

Big Horn County Planning and Zoning Commission  
June 11, 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:** Joy Hill (Land Planner) and Nick Wilson (Planning Technician)

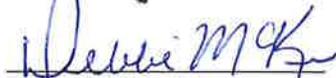
**Others present:** None.

1. 2:00 pm: Meeting called to order by Mary Flitner.
2. Revised minutes from the April 2013 meeting were reviewed. Motion for approval by Debbi McKim. 2<sup>nd</sup> by Mike Hinckley. All in favor.
3. Minutes from the May 2013 meeting were reviewed. Motion for approval by Debbi McKim. 2<sup>nd</sup> by Michael Scherman. All in favor.
4. The Planning Technician presented the final plat for the Potter 2-Lot Simple Subdivision (S.S. 13-003) for review and approval by the commission.
  - A. A complete application was received.
  - B. Mailings to adjacent landowners were verified.
  - C. Public notice was placed in the local newspaper as required.
  - D. Received report from Conservation District. No issues reported.
  - E. Fire district reported no concerns.
  - F. Irrigation and drainage districts reported no concerns.
  - G. Septic feasibility completed by professional engineer.
  - H. The Town of Cowley provided signed minutes approving the subdivision.
  - I. Final plat was reviewed by planning.
  - J. Mike Hinckley made motion to approve. 2<sup>nd</sup> by Michael Scherman.
  - K. Final plat signed by Debbi McKim and Mary Flitner.
  - L. The plat will be presented to the commissioners at their next meeting on June 18, 2013.
4. The Planning Technician provided an update on the Jolley Simple Subdivision. Application and maps received, contacts have been made with adjacent landowners, public notice made, conservation district review received. Not yet gotten other district reviews. Awaiting town resolution. Awaiting new draft plat. Awaiting septic feasibility.
5. The Planning Technician introduced the Butler 2-Lot Simple Subdivision proposed approximately 18 miles east of Lovell, south of Hwy 14A. The parcel has been owned since 2001 by the current owner. The ~20-acre parcel will be divided into two parcels, each less than 35 acres. Easement allowing access to the property has been widened to 40' prior to application.

6. The Land Planner mentioned that there is a possibility of a proposed major (4-Lot) subdivision east of Lovell. The Planning Department will meet with the landowner later in the month to discuss the process and determine if the process will proceed.
7. Commission members continued discussion of the existing Planning and Zoning Commission Rules and Regulations.
  - A. The commission discussed which direction they need to go in continuing with amending their rules. They reviewed Chapter II and agreed to proceed with Chapter III at the next meeting.
  - B. Michael Scherman offered to create a draft version of bylaws to accompany their discussion in time for the next meeting. Meanwhile, the Land Planner will investigate the rules regarding notice for Special Meetings.
8. Debbi McKim made a motion to adjourn the meeting at 3:56pm. 2<sup>nd</sup> by Michael Scherman.

Respectfully submitted;

  
Chairman

  
Secretary