

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

MAY 6, 2009

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

Absent **Elmer Beck-Member (Alternate)**

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

1. The meeting was called to order at 6:00 PM MST
2. Approval/additions to Agenda
 - a. Lee Hansen made a motion to approve the agenda; Bob Palmquist seconded, the motion passed unanimously.
3. Approval of Minutes:
 - a. Lee Hansen made a motion to approve the minutes of 4/15/09; Bob Palmquist seconded, the motion passed unanimously
4. Citizen Input to the Board for items not on the agenda
 - a. none
5. Action Items:
 - a. Al Redlin; information on LVI Bridger Mountain subdivision conditions to development of recently annexed Garaman commercial property
 - i. List detailing the TSVR conditional approval from 5-11-06 was found but not recorded in Lincoln County records. Al Redlin will contact Tim Stewart of LVI and John Woodward, Lincoln County Planner to pursue what should or needs to be done to record the conditional approval for the LVI development by TSVR.
 - ii. The Board's consensus was that LVI is responsible for recording the terms of the Town's conditional approval. This will be an agenda for the P&Z meeting of 5/20/09.
 - b. Board, brainstorm, and develop operating procedures, for Jody, and issues that may arise, and step by step how to handle them.
 - i. Bob Palmquist drafted a proposed form, "Adverse Action", and the Board worked together to further develop the form and define a process to administer it.

- ii. Yolanda will draft a new proposed 3 part form incorporating the Board's suggestions for review at next meeting.
 - iii. The Board will review the proposed form and the process for utilizing it at the next Board Meeting.
 - iv. After discussion it was the Board's consensus that:
 - a. The Building Official will use the form to document the deficiency revealed by an inspection. A TSVR Certificate of Occupancy will not be issued and/or the TSVR Special Municipal Officer will issue a citation if the owner or his agent do not correct the deficiencies noted by the Building Official.
 - b. If the Building Official issues a "Stop Work Order" or an order to "Vacate the Premise", he will document the time the building permit holder has to obey the order on the Deficiency Notice after giving due consideration to property preservation, health, and safety factors. Fines and citations will be issued for noncompliance.
 - c. In addition to the property owner's representative, the property owner will be notified by the Town of any Deficiency Notice.
 - c. Review Mayors comments on Board's outside communication
 - i. Mayor has re-iterated the importance of remarks and responses to the public from the Board be agreed upon by the Board. The Board agrees that all responses to queries from the public should be a consensus response of the entire Board.
 - d. Jody Tibbitts, record of inspection w/fire Marshall, and what was said, and concerns we may want to pass on to Mayor. Re; New Town Hall.
 - i. Revisit next meeting when Building Inspector is present.
 - e. Elmer Beck: did corrections get drawn on plans for Staley?
 - i. Yes, corrections were noted on plans.
6. Information/discussion Item:
- a. Yolanda updates
 - 1. Re-cap P/Z issues since previous meeting
 - a. Jackson steps (Plat 1, Lot 78) should be finished
 - b. three permits in process, Garage, House, Deck
 - c. Hansen stairs (Plat 16, Lot 87), no need for a Board vote if the Building Inspector, Jody Tibbetts, approves with amended plans submitted by the owner.
 - ii. Misc. information
 - b. De-briefing on 5/5 meeting with the WLC
 - i. Discussion on meeting with WLC on commercial zoning.
 - 1. The Board would like to address the Mayor and Town Council on their ideas and an ordinance the Board has

drafted for zoning of commercial areas in the future TSVR central business district.

- a. Al Redlin will set up meeting with the Mayor and Council.
 - b. Al Redlin will take the information on the Board's efforts to the Council and Mayor.
 - c. Discussion on commercial zoning
 - i. Public input, refer to 6b.1
 - ii. Bob Palmquist updates, refer to 6b.1.
 - iii. County overlay zones—Bob Palmquist has researched and found some soil maps and water vulnerability maps and studies which the Board will share with the Freedom Overlay Committee.
 1. Freedom discussion on where all stand on this issue. Defer to Board meeting on 5/20.
 2. A meeting is scheduled with the Freedom Overlay Committee on 5/7/09 at 4pm for overlay boundary discussions.
 3. Alpine P/Z meeting at 6pm 5/7/09 in Alpine. Al Redlin and Ron Thacker will attend.
 4. Al Redlin is planning to go to Afton town meeting next Tuesday, 5/12.
7. Comments/Matters from the Board
- a. Ron Administrivia
 - i. When there are discrepancies in permits and building inspections, property owners should be notified.
 - ii. Three Board positions expire in June
 1. Ron Schupp- would like to be reappointed
 2. Ron Thacker has not requested reappointment to date.
 3. Elmer Beck (P&Z Board Alternate Member)
 - a. Ron Thacker will speak with him on reappointment. The Board feels it is advantageous having a member of the SVRA Architectural Committee on the TSVR P&Z Board.
 - b. The Board believes if Elmer Beck declines to be reappointed, it is beneficial to the Board to have another member of the SVRA Architectural Committee serve on the Board.

8. Next Regular Board meeting – Wed. May 20, 2009 at 6:00 PM

Lee Hansen made a motion to adjourn the meeting, Mike Blackman seconded; the motion passed unanimously.