

**MINUTES  
PLANNING COMMISSION  
TETON COUNTY, WYOMING  
January 11, 2021**

The regular meeting of the Planning Commission meeting was called to order at 6:00 PM in the Board of County Commission Chambers with Kasey Mateosky, Chair, presiding.

**ROLL CALL**

Planning Commission: Kasey Mateosky, Karen Rockey, Sue Lurie Alex Muromcew, and Devon Viehman.

**STAFF:** Planning Director Chris Neubecker, Associate Planner Chandler Windom, and Chief Deputy Attorney Keith Gingery.

**MINUTES**

A motion to approve the December 14, 2020 minutes was made by Commissioner Lurie and seconded by Commissioner Muromcew. There was no further discussion. Motion carried 5-0.

**ADOPTION OF AGENDA**

A motion to adopt the January 11, 2021 agenda was made by Commissioner Lurie and seconded by Commissioner Muromcew. There was no further discussion. Motion carried 5-0.

**MATTERS FROM COMMISSION: Selection of Chair and Vice Chair for 2021**

Chair

**MOTION**

Commissioner Lurie moved to nominate Commissioner Kasey Mateosky as Chair.

The motion was seconded by Commissioner Muromcew. There was no further discussion. Motion carried 4-0.

Vice Chair

**MOTION**

Commissioner Lurie moved to nominate Commissioner Muromcew as Vice Chair.

The motion was seconded by Commissioner Viehman. There was no further discussion. Motion carried 4-0.

**MATTERS FROM STAFF: Commissioner Training with Chief Deputy County Attorney Keith Gingery**

- Planning Commission Meeting Rules
- Legal Review of Wyoming Statutes & Land Development Regulations

Keith Gingery discussed some of the main legal texts used in the Planning Department, these include the US Constitution, Wyoming Constitution, Planning Commission Meeting Procedures, Green Book, Land Development Regulations and Planning Director Interpretations.

Mr. Gingery described the laws that grant the Commission the rights to regulate property. He stressed that the Commission should treat all applicants consistently, with openness and encourage public participation. He described the types of meetings that can be held in Wyoming: Regular Meeting, Special Meeting or Emergency

Meeting. One of the only times Emergency Meetings are used locally are when implementing a moratorium. Special Meetings require at least 8 hours' notice and can only include discussion of items listed on the agenda. Mr. Gingery described Ex-Parte meetings. A Commissioner should first contact the staff to request the meeting, and two Commissioners should attend to act as backup to other Commissioners. A quorum for Planning Commission is three members. Public is not required to sign in to attend a meeting. They can be required to state their name to provide public comment. Commissioners also should not predetermine their votes. Meeting breaks can be used to allow staff sufficient time to prepare conditions of approval.

Mr. Gingery described how Planning Commission rules can be suspended with approval of  $\frac{3}{4}$  of the Commissioners. Roberts Rules of Order are used when the adopted rules are silent. The more formal the Commission acts to each other, the more respectful the public will be with their behavior. Commissioners should not speak until recognized by the Chair. He described some of the lesser used motions from Roberts Rules.

Tabling is not used frequently. Items can be tabled to later in the meeting. It is used to delay action at the time, but then requires an approved motion to take off the table and discuss. A better option is to continue or postpone to a specific meeting date.

Commissioner Muromcew – Asked question about postponing to a certain time of day.

Mr. Gingery – Described Findings of Fact and Conclusions of Law. They describe the findings made by the decision makers and are one of the primary documents used if there is a legal challenge. He also described some of the duties of the Commission to recommend a Comprehensive Plan and adopting Land Development Regulations, as well as zoning maps.

Mr. Gingery described Wyoming Statutes 18-5-201; Title 18 relates to counties; Chapter 5 relates to planning. He described what can be regulated by Counties, including use of buildings and structures.

Commissioner Lurie – If the public contacts a Commissioner, is it a meeting?

Mr. Gingery – General topics relating to planning are OK to discuss with the public, but Commissioners should mention at the next meeting. If comments are relating to an application, they should send their comments to the entire Commission or express their comments at the public hearing.

Commissioner Rockey – We have very good press coverage of our meetings. The press likes to get quotes from Commissioners.

Mr. Gingery – Would prefer that Commission not talk directly with the press. Encourage them to attend the meeting. Commissioner should not state their feelings on an application before the hearing.

Commissioner Lurie – To Chris Neubecker, if someone calls us about an application, should we have them send comments directly to staff?

Mr. Neubecker- Yes that is an option. Most important is that all Commissioners, the staff, and the public have access to the information.

Commissioner Mateosky – Who is our County Commissioner liaison? Is it something we should use? During the Gill application, we heard request to read a letter from someone who could not attend the hearing; should

that be allowed?

Mr. Gingery – It is at the discretion of the chair. The Chair can poll the rest of the Commission to see if they are willing to listen to the letter.

Commissioner Mateosky – On other boards, we have held back on Commissioner comments until after presentation from the staff, applicant, and public comment. Is that approach allowed?

Commissioner Lurie – I like asking the question at the time, and not waiting until later.

Commissioner Muromcew – I prefer speaking initially with staff.

Commissioner Viehman – I do not yet have a preference.

Commissioner Mateosky – What other training would be helpful to the Commission?

Commissioner Lurie – On neighborhood planning, we might have opportunities and ideas that come up.

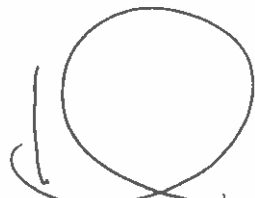
Commissioner Mateosky – On occasions in the past, we have brought in other experts, including a group from Georgia.

Mr. Neubecker – Staff can put together training if the Commission will identify what they might benefit from. We can add to the budget, if needed.

#### **ADJOURNMENT**

Commissioner Lurie moved to adjourn at 7:10 PM. Commissioner Rockey seconded, and the motion passed unanimously.

Respectfully submitted: kr



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Kasey Mateosky, Chair

ATTEST:



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Chris Neubecker, Planning Director

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