission Member Travis Pearson asked to recuse himself from the decision making on the two New Business Agenda items since he is the Surveyor of Record in both cases.

Planner Waller gave his summary report to the Board; saying the proposed subdivision is near the end of the Billy Creek Access Road, Owner of record is Cindy Ross, lot sizes consistent with adjacent subdivisions and proposed water and sewer will be individual systems. Planning Considerations are: advertising has been done and adjacent landowners have been notified by certified mail, one notice is pending delivery. Planner Waller reviewed the letters, emails and phone calls with the Commission. Planner Waller reported to the Commission the plat is in compliance with the Minor subdivision process, the Conservation District review has found soils with limiting features and the limits have been indicated on the Final Plat, all roads have been

identified on the final plat, and the easements have been increased to the 60 foot requirement as per the regulations. The planner acknowledged the recommendations to the board as outlined in the final report. Some additional concerns were presented after the final report was distributed to the board. Briefly discussed the additional concerns with the board as related to road locations, covenants, and additional items on the plat.

Commission member Baker asked for copies of the previous Mountain Top Estates Covenants. Travis Pearson mentioned the covenants are not required. Deputy County Attorney Crago discussed that the county does not have issue with the covenants since they do not restrict the lot sizes and all other matters are civil between landowners and the county cannot enforce. General discussion on covenants and what the county can and cannot do.

Kelly and Karen McGowan were present for the public hearing to give comment on the proposed subdivision; stating their concerns about the road. Kelly mentioned Fred Ziegler is concerned about the road migrating out of the designated easement on the plat. Travis Pearson mentioned no evidence has been found to indicate the road is outside of the 60 foot ROW. Where the ROW crosses the lot lines monuments will be set along the ROW line. General discussion on fences related to the ROW. General discussion on the covenants and if the covenants applied to future owners. The plat has indicated the property was part of Mountain Top Estates. Karen McGowan asked for copy of the BLM correspondence.

Casey Freise with the BLM discussed the status of Billy Creek Access Road; saying there are four existing easements in place right now on the road as it crosses private land. However, all the owners throughout the area need to get right of way agreements in place with the BLM where the road crosses the BLM land. The original landowners acquired ROW agreements but with all the transfers since the original easements and ROW agreements, not everyone has secured a ROW with the BLM. All new potential landowners need to secure ROW with the BLM. Travis Pearson questioned how to secure ROW agreements with the BLM. Casey explained the process and that ideally a Home Owners Association is best and expressed that landowners are responsible for maintenance. The BLM has requirements for maintenance and notification of said maintenance. The BLM will be contacting all the property owners along the Billy Creek Access Road to get agreements in place. Planner Waller and Surveyor Pearson both stated this would not be an issue in the Ross Minor Subdivision since the right of way agreement will be in place before approval of the Final Plat.

Chairman Wildeman asked for additional comments. With none, he asked for a motion to take final action and approve to send the proposed subdivision to the County Commissioners, Manny Rodriguez moved to send this subdivision Final Plat on the County Commissioners for final approval. Julie Baker seconded, motion carried.

Surveyor Travis Pearson presented the Kearney Hall Minor Subdivision for consideration by the Commission. Planner Waller presented his report to the Commission saying Red Path Ranch is the landowner and Kearney Community Hall is the easement holder. They are proposing to divide a 1.89 acre lot away from the 4900 acre ranch. They have applied for a septic permit, will have onsite parking and once transfer is made they will be able to apply for grant funding to help with their improvements on the Kearney Hall Building. Planner Waller asked for direction from

the Commission in the notification of adjacent land owners recommending letters be sent to home owners on Kearney lane, possibly waive the cost of certified mailing and the subdivision review fees. Planner Waller also said they would need a soils review by the Lake DeSmet Conservation District.

Julie Baker moved to limit the notification of adjacent landowners to Kearney Lane and waive the certified mailing requirement. Manny Rodriguez seconded, motion carried.

Manny Rodriguez moved to waive the County Subdivision Review Fees. Julie Baker seconded, motion carried.

Julie Baker moved to allow Kearney Hall Minor Subdivision to move forward to the final plat process. Manny Rodriguez seconded, motion carried.

