

Sublette County, Wyoming
Planning and Zoning Commission
Official Minutes

Dec. 16th, 2021

The regularly scheduled meeting of the Sublette County Planning and Zoning Commission was held in the Commissioners Room of the Sublette County Court House on this date. Present were Sublette County Planner Dennis Fornstrom, and Associate Planner Tess Soll. Commissioners Blake Greenhalgh, Maike Tan, Pat Burroughs, Chris Lacinak, Ken Marincic, and Deputy County Attorney Clayton Melinkovich were present.

Comm. Greenhalgh called the meeting to order at 6:08 PM. and welcomed everyone to the meeting. Comm. Greenhalgh addressed Mike Jackson from Rio Verde and thanked him for coming. County Commissioner Vickrey was also in attendance. No other members of the public were present.

First Order of Business:

Comm. Greenhalgh introduced approving the meeting minutes from the Nov. 18th meeting including the approved amendments and edits. The majority of the board members had not been able to review the amended minutes from the Nov. meeting. Comm. Greenhalgh deferred to Mr. Melinkovich on whether a motion needed to be made to approve minutes at the Jan. meeting. A motion did not have to be made, and the meeting carried on to the first agenda item, with the agreement of the board to have reviewed the Nov. meeting minutes by the Jan. 2022 P&Z meeting.

Items on the agenda were introduced by the Comm. Greenhalgh as follows:

Agenda Item #1.

Item #1 was a request by Crossfire Arena, LLC for the Vacation of Lot 2 of the Stepp Minor Subdivision. Comm. Greenhalgh introduced this request and Mr. Fornstrom expanded upon the request of the applicant. The ultimate purpose of the lot vacation is to obtain Ag tax classification. Mr. Fornstrom states Mike Jackson from Rio Verde is here to answer questions. Comm. Greenhalgh calls on Mr. Jackson to speak on behalf of his client, Crossfire Arena, LLC., and proposed application. Mr. Jackson explains at length and reiterates that his client cannot claim Ag tax status within a 'subdivision' as for the request of the lot vacation. Comm. Lacinak asks Mr. Jackson if the applicant owns any of the neighboring parcels as to adjoin additional land. The applicant does not own any neighboring parcels. Mr. Fornstrom states the vacation can be done with a simple affidavit, with no other changes to the property. No public comment. Comm. Tan made clarifying statement regarding what the applicant's use of the property will be. Board had no other additional questions.

Action # 1

A motion by Comm. Marincic for approval of the lot vacation was seconded by Chris Lacinak, and the motion passed 5/0.

Agenda Item #2.

Item #2 Planning and Zoning Dept. will discuss proposed amendments to the Sublette County Zoning and Development Regulations. Mr. Fornstrom presents Ch. 1-3 and the proposed changes that have been made. Board has not reviewed Ch. 1-3. Mr. Fornstrom highlights particular changes to Ch. 1-3. From these highlights, P & Z staff and board move into a discussion regarding the definition of 'Guest Ranch' and group discussion over word changes to the definition. Comm. Lacinak opens the discussion to better define the term 'guest' pertaining to a guest ranch. Comm. Greenhalgh defers to the deputy county attorney for better verbiage suggestions. Mr. Melinkovich states such terms are purely policy and discretion of what P & Z staff and board want guest ranch and guest to mean in regs. Additionally, Mr. Melinkovich states that guest ranches are normally found in agricultural areas, and provide commercial activities, however opening up the facility to the 'general public' could potentially commercialize an agricultural area. Do we want to do that? That is a policy consideration for staff and board. Guest ranch discussion moves into potential development standards; focuses on density, square footage of cabins, etc... Comm. Lacinak feels

