

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JANUARY 9, 2018

Commission Vice- Chairman Travis Pearson called the regular meeting of the Johnson County Planning and Zoning Commission to order January 9, 2018 at 4:02 PM.

Those present were Commission members Julie Baker, Manny Rodriguez, Curt Newcomb, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, and Johnson County Commissioner Chairman William J Novotny, III. Members of the public were Kerry Money, Chris Wages, Jim Frisk and Road & Bridge Supervisor Scott Pehringer.

Julie Baker moved to approve the minutes of the November 14, 2017 regular meeting. Manny Rodriguez seconded, motion carried.

New commission member, Curt Newcomb was introduced and a notation was made there was no quorum for the December meeting.

Planner Waller presented his report on the Braunagel-Cotton Boundary Line Adjustment. Waller said the property is located on the Billy Creek access road off Hazelton road and joins property owned by Matthew Cotton. They qualify under the statute for the exemption and would recommend approval by the Commission. The overall objective was to decrease the number of potential dwellings and increase the acreage of both the Braunagel and Cotton properties, lowering the density. Kerry Money surveyor representing the Braunagels said the covenants previously on the lot still apply and all easements stay in place as well.

Vice-Chairman called for public comments and there being none Julie Baker moved approve the Braunagel-Cotton Boundary Line Adjustment. Manny Rodriguez seconded, motion carried.

Planner Waller, Chris Wages and Jim Frisk discussed with the Commission the proposed Boundary Line Adjustment between property owned by Dorothy M Robarge and the neighboring land owner James M and Geraldine Frisk, Trustees of the Frisk Family Trust. Planner Waller stated County regulations require a certificate of survey with property descriptions and a signed notarized affidavit describing the intent with approval statements and signatures. Chris Wages, Attorney for James Frisk said they are asking the Commission to consider approving the BLA contingent on the approval of their affidavit of fact signed off

by a surveyor stating the description on the Robarge deeds are correct and incorporated into the BLA. Vice-Chairman Travis Pearson stated his concerns about not having a new survey done and being compliant with the regulations and statutes. Attorney Crago stated a map might be satisfactory if it shows the pins, if the 2 legal descriptions on the Robarge deed accurately reflect what will be incorporated into the Frisk parcel. Julie Baker moved to approve the Robarge-Frisk boundary line adjustment contingent on Mr. Frisk providing a certificate of survey, map and affidavit which would be reviewed and approved by Vice-Chairman Travis Pearson and Planner Jim Waller prior to forwarding to the Board of County Commissioners for approval. Curt Newcomb seconded, motion carried.

Staff Report:


Planner Waller reported there was no meeting in December, he had communication with Dave Stewart on his proposed minor subdivision showing proof of access to Highway 16 East and he has had a busy year with septic permits; he has issued 46 permits and 41 have been installed. He also reported there is a potential problem with the use of a family exemption by the George family south of Buffalo. Planner Waller also reported he has submitted all year end reporting to DEQ, up to date with the 9-11 system and the map server. He has used less than 25% of the consulting budget. He will be going to Riverton for a FEMA class on flood administration.

Subdivision Regulations:


Discussion on clarification of definitions, additional definitions, clarification on number of lots in minor subdivision and making it coincide with the county road standards, clarifying the time requirements with a flow chart. Attorney Crago stated they should figure out the minor subdivision and the road standards to be amended to whatever they decide.

There being no further business Julie Baker moved to adjourn the meeting at 5:20P.M. Manny Rodriguez seconded, motion carried.

Respectfully,


Travis Pearson, Vice- Chairman

01-15-18
Date

Attest: 
Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, FEBRUARY 15, 2018

Commission Vice- Chairman Travis Pearson called the re-scheduling February meeting of the Johnson County Planning and Zoning Commission to order February 15, 2018 at 4:00 PM.

Those present were Commission members Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, and Road & Bridge Supervisor Scott Pehringer. Commission member Manny Rodriguez was absent from this meeting. New board member Layne Qualm was introduced and welcomed to the Board.

Julie Baker moved to approve the minutes of the January 9, 2018 regular meeting as amended for spelling correction. Curt Newcomb seconded, motion carried.

Curt Newcomb moved to appoint Travis Pearson as Chairman and Julie Baker as Vice-Chairman. Layne Qualm seconded, motion carried. Curt Newcomb moved to acknowledge Clerk Edelman as the Secretary to the Commission for the upcoming year. Layne Qualm seconded, motion carried.

Vice-Chairman Julie Baker recused herself from any discussion on this agenda item. James R Gampetro met with the Commission to discuss and request approval of the Bliss Ranch/Ray & Dave Pelloux Boundary Line Adjustment. Planner Waller gave a review of the background and planning consideration and the following recommendations to the Commission: After public comments approve the Affidavit as presented. Notify the owners they are required to join and merge the parcel. Bliss Ranch LLC and the Pelloux Family should file all their deeds on single documents. The Affidavit will be forwarded to the Board of County Commissioners for final approval. After discussion Curt Newcomb moved to authorize Chairman Pearson to sign the Affidavit of Minor Boundary Line Adjustment and forward to the Board of County Commissioners for final approval. Layne Qualm seconded, motion carried.