There being no further business Julie Baker moved to adjourn the meeting at 5:45P.M. Manny Rodriguez seconded, motion carried.

Respectfully,

Albert "Smokey" Wildeman 5-9-17
Albert "Smokey" Wildeman/Chairman Date

Attest: Vicki Edelman
Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, APRIL 11, 2017

Meeting Canceled due to lack of Agenda Items

Respectfully,


Albert "Smokey" Wildeman-Chairman

5-8-17
Date

Attest: 
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, MAY 9, 2017

Commission Chairman Albert “Smokey” Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order May 9, 2017 at 4:00 PM.

Those present were Commission members Travis Pearson, Julie Baker, and Manny Rodriguez, Planner Jim Waller, and Vicki Edelman County Clerk.

Julie Baker moved to approve the minutes from the March 21, 2017 meeting. Travis Pearson seconded, motion carried.

Travis Pearson moved to approve the April 11, 2017 minutes which stated because there was not a quorum no meeting was convened. Manny Rodriguez seconded, motion carried.

Travis Pearson recused himself from any discussion on the new business, Kearney Hall Minor Subdivision Final Plat since he is the surveyor for the project.

Planner Waller reported this is the review of the final plat for the Kearney Hall Minor Subdivision; saying Red Path Ranch, LLC is the landowner. They are splitting 1.89 acres away from the main ranch of 4900 + acres. The septic system has been permitted but construction is pending. There will be onsite parking and the proposed minor subdivision is off US Highway 87. Public Notice has been given; ads in the newspaper for 2 consecutive weeks and notice to adjacent land owners on Kearney Lane by letter. There have been no public comments submitted. The Plat is in compliance with the Minor Subdivision Regulations and notes from Lake DeSmet Conservation District has been listed on the Plat. Planner Waller recommends to the Commission this Plat be submitted for approval by the Johnson County Commissioners.

Manny Rodriguez moved to recommend this Plat for approval to the Board of County Commissioners. Julie Baker seconded, motion carried.

Planner Waller reported the Small Wastewater Regulations have been submitted to the County Commissioners and are in the public review and comment period which will end May 30, 2017. They will then come before the Board for approval by resolution.

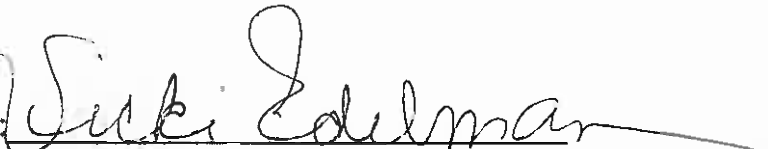
Planner Waller reported he is still working on the subdivision regulations and having some trouble with formatting but they are progressing. He still anticipates they will be completed by year end.


Other items discussed were the need to update the Comprehensive Land Use Plan which is now 12 years old and quite costly if consultants are hire to help with it, the 1718FY budget which was reduced by 5%, sales of mapping data and septic permits.

There being no further business Travis Pearson moved to adjourn the meeting at 4:30P.M. Julie Baker seconded, motion carried.

Respectfully,

Albert "Smokey" Wildeman 7-10-2017
Albert "Smokey" Wildeman Chairman Date

Attest: 
Vicki Edelman, County Clerk




JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JUNE 13, 2017

Meeting Canceled due to lack of Agenda Items

Respectfully,


Albert "Smokey" Wildeman-Chairman _____ Date 7-10-17

Attest: 
James Waller, County Planner _____

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JULY 11, 2017

Commission Chairman Albert "Smokey" Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order July 11, 2017 at 4:00 PM.

Those present were Commission members Travis Pearson, Julie Baker, and Manny Rodriguez, Planner Jim Waller, and Vicki Edelman County Clerk.

Travis Pearson moved to approve the minutes from the May 9, 2017, 2017 meeting. Julie Baker seconded, motion carried.

Travis Pearson recused himself from any discussion on the new business, Daniel & Betsy Peterson Minor Boundary Line Adjustment since he is the surveyor for the project.

