

Big Horn County Planning and Zoning Commission
December 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: Nick Wilson (Planning Technician) & Stephanie Muckley (Planning Assistant)

Others present: Jerry Ewen (Commissioner) & John Hyde (Commissioner)

1. 2:00 pm: Meeting called to order by Mary Flitner.
2. Minutes from the November meeting were reviewed. All in favor to revise the minutes to include an additional bullet under item No. 8 to state that the Planning Technician should ask the Land Planner to provide comment if definitions are needed. Revised minutes were reviewed and approved. Signed as presented.
3. The Planning Technician informed the Board that the Amended Plat of SS 07-003 (Burns-Alm) is not ready for review and approval at this time. The plat is awaiting additional signatures.
4. The Planning Technician presented the Final Plat of SS 13-007 (Preis)
 - Final mylar plat was passed around for review by commission members.
 - The Town of Burlington provided the required resolution indicating special conditions regarding septic development within their Wellhead Protection Area.
 - Septic feasibility completed and overseen by Planning Technician. One septic system to be in the subdivided lot but nothing within the Wellhead Protection Area.
 - Irrigation and drainage district responses received. No limitations indicated.
 - Fire district response received. No limitations indicated.
 - Conservation district response received. No limitations indicated
 - Adjacent landowner contacts made/receipts received.
 - Affidavit of publication received.

Motion was made by Debbi McKim to approve the plat; 2nd by Mary Flitner. All in favor. Plat approved and signed.

5. Discussion of P&Z By-Laws (Rules)
 - Commission members discussed whether there is a need for a “definitions” section in the document.
 - The Commissioners present informed the commission members that the draft rules need to have a description as to the activities performed by the commission.

- The commission members felt that the Commissioners should provide them with job descriptions.
- The commission members are looking for the commissioners or the Land Planning Department to provide feedback and direction on these rules.
- The Planning Technician reminded the commission members that these are their internal rules to indicate how they do business.
- Mary Flitner stated that she does not see anything technical about their responsibilities. The commission's role is to provide feedback and discussion, which the draft document includes.
- The draft version was revised taking out the statement regarding the public inspection, since the determination was made that these rules would not be available for public inspection prior to approval. Signed and filed with the County Clerk.

Alan Bair motion to approve the latest Rules and Regulations; 2nd by Mike Hinckley. and Debbie McKim abstained. All in favor, while Michael Sherman was opposed.

6. Mobile Home Park north of Byron

- The Planning Technician informed the commission that Lovell Fire contacted the Land Planning Department with concerns about mobile home park development at a lot north of Byron. He has received information indicating that the landowner may have intentions of developing a mobile home park with several units.
- At this time the Land Planning Department has had no communication with the landowner. Two mobile homes currently exist on the parcel.
- The Land Planning Department has discussed the issue with the County Attorney.
- Michael Sherman stated that the Fire District Board has not adopted any rules and regulations.
- Zoning discussion was made without Big Horn County wanting to adopt any zoning regulations. The commission feels that these matters need to go in front of legal counsel.
- The commission asked for the Land Planning Department to send out a letter to inform the landowner of the current subdivision rules related to mobile home parks.

7. The January commission meeting will be held on the second Tuesday of the month. Meeting dates for the year to follow will be set at the January meeting.

8. Thank You Debbie McKim for all your contributions. We will miss having you on the commission.

9. Michael Sherman made a motion to adjourn the meeting at 3:16pm. 2nd by Mary Flitner

Respectfully submitted;


Chairman



Secretary