strongly that parameters must provide specific development standards for guest ranch. County Commissioner Vickrey asks questions regarding what local guest ranches the board is referring to in their discussion. Mr. Vickrey states that the operations in question are working livestock operations. Comm. Lacinak questions the definition of 'ranch' in the regs. Comm Greenhalgh reiterates the board's comments to narrow down the main concerns in the presented Chapters. Board asks for additional research into definitions of guest ranch and references to density development standards for guest ranches. Mr. Fornstrom states the next review of the regs will be Ch. 4-9. Comm Lacinak asks what the editing process is and how final decisions are made regarding the regulations. Comm. Burroughs asks how the final reg documents are approved and the process to get to that point. Mr. Fornstrom touches on tower regs and the process he has gone through to obtain information regarding towers, and suggests adding it to development standards. Comm. Lacinak has questions for Mr. Fornstrom as to the general uniformity of the regulations and administrative processes. Mike Jackson comments on the discussion of administrative deadlines. Comm. Burroughs asks why variances are the only applications triggered by date, and other applications are triggered by the legal notice. Comm. Greenhalgh asks for final questions and comments regarding the first 3 chapters of the regs.

Mr. Melinkovich and Mr. Jackson exit meeting at 7:00 pm

Comm. Greenhalgh asks the status of the Jan. meeting items and what to expect. Mr. Fornstrom gives a quick overview of Jan. Meeting agenda items for purposes of time management for the next meeting.

Comm. Marinick asks a question of the board as to developing a scoring system of criteria for re-zoning (referring to the 10 findings). Comm. Burroughs states they are all of equal importance. Comm. Greenhalgh agrees they are all important, however, a rewrite of the 10 findings would be helpful for better clarity for applicants, board members, and P&Z staff working with an applicant. Mr. Fornstrom agrees a revision of the '10' things is in order.

No other questions or comments by the board or P & Z staff regarding Regs.

****Board agrees to have reviewed Regs. Ch. 1-3 by January 2022 meeting. P & Z staff will present on Regs. Ch. 4-9.**

Agenda Item #3.

Item #3 was a discussion of the board regarding the proposal of revised bylaws for the Sublette County Planning and Zoning Board. Board has not reviewed the proposed revised bylaws, composed by Comm. Lacinak. Discussion opens regarding bylaws and general work being done on bylaws. Comm. Greenhalgh references the Board of Commissioners handbook and how helpful it is for guidance, particularly meeting procedures and defining board member roles. Comm. Burroughs comments on doing simple agenda items first, as a courtesy to the public that are there for comment and observation on those items, as opposed to sitting through lengthy agenda items. Comm. Greenhalgh states the importance of utilizing technology in public meetings i.e., zoom meetings, conference calls into meetings, etc... In general, the board states the importance to accommodate all members of the public in the best way possible. Comm. Greenhalgh states how important public participation is and references the effectiveness of public participation as it related to forming the STR reg.

Comm. Lacinak comments on bylaws and the general order of business during a public meeting. A discussion opens regarding the order of operations during a public meeting. It's unclear the allotted amount of time the public has to speak and the allotted amount of time for the applicant. Comm. Lacinak suggests a protocol regarding time limits for applicants and the public being more cohesive. Comm. Burroughs was not in favor of applicants being able to rebut every public comment with no time limit.

Comm. Tan comments on the agenda meeting/pre-application meeting timeline. Discussion opens regarding these issues. Mr. Fornstrom states he would like more clarity on applications for applicants ex; variance and re-zone applications. Discussion between board and staff regarding feedback from Wyoming Planners Ass. would be helpful on these topics. Comm. Greenhalgh asks the board for final questions. Comm Greenhalgh and Lacinak reiterate the need for feedback and collaboration.

Comm. Lacinak presents to board members the idea of obtaining county email addresses. This stems from potential public records requests. Communicating county business through county emails would prevent personal emails of board members from subpoena through legal action.

****Board agrees to continue review on bylaws and pursing county emails for board members.**

Comm. Greenhalgh calls the Planning and Zoning meeting to adjournment at 7:49 pm.

PLANNING AND ZONING COMMISSION
SUBLETTE COUNTY, WYOMING



Blake Greenhalgh, Chairman

Attest:



Dennis Fornstrom, Sublette County Planner

***** Please note that a digital audio recording of the meeting is available at the Planning and Zoning Office.**

