

The Town of

# *Star Valley Ranch, Wyoming*

## **PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**November 19, 2008**

Present: **Gary Braun-Chairman**  
**Bob Palmquist-Member**  
**Ron Schupp – Member**  
**Ron Thacker- Member**  
**Jere Kovach-Member**  
**Yolanda Navarrete- Clerk/Recorder**

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

Guests: Tom Gouvisis-Citizen  
Dave McCann-Citizen  
Cathy McCann-Citizen  
Mike Blackman-Citizen

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

1. Call to Order : 6pm a quorum is present
2. Approval of Minutes: Jere Kovach made a motion to approve the minutes, Ron Schupp seconded. The motion was approved unanimously.
3. Approval/additions to Agenda
  - a. Preliminary, well design diagrams
    - i. Ben Jordan from Weston Engineering reported on the new BLM well.
      1. Explained 300 gallons per minute capacity.
      2. Information provided was just received today.
  - b. Master plan objectives, request by Mayor add as 7-h.
  - c. Council Meeting information, add as 7-g.
    - i. Motion to approve amended agenda made by Ron Thacker, seconded by Bob Palmquist. The motion was approved unanimously.
3. Citizen Input to the Board for items not on the agenda: none
4. Introduction of potential P/Z Board Member candidates:
  - a. Tom Gouvisi-Citizen
  - b. Dave McCann-Citizen
  - c. Cathy McCann-Citizen
  - d. Mike Blackman-Citizen
  - e. Gary Braun brought up one more person of interest, Ken Crittenden, could not attend, Gary explained what positions on the P&Z Board are available.
5. Action Items

- a. Approve 2009 board meeting schedule, as shown on handout
  - i. All agreed schedule for next year good, as read.
  - ii. See attached notes
- b. Peterson Plat 13, Lot 21 waiver of permit action
  - i. Council OK'd permit approval with a fee waiver at Town Council Meeting on November 18, 2008.

6. Information/discussion Item:

- a. Third reading of new/revised Ordinance summary
  - i. All proposed new and amended building ordinances were approved by the Town Council
- b. Ordinance changes summary, Jody Tibbett's white paper
  - i. How do we want to communicate information on new Ord.?
    - 1. Need more detail in list given to Yolanda, the P&Z Board asked to have Jody add more detailed information on the ordinances changes, and remove acronyms from the paper.
    - 2. Need a brief explanation of what major changes are, in sufficient detail for laymen and others to understand.
    - 3. Some possible subjects to emphasize include radon, sanitary hydrants, engineer stamps and seismic info.
- c. Communication/training of white paper
  - i. Contacting contractors, maybe have an informational training. Other suggestions included using the Town's website and including the white paper in future permit applications.
- d. Brief discussion of grading/scoring for proposals submitted for new maintenance building...RFP.
  - i. The bids for the equipment shed came in high and Town Council rejected all of them.
  - ii. All proposals for the maintenance building are to be in by Dec 1.
    - 1. Mayor asked the Board to get together between that day and Council Meeting on the 10<sup>th</sup>.
    - 2. Would like Board to evaluate the proposals and recommend top 5-6.
    - 3. The top 5 or 6 proposals would be invited to submit a firm bid.
- e. Finalize 007 form, discussion
  - i. Discussion on how to make the form easier, and to provide more room for applicant to fill out info.
  - ii. This form will be for internal use only.
  - iii. We will use it to determine if a permit is needed.
  - iv. Discussion ensued on different variations to the requirements for small projects, and when permits are needed.
  - v. Ron Thacker discussed process
    - 1. Resident comes in with a question about whether a permit is required, they fill out the form.
    - 2. Yolanda would like to be able to use the information as a basis to say yes or no, in most cases.
    - 3. Discussed making up two forms; one for determining if a permit is required and one for processing waiver requests.

- f. January Workshop with John Woodward, the P&Z Board would like to include the Town Council on the discussions about:
  - i. Town boundaries
  - ii. Land use options
  - iii. Zoning
- g. Town Council highlights—Gary Braun reported on Town Council meeting on 11/17.
- h. Mayor's information: Which of the objectives Master plan have been assigned to which Town Council members?
  - i. See attached notes

7. Comments/Matters from the Board

- a. May want to discuss meetings in Dec.
  - i. Decided to see after 12-3 meeting if next one needed

Next Regular Board meeting – Wed. December 3, 2008 at 6:00 PM MST

Ron Thacker made a motion to adjourn; Bob Palmquist seconded the motion, the motion passed unanimously.

**ACTION ITEMS**

- 1. BOB PALMQUIST WILL DRAFT A CHECK LIST FOR DETERMINING WHETHER A BUILDING PERMIT IS REQUIRED FOR YOLANDA.**
- 2. YOLANDA WILL DRAFT SPLITTING THE "007" FORM INTO TWO FORMS.**
- 3. GARY BRAUN AND BOB PALMQUIST WILL DEVELOP CRITERIA TO EVALUATE THE MAINTENANCE SHOP BIDGS.**
- 4. BOB PALMQUIST WILL COORDINATE WITH JOHN WOODWARD TO SET UP A P&Z WORKSHOP IN JANUARY.**
- 5. BOB PALMQUIST AND GARY BRAUN WILL DRAFT A LIST OF ITEMS TO BE INCLUDED IN BINDERS FOR THE P&Z BOARD MEMBER.**
- 6. JODY TIBBETS WILL REWORK THE WHITE PAPER**