

Albany County Planning and Zoning Commission  
REGULAR MEETING of January 12, 2022  
**Minutes**

**Staff Present:** David Gertsch – Planning Director, Joe Wilmes – Assistant Planner,  
Jennifer Curran – County Civil Attorney

**I. CALL TO ORDER/ROLL CALL (Time 3:01 p.m.)**

**Chairman:** The Regular Meeting of the Planning and Zoning Commission will come to order.

**Chairman:** Will the secretary call the roll.

Vote: Mr. Hinckley: Present                      Mr. Kennedy: Present

                    Mr. Platt: Present                              Mr. Thyne: Present

                    Ms. Hanning: Present

**II. Approval of Agenda**

**Chairman:** Are there any additions or deletions to the agenda for January 12, 2022?

Chair will entertain a motion to accept the agenda January 12, 2022 (as AMENDED).

Commissioner Hinckley would like to add “Related Project Updates” under current planning projects after current item 9 (Determine 2022 Planning and Zoning Commissioner Meeting Times).

So moved by Commissioner Hinckley.

Seconded by Commissioner Hanning.

The vote was unanimous.

Motion Carried.

**III. Approval of Minutes**

**Chairman:** Are there any corrections to the minutes for the December 8, 2021, meeting?

Chair will entertain a motion to accept the minutes for the December 8, 2021, meeting as presented/with corrections.

Commissioner Hinckley wanted the wording be changed from “all” to “some” when talking about the commissioner meetings attended.

So moved by Commissioner Hinckley.

Seconded by Commissioner Hanning.

The vote was unanimous.

Motion Carried.

#### **IV. Introductions of the New Planning and Zoning Commission Members**

All commission members and the planners introduced themselves to each other.

#### **V. DISCLOSURES:**

**Chairman:** The Chair calls for any disclosures to be known.

No disclosures were made.

**Chairman:** The discussion will be conducted in accordance with the State Statutes, the Rules of the Planning and Zoning Commission, and other applicable laws. I would ask the individuals who address the Commission to approach the lectern, identify yourself, and state your address.

#### **VI. PUBLIC APPLICATIONS**

##### **A. Elk Run Subdivision Application SD-01-21**

Joe Wilmes, Assistant Planner, gave the staff report.

Commissioner Hinckley had questions regarding the small subdivision process moving forward, fire protection, the easement, and variances requested.

Commissioner Hanning had questions regarding small subdivision requirements, water, and septic.

Commissioner Kennedy had some comments about firewise practices.

Craig Cook, the applicant's representative, gave a background of the area, firewise, and the proposed easement.

Commissioner Hinckley had a question for Craig Cook about whether the new owner will be living there the whole time.

Craig Cook explained that as far as he knows it will be a recreational cabin.

A motion was made by Commissioner Hinckley and seconded by Commissioner Platt to approve the Elk Run Subdivision

The vote was unanimous.

Motion carried.

##### **B. Cottontail Subdivision Variance Request**

Joe Wilmes, Assistant Planner, gave the staff report.

Commissioner Thyne had a question asking if we can combine land from different entities to come up with a total right-of-way. He also asked why they wouldn't be willing to give up the extra 2 feet.

Commissioner Hinckley asked about the rezoning of this parcel and if they did an easement instead of right-of-way.

Jake Schneider, the applicant's representative, talked about the easement on Cottontail Drive and explained the difference between easement and right-of-way.

Commissioner Hanning had a question regarding the lots size and what would happen if the applicant went to three lots.

David Gertsch, Planning Director, explained that with this variance request they would be required to improve the road, which would be a benefit for the area.

Joe Wilmes, Assistant Planner, mentioned that if they went from a 4-lot subdivision to a 3-lot subdivision DEQ would not be required.

Jake Schneider, the applicant's representative, talked about abandoning water rights and DEQ.

Commissioner Hanning had a question about water rights.

Commissioner Kennedy explained what happens when water rights get abandoned.

Commissioner Thyne had a question about the water district and septic facilities.

Commissioner Hinckley had a question about the DEQ report.

A motion was made by Commissioner Hinckley and seconded by Commissioner Platt to approve the Cottontail Subdivision Variance.

Commissioner Thyne questioned whether this meets exceptional circumstances.

Commissioner Hanning also is questioning whether this is an exceptional circumstance.

Commissioner Platt believes this will benefit the county and thinks the commission should follow the staff's recommendation.

Commissioner Hinckley questioned whether we can consider this exceptional.

Jennifer Curran, County Attorney, believes that this could be considered exceptional.

The vote was unanimous.

Motion carried.

## **IX. CURRENT PLANNING PROJECTS**

### **A. Schedule a Commission Training**

- i.** A special meeting was scheduled for February 9 at 1:00 p.m.

### **B. Determine 2022 Planning and Zoning Commission Meeting Times**

- i.** The full schedule was not determined. Only the February meeting.

### **C. Related Project Updates**

- i. David Gertsch, Planning Director, gave an update on the resource management plan, the growth plan, the CAP, and the regulations from EAC.

**X. OTHER ITEMS/ANNOUNCEMENTS**

A. Next Meeting February 9, 2022, at \_\_\_\_\_ p.m.

**XI. CITIZEN COMMENTS – Non-Agenda Related Topics**

No public comments were made.

**XII. ADJOURNMENT**

**Chairman:** There being no further business to conduct, the Chair would entertain a motion to adjourn the meeting.

So moved by Commissioner Thyne

Seconded by Commissioner Hinckley

The vote was unanimous.

Meeting adjourned at 4:44 p.m.

*A recording of the meeting can be found on the Albany County website:*

*<https://www.co.albany.wy.us/agendacenter>*