

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

December 2, 2009

Present: **Ron Thacker- Chairman**
Bob Palmquist-Member
Elmer Beck-Member (Alternate)
Jody Tibbitts-Building official

Absent: **Lee Hansen- Member**
Mike Blackman- Member
Ron Schupp-Member
Al Redlin- Councilman
Yolanda Navarrete- Clerk

Official P&Z Board Meeting at 6:00 PM MST

1. Call to Order—A quorum is present
2. Approval/additions to Agenda—Ron Thacker proposed that Item 3 be expanded to specify approving the minutes of the previous Board meeting and to approve the minutes of the Commercial Zoning Public Hearing of September 22, 2009. Ron Thacker also proposed that Item 7 be deleted from the agenda due to the absence of the Board's clerk. Elmer Beck made a motion to approve the agenda as amended, Bob Palmquist seconded; the motion passed unanimously.
3. Approval of Minutes—Bob Palmquist made a motion to approve the minutes of the Board Meeting of November 18, 2009 as written. Elmer Beck seconded the motion, the motion passed unanimously.
Bob Palmquist made a motion to approve the minutes of the Commercial Zoning Public Hearing of September 22, 2009 as written. Elmer Beck seconded the motion, the motion passed unanimously.
4. Citizen Input to the Board for items not on the agenda--None
5. Citizen's input for items on the agenda--None

6. Action Items:
 - a. Titensor, Mitch: 151 Alta Dr plat 16 lot 87: Detached garage
After considerable discussion by the Board and the Building Official, Elmer Beck made a motion to approve the permit application provided the following conditions are met:
 - i. The corners of the property must be properly staked as described in Ordinance 2007-06 (Amended) Appendix 11-1, Chapter 11-Buildings, Article 1, Para 18 and verified by Town staff or a member(s) of the TSVR Planning and Zoning Board.
 - ii. The building's setback from the north property line must be identified, marked and verified by Town staff or a member(s) of the TSVR Planning and Zoning Board.
 - iii. The proposed new location of the propane tank must be noted on the plans as being at least ten (10) feet from any structure.
 - iv. The building plans must include confirmation from the truss manufacturer that the bottom chord of the truss meets live load standards.Bob Palmquist seconded the motion, the motion passed unanimously.
 - b. SVRA, 747 Vista East: Remodel cook shack to add ADA bathrooms
Bob Palmquist made a motion to approve the permit application, Elmer Beck seconded; the motion passed unanimously.
7. Information/discussion Item: Yolanda updates--re-cap P/Z issues since previous meeting—Deleted from Agenda
8. Review action items from last meeting
 - a. Ron Thacker- Contact Mayor/council to invite them to the 12/16 Board Meeting to discuss FEMA—Done, Council and Mayor will meet in a workshop with the Board on December 16 at 5pm at Town Hall.
 - b. Ron Thacker- Draft a proposal to standardize the variance request—Done, drafts have been sent to Board and Mayor. Return comments from Mayor and Board will be incorporated into draft for discussion at next Board meeting.
 - c. Bob Palmquist - Continue to refine the information on draft town information database--Continuing, Bob has incorporated provisions to identify any streets bordering any lot on TSVR.
 - d. Ron Thacker - Draft minutes to the CZO public hearing of 9-22-09 for Board approval--Done, Board approved minutes at this meeting.
 - e. Ron Thacker - Propose a winter P/Z schedule to the mayor—Done, Mayor approved concept, Ron Thacker will ask a Board member to draft a proposed schedule.
 - f. Ron Thacker - Forward recommendations to amend the building Ordinance to Al Redlin for presentation to the council—Done, Councilman Redlin will present the Board's recommendations to Town Council at their meeting of 12/8/09 and move to amend the ordinances.

9. Comments/Matters from the Board--Ron Thacker: Administrivia—Ron Thacker suggested that that permit application and variance request information be posted as P&Z Board agenda items on the Town's website NLT the Wednesday prior a scheduled Board meeting. This will serve as public notice to any parties who may want to attend the meeting, who may have an interest in, or who may want to comment on these requests. Will put on the agenda for discussion at the next Board meeting.
10. Recap action items for next Board Meeting
 - a. Bob Palmquist—Summarize the changes in Section 4 of the Commercial Zoning Ordinance for possible incorporation into communications notifying the public of new or different requirements contained in the ordinance.
 - b. Mike Blackman—Summarize the changes in the other building ordinances being considered by the Council for incorporation into a letter or notice to contactors and other interested parties.
 - c. Lee Hansen—Draft a proposal for next year's TSVR P&Z Board meetings.
 - d. Bob Palmquist—Review and summarize the community plan and overlay information for TSVR.
 - e. Lee Hansen—Prepare summary presentation for Board/Council 12/16 workshop on information from Homeland Security and FEMA on flood insurance ordinances and options.
 - f. Bob Palmquist—Prepare demonstration of Town information data base for Board/Council 12/16 workshop.
11. Motion to Adjourn—Elmer Beck made a motion to adjourn the meeting, Bob Palmquist seconded; the motion passed unanimously and the meeting adjourned at 7:05 pm MST.
12. Next Regular Board meeting – Wed. December 16, 2009 at 6:00 PM MST