

WORLAND BOARD OF ADJUSTMENT AND PLANNING COMMISSION  
Regular Meeting  
September 11, 2023

The Worland Board of Adjustment and Planning Commission (BAPC) convened at Worland City Hall Council Chambers on Monday September 11, 2023 at 12:00 p.m. Commission members in attendance were Chairman Scott Fritzler, Member James Donahue, Member Landis Benson, Member Alain Poncelet and Member Dan Frederick. Also in attendance were Building Official Representative Heath Overfield, Clerk/Treasurer Tracy Glanz and Deputy Clerk Nancy Dellos. There was one (1) visitor present. Member's Michael Sanchez and Mike Dykman were absent.

Motion: to approve the agenda.

By: Member Benson.

Second by: Member Frederick.

Vote: The motion passed unanimously.

Motion: to approve the amended minutes of the June 26, 2023 regular meeting.

By: Member Donahue.

Second by: Member Benson.

Vote: The motion passed unanimously.

Member Alain Poncelet entered the meeting at 12:02pm.

Building Official Representative Heath Overfield with Engineering Associates asked if the Board members had any questions building code related to or about his work. Member Benson asked if the board looks at site plans; are we not required to? The Building Official reviews residential site plans to make sure that they meet setbacks, zoning, etc. but as far as commercial developments, those site plans would come before this board. The new Light House project originally contacted Building Official Representative Overfield and asked if he would do a cursory code review and sent a copy of their code plan. I visited with the State Fire Marshal Office as the Light House project would go through the state office for their plan review. It appears that the project has plenty of landscaping and all set setback requirements are met. Member Frederick asked what kind of parking is required for a building that size. The parking is based on occupancy, the occupancy limits are unknown on the building currently. The Light House would have to bring the site plan in front of the BAPC board for approval. Clerk/Treasurer Glanz stated that the Light House site plan may be ready for review at the next BAPC meeting scheduled for September 25<sup>th</sup>.

Building Official Representative Overfield asked if the site plan application needed to be submitted ten (10) (calendar or business) days prior to the meeting. Member Benson stated that this board never reviewed the plans ahead of time before. Discussion followed about the need to publicize the site plan review; Member Frederick stated that the city only needed to publicize a public hearing.

Member Benson asked Building Official Representative Overfield how much time that he has been putting in with the City of Worland. The time spent varies depending on what the projects are. When Engineering Associates signed the contract, it was estimated at ten (10) to twelve (12) hours a week. Clerk/Treasurer Glanz emails the building permits and then I try to come over from Thermopolis to drive around and look over projects. As far as contractors, if they call and ask me for inspections then I try to schedule within twenty-four (24) hours or when I can.

Building Official Representative Overfield stated that he thought that there has been some confusion statewide concerning home rule and cities having jurisdiction over commercial improvements. The State Fire Marshal office said that they have had some recent turnover in their department and after further discussion with the new Fire Marshal, Worland does not have home rule currently.

Clerk/Treasurer Glanz asked Building Official Representative Overfield to look into the remodeling done at the property on 2019 Big Horn Avenue. Building Official Representative Overfield reached out to the new local Fire Inspector for the State Fire Marshal's office, Jason Brost. Mr. Brost stopped by this property to visit the owner and found out that they had Caine Morris of (Design Services) do the design for their remodel on the Southwest corner where the shop is. Mr. Brost looked at the building and is comfortable with what they have done so far. Building Official Representative Overfield stated that the property owner cut down some trees that were accounted for in their landscape agreement and is in violation of their approved application. Chairman Fritzler suggested that the property owner submit an updated landscaping plan for the site that would meet the requirements. Clerk/Treasurer Glanz stated that the new use of the building is not allowed in the current zone. Building Official Representative Overfield will draft a letter for the property owner to update the application and notify the owner of the zone issue.

Member Benson asked Clerk/Treasurer Glanz if there have been any applications for the Building Official position and she stated that she has received two (2) letters of interest.

Clerk/Treasurer Glanz stated that Ramon Vega asked about placing a tiny home on a trailer lot on Washakie Avenue; the home will be left on skids. Clerk/Treasurer Glanz stated that the city does not have regulations for tiny homes. Chairman Fritzler suggested that the BAPC board discuss this matter at the next meeting on September 25<sup>th</sup>.

Clerk/Treasurer Glanz and board members thanked Building Official Representative Overfield for all the work he has done for the City.

With no further business, the meeting adjourned at 12:44 p.m.

---

Scott Fritzler, Chairman

---

Nancy Dellos, Deputy Clerk