



## **Planning and Zoning Agenda**

Monday, November 4, 2019

1:30 pm

Town of Pinedale Public Works Conference Room

61 Pinedale South Road, Pinedale, WY 82941

- 1. Call to order**
- 2. Approve agenda**
- 3. Approve minutes from August 5, 2019 Planning and Zoning meeting**
- 4. Old Business**
- 5. New Business**
  - a. Elect officers**
  - b. Update from Planning and Zoning Administrator**
- 6. Public Comment**
- 7. Schedule next meeting**
- 8. Adjourn**

# Planning and Zoning DRAFT Minutes

Monday, August 5, 2019

6:00 PM

Sublette County Court House in the Commission Meeting Room

21 South Tyler Avenue, Pinedale, Wyoming 82941

Attendance: Commission Members: Darrell Walker, Lora Hittle, Nylla Kunard, Sandy Wanfalt  
(Absent: Landon Call)

Other: Casey Dauwen (Conditional Use Permit Applicant),  
Brian Gray (Jorgensen Associates) and Hayley Ruland (Town  
of Pinedale, by phone)

1. Meeting called to order at 6:15 PM.
2. Motion by Commissioner Kunard and seconded by Commissioner Hittle to approve the July 1 Minutes with the corrections bulleted below. Motion carried 3-0. (Wanfalt not present yet)
  - Attendance: Correct "KL Lehr" to "KC Lehr".  
Add "Jim Hamilton" and "Justin Sanders"
  - On p. 4 of the packet, 5th bullet, 2nd line: Add "-day" to make the middle of the line read "...failed to meet the 15-day notice on the site..."
  - On p. 5 of the packet, 2nd bullet, next to last line: Change "The ally way..." to "The alley way..."
  - Same page, next bullet, 3rd line from end: Change "Draining was questions..." to "Draining was questioned..."
  - Same page, 7th bullet, first line: Change "it" at the end of the line to "Steve Wilder" to make the sentence read "Dr. Rammell said Steve Wilder was the current owner..."
3. Motion by Commissioner Kunard and seconded by Commissioner Hittle to approve the Minutes from the July 8, 2019 P&Z meeting with the corrections bulleted below.
  - Attendance: Add "Josh Wilson, Rex Rammell"
  - same page, 5th bullet: Change the first sentence to read "Commissioner Hittle expressed that she was concerned about the handling of animals."
  - On p. 9 of the packet, 2nd bullet, change the next to last line to read "...he can't guarantee to not hear any muffled barking."
4. No Unfinished Business
5. Commissioner Wanfalt arrived at 6:38 PM.
6. New Business. Conditional Use Permit to allow the use of a Recreational Vehicle Park at the Grove Addition, Block 2

- Casey Dauwen, the CUP applicant, explained that the rezoning of the property was first in order to permit the use of the RV Park and that he did not apply for both the rezoning and the CUP simultaneously in order to see how the rezoning request would proceed. The rezoning request would be going to Town Council for final reading on August 26, 2019.
- It was noted the Conditional Use Permit was required regardless of the RV Park location in C-1 zoning.
- Hayley noted that there were some slight changes from the application which was originally sent to the neighbors. Casey said that the changes were included in the current packet. After learning about the variance process, he had modified the application to meet the CUP requirements.
- Darrell asked about paving and Casey said it was included in the CUP application and that he might apply for a variance in the future depending on his budget.
- The history of the conditions and previous CUP applications was discussed. These requirements have been in the code since the 1980's. The KOA campground was annexed into the Town more recently and an application was submitted around 2010, but was not completed.
- There was discussion about the length of the parking spaces at the individual RV sites. Per Casey, enough room would be provided for parking. When reserving a site online, one can see the details of the individual sites. For an RV park of this size 4 ADA sites are required to be provided.
- Casey is not sure in which sites employees will be located; this is a detail that will be figured out.
- Casey said that he was interested in starting construction this fall, possibly getting water and sewer to the property. Depths of the sewer and water lines (8 ft.) and of the groundwater table (5 ft.) were discussed.
- Lora asked about the length of stay in the individual RV spaces and the length of stay conditions included in the application. Casey said that he did not want additional conditions and that he will set dates for seasons before a season starts. The park would not be capable of being open year round (not winterized); it might accommodate guests until the end of October. Casey said that if the RV park is busy during the hunting season, he might leave one section open, but the RV owners would protect their hosing at their own risk. They could use the park's bathhouse.
- Access to the RV park was discussed. Wilson Street is intended to be the primary access and Club House Road the secondary access. Hayley said that she included this in the packet for discussion because of the letter from Heidi Hicks Wilson.
- Heidi's letter was discussed point by point. A bathhouse is not required but will be included; it will have bathrooms, showers and laundry facilities. Casey said he would be willing to talk with Heidi to discuss her concerns. The RV park property will not include a through street; the road surface will also be paved and not just of road base (Heidi didn't see the updated application). The Commissioners discussed building setbacks. The parking and RV sites will have a 15' setback to the residential lots. Casey said that he does not plan on building "on the cheap" with the project.

- Hayley asked about the privacy fence and mentioned that it was included in the first proposal but not in the updated plan. Neighbors and people involved were under the impression that a privacy fence would be constructed. Casey said he'd be willing to construct a fence as one of the conditions.
  - Installation and placement of trees were discussed. Casey said he would include the required number of trees.
  - Casey mentioned that the first plan did not include a fence on the south side of the property and that he might put up rail fence to accommodate Heidi Hicks Wilson. Casey said that he did not want the fence on the south side to be part of the CUP conditions and that he would work that out with the neighbor. He mentioned that the privacy fence for the residential lots was unique compared to the remainder of the property.
  - It was mentioned that Casey would have to apply for a variance for trash cans as he is proposing to have 3 trash locations spaced evenly throughout the park instead of a trash can for each site.
  - **It was moved by Commissioner Kunard and seconded by Commissioner Wanfalt to approve the conditional use permit for an RV park with the conditions that the project use the current site plan dated 7/31/2019 and that a privacy fence on the east side of the property, adjacent to the residential lots east of the property, be constructed within 3 years or at the time a home is constructed on one of the lots, whichever comes first. The motion carried 4-0.**
  - Commissioner Hittle thanked Casey for the professionalism of the CUP application.
7. P&Z terms – Commissioner Kunard's and Chairman Walker's terms expire at the end of August.
  8. Next meeting – September 3<sup>rd</sup> at noon; possible agenda items include tiny homes and the Town of Pinedale Master Plan
  9. Meeting adjourned at 7:23 PM.