After discussion on the history with the Lucas family Trust and Peterson properties and a recommendation to use the exemption for boundary line adjustment, Julie Baker moved to approve the Daniel & Betsy Peterson minor boundary line adjustment contingent on obtaining the signatures from the City of Buffalo and Daniel & Betsy Peterson. Manny Rodriguez seconded, motion carried.

Other items discussed were the inquiries about a new major subdivision, 1718 budget, updates on septic permits, DEQ updates and access permits with BLM off the Billy Creek Road.

There being no further business Manny Rodriguez moved to adjourn the meeting at 4:12P.M. Julie Baker seconded, motion carried.

Respectfully,


Albert "Smokey" Wildeman Chairman 9-26-17
Date

Attest: 
Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

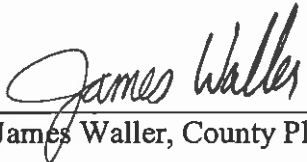
REGULAR MEETING-TUESDAY, AUGUST 8, 2017

Meeting Canceled due to lack of Agenda Items

Respectfully,


Albert "Smokey" Wildeman-Chairman

9-26-17
Date

Attest: 
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, September 26, 2017

Commission Chairman Albert “Smokey” Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order September 26, 2017 at 4:07 PM.

Those present were Commission members Travis Pearson, Julie Baker, Planner Jim Waller, and County Commission member Bob Perry, and Deputy County Attorney Barry Crago. Manny Rodriguez was absent due to a work commitment.

Julie Baker moved to approve the minutes from the July 11, 2017 meeting. Travis Pearson seconded, motion carried.

County Planner requested to move to other business as there are no regular agenda items.

Other Business:

There have been 16 septic permits issued and 17 inspections since July and development has been steady. Updated the board on correspondence with State of Wyoming DEQ pertaining to the Septic Regulations.

There have been a few requests for information on minor subdivisions. A landowner south of town is seeking information on potentially creating a minor subdivision and looking at options. There is a possible access issue; the easement and the traveled way are not the same location.

Other items discussed were the inquiries about creating large acreage lots (parcels greater than 35 acres) and buildout on major subdivisions throughout the county. At present time between 6 major subdivisions there are 300+ vacant lots.

Finally new houses are being built within subdivisions that have not experienced any building; 2 new houses in the Cross Three Subdivision and potentially 2 new houses in the Shores at Lake DeSmet.

In the upcoming months the commission will see a vacation request for Lot 8 Elk Meadows. The BLM contacted the Planning Department and the Billy Creek Access Rd.

Last item addressed, Planner Waller passed out the draft subdivision regulations (unclean version). Briefly updated the board on the draft and guidance is needed

on updating the document. Commission requested a clean version. Will prepare a clean version and get back to the commission as soon as possible. Special attention will be needed with the improvement standards and how subdivision improvements are built. There have been development issues in the past and this is a time to fix rules that are confusing or complicated.

There being no further business Travis Pearson moved to adjourn the meeting at 4:53P.M. Julie Baker seconded, motion carried.

Respectfully,

Albert "Smokey" Wildeman 10-17-17
Albert "Smokey" Wildeman-Chairman Date

Attest: James Waller
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, OCTOBER 17, 2017

Commission Chairman Albert "Smokey" Wildeman called the regular meeting of the Johnson County Planning and Zoning Commission to order October 17, 2017 at 4:00 PM.

Those present were Commission members Julie Baker, Manny Rodriguez, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, Johnson County Commissioner Chairman William J Novotny, III and Commission member Travis Pearson arrived later.

Chairman Wildeman moved subdivision regulation discussion up on the agenda since Travis Pearson was going to be a little late for the meeting. Planner Waller updated the Commission on the breakdown of the articles in the regulations saying he would email them as he completed each one for their review. Also a rough draft was delivered to the commission members.

Julie Baker moved to approve the minutes of the September 27, 2017 regular meeting. Travis Pearson seconded, motion carried.


Discussion continued on number of checklists required in completion of the subdivision process, fees and possible increase in fees, Planned Units Developments in the county, fees for vacation and the process of recording amended plats when a vacation has occurred. Commission instructed the planner to review subdivision fees throughout Wyoming.