Planner Waller reported office inquiries regarding a family exemption on Lake Ridge Road and a boundary line adjustment at Chris George property south of Buffalo; 3 septic permit applications so far in 2018 and FEMA training in Riverton.

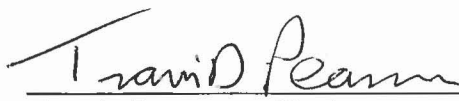
Subdivision Regulations:

Planner Waller reported Julie Baker is helping with review and formatting through page 36 of the regulations. They only have a few more pages before the Commission will need to have several work sessions to review the document. The Commission agreed to have public hearings in both Kaycee and Buffalo to review the subdivision regulations once they are completed along with the 45-day comment period before they are forwarded to the Board of County Commissioners for final approval.

Chairman Travis Pearson recused himself from any discussion on the possible George BLA since he is the surveyor. Planner Waller discussed the history of the subdivision and will continue to keep the Commission updated.

There being no further business Curt Newcomb moved to adjourn the meeting at 4:59P.M. Layne Qualm seconded, motion carried.

Respectfully,



Travis Pearson, Chairman

03-13-18
Date

Attest: 

Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, MARCH 13, 2018

Commission Chairman Travis Pearson called March meeting of the Johnson County Planning and Zoning Commission to order March 13, 2018 at 4:00 PM.

Those present were Commission members Julie Baker, Manny Rodriguez, Curt Newcomb and Layne Qualm, Planner Jim Waller, Deputy County Attorney Barry Crago, Road & Bridge Supervisor Scott Pehringer, and Johnson County Commission Chairman William J Novotny, III.

Julie Baker moved to approve the minutes of the March 13, 2018 regular meeting as amended for spelling correction. Curt Newcomb seconded, motion carried.

First order of business was presentation of the Chris George and James & Nadine George boundary line adjustment. Travis recused himself as he is the acting surveyor for petitioners. Julie Baker took over meeting as acting chairman. Travis briefly explained the proposed adjustment and boundary of the island acreage will be adjusted to south parcel to create a clean parcel line between the agriculture parcel and the vacant lands north of the island parcel. The adjustment is consistent with the last month discussion. Planner Waller explained the package delivered to the members along with the facts and findings on the proposed adjustment (Attached). Briefly discussed the parcel history along Dally Ln and the family exemptions that have been used by the George Family. The boundary line adjustment process was explained. Chairwoman Baker asked for questions from the Board. General Discussion between the board on the process and parcels as shown on the affidavit. Curt Newcomb moved to accept the boundary line adjustment as proposed, Manny Rodriguez seconded, motion carried.

Julie Baker turned meeting over to Chairman Pearson and was excused from the meeting as she has another meeting to attend.

No Old Business

Other Business and Staff Report

Planner Waller discussed requests by various landowners regarding the creation of 35+ acre parcels. The general inquiry has been survey requirements. General discussion on survey requirements as applied to subdivision exemptions. The draft regulations contain a process to document the proper use and implementation of 13 exemptions listed under W.S 18-5-303, a; versus the 35+ acre exemptions listed under W.S. 18-5-303, b; which the draft is not addressing. Also, it was noted that the draft regulations have not mentioned specific survey requirements for any of the exemptions but a certificate of survey being required. Chairman Pearson offered suggestions on parcels that are 35+ acres as being predominantly agriculture parcels and should have minimal interference. Smaller parcels under the other exemptions typically create parcels

that are less than 35 acres and should have a survey to document the creation through a record of survey. Commission member Newcomb asked about the benefit of surveying large 35+ acres. Waller explained the differences both pros and cons. Overall discussion on the exemptions and survey requirements. The board instructed the Planner to keep regulations as is and not create survey requirements for 35+ acre parcels.

Subdivision Regulations:

Planner Waller reported all comments have been received and are being input into the draft. There are about 5-6 pages left to modify and a clean draft should be re-presented to the board.

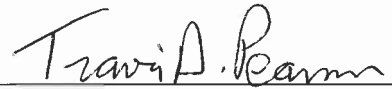
General discussion on the improvements that will be required in subdivisions and what will be expected from a professional engineer.

Minor subdivision regulations currently address creation of 4 lots. The draft will allow 5 lots. The time frames have been modified to allow for a 4 week submittal prior to presentation to the commission.

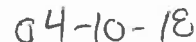
The planner updated the board on a modified state law about the 1 mile buffer around an incorporated city for comments vs. approval of Subdivision Development. Only through proper development regulations can county residents be regulated on land use or building development.

There being no further business Manny Rodriguez moved to adjourn the meeting at 5:04P.M. Layne Qualm seconded, motion carried.


