



CROOK COUNTY LAND USE PLAN UPDATE STEERING COMMITTEE MEETING

September 10, 2025

3:00 PM

County Commissioners Meeting Room
County Courthouse
309 E. Cleveland St., Sundance

[Join the meeting now](#)

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 254 486 855

348 6

Passcode: ZS9u4cC7

AGENDA

- I. Welcome and Roll Call
- II. Public Outreach Strategy – Bree Burton
 - a. Review the document and add any additional strategies
 - Bree reviewed the public outreach strategy, describing the different engagements, including the steering committee, stakeholder interviews, citizen input survey, and public open houses. Bree also reviewed the different outreach methods that will be used to get information out to citizens about the land use plan update process and citizen survey. These methods will include social media outreach, word of mouth from steering committee members and others, newspaper press releases, flyers in public places throughout the County, and print outs in the tax bills.
 - The document was provided to the steering committee and will be placed on the website for anyone to review.
- III. Citizen Survey – Bree Burton
 - a. Review cost estimate for mailing – estimated cost \$19,748.50 just for postage, additional \$2,500 for labor to put together and print
 - Steering committee requested that Bree send an email to the Crook County Commissioners laying out the cost for mailing the surveys to see if they would like to provide additional funding to complete this.

Several of the steering committee members feel this is the most successful way to get responses.

- During the meeting, one steering committee member reached out to the newspaper editor to see what it would take and cost to put the survey in the paper. That information came back from the editor that an insert could be put in the newspaper which reaches about 2,200 people within the County, between the three papers. It would cost approximately \$480 to have the surveys printed (double sided) and then inserted into the newspapers. The steering committee all agreed this was a great idea and could really outreach to many in the county who may not have access to computer or internet. Bree was going to provide this information to the Commissioners as well but it is likely that this cost could be covered under the current contract Y2 has with the County. Bree will send email to
- b. Review Number of Completed Surveys Needed – 367 surveys
- Bree described that this is a statistical analysis and used the estimated population number of 7,775 for Crook County to get this estimated number along with a 95% confidence interval and margin error of plus or minus 5%. The calculation was done via the computer program. It was discussed that this number is likely high as it is the census and we would not be including anyone under the age of 18 in our survey. Bree was going to play with the numbers a little and see what changed but all felt this number was a good starting place.
- c. Review questions
- Y2 went through each question in the survey with the steering committee. Edits were provided to the questions, most edits were minor.
 - One of the steering committee members had asked if Y2 had received her survey comments a few weeks previously. Unfortunately Bree had not received those edits in her email but they were reviewed at the steering committee meeting.
 - A member of the public spoke up during the meeting with concerns about the direction the questions were going and that it was not appropriate to ask some of these questions as part of the land use plan process as they were focused more on regulations which is another process. Much discussion was had about this during the meeting and it was determined to leave the questions as written.
 - Y2 did receive the edits to the questions and additional questions presented by the steering committee member and is reviewing to see how they fit into the survey.
- d. Review outreach strategies
- Review survey link online - [Crook County Land Use Plan Update | Houston Engineering](#)
 - Bree reviewed the survey link that will host the survey and will provide that to the steering committee for a final review before it goes live.
 - To help provide information on the land use plan, Bree will add the Primer document information to the website and survey which will help describe what this process is and why the land use plan is important.
- e. Review timeline
- Edits to survey by Friday at noon.

- Mailers in tax bills go out next week
- Survey flyer/advertisement to steering committee by Tuesday 9/16
- Survey to go live by Wednesday, 9/17
- Newspaper/Social media week of September 22nd
 - Will continue to push social media
- Close Survey – tentatively run for 30 days, Friday October 17th. If we aren't getting our numbers we may need to push it a couple of weeks.

IV. Stakeholder Interview Status – Michael Surface

- Continuing stakeholder outreach through September
- Michael has reached out to all the municipalities to work to schedule interviews with elected officials of the municipalities.
- Bree sent email to those on email list to see if anyone was interested in completing a stakeholder interview.
- Y2 will work through stakeholder interviews through end September then will wrap up and develop the summary of stakeholder interviews.
- To date there are 21 interviews, there are some that previous Y2 project manager completed that Bree is still tracking down so there is likely between 25-30 interviews completed.
- Raw stakeholder interview notes were provided to the steering committee for their review in the shared OneDrive folder.
- Y2 will provide a summary of stakeholder interviews by the October meeting.

V. Guidance vs. Regulation – if time allows

VI. Review Raw Stakeholder Interviews – if time allows

VII. Questions & Comments

VIII. Action Items

- Bree to send email to County Commissioners outlining the cost of mailing surveys and inserting the surveys in the newspapers.
- Bree to review sample size number for surveys needed for statistical validity
- Bree/Michael to review and edit survey questions. Bree will provide the edited version of the survey back to the steering committee by first thing Friday September 11, 2025. for final review with comments back to Bree by Monday September 15th end of day.
- Provide stakeholder summary document week prior to next steering committee meeting.

IX. Next Steering Committee Meeting

- Currently scheduled for Wednesday, October 15, 2025 3-5 PM; request moving to Wednesday October 29, 2025 from 3-5 PM due to scheduling conflicts for Bree
 - Pushing back a little will allow us to get the stakeholder summary finished and out ahead for review, and will allow survey results to be presented to the SC and trends and conditions draft to be presented to the SC.

