

1 **Planning & Zoning Commission Minutes**

2 January 16, 2018

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4 This is a regular meeting of the Park County Planning & Zoning Commission. Present were  
5 Chairman Marion Morrison, Commissioners Linda Putney, Kimberly Brandon-Wintermote,  
6 Duncan Bonine and Debora Bush. Staff present was Linda Gillett, Planning Director, Kim  
7 Dillivan, Planner II, Patti Umphlett, Planning Department Secretary and Brian Edwards, County  
8 Engineer.

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10 **ELECTION OF OFFICERS**

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12 Chairman Morrison asked for nominations of officers. Commissioner Putney nominated Marion  
13 Morrison as Chairman with Kimberly Brandon-Wintermote as Vice Chairman. Debora Bush  
14 seconded the motion and it passed unanimously.

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16 **APPROVAL OF MINUTES**

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18 Chairman Morrison asked the Board for comments or changes on the December 19, 2017  
19 minutes. There being none, Commissioner Debora Bush moved to approve the minutes as  
20 written. Motion was seconded and carried unanimously.

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22 **REGULAR AGENDA**

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24 Chairman Morrison welcomed new Commission Member Duncan Bonine.

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26 **PUBLIC HEARING – Reachard Minor Subdivision:** Barry and Carolyn Reachard request  
27 approval of a sketch plan for the re-subdivision of a 15.04 acre lot into 2 lots. Lot sizes will be 5  
28 and 10 acres located in Lot 2 of Marsh Subdivision, Tr. 42, Sec. 19, T52N R104W Park County,  
29 WY, in a General Rural 5-Acre (GR-5) zoning district. This lot has an address of 114 Stagecoach  
30 Trail.

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32 Chairman Morrison opened the public hearing at 7:03, reviewed the rules of a public meeting  
33 and introduced the Board and Staff.

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35 There being no questions or comments from the Board, Kim Dillivan, Planner II, presented the  
36 Staff Report.

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38 The Board had questions regarding the water source feeding the cistern; access to and  
39 maintenance of the cistern; and the use of Hedrick Spring Road. The Applicant verified there is  
40 one cistern with piping to each lot. The owners of each lot would be responsible for the  
41 maintenance and repair of the pipe that is located on their property, and there is a use agreement  
42 for Hedrick Spring Road.

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44 There being no public comment, Commissioner Putney moved to close the public hearing.  
45 Motion was seconded and carried unanimously.

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47 After discussion, Commissioner Brandon-Wintermote moved to approve Resolution 2018-1 with  
48 an additional condition that Applicant must provide access easement from Hedrick Springs Road  
49 to the existing cistern, and along existing waterline that feeds from cistern to Lot 2B for the  
50 benefit of Lot 2B property owner. Motion was seconded and carried unanimously.

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See Resolution 2018-1 attached hereto and made a part hereof.

**PUBLIC HEARING – Higbie West 40 Major Subdivision:** Ed Higbie requests approval of a sketch plan for the subdivision of a 43.5 acre parcel into an 8 lot subdivision. Parcel is located within part of Lots 11 and 12, Sec. 24 (RS) T53N R102W and part of Lots 7 and 16, Sec. 19 (RS) T53N R101W Park County, WY, in the General Rural 5-Acre (GR-5) zoning district. This parcel is just east and north of Road 2 ABN, and approximately 1 mile north of Cody city limits.

Chairman Morrison opened the public hearing at 7:21. There being no questions or comments from the Board, Kim Dillivan, Planner II, presented the Staff Report.

There was discussion between the Board and Staff regarding agricultural impacts and the ability of Northwest Rural Water to serve all 8 lots.

The Applicant, Ed Higbie, and Representative, Brett Farmer stated the lots will have shared driveways and there is no plan to have Protective Covenants or a Homeowner’s Association.

Brian Edwards, County Engineer, stated there have been traffic studies done in the area and concerns are being addressed with new signage and road striping.

Chairman Morrison opened the floor to public comment and the following people spoke with concerns as follows:

- Randy Watts, Heart Mountain Irrigation District – the irrigation district is closely involved in this development;
- Hailey Viera – road signage is not placed in close proximity of the development; lack of water pressure with Northwest Rural Water; and school bus access to turn around.

There being no further comments or discussion from the public, Commissioner Bush moved to close the public hearing. Motion was seconded and carried unanimously.

Following discussion among the Board, Commissioner Putney moved to approve Resolution 2018-2 as written with conditions as discussed. Motion was seconded and carried unanimously.

See Resolution 2018-2 attached hereto and made a part hereof.

**OTHER BUSINESS**

- 1. Chair’s Report – Inquiry of Regulation Change Schedule
- 2. Planning Director’s Report – None

**ADJOURN**

There being no other business, a motion was made to adjourn the meeting. The motion was seconded and carried unanimously.