Respectfully,



Travis Pearson, Chairman



Date

Attest: 

James Waller, County Planner

**Johnson County Planning and Zoning Commission
March 13, 2018**

Case: BLA-2018-004

Item: Chris George and James and Nadine George

Summary: Approval of Proper Use & Implementation of Boundary Line Adjustment (BLA)

Background information:

1. Proposed Boundary Line Adjustment off of Dally Ln.
2. Owner of record, Chris George (Son) as filed in Book 87A59 page 478-479 (2.62 Ac +/-).
3. Owner of record, James and Nadine George (Parents) as filed in Book 87A66 page 99 (27.61 Ac +/-).
4. County process requires verification of the proper use and implementation of the boundary line adjustment as allowed under W.S. 18-5-303. County regulations require a certificate of survey with property descriptions and a signed notarized affidavit describing the intent with approval statements and signatures.
5. This adjustment has been discussed with Planning and Zoning as well as the entire property that involved with the proposed adjustment.
 - a. In 2007 Chris George used the family exemption to divide the property.
 - b. Initially the property was placed back together as a single piece.
 - c. February 2012, two (2) deeds were filed creating two (2) separate parcels (2.62 ac. & 27.61 ac). However, each remained in Chris George's ownership.
 - d. November 2017, the 27.61 acres deeded to James and Nadine George.
 - i. The 2.62 acres parcel was a donut hole and is/was surrounded by the parents parcel;
 - e. General discussion on the 2 deeds vs. the time frame when the parcel was transferred from Chris to James & Nadine (February 2012 to November 2017). In the past, de facto lots and miss use of the family exemption has resulted in subdivision regulation enforcement.
6. Past discussion on the use of family exemptions in general along Dally Ln.
7. The initial easement across Cross H Ranch is not wide enough and must be enlarged for regulated subdivision development.

Planning Considerations:

1. W.S. 18-5-303, viii—a division which is created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
 - a. Merging involves more than a single conveying document. There are a few ways to merge and join the parcels. Johnson County has had cases in the past where 2 separate parcel descriptions have led to parcels being left or forgot during transactions.
2. The intent of the exemption is to modify parcel boundary to include the house on Chris George's property and clean up the questionable part north of the 2.62 acres as shown on the affidavit survey.
 - a. The exemption cannot be used to create separate parcels.
 - b. As proposed; the adjustment will modify the property lines and include a vacant parcel and a parcel with a single family residence and commercial shop.

Recommendations:

1. Review and hear any open public comments.
 2. Approve the Affidavit as presented
 - a. Notify the owners they are required to join and merge the parcel. The George's should file all their deeds on single documents.
 - b. Forward the Affidavit to the Board for final approval.
 - c. Others _____
-



County Planner



Planning and Zoning Commission, Chairman
Vice

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, APRIL 10, 2018

Commission Chairman Travis Pearson called the April meeting of the Johnson County Planning and Zoning Commission to order April 10, 2018 at 4:01 PM.

Those present were Commission members Manny Rodriguez, Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, and Bill Novotny, Chairman.

Julie Baker moved to approve the minutes of the March 13, 2018 regular meeting as amended. Layne Qualm seconded, motion carried.

Chairman Travis Pearson and Vice-Chairman Julie Baker recused themselves from discussion on the BLA for Cross H Ranch/Dennis Shambaugh Trust. Manny Rodriguez took over the meeting for discussion and action in this matter. Planner Waller reported to the Commission the property had been surveyed and is owned by the parties petitioning for the BLA. This will increase the Shambaugh property by 2.23 acres and not create an additional parcel. Planner Waller recommends the Commission approve the use of the exemption. After discussion Layne Qualm moved to approve the Boundary Line Adjustment as presented. Curt Newcomb seconded, motion carried.

Vice-Chairman Julie Baker took over the meeting for discussion and action on the Paradise Ranch Company 1 lot minor subdivision Sketch Plan. Planner Waller reported Clay & Leah Miller are requesting to split 134 acres into 1 residential lot (2.76acre) and an exempt parcel with an individual well and septic system. Items discussed were public notification, review by Clear Creek Conservation and identification of the new parcel in the existing road use agreement. Planner Waller recommended the Commission allow the petitioners to use the minor sub-division process, pursue notification and public notice and begin work on the final plat. After discussion, Manny Rodriguez moved to only give notice to the McMahons and the Forest Service and exclude the Millers. Layne Qualm seconded, motion carried. Curt Newcomb moved to accept the Sketch Plan and proceed to Final Plat. Manny Rodriguez seconded, motion carried.

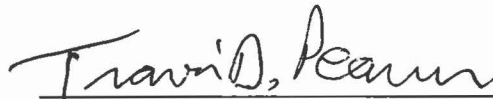
Old Business: None to discuss.

Staff Report:

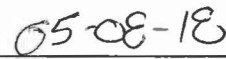
Planner Waller reported the Commissioners had approved the Socio-Economic Profile which will be done through the University of Wyoming. He has had several calls regarding new construction (wind & snow load), zoning information, budget preparation, WYOPASS Spring Conference and a septic issue which he will check on when the snow is gone. Planner Waller also said he has received a call on a potential road issue at the Shores of Lake DeSmet which he will be watching. He also reported by the end of the week he should have a clean draft out to the Commission for their review.

There being no further business Manny Rodriguez moved to adjourn the meeting at 4:55P.M. Julie Baker seconded, motion carried.

Respectfully,

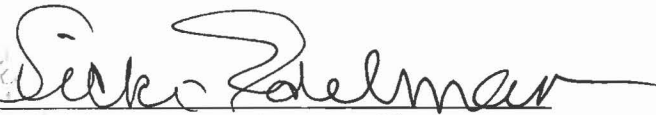


Travis Pearson, Chairman



Date

Attest



Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, MAY 8, 2018

Commission Chairman Travis Pearson called the April meeting of the Johnson County Planning and Zoning Commission to order May 8, 2018 at 4:05 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago, and Bill Novotny, Johnson County Commission Chairman. Commission Member Manny Rodriguez was absent.

