

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

November 18, 2009

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

Absent: **Al Redlin- Councilman**
 Yolanda Navarrete- Clerk
 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—Mike Blackman made a motion to approve the agenda as written, Lee Hansen seconded; the motion passed unanimously.
3. Approval of Minutes—Bob Palmquist made a motion to approve the minutes as written, Ron Schupp 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. Tyler Watt, re: Chimney construction and repair--Plat13 Lot 47-151 Canyon Pines Way.
 - i. After discussion, the Board agreed the application and plans were in order.
 - ii. Ron Schupp made a motion to approve the permit application and to remove the "Stop Work" order. Lee Hansen seconded, the motion passed unanimously.
7. Information/discussion Item:
 - a. Yolanda updates, re-cap P/Z issues since previous meeting—Deferred.

- b. Updates to Building Ordinances
 - i. The Board recommended the Council amend three building ordinances and incorporated the proposed changes into drafts of:
 - 1) 2007-06 (Amended) Chapter 11--Buildings, Article 1--Effective 1/1/2009;
 - 2) 2007-06 (Amended) Appendix 11-1, Chapter 11-Buildings, Article 1--Effective 1/1/2009
 - 3) 2008-16 Chapter 11, Article 7 Para. 8
 - ii. Ron Thacker will forward the recommended amendments to Al Redlin to present to the Town Council for consideration.
8. Review action items from last meeting
- a. Mike Blackman--Obtain private flood insurance information—Done.
 - b. Ron Thacker--Contact town attorney re: Town flood information liability—Done.
 - c. Lee Hansen—Touch with Mayor on flooding issues and possibly set up a meeting with Council/Board to meet with Kim Johnson from Wyoming Homeland Security--Done.
 - d. Bob Palmquist--Send the soil mapping information on plat/lots to Board members--Done.

After considerable discussion by the Board on the above actions items, it was agreed that the Mayor , Town Council, and possibly the Town Attorney should be invited to the Board meeting of December 16, 2009. The Board feels the need to discuss the findings of the Board on flood insurance issues and on using available public records to document areas in the Town that may have an increased risk of damage from high water. The Board feels it is appropriate to update the Mayor and Council on these issues and to seek guidance on how to proceed.

9. Comments/Matters from the Board
- a. Ron T: Administrivia—Report of Town Council Meeting 11/10/09
 - b. Standardize variance request process—The Board agreed that a standard process should be drafted and put into practice.
 - c. Report on meeting w/Mayor 11/17/09—The Board is seeking advice from the Mayor and Council on what zoning ordinances should be considered next, next year Board assignments on the Town Master Plan, and future Freedom Overlay issues. Mayor will discuss in workshop with Council and respond to the Board.
 - d. Board winter meeting times—The Board discussed altered winter hours for P&Z meetings and will make a proposal to the Mayor and Council.

10. Recap action items for next Board Meeting
 - a. Ron Thacker will contact the Mayor and Council to invite them to the 12/16/09 Board meeting for an update on the risk of water damage in the Town and possibly obtaining flood insurance through FEMA.
 - b. Ron Thacker will draft a proposal to standardize the variance request process.
 - c. Bob Palmquist will continue to refine the information on the draft Town information database.
 - d. Ron Thacker will draft minutes to the CZO Public Hearing of 9/22/09 for Board approval.
 - e. Ron Thacker will propose a winter P&Z meeting schedule to the Mayor.
 - f. Ron Thacker will forward the recommendations to amend the building ordinances to Al Redlin for presentation to the Town Council.

11. Motion to Adjourn—Mike Blackman made a motion to adjourn the meeting, Lee Hansen seconded; the motion passed unanimously. The meeting was adjourned at 8:25 pm.

12. Next Regular Board meeting – Wed. December 2, 2009 at 6:00 PM MST