

The Town of
Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

January 20, 2010

Present: **Ron Thacker- Chairman**
 Mike Blackman- Member
 Bob Palmquist-Member
 Lee Hansen- Member
 Elmer Beck-Member (Alternate)
 Yolanda Navarrete- Clerk

Absent: **Jody Tibbitts-Building official**
 Ron Schupp-Member
 Al Redlin- Councilman

Official P&Z Board Meeting at 5:00 PM MST

- 1) Call to Order--A quorum is present
- 2) Approval/additions to Agenda--Lee Hansen 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. Palmquist, Hansen, Blackman, and Beck voted “Aye”; Ron Thacker abstained. The motion passed.
- 4) Information/discussion Item—Yolanda, re-cap P/Z issues since previous meeting.
 - a) Yolanda expressed the Mayor’s gratitude to Mike Blackman for volunteering to be on the SVRA’s Silo committee. The Mayor was very appreciative that Mike had volunteered his time and expertise.
 - b) A resident had a question on whether or not they would be able to ask for an extension beyond the 2 year building permit time requirement.
 - i) It was discussed and the Board concluded that if the resident/builder approached the Board before the Permit expired and informed the Board of the work needed to complete the work and of a project completion date within a reasonable time period, the Board would consider an extension.
 - ii) If the Board was requested to extend the permit after the permit had expired, the Board would require the owner/builder to re-apply for a permit, and pay the associated fees for a new permit.
- 5) Review action items from last meeting
 - a) Bob/Lee- FEMA presentation with mapping rescheduled for Feb 9, 2010.
 - b) Mike: Draft letter to the Mayor Ref: Evacuation Plan--Done

- c) Bob: Restructure road map: Colors...etc.--Done
 - d) For next agenda, Workshop dates to be set for mayor, Council/Board to work on FEMA.
 - i) Meeting set for Tues 2/9/10 at 2pm
 - ii) Bob/Lee did a test run of their presentation to the Board.
 - iii) The Board discussed the presentations and made some suggestions.
 - iv) Bob/Lee to consider suggestions and run through presentation at the Feb 3rd meeting.
- 6) Citizen Input to the Board for items not on the agenda—None
- 7) Citizen's input for items on the agenda—None
- 8) Action Items: Permits and variance requests—None
- 9) Comments/Matters from the Board
- a) Ron T: Administrivia—The Board needs to obtain copies of the new and newly amended building ordinances.
 - b) Bob – Some issues the Board could address during the “slow season”
 - i) Single Family Residential Zone regulations
 - ii) Private Recreation Zone regulations
 - iii) Town street classification Town street plan
 - iv) Master street plan for area adjoining Town
 - v) Community overlay plans
 - vi) Potential new zoning district regulations
- 10) Recap action items for next Board Meeting
- a) Ron T: Edit Mike's letter on evacuation plan and send to Mayor.
 - b) Ron. T: Get a copy of Micro-Soft Office software to Bob Palmquist.
 - c) Bob: Refine street map signs/symbols for letter on evacuation plan.
 - d) Bob: Refine Town data base/FEMA presentation down to 10-15 minutes.
 - e) Lee: Refine FEMA information presentation down to 10-15 minutes.
 - f) Bob/Lee: Run through FEMA program presentation at 2/3 Board meeting
 - g) Ron T: Prepare an agenda for the FEMA workshop with the Mayor/Council.
 - h) Yolanda: Print copies of the latest building ordinances for Board's notebooks.
 - i) Ron T/Bob/Lee: Work on zoning regulations for Single Family Residential Zone.
 - j) Board members: Compile known out-of-town schedules.
 - i) Ron T. will be gone Mar/Apr, 2010
 - ii) Bob will be gone in Apr, 2010
- 11) Motion to Adjourn
- a) Bob Palmquist made a motion to adjourn the meeting, Mike Blackman seconded; the motion was approved unanimously. The meeting was adjourned at 8:00pm MST.
- 12) Next Regular Board meeting – Wed. February 3, 2010 at 5:00 PM MST.