Julie Baker moved to approve the minutes of the April 10, 2018 regular meeting. Curt Newcomb seconded, motion carried.

Chairman Travis Pearson recused himself from discussion on the formal sketch plan saying the survey pins have not been set and the soils report has not been received. Vice Chairman Julie Baker took over further discussion on easement locations on the final plat as well as road use agreement and wild fire mitigation warnings. This matter was tabled until the next meeting.

Chairman Travis Pearson took over discussion on the Boundary Line Adjustment between Wild Oak, LLC and 3 parcels of land owned by the John Gibbs family presented to the Commission by Surveyor Craig Shavlik. After discussion, review and recommendations presented by Planner Waller, Julie Baker moved to approve the Affidavit as presented. Curt Newcomb seconded, motion carried.

Old Business: None to discuss.

Staff Report:

Planner Waller reported he had calls regarding a possible subdivision off Turkey Lane. The Commission discussed problems with Turkey Lane not being 60' wide. Planner Waller has also reported being contacted by Bill Hilton regarding a possible 5 lot subdivision off TW Road. He also discussed the delegation and septic permitting regulations which the State is not accepting at this point. They are continuing to work towards resolution.

Planner Waller passed out a clean draft subdivision regulation. Brief discussion on the municipal approval process as required under the modified statute that addresses extraterritorial jurisdiction. It was noted the regulations have 2 applications and 4 separate checklists. These are not included with the draft as they still need modified. The commission will need to decide the proper process for exemptions from Article III, and how they will be reviewed. Also the commission will need to determine which exemptions will be subject to survey requirements.

It was pointed out that Article VI addresses the Subdivision Design Standards and minor subdivisions exempt from most of the article and assistance will be needed to make sure minors are exempt from the proper subsections.

There being no further business Kurt Newcomb moved to adjourn the meeting at 5:03 P.M.
Layne Qualm seconded, motion carried.

Respectfully,

Travis Pearson
Travis Pearson, Chairman

10-12-18
Date

Attest:

Vicki Edelman
Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JUNE 12, 2018

Commission Chairman Travis Pearson called the meeting to order June 12, 2018 at 4:06 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Manny Rodriguez, Planner Jim Waller, and Bill Novotny, Johnson County Commission Chairman. Commission Member Layne Qualm, was absent.

Kurt Newcomb moved to approve the minutes of the May 8, 2018 regular meeting. Julie Baker seconded, motion carried.

Chairman Travis Pearson recused himself from board discussion and voting on the Paradise Ranch Minor Subdivision final plat as he is the surveyor involved. Vice Chairman Julie Baker took over as chairman. Travis explained that he finally did get the corners set, plat warnings identified as well as a warning related to the flood hazard. The plat is pending one signature, Kevin McMahon.

Planner Waller explained the staff report. No comments have been received and no information was received from the Bighorn National Forest regarding the road. The Conservation District has provided comments about the soils related to the subdivision. There are limits as related to bedrock and slow water movement. Conventional septic may not be feasible and a permit may be required by Wyoming DEQ, Water Quality Division.

General discussion on the process for minor subdivision regulations.

Vice-Chairman Baker called for a motion. The staff recommendation is to take comments from general public in attendance, accept the plat as presented, and due to lack of an owner's signature, place a contingency on approval. The plat can be approved but not signed until the Mr. McMahon signs the plat, at which time the acting chair can sign the plat. Kurt Newcomb moved to approve the plat contingent upon Mr. McMahon's signature after which the acting chair can sign the plat and present to the Board of County Commissioners. Manny Rodriguez seconded, motion carried no opposition.

Vice-Chair, Julie Baker turned the meeting over to Chairman Pearson.

Next business: General Discussion on the draft subdivision regulations and work sessions. It was reported there are two subdivision applications and they will be combined. The multiple checklists will be consolidated. The checklists were not part of the draft at this time. General discussion on work session timing. It was determined public meetings would be held in both Buffalo and Kaycee. Work sessions will be advertised in the paper, or put on the Calendar and the draft regulations will be placed on the county web site.

General discussion on the exemptions and the process for Planning and Zoning and what will be adequate for the county commissioners. The exemption process should not be intrusive but should have process for determining proper use. Family exemptions create new lots/parcels and should have a survey. Not all exemptions will be processed or will have survey requirements.

The regulations will need to specify which exemptions will be required to submit documentation and a survey. The required exemption documentation is the largest proposed change in the subdivision regulations, it is advised the commissions be involved in the discussion on the exemptions.

Old Business: None to discuss at this time.

Staff Report:

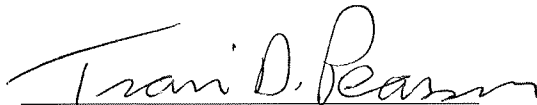
Briefly discussed the septic activity and GIS requests.

Planner Waller reported he had an inquiry from a surveying firm regarding a possible boundary line adjustment for Rad Rides Realty off of Rock Creek Rd. There are 3 parcels and the owners are interested in reconfiguring their property lines between all three parcels.