Planner Waller stated Kerry Money representing Elk Meadows will be bringing a request for vacation of a lot to the November meeting. He reported to the Commission he asked the proposed action be advertised, letters sent to the neighbors and notarized approval letters sent back. Planner Waller he would recommend approval if they vacated the first quitclaim deed and tied the two together as one parcel with a boundary line adjustment and file a new deed.

Planner Waller reported 35 septic permits have been issued, 24 inspections done so far this year; he is still talking with BLM and they are working on sending letters out on access permits on Billy Creek road. Jim also said an energy company is looking at remediating the Billy Creek field.

There being no further business Manny Rodriguez moved to adjourn the meeting at 5:13P.M. Julie Baker seconded, motion carried.

Respectfully,


Albert "Smokey" Wildeman Chairman
T. RAUIS D. PEARSON

11-14-17
Date

Attest:


Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, NOVEMBER 14, 2017

Commission Vice-Chairman Travis Pearson called the regular meeting of the Johnson County Planning and Zoning Commission to order November 14, 2017 at 4:00 PM.

Those present were Commission members Julie Baker, Manny Rodriguez, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, and Johnson County Commissioner Chairman William J Novotny, III.

Julie Baker moved to approve the minutes of the October 17, 2017 regular meeting. Manny Rodriguez seconded, motion carried.

Planner Waller reviewed the staff report consisting of the facts and findings related to the Petition to vacate Lot 8 of the Elk Meadows Subdivision. The facts/findings have the recommendations for the Petition to be forwarded to the Commissioners for the formal vacation; nothing in the vacation mentions the covenants. Kerry Money discussed the Petition located off Billy Creek Access Rd, stating the Brownagels purchased Lot 8 to keep from having close neighbors and will split the lot with the neighboring property owner by lot line adjustment making 2 parcels. Planner Waller reported to the Board the Brownagels have consenting letters from all subdivision lot owners, which is 4 individual property owners, all the county requirements have been met and the existing easements will stay in place. General discussion on the covenants and if they need included in the vacation. Deputy County Attorney Crago stated the County cannot vacate the covenants; that will have to be done by approval of the surrounding property owners. Kerry Money will discuss the covenant issues with his clients. Julie Baker moved to approve the Petition of Lot 8 of the Elk Meadows Subdivision, recommending approval to the Johnson County Commissioners. Manny Rodriguez seconded, motion carried.

David Stewart met with the P&Z Commission to discuss a possible minor subdivision sketch plan on property that he owns. He owns 35 acres and would like to split that into 2 lots with the creek dividing the 2. There would be access from the highway and has an easement to the back lot. Planner Waller stated this is close to the City of Buffalo which would require their review. Travis Pearson said the Stewart's could proceed if they choose to do so. No action was taken at the meeting today.

Planner Waller reported Smokey Wildeman has resigned from the Board so there are 2 vacant positions now. The Commissioner's secretary will be advertising these positions. Planner Waller also reported there are some roads being built at the Shores at Lake DeSmet and there may be some issues with missing culverts and some drainage issues.

Staff Report:

Planner Waller reported on Septic Permits saying he has issued 4 new ones since the last meeting and will have done 40 by the end of the year. He said Emerald Park may be full in two years; they are building the 5th house at Lake DeSmet and building is picking up. He also said BLM has not sent letters regarding access on Billy Creek Road and there may be some management changes in the office here.

Subdivision Regulations:

Discussion continued on clarification of definitions, fees and possible increase in fees, adding a fee for vacations and making the fees consistent throughout the regulations. Planner Waller stated there should be another draft in about 6 weeks.

There being no further business Manny Rodriguez moved to adjourn the meeting at 5:03P.M. Julie Baker seconded, motion carried.

Respectfully,

Travis D. Pearson
Travis Pearson, Vice- Chairman

01-09-18
Date

Attest: Vicki Edelman
Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, DECEMBER 12, 2017

Meeting Canceled due to lack of Quorum

Respectfully,

Travis D. Pearson
Vice Chairman

01-09-18
Date

Attest: James Waller
James Waller, County Planner