

## The Town of

Star Valley Ranch, Wyoming

### PLANNING AND ZONING MEETING MINUTES

**FINAL**

**December 16, 2009**

Present: **Ron Thacker- Chairman**  
**Bob Palmquist-Member**  
**Lee Hansen- Member**  
**Mike Blackman- Member**  
**Yolanda Navarrete- Clerk**

Absent: **Ron Schupp-Member**  
**Al Redlin- Councilman**  
**Elmer Beck-Member (Alternate)**  
**Jody Tibbitts-Building official**

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

1. Call to Order: A quorum is present.
2. Approval/additions to Agenda--Bob Palmquist made a motion to approve the agenda as written, Mike Blackman seconded; the motion passed unanimously.
3. Approval of Minutes--Bob Palmquist made a motion to approve the minutes as written, Lee Hansen seconded; 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. Buck, Jan--Plat 5, Lot 28; 374 Scrub Oak Dr--Enclose patio to living space. After some discussion, Lee Hansen made a motion to approve the permit application. Mike Blackman seconded the motion, Hansen, Thacker, Blackman voted aye, Palmquist voted no. The permit application was approved.
  - b. Welte, Raymond Plat 20, Lot 77; 14 Aztec Dr--Detached garage. Lee Hansen made a motion to approve the permit subject to the owner properly staking the corners of his lot. Bob Palmquist seconded the motion; the motion passed unanimously.
7. Information/discussion Item—Yolanda, re-cap P/Z issues since previous meeting--none
8. Review action items from last 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. The Board that Mike Blackman and Bob Palmquist would both condense their information into a one-page summary to be posted on the Town website and also mailed to contractors.
  - b. Mike Blackman—Summarize the changes in the other building ordinances being considered by the Council for incorporation into a letter or notice to contractors and other interested parties. See Item 8 a. above.
  - c. Lee Hansen—Draft a proposal for next year's TSVR P&Z Board meetings. The Board agreed to change the regular Board meetings to 5 pm with any citizen input

- to be scheduled for 6 pm. Board meetings will continue to be scheduled on the first and third Wednesdays of each month for 2010. The Board meeting schedule for 2010 will be posted on the Town website.
- d. Bob Palmquist—Review and summarize the community plan and overlay information for TSVR. Inquiries to the County and representatives of the Freedom community have not yielded any new information.
  - 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. The workshop with the Mayor and Town Council has been deferred until February.
  - f. Bob Palmquist—Prepare demonstration of Town information data base for Board/Council 12/16 workshop. See Item 8 e. above.
9. Comments/Matters from the Board
- a. Ron T: Administrivia
    - i. Report of Town Council Meeting 11/10/09
    - ii. Review Variance Process Document—Approved by Board.
    - iii. Publishing P&Z Board agenda items—Yolanda will publish known agenda items on the Town website one week before each Board meeting.
    - iv. Plan for notifying public of building and zoning ordinance changes—Yolanda will to send letter detailed in 8 a. above to contractors and post on the Town website.
    - v. Mayor/Council guidance on future Board initiatives
      - 1. Continue work on a Town master road plan and create an overlay defining egress and ingress routes in case of emergencies.
      - 2. Prepare to support new community assessment in Summer/Fall 2010.
      - 3. Refine process for updating Mayor and Council on Board issues.
      - 4. Assist with codification of Town ordinances.
      - 5. Continue work on zoning ordinances.
    - vi. Select Chairman for 01/06/10 Board meeting--Mike Blackman will act as Chair at the next Board meeting.
10. Recap action items for next Board Meeting
- a. Mike Blackman-Get building ordinance change summary to Yolanda.
  - b. Yolanda—Publish ordinance changes on Town website and mail summary to contractors.
  - c. Yolanda-Change Board meeting times on Town website.
  - d. Bob Palmquist/Lee Hansen—Continue preparation for FEMA workshop with Town Council in Feb, 2010.
  - e. Mike Blackman—Research and write-up flood insurance information from local insurance companies.
  - f. Yolanda--Publish agenda action items, (building permit appl. and variance requests) a week before Board meetings.
  - g. Bob Palmquist—Continue work on Town master road plan and emergency road evacuation plan overlay.
  - h. Yolanda—Prepare copies of recently passed ordinances for inclusion in the Board's binders.
11. Motion to Adjourn--Mike Blackman made a motion to adjourn, Lee Hansen seconded; the motion passed unanimously. The meeting adjourned at 8:20 PM MST.
12. Next Regular Board meeting – Wed. January 6, 2010 at 5:00 PM MST