An inquiry was received about a possible boundary line adjustment by Web J LLC in the Big Horn Estates Subdivision. Depending on how they desire to split the parcel, special attention needs to be taken with the water well and the septic system. There is a dedicated easement shown on the official plat for an extension of 4th Ave West.

There being no further business Manny Rodriguez moved to adjourn the meeting at 5:18 P.M. Julie Baker seconded, motion carried.

Respectfully,


Travis Pearson, Chairman

07-10-18
Date

Attest: 
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, JULY 10, 2018

Commission Chairman Travis Pearson called the meeting to order June 12, 2018 at 4:03 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Manny Rodriguez, Planner Jim Waller, and Bill Novotny, Johnson County Commission Chairman. Commission Member Layne Qualm, was absent.

Kurt Newcomb moved to approve the minutes of the June 12, 2018 regular meeting. Julie Baker seconded, motion carried.

New Business: None to discuss at this time.

Old Business: None to discuss at this time.

Staff Report:

Planner Waller explained the septic system activity since the June 2018 meeting. Also, an update was given to the board regarding septic permitting and information pertaining to the septic application. At this time, the delegation is pending DEQ comments on the information submitted to DEQ in April 2018.

Planner Waller updated the board on various subdivision questions.

The department was contacted by the BLM regarding the Ross Minor Subdivision off of Billy Creek Access Rd. There is concern with a note stated on the recorded Plat. The BLM's concern were discussed with the Board. At this time, the owner is working with the BLM regarding documentation on management and use of the Billy Creek Access Rd the subdivision.

A landowner south of Buffalo off of Old Highway 87 had questions about a private easement access to a large acreage parcel south of Buffalo off of Old Highway 87. The owner discussed access/easement issues with the department and questions regarding minor subdividing and family exemptions.

Questions were discussed on a parcel north of Buffalo off of Canal Road. A landowner questioned the county subdivision process and what is a minor subdivision. This property might be subdivided in the future. Presently the parcel is for sale.

The Planner discussed GIS requests over the past couple of months

Discussion on the draft subdivision regulations. A draft Table of Contents was provided.

Information was discussed regarding Article III. The Planner explained text changes regarding the exemptions and which exemptions will be required to have proper documentation of use. Changes will be made to the Affidavit as shown as Appendix H. The board generally discussed the exemption documentation and changes to the affidavit.

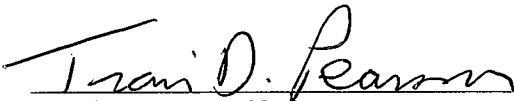
The subdivision applications were discussed. There are 2 subdivision applications. It was agreed to keep the application shown as Appendix A and strike out Appendix B.

The checklist was discussed. The checklists from the major subdivision regulation has been combined with the checklist from the minor subdivision regulation. It will have a statement about the preliminary plat checklist only applicable to a major subdivision.

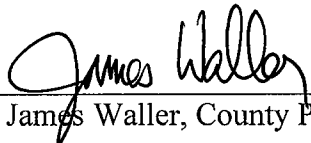
Other items discussed were subdivision fees, sketch plan size, preliminary and final plat size. General discussion about municipal approval of subdivisions as related to new state law regarding extraterritorial jurisdiction.

There being no further business, Julie Baker moved to adjourn the meeting at 5:21 P.M. Manny Rodriguez seconded, motion carried.

Respectfully,


Travis Pearson, Chairman

08-14-18
Date

Attest: 
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, AUGUST 14, 2018

Commission Chairman Travis Pearson called the August meeting of the Johnson County Planning and Zoning Commission to order August 14, 2018 at 4:02 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, and Bill Novotny, Johnson County Commission Chairman. Commission Member Manny Rodriguez was absent.

Julie Baker moved to approve the minutes of the July 10, 2018 regular meeting. Curt Newcomb seconded, motion carried.

Planner Waller reported on the proposed BLA between Peter D Holdings, LLC and B.E. Campbell located off Stage Trail Rd, saying this only involves the 2 owners, all easements are on file and he recommends allowing the use of the exemption for boundary line adjustment. Curt Newcomb moved to approve the use of the exemption to allow the boundary line adjustment and recommend approval to the Board of County Commissioners. Layne Qualm seconded, motion carried.

Chairman Travis Pearson recused himself from discussion on the formal sketch plan saying he is the surveyor of record for Chris George on the minor subdivision located off Canal Rd. Vice Chairman Julie Baker took over further discussion on the sketch plan. Chris George was present to answer questions. Planner Waller reported the proposed minor subdivision will consist of 5 lots which will have access off Canal Rd. Grant & Karen Gregory are current property owners of record. The proposed septic systems will fall with-in the county permitting process and the surrounding wells are from 360-500'. They will need approval from Road & Bridge for the 3 access permits, there will not be central water or sewer and soils discussion with the conservation district will be necessary. Planner Waller recommends this be classified as a minor subdivision with notice in the paper for two consecutive weeks, as well as notice to the State of Wyoming. Plat warnings will include no county maintenance and the access points and easements will be identified. After some discussion Curt Newcomb moved to classify the proposed subdivision as a minor subdivision, allow Chris George to proceed with the minor subdivision process and proceed with notice to the adjacent land owners including the State of Wyoming. Layne Qualm seconded, motion carried.

