

Basin Master Plan Committee

Town Hall

July 14, 7 p.m.

Called to order at 7 p.m. by Chairman Carl Olson.

Present were Consultant Ken Marker of MMI Planning, Jim Kelso, Jim Waller, Becky Allred, Karla Pomeroy, Ken Fink, Lyle King, Jeff McFredrick, Amy Kania, Dave Cooper, Mark Hillman, and Barbara Anne Greene.

Absent were Mary Fisher, Andy DeGraw, Cindy Schlattman and Laroy Schell.

Chairman Olson turned the meeting over to Ken Markert.

1. Review contact information, e-mail and project website. Ken Markert presented a list of current Master Plan members. Mayor Kania noted she was only there as an observer. It was suggested to contact Bill Stoelk, recently retired town public works director to be on the committee.

Ken Markert asked if the council has officially approved the committee members and if so the council should be notified of any additions.

Ken Markert said all information will be on his website but he can make a specific page for Basin. Mayor Kania suggested referring people to the town's website, [www.basinwyo.net](http://www.basinwyo.net), and having a link to Ken Markert's site. The committee agreed this was the best approach. The direct link is [www.mmiplanning.com/basin/basin.htm](http://www.mmiplanning.com/basin/basin.htm).

A copy of the 2003 Community Assessment will be posted on the site and the 2011 assessment once the report is received.

Ken Markert said all items for review will be posted about a week prior to the next committee meeting. Hard copies will be provided by MMI at the meetings.

2. Recommended Committee Rules. Mark Hillman made a motion to approve the committee rules as presented. Becky Allred seconded. Motion carried. Copy is attached.

3. Project schedule. The project schedule includes monthly meetings of the Master Plan Committee, two open houses, one in November and one in February or March. Mark Hillman asked if the Master Plan could be completed and then work would begin on the Zoning and Subdivision Ordinances. Ken Markert said Cowley did the exact thing and he is open to whatever the committee wants.

4. Town Officials Survey. The survey returned from 15 council, town officials, planning and zoning

and Master Plan members were reviewed and discussed. The 10-page report is on the website.

Ken Markert said the survey will be used as a resource to develop survey questions and goals of the committee.

James Kelso asked if during the Master Plan update there should be research into any upcoming regulation or restrictions that might result in unfunded mandates to the town. Jim Waller said one such regulation is a flood plain map that FEMA may be requiring of the town.

5. Sample Community Planning Surveys. Handouts of surveys used in Buffalo, Thermopolis and Butte, Mont., were presented. The committee members are asked to review the surveys, highlight or circle questions that they would like to see included in the Basin Master Plan survey. Surveys need to be returned to Ken Markert in two weeks and he will present an initial draft survey at the next meeting.

Any additional questions may also be submitted.

Send surveys to 2319 Davidson Ave., Cody, WY 82414 or [markert@mmpianning.com](mailto:markert@mmpianning.com)

There was discussion about who would be sent a survey and whether to include people outside the community by using utility list or property owner list. Ken Markert said the first step is to complete the survey questions but that he would provide some suggestions.

Ken Markert said the surveys would be mailed rather than an Internet survey because there is more control over who receives a survey, and the percentage of surveys completed. He said a letter will be sent to those chosen to select a survey if a sampling is what is selected by the committee, then the survey and then a postcard reminder of the deadline.

Surveys need to be quick, easy and convenient so he makes sure they are on only one page and self-addressed envelopes or other methods are included.

6. Future meeting dates. Barbara Anne Greene made a motion to set the meetings on the second Thursday of each month at 7 p.m. Becky Allred seconded. Motion carried.

The next meeting will be Aug. 11. Other dates are Sept. 8, Oct. 13, Nov. 10, Dec. 8, Jan. 12, Feb. 9 and March 8.