



# Albany County Planning Office

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## Albany County Planning and Zoning Commission

### **AGENDA**

#### **Regular Meeting**

April 11, 2012 – 7:00 p.m.

Albany County Commissioners Chambers

CALL TO ORDER/ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES – March 21, 2012

DISCLOSURES

PUBLIC APPLICATION

- A. DeBerard Acres Subdivision Preliminary and Final Plats

CURRENT PLANNING PROJECTS

- A. Mobile Home Park Regulations

OTHER ITEMS/ANNOUNCEMENTS

CALENDAR

- A. *April 13-18* – American Planning Association Convention – Los Angeles
- B. *April 17 - 9:30 a.m.* – Board of County Commissioners
- C. *May 1 - 9:30 a.m.* – Board of County Commissioners
- D. *May 9 - 7:30 p.m.* – Planning and Zoning Commission

CITIZEN COMMENTS – Non-Agenda Related Topics

**\*NOTE – The Albany County Planning and Zoning Commission will table action on any application for which the Applicant or his/her representative is not present at the meeting for which the application is scheduled.**

**☞ Minutes ☞**  
**Albany County Planning and Zoning Commission**  
**March 21, 2012**  
**Albany County Commissioner's Room**

A regular meeting of the Albany County Planning and Zoning Commission was held on March 21, 2012, at 7:00 p.m. in the Albany County Board of County Commissioners Meeting Room of the Albany County Courthouse.

**I. CALL TO ORDER/ROLL CALL**

**Members present:** Sue Ann Spencer, James Rinehart, Sarah Gorin, Brett Moline and Chris Nicholson

**Staff present:** Susan Adler, David Gertsch

**County Engineer:** None

**Albany County Attorney Liaison:** Jennifer Stone

**Board of County Commissioners' Liaison:** None

**Public Present:** Greg Weisz (Big Huhnks Excavations), Cat Morningstar, Patricia Ackerson, Janice Tibbitts, Bronwyn Thompson and Jason DeBerard

**II. APPROVAL OF AGENDA – Ms. Spencer made a motion to approve the March 21, 2012 Planning and Zoning Commission meeting agenda. Mr. Nicholson seconded the motion. Motion carried on voice vote.**

**III. APPROVAL OF MINUTES – Ms. Spencer made a motion to approve the Minutes for January 11 and January 26, 2012 Planning and Zoning Commission meetings with the correction of the adjourning chairman changed to Ms. Gorin. Mr. Nicholson seconded the motion. Motion carried on voice vote.**

**IV. DISCLOSURES – Ms. Spencer disclosed that she is the owner of a campground. Mr. Rinehart disclosed he is familiar with the Huhnke Conditional Use application.**

**V. PUBLIC APPLICATIONS**

**Huhnke Conditional Use Permit – CU-01-12 – Ms. Adler presented the staff report. This is a conditional use application for a 37 acre parcel for the applicant's excavation business. The parcel is approximately 2 miles north of Laramie and will have access off UW Highway 30/287.**

Property is currently vacant land and borders the City of Laramie's property that is used as a dirt bike track. The usual review with no comments from the Fire Warden, the Laramie Rivers Conservation District expressed concerns about weeds if the applicant stock piles soil and the Game and Fish suggesting wildlife friendly fencing. WYDOT noted that the applicant is working with them to ensure the access meets their standards. She stated the applicant has complied with the County regulations.

Chairperson Gorin opened the public hearing.

Greg Weisz, Pence and MacMillan, representing the Huhnkes. He offered to answer any questions the Commission had.

Chairperson Gorin closed the public hearing.