Next on the agenda was the J Web, LLC subdivision sketch plan, a re-subdivision of Lot 2 Big Horn Estates. Planner Waller reported the proposed re-subdivision is located at 300 Hemlock St, owner of record is J Web, LLC and the proposed lot sizes are consistent with the re-subdivision of Lot 1 Big Horn Estates. He also reported there will be individual wells and septic systems, there are existing access easements which have been

identified on the sketch plan; however, Road & Bridge will need to approve the access permit to proposed Lot 2. Planning Considerations as follows: Advertising 2 consecutive weeks in the paper, certified letters to all adjacent land owners, soils review by Clear Creek Conservation District, clearly defined access easements, and approval by the City of Buffalo. After discussion, Julie Baker moved to allow the request to proceed as a minor subdivision. Curt Newcomb seconded, motion carried. Layne Qualm moved to approve the Sketch Plan and allow J Web, LLC to proceed with the advertising process. Julie Baker seconded, motion carried.

Old Business: None to discuss.


Staff Report:

Planner Waller reported he is working with 8 septic permits, 4 more in the works, calls on 2 more minor subdivisions, 2 more boundary line adjustments, cell phone tower questions, working with the Sheriff's Office on the Text 911 messages, 2 complaints on Upper Clear Creek Rd (Contractor installing septic system with-out a county permit) and reports of the Lucas house being torn down and buried by the Contractor. It was reported to Planner Waller asbestos was buried as well. He reported to the Commission he will be contacting DEQ. He has no further updates on the subdivision regulations. He reported the Wyo Pass Fall Conference will be in October and a Flood Plan meeting will be in September in Cheyenne.

There being no public comments and no further business Layne Qualm moved to adjourn the meeting at 5:13P.M. Julie Baker seconded, motion carried.

Respectfully,


Travis Pearson, Chairman


Date

Attest: 
Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, SEPTEMBER 11, 2018

Commission Chairman Travis Pearson called the August meeting of the Johnson County Planning and Zoning Commission to order September 11, 2018 at 4:02 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, Deputy County Attorney Barry Crago and Bill Novotny, Johnson County Commission Chairman. Commission Member Manny Rodriguez was absent.

Julie Baker moved to approve the minutes of the August 14, 2018 regular meeting. Curt Newcomb seconded, motion carried.

Chairman Travis Pearson recused himself from discussion on the Final Plat saying he is the surveyor of record for Chris George on the minor subdivision located off Canal Rd. Vice-Chair Julie Baker took over further discussion on the Final Plat hearing. Planner Waller reported the Owner of record Greenhouse Enterprises, LLC represented by Chris George was present to answer questions, the affidavit of publication and certified mail receipts have been received, review by Clear Creek Conservation received and Road & Bridge has approved 3 access points. Planner Waller also stated the Final Plat contains all the required information per minor subdivision regulation 3.2, all applicable plat warnings are listed on the final plat, Mr. George has drafted covenants which will be recorded in the Clerk's Office and all subdivision fees have been paid. Planner Waller reported he has received phone call and emails from neighbors concerned about fences, increased road traffic, and the size of the subdivision. Vice-Chair Baker read an e-mail from Ashley Rogers that was submitted prior to the meeting and after called for public comment from those in attendance. Public attendee, Mr. Paul Chaffee commented on the sale of the property. After discussion amongst the Board, Curt Newcomb moved to approve the Canal Final Plat as presented. Layne Qualm seconded, motion carried.

Next on the agenda was the J Web, LLC minor subdivision review. Planner Waller reported Aaron Money is the Surveyor and John Zorbas is the buyer of the proposed newly created lot #2 of the Big Horn Estates. Planner Waller also stated this minor subdivision would need a review from the City of Buffalo since it is within 1 mile of the city limits. John Zorbas stated he is buying to "keep his view

of the Big Horn Mountains” and he may park his equipment there. There were no other public comments on this minor subdivision review.

Chairman Travis Pearson again recused himself from discussion the Geis & Weber Boundary Line Adjustment since he is the surveyor of record. Vice-Chair Julie Baker took over the discussion. Planner Waller reported William & Jeanette Geis and Lynn P Weber Revocable Trust are proposing the boundary line adjustment south of Buffalo on Old Highway 87. The proposed boundaries will now be the centerline of old highway 87. After discussion and request for public comment Curt Newcomb moved to approve the Boundary Line Adjustment as presented. Layne Qualm seconded, motion carried.

Old Business: None to discuss.

Staff Report:

Planner Waller reported he is working with 7 septic permits, 8 installs since August 14th, calls on 3 more minor subdivisions, building in a flood plain, full subdivision proposal and permitting process for a septic system for a trailer court in the county. Other items discussed were building roads within a subdivision, competition of roads before final approval of the plat and consistency of right of ways on all roads in the subdivisions. Planner Waller also discussed the need for dedicated work sessions to complete the subdivision regulations.

There being no public comments and no further business Curt Newcomb moved to adjourn the meeting at 5:03P.M. Layne Qualm seconded, motion carried.

Respectfully,

Julie Baker
Travis Pearson, Chairman *Vice*

11/18/18
Date

Attest: Vicki Edelman
Vicki Edelman, County Clerk



JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, OCTOBER 9, 2018

Meeting Canceled due to lack of ~~Agenda Items~~ *Quorum*

Respectfully,

Julie Baker 11/18/18
Travis Pearson, ~~Chairman~~ *Vice* Date

Attest: James Waller
James Waller, County Planner

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, NOVEMBER 13, 2018

Commission Vice-Chairman Julie Baker called the November meeting of the Johnson County Planning and Zoning Commission to order November 13, 2018 at 4:15 PM.

