

Big Horn County Planning and Zoning Commission
September 10, 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: Jerry Ewen, Keith Grant and John Hyde (County Commissioners)

1. 2:04 pm: Meeting called to order by Mary Flitner.
2. Amended minutes from the June 2013 meeting were reviewed. Motion made by Michael Scherman to approve the minutes. 2nd by Alan Bair. Approved and signed.
3. Minutes from the August 2013 meeting were reviewed. Motion made by Debbi McKim and 2nd by Michael Hinckley. Approved and signed.
4. Mary Flitner thanked the commissioners for being in attendance.
5. The Planning Technician presented the final plat and supporting documents for the Butler 2-Lot Simple Subdivision (SS13-004).
 - 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/revised.
 - Septic feasibility completed by landowner and approved/overseen by Planning Technician.
 - i) Limiting soil factors were determined.
 - ii) Note on the plat regarding likelihood of engineering requirement for septic.
 - No irrigation or drainage district reviews due to absence of water rights.
 - Fire district response acquired.
 - Adjacent landowner contacts made/receipts received.
 - Affidavit of publication received.
 - Access concerns were addressed prior to application to meet subdivision regulation requirements.

Motion was made by Alan Bair to approve the plat; 2nd by Debbi McKim. Approved and signed.

6. The Planning Technician presented the final plat and supporting documents for the Jolley 1-Lot Simple Subdivision (SS13-005).
 - Final mylar plat was passed around for review by commission members.
 - Conservation district approval was received.

- Town approval was received.
- Fire district approval was received.
- Septic feasibility was studied and approved. An engineered system will be required at the time of development. A sample design was provided as a supplement to the plat. The design is a suggestion to the new landowner, not a requirement. There was a question from Michael Scherman regarding the size of parcel (~1 acre) and fulfillment of the required setbacks. The Planning Technician clarified that the engineering study revealed compliance.
- Water rights on the parcel were relinquished by the landowner.

Motion was made by Debbi McKim to approve the plat; 2nd by Michael Hinckley. Approved and signed.

7. The Land Planner mentioned the letter received from FEMA regarding the finalization of the new flood hazard maps on February 19, 2014.
 - The announcement requires Big Horn County to revise its Flood Damage Prevention Regulation by the same date. To expedite the process and ensure that the most appropriate expertise is involved in both the administration of the floodplain and the revision of the regulation, the Land Planner requested that the Board of Commissioners consider reassigning administrative responsibility to an individual or group with pertinent experience at their September 3 meeting. The Board made a motion to assign administrative duties to the Land Planner and Emergency Management Coordinator, with support from Engineering, as needed. A resolution will be passed at the September 17 meeting of the Board to finalize the decision.
 - The Land Planner met with the Emergency Management Coordinator and anticipates that a draft of the new regulation could be ready as soon as early October.
 - Commission members asked several questions of the commissioners regarding the county's participation in the National Flood Insurance Program (NFIP).
8. The group continued discussion on the Rules and Regulations.
 - Mary Flitner discussed the status of continuing discussion on the Rules and mentioned that the Land Planner has requested to be excused from future discussion regarding the rules. Suggestion had been made recently that the commission set up an independent work session to complete the work needed to amend the rules.
 - Clarification is still not apparent regarding the difference between rules and bylaws and what is truly required for the group to conduct its business.
 - Mary asked the group to consider setting a time and place to meet for a work session. Mary will provide information about the time and place when it is determined. Motion made by Michael Scherman to pursue the Rules and Regulations in a work session. 2nd by Alan Bair. The Land Planning Office will publish notice to the public, as required, upon hearing the group's plans.
9. The Planning Technician updated the commission on the status of the Williams Simple Subdivision. The process is moving quickly, barring review by the conservation district. The Planning Office anticipates completion of the subdivision within 1-2 months. The proposed

Lyman Major Subdivision is stalled pending consideration of vacation of the simple subdivision.

10. Mary Flitner requested an executive session with the commissioners. The session commenced at 2:45pm.
11. Michael Hinckley made a motion to adjourn the meeting at 3:40pm. 2nd by Michael Scherman.

Respectfully submitted;


Chairman


Secretary