

**The Town of**

*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**JULY 1, 2009**

Present: **Ron Thacker- Chairman**  
**Lee Hansen- Member**  
**Bob Palmquist-Member**  
**Mike Blackman- Member**  
**Ron Schupp-Member**  
**Al Redlin- Councilman**  
**Yolanda Navarrete- Clerk/Recorder**

Absent **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—Lee Hansen made a motion to approve the agenda, Mike Blackman seconded; the motion was approved unanimously.
3. Approval of Minutes—Approval of the minutes of June 17, 2009 was deferred to the next Board meeting
4. Citizen Input to the Board for items not on the agenda
  - a. Watt project Plat 13 lot 47 151 Canyon Pines  
A Board member observed a building project at 151 Canyon Pines Drive. Personnel on site were advised that a building permit might be required for the work and that work should cease until it was determined if a building permit was required. After some investigation, it was the Board consensus that a building permit was required and the property owner should apply for a building permit and submit plans for the project.
5. Citizen's input on agenda
  - a. Yolanda: For Miller plat 7 Lot 70; 310 Redwood Road—A building permit was issued 5/28/09 conditional to obtaining an engineer stamp on the building plans. Mr. Miller asked the Board for permission to start excavation while waiting on engineered plans to be finished.
    - 1) The Board agreed to allow Mr. Miller to proceed with excavation to dig the footings.
      - a. There was discussion on the need to have a different color for permit posted for excavation purposed to differentiate from regular permit.

- b. It was agreed that the color of a permit issued for excavation permit should be different and could be issued to Mr. Miller.

6. Action Items:

- a. Sotelo, Brock Plat 18 Lot 64; 1038 Hardman Road—Garage
  - i. Bob Palmquist made a motion to issue the permit, Ron Schupp seconded; the motion passed unanimously.
  - ii. Jody Tibbetts, record of walkthrough w/fire Marshall, and who was present—Jody was absent; item will be tabled until the next meeting.
  - iii. Jody Tibbetts, has been unable to contact with Steve Hockett on engineered plan, will try again. This item will be deferred until the next meeting.
- b. P&Z web page review for surveys—There was discussion on proposed changes to the commercial ordinance survey website.
  - 1) An e-mail address was added for comments and answers.
  - 2) Yolanda gave the Board information on e-mail address/password

7. Information/discussion Item:

- a. Yolanda updates
  - i. Re-cap P/Z issues since previous meeting
    - 1) Keys for the new Town Hall building were issued and old keys turned in.
  - ii. Applicant signature line and date on 007 Form will be completed by the next Board meeting.
  - iii. Septic tank lines—Combe Plat 18, Lot 84--This a County, not a Town issue and will be left to the County to handle.
- b. Discussion on temporary occupancy permits—There was a lengthy discussion on time frames for these permits, what the Board and Town are trying to accomplish by this...etc. Discussion will be continued at the next Board meeting.
- c. Discussion on structural organization of ordinances—Will be deferred to next Board meeting.

8. Comments/Matters from the Board

- a. Ron Administrivia--P&Z Board organization. After three members were reappointed to the P&Z Board, the Board agreed to retain its current organization and rules of procedure.

9. Recap action items for next Board Meeting

- a. Yolanda- Correct Town address on website
- b. Yolanda- Will catch up Board minutes deferred due to Town Hall move and staff vacations.
- c. Bob Palmquist- Will meet with Town Clerk and finalize Web-site for commercial ordinance surveys.
- d. Ron Thacker- Will confer with Al Redlin on structural organization of ordinances.

- e. Jody Tibbitts- Will finalize memo on walkthrough inspection with fire marshal on Garaman Building.
  - f. Jody Tibbitts-Will contact Steve Hockett regarding 2000 ft2 engineering stamp requirement.
  - g. Yolanda- Will design and issue an excavation only permit/different color.
  - h. Yolanda- Will brief Town Clerk on conditional permit for Miller (Plat 7, Lot 70).
  - i. Ron Thacker- Will finalize timeline and advertising on commercial ordinance survey with Town Administrator.
  - j. Bob Palmquist- Will give commercial ordinance flash drive data set to Mike Blackman to continue work on commercial ordinance.
10. Motion to Adjourn--Lee Hansen made a motion to adjourn, Ron Schupp seconded; the motion passed unanimously.
11. Next Regular Board meeting – Wed. July 15, 2009 at 6:00 PM