Those present were Commission members, Julie Baker, Curt Newcomb and Layne Qualm, Planner Jim Waller, Vicki Edelman County Clerk, and Deputy County Attorney Barry Crago. Commission Members Manny Rodriguez and Travis Pearson were absent.

Curt Newcomb moved to approve the minutes of the September 11, 2018 regular meeting. Layne Qualm seconded, motion carried. For the record it was noted the October 9th regular meeting was cancelled because of a lack of a quorum.

Next on the agenda was the J Web, LLC minor subdivision review. Planner Waller reported Aaron Money is the Surveyor and John Zorbas is the buyer of the proposed newly created lot #2 of the Big Horn Estates. Planner Waller also stated the final plat has met all the requirements and passed review by the City of Buffalo Planning Dept and met all the requirements of County as well. Planner Waller also noted this plat was signed off by the City Planning Commission but not City Council as is required by county regulations. Planner Waller also said the Clear Creek Conservation District review and recommendations have been received and will be noted; as well as easements and access points will be noted on the plat. After discussion, Curt Newcomb moved to approve the final plat for the J. Web, LLC Minor Subdivision and forward it to the County Board of Commissioners for their approval. Layne Qualm seconded, motion carried.

Next on the agenda was the Minor Subdivision Sketch Plan and Review for the Geis 2 Lot Minor Subdivision. Brent Bennett and Fred Jansen are the Surveyors on the project and were present to answer questions. Planner Waller reported public notice and advertising has been completed. Planner Waller also reported the Conservation District has returned their review finding several limiting features due to slope, soft bedrock, shrink & swell frost action, slow water movement causing issues with septic systems. Non-conventional septic systems may be required. The Conservation District recommends a plan be submitted to mitigate the potential damages caused by the limited features before construction would begin. They would require disclosure warning statements to address construction planning, additional plat warnings and other issues due to slope. Planner Waller

reported access already exists from Old Hwy 87 but would need to address access for multiple residences. Planner Waller recommends hearing all public comments, classify as a minor subdivision, move to final plat including all items identified during the sketch plan review including a full disclosure statement for construction and plat warnings and all easements noted on the plat. After further discussion Layne Qualm moved to table any decisions until the December meeting. Curt Newcomb seconded, motion carried. Some Commission members would like to tour the proposed property.

Next was Hilton Land & Livestock, LLC 5 Lot Minor Subdivision sketch plan and review. Planner Waller discussed the following planning considerations:

1. Application submitted as a minor subdivision and is located along a public road. However, the number of lots will require loop road. Road and Bridge will need to approve access points.
 - a. Road is subject to Subdivision Road and Bridge Standards, Article 4.
 - b. Road Improvements should be constructed; minor subdivision process does not require a financial guarantee to make sure that roads are built with the minimum road surface width.
2. Public Notice; 2 consecutive notices in the newspaper and adjacent landowners to be notified according to the Minor Subdivision Regulations.
3. Clear Creek Conservation District shall review the proposed subdivision as per county regulations and state law. Review was submitted on October 4, 2018.
 - a. Clear Creek Conservation District recommends a plan be submitted to the district to mitigate the potential damages caused by Very limited soil features as they pertain to road building.
4. Applicant/Developer should propose covenants to address the common elements (road).
5. Consideration of a guarantee for the road building for adequate access to each lot.
6. Any water line easements need to be disclosed. This was part of a large ranch that was split and sold and previously water line questions were brought up by neighbors.
7. Easement extensions to adjacent lands for future access should be discussed. The county should be evaluating accesses to ensure the county roads remain as main roads moving traffic to the population center and to the major state highway and Interstate.

Planner Waller reported the advertising is now done, the Conservation review is done, should request the loop road construction be completed before lots are sold, have a development agreement in place by Mr. Hilton, and waterline easements and access permits should be noted on the final plat. Planner Waller and the Commission discussed verbal and email comments including neighbors with livestock, dogs in the subdivision, covenants, and fencing. Bob & Kathy Smith were present to discuss their concerns including dust, livestock concerns and the extra lights that occurs with additional houses. After discussion Curt Newcomb moved to classify as a minor subdivision. Layne Qualm seconded, motion carried. Layne Qualm moved the required loop road would go through review by Road & Bridge, meeting road standards; a development agreement for road construction for the final plat, require a fence around the perimeter of the subdivision and require covenants on the road with provisions for long term maintenance. Curt Newcomb seconded, motion carried.

Old Business: None to discuss.

Staff Report:

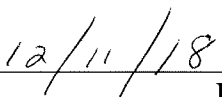
Planner Waller stated he has had calls concerned about the City Tech Park and the number of proposed lots and the Canal Minor Subdivision has been approved by the Commissioners at their last meeting. Planner Waller also reported on septic permits, inspections and replacements and progress on the subdivision regulations.

There being no public comments and no further business Layne Qualm moved to adjourn the meeting at 5:41P.M. Curt Newcomb seconded, motion carried.

