

**FREMONT COUNTY
PLANNING COMMISSION MEETING MINUTES
August 4, 2020 AT 3:00 P.M.**

MEMBERS PRESENT

Byron Alsup (Chairman)
Mark Masar
Larry Brown
Michael Pullen
Larry Baker
Gardner Fey

STAFF PRESENT

Sean Garrett, Planning Director
Alicia Stone, Office Manager

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**

June 2, 2020 Planning Commission Meeting

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**

A. Request: MS 20-004 Willow Street Subdivision

Requesting approval for minor subdivision that includes a lot line adjustment for two properties located on Willow Street. The current parent parcel is 5.05 acres. The subdivision will consist of one 1-acre lot, and one 3.55-acre lot. The adjustment will absorb .5 acres.

Representative: Kalem Lenard

7. **ADJOURNMENT**
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1. **CALL TO ORDER**
Chairman Byron Alsup called the meeting to order at 3:03 p.m.
2. **PLEDGE OF ALLEGIANCE**
Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA**

Chairman Alsup asked if there were any changes, additions or corrections to the August 4, 2020 Fremont County Planning Commission Agenda.

MOTION

Mr. Larry Brown motioned to accept the August 4, 2020 Fremont County Planning Commission Meeting agenda.

SECOND

Mr. Gardner Fey seconded the motion.

Chairman Alsup called for a roll call vote, and the motion passed unanimously. (6 of 6)

4. APPROVAL OF THE JUNE 2, 2020 PLANNING COMMISSION MEETING MINUTES

Chairman Alsup asked if there were any changes, additions or corrections to the June 2, 2020 Fremont County Planning Commission Meeting Minutes.

MOTION

Mr. Mark Masar motioned for approval of the June 2, 2020 minutes.

SECOND

Mr. Michael Pullen seconded the motion.

Chairman Alsup called for a roll call vote and the motion passed unanimously. (6 of 6)

5. UNFINISHED BUSINESS

6. NEW BUSINESS

A. MS 20-004 Willow Street Subdivision

Chairman Alsup called Mr. Kalem Lenard to present MS 20-004 Willow Street Subdivision. Mr. Lenard stated that his family owns 1410 Willow Street which is a half-acre lot and he approached Mr. Lamborn to see if he would be willing to sell some of his land, and he was agreeable to that. Mr. Lenard stated that this project has been in the works for a year and a half. He stated that there is a 0.5-acre triangle section of land that was un-allotted which was maybe part of the original driveway, and the road had been moved and it currently has mailboxes on it. They had to go through the quiet title process, so he now owns that .5-acres. Mr. Lenard stated that Mr. Lamborn was agreeable to selling him 4 acres of his land, and that with absorbing half acre into their current half acre lot, it would then become a conforming lot in the Agriculture Suburban zone district. He stated that the other 3.55-acre lot would be used as a future home site. Mr. Lenard stated that the Lamborn's would retain one-acre where they currently have their home. He also stated that within the flag-pole lot, there are some existing buildings and a home that will be torn down.

Chairman Alsup called Director Sean Garrett to give the staff report.

Director Garrett stated that the department has reviewed the application is found to be complete and a true representation of the request as stated herein. The department finds that all minimal requirements per the Fremont County Subdivision Regulations will be satisfied by this application.

Director Garrett stated that there are three contingency items:

1. Revisions to the plat
2. Completed Ratification, Release, & Consent Forms
3. Approved FCDOT Access Permits for all lots

Chairman Alsup asked if there were any pictures to show.

Director Garrett stated that with the internet issues, they are not loading up at the moment, but the property is pretty treed too, so it would be hard to see everything anyhow. He also stated that this is a unique subdivision, it's a minor subdivision with a lot line adjustment rolled into it. Director Garrett then showed the Planning Commission members on the plat how the Subdivision and Lot Line adjustment was going to work.

Mr. Gardner Fey asked if Mr. Lenard's lot will have the jog in it.

Director Garrett stated that it will be Mr. Lenard's.

Mr. Fey asked if there is currently a home on the lot.

Director Garrett stated that there is currently a home on it.

Chairman Alsup asked if the Planning Commission had any questions.

Mr. Michael Pullen asked if they were going to access the one-acre property through the triangle lot.

Mr. Lenard stated that is their plan.

Mr. Pullen asked if they will need to submit a driveway access permit.

Director Garrett explained that what they would need to do is complete a driveway access permit form through the county department of transportation.

Chairman Alsup asked if that was the first contingency item.

Director Garrett stated that it is and said that we generally do that on other projects and minor subdivisions because it doesn't make sense for them to complete an access permit and then potentially not get approved and then have an access permit that wouldn't be any good.

Mr. Larry Brown asked if the triangle piece is where the mailboxes are.

Mr. Lenard stated yes, it's just a curve in the road where the mailboxes are and they have been mowing it and maintaining it for ten years.

Mr. Brown asked if that's where the house and buildings are that he will be tearing down.

Mr. Lenard stated yes, it is.

Mr. Pullen asked if Mr. Lenard was going to be clearing some trees.

Mr. Lenard stated that he will be doing some saw work. He stated that it is neglected farm land and this has been his vision for the future.

Mr. Pullen stated that there was a comment on the setbacks for the wastewater treatment system and asked if that has been addressed.

Director Garrett stated that when they make application for the OWTS on that bigger lot, it will be looked at then. He also stated that they have plenty of room, so it shouldn't be an issue.

Mr. Mark Masar asked about the Fire Department Comments stating that they weren't provided any details on this subdivision, and wondered how we handle that.

Director Garret explained that he emailed Ron Cook, and didn't get it printed out in time. He stated that Ron's concern was if the properties were going to be used for commercial use, the fire hydrants need to be closer than they do if it is going to be used for residential. Director Garrett explained that he confirmed with Ron Cook that it was going to be used for residential. Mr. Cook told Director Garrett that there's currently a hydrant within 300 feet and that he didn't have any issues or concerns. Director Garrett explained that the Planning and Zoning Department will be updating the Fire Protection Forms to address those little things so the fire department has a clearer picture of what the intended use is.

Chairman Alsup asked if there were any questions or comments.

Mr. Masar asked if this will be three lots in total.

Director Garret stated that one lot is being split into two and with the lot line adjustment there will be three lots total. He stated that all of which will be reflected on the plat.

Chairman Alsup asked if this will need to go to the Board of Zoning Adjustment.

Director Garrett stated that it will not. He explained that generally lot line adjustments and boundary line adjustments are administrative approval, but since they are doing a subdivision too, the Lot Line Adjustment and the Subdivision applications were rolled into one application. Rather than subdividing first and then coming in to do a lot line adjustment shortly thereafter, it was just rolled it into one approval process.

Mr. Lenard stated that they really appreciated that too so they didn't have to get a whole new round of surveys and application fees. He stated that this has been a learning process for him.

MOTION

Mr. Pullen motioned to approve MS 20-004 Willow Street Subdivision with the contingencies as stated.

SECOND

Mr. Fey seconded the motion.

Chairman Alsup called for a roll call vote and the motion passed unanimously (6 of 6)

Mr. Lenard asked if his next step would be the Board of County Commissioners.

Director Garrett stated that it would be.

Mr. Lenard asked if he needed to have his contingency items complete before the Board of County Commissioners meeting.

Director Garrett explained that he will have six months after the approval to complete the contingency items

7. **ADJOURNMENT**

Chairman Alsup adjourned the meeting at 3:18 p.m.

Byron Alsup 9-1-20
CHAIRMAN, FREMONT COUNTY PLANNING COMMISSION DATE