



## **Planning and Zoning Agenda**

**Monday, February 7<sup>th</sup>, 2017**

**6:00 PM History Room, Sublette County Library**

- 1. Approve Agenda**
- 2. Approve January 3<sup>rd</sup> P&Z Commission Meeting Minutes**

*Refer to page 2 for minutes*

- 3. New Business**

- a. None

- 4. Old Business**

- a. Ordinance 597 (RV Parking) – has passed through two readings with the Town Council. *Refer to page 5 for the ordinance.*
- b. Subdivision of Land Process – Chapter 400. Ordinance 580 and 581 failed at the January 23, 2017 Town Council meeting.

- 5. Other**

- 6. March P&Z Meeting**

Next P&Z meeting scheduled for Monday, March 6th.

- 7. Meeting Adjourn**



## Planning and Zoning DRAFT Minutes

Tuesday, January 3<sup>rd</sup>, 2016

6:00 PM History Room, Sublette County Library

**Attendance: Commission Members:** Darrell Walker, Nylla Kunard, Barbara Boyce. **Other:** Hayley Ryckman (Director of Engineering and Zoning), Mark Eatinger (Rio Verde Engineering)

1. Meeting called to order at 6:08 PM.

2. Approve Agenda

**Motion:** Motion by Nylla and seconded by Barbara to approve the January 3<sup>rd</sup> Planning and Zoning Commission Meeting Agenda. The motion carried three to zero.

3. Approve November 7<sup>th</sup> P&Z Commission Meeting Minutes

**Motion:** Motion by Nylla and seconded by Barbara to approve the November 7<sup>th</sup> minutes. Motion carried three to zero.

4. Short term rentals

**Action:** None. If see issue notify the municipal officer.

5. Subdivision Ordinance Update

**Motion:** Motion by Barbra and seconded by Nylla to send letter with Hayley's notes and the ordinance 580 and 581 to the Town Council and request that the Council table the 3<sup>rd</sup> reading until after the workshop. Motion carried three to zero. Refer to next page for the final letter.

6. Utility, Trailer, and RV Parking Ordinance Update

**Motion:** Motion by Barbara and seconded by Nylla to ask the Council to table the third reading of the parking ordinance until P&Z can review the ordinance. Motion carried three to zero.

7. Meeting Adjourn

**Motion:** Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to adjourn the meeting at \_\_\_\_\_. Motion carried three to zero. (Hayley will fill this information in prior to the meeting).

January 6<sup>th</sup>, 2017

Dear Town Council,

The Planning and Zoning Commission met on October 11, 2016 with the Mayor to discuss his and the Town Council revisions/suggestions to the subdivision ordinance. The ordinance was amended to include the suggested changes from the workshop and presented to the Planning and Zoning Commission at our November 7<sup>th</sup> meeting. The Commission unanimously recommends that the Town Council table the ordinance until further clarifications of fees, inspections, and third party engineering involvement. Before having a third reading of the ordinances, the Commission would like to schedule a workshop with your attendance to discuss the ordinances. Attached is the current version of Ordinance 580 and 581, of which Ordinance 581 has been revised since the second reading. Below is list of relevant question and relevant comments for Ordinance 581 discussed at the November 7<sup>th</sup> P&Z Commission meeting.

- § 400-15. Fees.
  - Combine E and F. Recommend removing staff time.
  - If staff time is charged to the subdivider, the responsibilities of the staff need clarified in the ordinance.
  - The commission recommends that the application base fee include the Town staff review time, as discussed in § 400-20. If the Town does charges for staff time, the Town needs a fee schedule in place for review time. This fee schedule should be updated annually.
  - Other Town permits do not have additional fees for staff review time.
  - The commission feels as if the subdivision review is providing a public service and is part of the staff's job responsibility.
  
- § 400-27 Inspections.
  - Third party inspections have always been required in the Town ordinance, however was not practiced. P&Z recommends removing “neutral third party engineer” (who is selected by the Town) and replace with “professional engineer.”
  - What are the responsibilities of the third party engineer regarding inspections? As far as time on the site, reporting back to the Town, etc.
  - If Town does desire a different engineering firm on site for inspections, why not hire third party engineering firm for construction management rather than the design firm? How would this work?
  - How long will town staff be out on the site for inspections? The commission recommends that this time not be charged to the subdivider. If a third party engineer is involved with inspections, town staff time should be minimal.
  - Third party engineer would be required on site most of time to see everything, what if third party is from out of town?
  - Professional Engineer who stamped plan should be held responsible for quality.
  - Most cities require that the project engineer, hired by the subdivider, report progress and inspection reports to the city.
  
- § 400-31-F-2 Map contents:

- Design/construction management engineer should be certifying that the project complies rather than Town Engineer or third party.
- Engineer who does the construction management should be responsible for complying with the construction plans, which are reviewed by the Town and third party engineer for compliance.

The P&Z Commission recommends that you review ordinance 580 and 581, our comments and questions, and then attend a workshop with the P&Z Commission. The Commission does not want to rush this ordinance and wants to make sure you understand everything presented prior to proceeding with the third reading. If you have any questions about this, please contact a P&Z commission member or Hayley.

Thank you,

Darrell Walker  
Planning and Zoning Chairman