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Big Horn County Planning and Zoning Commission  
November 12, 2013  
County Courthouse  
420 West C Street, Basin, Wyoming  
2:00 pm

**Board members present:** Mary Flitner (Chair), Michael Scherman (Vice Chair), Debbi McKim (Secretary), Alan Bair and Mike Hinckley

**Land Planning staff present:** Nick Wilson (Planning Technician)

**Others present:** Jerry Ewen (Commissioner) & Becky Lindsey

1. 2:00 pm: Meeting called to order by Mary Flitner.
2. Canceled meetings for July & October noted and signed.
3. Minutes from the September meeting were reviewed. Approved and signed.
4. The Planning Technician presented the final plat and supporting documents for the Williams 2-Lot Simple Subdivision (SS13-006).
  - Final mylar plat was passed around for review by commission members.
  - District contacts made: Required response from Conservation District received.
  - Several drafts of the plat were reviewed/revise.
  - Septic feasibility completed and overseen by Planning Technician.
    - i) No limiting factors.
  - No irrigation or drainage district reviews as none applied.
  - No fire district response as none applied.
  - Floodplain presence indicated and development limitations were noted on the plat.
  - Adjacent landowner contacts made/receipts received.
  - Affidavit of publication received.

Motion was made by Debbi McKim to approve the plat; 2<sup>nd</sup> by Mike Hinckley. All approved and signed.

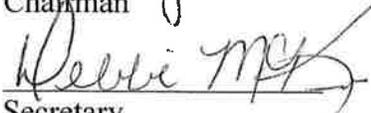
5. The Planning Technician informed the commission that the Amended Plat of SS 07-003 (Burns-Alm) would likely be ready for review and approval in December.
6. The Planning Technician informed the commission that Sean Lyman's intentions of vacating the plat where his parcel lies have changed. Therefore, we do not anticipate that he will pursue vacation of the plat or simple subdivision options.
7. The Planning Technician notified the commission that the Preis Simple Subdivision, south of Burlington, is likely to be ready for review and approval in December.

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8. The commission held a workshop on September 23 to discuss revisions to their internal Rules and Regulations. A first draft was distributed to all commission members.
  - Mention was made that there may be a need to include a section for “definitions”.
  - Planning Technician to have Joy comment if the definitions are to be included
  - One line was struck out on the opening page. This page will be reformatted and forwarded to the Land Planning Department.
  - Debbi McKim stated that she had consulted with Lori Smallwood (County Clerk) as to the proper format for filing as a legal document within the Clerk’s office.
  - Commissioner Ewen stated that he would present the current draft version to the Board of Commissioners.
  
9. The commission held a general discussion about any future changes that may affect the county’s current subdivision regulations.
  - Concern was expressed by several members that the commission would not be consulted should the regulations be amended or changed.
  - The Planning Technician explained that this should not be a concern as any rewrite of regulations must start with the commission before proceeding to the Board of County Commissioners; The Planning Technician further reminded the commission members of the process used to amend the previous version of the subdivision regulations to create the current version.
  - Mike Scherman made a motion that the “Planning and Zoning Commission reaffirm and recommend to the County Commissioners the Subdivision Regulations for Big Horn County amended February 7, 2012 and adopted April 17, 2012, remain without change except for updating any recent state statutory changes which have or may become law.” The motion died for lack of a second.
  
10. Debbi McKim stated her intentions regarding the upcoming end of her term on the commission. She presented a letter to the Board of Commissioners indicating that she does not plan to reapply for a seat on the commission. Mary Flitner, whose term ends December 2013, stated her intention to again apply for a position on the commission.
  
11. Debbi McKim made a motion to adjourn the meeting at 3:40pm.

Respectfully submitted;

  
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 Chairman

  
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 Secretary