**Mr. Nicholson made a motion to recommend approval of the Huhnke Conditional Use Permit application (CU-01-12) based upon and incorporating the Findings of Fact and Conclusions of Law stated in the staff report. Ms. Spencer seconded the motion. Motion carried on voice vote.**

**B. DeBerard Acres (SD-01-11) Preliminary and Final Plats – Mr. Gertsch presented the staff report. This application is to divide a 3.3 acre parcel located south of Laramie into two lots. This property currently has two residences and two permitted small wastewater systems. The property is accessed from HWY 287 with a permitted approach. The parcel is served by the South of Laramie Water and Sewer District. This subdivision is within one mile of the City limits and is proceeding through the City's process. The County Engineer and the City of Laramie have indicated this subdivision has Kiowa Street located within its boundaries which is shown on the major street plan as a collector street. Therefore the applicant is requested to provide an 80' right-of-way dedication. Mr. Gertsch indicated the subdivision application does not meet all of the County's requirements. The major issue is that the applicant is not proposing to build a road from HWY 287 to meet Kiowa Street on the west side of his property, which is required, triggers the need for a subdivision**

improvement agreement between the applicant and the County. There are minor changes to the face of the preliminary and final plats that need to be completed, utility easements are not shown on the plats, a subdivision improvement agreement has not been provided and a road maintenance mechanism must be created. Mr. Gertsch indicated that the application does not meet all of the County's requirements for a subdivision and staff is recommending this application be tabled until the April meeting with direction to the applicant to work with staff to complete the application deficiencies.

Chairperson Gorin opened the public hearing for the DeBerard Subdivision Application. Cat Morningstar, Patricia Ackerson and Bronwyn Thompson expressed concerns pertaining to the road dead ending at Mr. DeBerard's property line. Mr. DeBerard expressed his desire for Kiowa to become a cul-de-sac instead of a through street.

Chairperson Gorin closed the public hearing.

After discussion among the Commissioners, **Mr. Nicholson made a motion to table the Preliminary and Final Plats for the DeBerard Acres Subdivision to allow the applicant time to address the concerns staff stated in their staff report. Mr. Rinehart seconded the motion. Motion carried on voice vote.**

## **VI. CURRENT PLANNING PROJECTS**

**A. Mobile Home Park Draft Regulations-** Ms. Adler presented the Commission with draft regulations for mobile home parks. She requested the members review the draft and be prepared to suggest any changes before the draft is distributed to the mobile home park owners and a public hearing date is set.

## **VII. OTHER ITEMS/ANNOUNCEMENTS**

## **VIII. ADJOURNMENT**

Chairperson Gorin adjourned the meeting at 8:09 p.m.

Minutes taken by Susan Adler, Office Manager/Administrative Assistant



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## MEMORANDUM

To: Planning and Zoning Commission  
From: ~~D~~David Gertsch, Planning Director  
Date: April 4, 2012  
Re: DeBerard Acres

I spoke with Jason DeBerard and he desires to withdraw his application for a subdivision permit. At the time of this memo, Mr. DeBerard had not provided a letter with a formal request to withdraw his application. I hope to have this letter prior to the meeting.



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## MEMORANDUM

To: Planning and Zoning Commission  
From: *DG* David Gertsch, Planning Director  
Date: April 4, 2012  
Re: Update of the Albany County Platting and Subdivision Regulations

The Planning Office is beginning the process of revising the Albany County Platting and Subdivision Regulations. These regulations were originally adopted in 1997. Now that the update of the Zoning Resolution is about complete, we need review the subdivision regulations and make needed updates in accordance with the direction provided in the Comprehensive Plan.

The process will go as follows:

- Staff reviews State Statutes, the Comprehensive Plan, subdivision regulations from other counties, other literature that can be found on subdivisions, and our existing subdivision regulations.
- Staff will interview anybody we think may have an interest in our regulations or County subdivisions in general. This list so far includes: County departments, City staff, water and sewer districts or other improvement districts, Laramie Rivers Conservation District, Wyoming Department of Environmental Quality, Wyoming Game and Fish, State Engineers Office, lenders/bankers, Albany County Stock Growers, Farm Bureau, Fire District #1, other agencies?
- First draft of revisions.
- Internal review.
- Second draft.
- Seek comments from public and agencies on the draft, including publicized public meetings.
- Planning and Zoning Commission review, public hearing, recommendation to Board.
- Board of County Commissioners review, public hearing, and decision.

If you would like to make any suggestions on this process or would like to be more involved feel free to discuss this at your meeting. I will at a minimum plan on giving you periodic updates on the process. Also, if you would like to come up with a list of items you would like staff to look at up front, we can do that. You could also provide a couple of representatives to be interviewed during the agency interviews. You also may wish to stay out of the process until a draft is brought to you. I will leave that decision up to you.