Respectfully submitted,

  
\_\_\_\_\_  
Patti Umphlett, Secretary

**RESOLUTION 2018 - 1  
PARK COUNTY PLANNING & ZONING COMMISSION**

**TITLE: RECOMMENDATION TO APPROVE REACHARD MS-25 SKETCH PLAN**

**WHEREAS**, Barry & Carolyn Reachard propose to re-subdivide Lot 2 of the Marsh Subdivision, located in Tract 42, T52N, R104W, 6th PM, Park County, Wyoming;

**WHEREAS**, the application and supporting documents are in substantial compliance with Park County Development Standards and Regulations pertaining to minor subdivision sketch plans;

**WHEREAS**, the Planning & Zoning Commission held a public hearing January 16<sup>th</sup>, 2018 to consider the sketch plan, and made findings as follows:

- a. The proposed lots as configured conform to the GR-5 zoning district, where they are located;
- b. The parcel is not within one mile of any municipality, thus municipal approval is not required;
- c. There are no official wetlands, identified wildlife habitats or corridors on the property;
- d. All notice requirements have been met;
- e. Easements are shown on the sketch plan;
- f. Both lots have access to Stagecoach Trail;
- g. There are no apparent or identified hazardous conditions on the lots;
- h. Fire protection is available via Fire District No. 2;
- i. The applicants do not propose Covenants or a Homeowner's Association Agreement;
- j. Weed & Pest initial inspection has not occurred;
- k. Utilities (electricity and telecommunications) are currently provided to both proposed lots;
- l. Natural gas is not available in the area;
- m. A permitted SWW (#2934) septic system is located on proposed Lot 2A;
- n. Proposed lots comply with development standards.



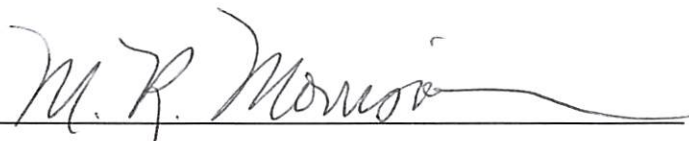
**WHEREAS** the Planning & Zoning Commission concludes the proposed subdivision is generally consistent with the goals and policies of the Park County Land Use Plan, and is consistent with the standards and procedures of the 2015 Park County Development Standards and Regulations;

**NOW, THEREFORE, BE IT RESOLVED** based on the foregoing, the Planning & Zoning Commission hereby recommends approval of the Reachard MS-25 Sketch Plan, subject to the following conditions;

1. The applicants shall provide all easements as requested by applicable utilities and special districts, Irrigation Districts, or public agencies providing the service. The width of any utility easement shall be sufficient to allow adequate maintenance of the system, but in no case shall such utility easement be less than 20 feet in width. Access and easements must be identified on the final plat;
2. Should a long term noxious weed control plan be required, it must be approved prior to final plat review;
3. Analysis from a water well located within ½ mile must be provided before final plat review, or this statement must be on final plat **“NO WATER ANALYSIS WAS CONDUCTED AND THE AVAILABILITY AND QUALITY OF POTABLE WATER IS UNKNOWN. CISTERNS MAY BE REQUIRED”**;
4. Applicants must provide easement from Hedrick Spring Road to existing cistern, and along existing waterline that feeds water from cistern to Lot 2B, for benefit of Lot 2B property owner;
5. The applicants shall otherwise comply with standards in the Park County Development Regulations and the minimum subdivision requirements as set forth in Wyoming Statute 18-5-306.

**ADOPTED** by the Planning & Zoning Commission this 16<sup>th</sup>, day of January, 2018.

**PLANNING & ZONING  
COMMISSION PARK COUNTY,  
WYOMING**



Marion Morrison, Chair

**ATTEST:**



Patti Umphlett, Secretary

**RESOLUTION 2018 - 2  
PARK COUNTY PLANNING & ZONING COMMISSION**

**TITLE: RECOMMENDATION TO APPROVE HIGBIE WEST 40  
MAJOR SUBDIVISION SKETCH PLAN**

**WHEREAS**, Ed Higbie proposes to create an eight-lot major subdivision on a 43.5 acre parcel in Sec 24 (RS), T53N, R102W, and in Sec 19 (RS) T53N, R101W, 6<sup>th</sup> PM, Park County, Wyoming;

**WHEREAS**, the application and supporting documents are in substantial compliance with Park County Development Standards and Regulations pertaining to major subdivision sketch plans;

**WHEREAS**, the Planning & Zoning Commission held a duly noticed public hearing on January 16<sup>th</sup>, 2018 to consider the sketch plan application, and made findings as follows:

- a. The lots as configured conform to the GR-5 zoning district, where they are located;
- b. All notice requirements have been met;
- c. There are no official wetlands, identified wildlife habitats or corridors on the property;
- d. Irrigation easements are shown on the sketch plan;
- e. There are no apparent or identified hazardous conditions on the lots;
- f. Proposed lots will have domestic water provided by NRWD;
- g. A letter of no adverse recommendations has been received from DEQ;
- h. Electricity, natural gas, and telecommunications service is adjacent to each proposed lot;
- i. Fire protection is available via Fire District No. 2;
- j. Weed & Pest initial inspection noted the presence of noxious weeds, therefore, a long term noxious weed control plan is required;
- k. Heart Mountain Irrigation District has a set of required conditions;
- l. Irrigation distribution plan is required (State Engineer);