Respectfully,



Julie Baker, Vice-Chairman



Date


Attest: 

Vicki Edelman, County Clerk

JOHNSON COUNTY PLANNING AND ZONING COMMISSION

REGULAR MEETING-TUESDAY, DECEMBER 11, 2018

Commission Chairman Travis Pearson called the December meeting of the Johnson County Planning and Zoning Commission to order December 11, 2018 at 4:03 PM.

Those present were Commission members, Julie Baker, Manny Rodriguez, Planner Jim Waller, Vicki Edelman County Clerk, and Deputy County Attorney Barry Crago. Commission Members Layne Qualm and Curt Newcomb were absent.

Julie Baker moved to approve the minutes of the November 13, 2018 regular meeting. Manny Rodriguez seconded, motion carried.

Commission Chairman Travis Pearson recused himself from discussion on the Geis minor subdivision since he is the presenting surveyor. Vice-Chairman Julie Baker took over further discussion on the sketch plan. Layne Qualm participated by telephone to make up a quorum for any decision made in this matter. Planner Waller reported that he and Julie Baker went on a site visit. They determined there are two suitable building sites on both lots 1 and 2. After discussion Travis Pearson determined the lot lines could be changed to the center of the road on the first section of the road. Planner Waller stated the soils concerns from the Conservation District should be noted on the Plat, there were no public comments and he recommends this should be classified as a minor subdivision. He also recommended the boundary between the two lots be adjusted to the centerline of a portion of the road. Layne Qualm moved to approve the sketch plan with the adjustments and move to final plat. Manny Rodriguez seconded, motion carried.

Chairman Travis Pearson took back the meeting for discussion on the Boundary Line Adjustment between Robert E Twing Trustee of the Robert E Twing and Margaret E Twing Trust and William Chance and Crystal Rose Huntrods. Planner Waller gave the following report to the Commission:

Case: BLA-2018-009

**Item: Robert E. Twing, Trustee of Robert E Twing and Margaret E Twing Trust
AND William Chance Huntrods and Crystal Rose Huntrods Boundary Line
Adjustment**

**Summary: Approval of Proper Use & Implementation of Boundary Line Adjustment
(BLA)**

Background information:

1. Proposed Boundary Line Adjustment located off Rock Creek Rd.
2. Owner of record; Robert E Twing Trustee of Robert E. Twing and Margaret E Twing Trust as filed in Book 87A63 page 577-578 (35.13 Ac).
3. Owner of record, William Chace Huntrods and Crystal Rose Huntrods as filed in Book 87A63 page 585-586 (1.326 Ac).

4. County process requires verification of the proper use and implementation of the boundary line adjustment as allowed under W.S. 18-5-303. County regulations require a survey with property descriptions and a signed notarized affidavit describing the intent with approval statements and signatures.

Planning Considerations:

1. W.S. 18-5-303, viii—a division which is created by boundary line adjustments where the parcel subject of the sale or other disposition is adjacent to and merged with other land owned by the grantee.
 - a. Merging involves more than a single conveying document. There are a few ways to merge and join the parcels. Johnson County has had cases in the past where 2 separate parcel descriptions have led to parcels being left or forgot during transactions.
2. The intent of the exemption is to modify the Huntrods parcel to gain more separation between the property line and the driveway along the east boundary.
 - a. The exemption cannot be used to create separate parcels.

Recommendations:

1. Review and hear any open public comments.
2. Approve the Affidavit as presented
 - a. Forward the Affidavit to the Board for final approval.

General Info

Department has reviewed the deeds on file to verify ownership. Recommend following the descriptions and new deeds so parcel is shown as a single recorded parcel.

- The parcel boundary will generally follow a fence and add the Driveway to Huntrods parcel

All the description as shown in the affidavit describe the parcel that will transfer, new descriptions for the merged parcel.

After review and discussion by the Commission, Manny Rodriguez moved to approve the Boundary Line Adjustment between Twing and Huntrod as presented. Julie Baker seconded, motion carried.

Next was Hilton Land & Livestock, LLC 5 Lot Minor Subdivision sketch plan and review. Planner Waller discussed the following planning findings:

1. The recommendations from the Conservation District need to be on the plat as notes.
2. The roads need to be constructed to county road standards before lots are sold.
3. A development agreement needs to be signed before sale of lots.
4. Two road accesses will need to be constructed and the middle access will need to be vacated by road and bridge.
5. The frontage road will need a name.

6. There will need to be covenants on the road for continued maintenance.

The surveyors will make the additions to the plat and Deputy County Barry Crago will draft the development agreement.

Old Business: None to discuss.

Staff Report:

Planner Waller stated he has given his yearly report to the Commissioners and Vice-Chairman Julie Baker came with him to that meeting. He also reviewed septic permits issued, systems put in and inspections. Planner Waller reported he is going on vacation the last week of December and the office will be closed. Planner Waller also stated he will be scheduling work sessions in the 2019 year for the subdivision regulations.

There being no public comments and no further business Julie Baker moved to adjourn the meeting at 4:45P.M. Manny Rodriguez seconded, motion carried.

Respectfully,

Travis D. Pearson
Travis Pearson-Chairman

01-08-19
Date

Attest:

Vicki Edelman
Vicki Edelman, County Clerk