- m. Municipal review is required (City of Cody);
- n. County Engineer has submitted comments;

**WHEREAS** the Planning & Zoning Commission concludes the proposed subdivision is generally consistent with the goals and policies of the Park County Land Use Plan, and is consistent with the standards and procedures of the 2015 Park County Development Standards and Regulations;

**NOW, THEREFORE, BE IT RESOLVED** based on the foregoing, the Planning & Zoning Commission hereby recommends approval of the sketch plan for the Higbie West 40 Major Subdivision, subject to the following conditions:

1. The applicants shall provide all easements as requested by applicable utilities and special districts, Irrigation Districts, or public agencies providing the service. The width of any utility easement shall be sufficient to allow adequate maintenance of the system, but in no case shall such utility easement be less than 20 feet in width. Easements must be identified on the final plat;
2. An irrigation plan must be submitted to State Engineer's Office prior to final plat review;
3. Final plat must state that no further subdividing will be allowed, and that no lot may be combined with another parcel for the purpose of calculating the number of allowed lots in a subsequent subdivision;
4. The plat shall contain a notice of the Wyoming Right to Farm and Ranch Act of 1991 (W.S. § 11-44-101);
5. Shared driveways are required, reducing driveway number from 8 to 4;
6. Applicant shall work with Heart Mountain Irrigation District to meet their conditions and requirements;
7. Title report must be submitted prior to preliminary plat review;
8. Applicant is encouraged to develop Covenants to address limitations of land use, and to develop a Homeowners Association agreement to address shared facilities;
9. Noxious weed control plan must be approved prior to preliminary plat review;
10. City of Cody must approve subdivision prior to filing final plat;
11. Applicant is requested to work with Public Works Department to ensure optimal ingress and egress locations, and access for emergency vehicles and school buses;
12. The applicant shall otherwise comply with standards in the Park County Development Regulations and the minimum subdivision requirements as set forth in Wyoming Statute 18-5-306.

**ADOPTED** by the Park County Planning & Zoning Commission this 16<sup>th</sup> day of January, 2018.

**PLANNING AND ZONING COMMISSION  
PARK COUNTY, WYOMING**

**ATTEST:**



Marion Morrison, Chair



Patti Umphlett, Secretary



**Park County Planning & Zoning Department**  
1002 Sheridan Avenue  
Cody, Wyoming  
(307) 527-8540

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## **PARK COUNTY PLANNING & ZONING COMMISSION**

Regular Meeting 7:00 P.M., Tuesday, January 16<sup>th</sup>, 2018 in the Alternate Emergency Operating Center (EOC Room), basement of the Courthouse Addition  
1002 Sheridan Ave. Cody, WY. 82414

Meetings of the Park County Planning & Zoning Commission are open to the public. For more information please contact the Park County Planning & Zoning Department at 527-8540 or 754-8540.

### **ELECTION OF OFFICERS**

### **APPROVAL OF MINUTES**

Approve minutes from December 19, 2017 meeting.

### **AGENDA**

1. **PUBLIC HEARING – Reachard Minor Subdivision:** Barry and Carolyn Reachard request approval of a sketch plan for the re-subdivision of a 15.04 acre lot into 2 lots. Lot sizes will be 5 and 10 acres located in Lot 2 of Marsh Subdivision, Tr. 42, Sec. 19, T52N R104W Park County, WY, in a General Rural 5-Acre (GR-5) zoning district. This lot has an address of 114 Stagecoach Trail.
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### **OTHER BUSINESS**

1. Chair's Report
2. Planning Director's Report

### **ADJOURN**



# PLEASE SIGN IN

## PLANNING and ZONING COMMISSION MEETING

January 16, 2018

		Reachard Minor Subdivision	
		Higbie West 40 Major Subdivision	
1	Please <b>PRINT</b> your name	Name of the <b>HEARING OF INTEREST</b>	DO YOU WISH TO SPEAK
1	Pat Nelson	Higbie	—
2	BRIAN EDWARDS	HIGBIE	IF NEEDED
3	Greg Reachard	Reachard Sub.	NO
4	John Higbie	Higbie	
5	Hailey Vieira	Higbie	maybe
6	Brett Farmer	Higbie	as needed
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## PLANNING and ZONING COMMISSION MEETING

January 16, 2018

		Reachard Minor Subdivision	
		Higbie West 40 Major Subdivision	
	Please <b>PRINT</b> your name	Name of the <b>HEARING OF INTEREST</b>	DO YOU WISH TO SPEAK
1	<i>Clarice Boring</i>	<i>Higbie West 40</i>	<i>NO</i>
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