

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

September 3, 2008

Present: **Robert Palmquist – Member and Acting Chairman**
Al Redlin- Councilman
Ron Thacker- Member
Elmer Beck-New Member
Jere Kovach-New Member
Yolanda Navarrete- Recorder
Jody Tibbitts-Inspector

Absent: **Ron Schupp – Medical Leave**
Gary Braun-Chairman

Guests: Boyd Siddoway-Mayor
Warren Webb- Public works Director
Kent Harker- Councilman
Jim Wheeler- Councilman
Carol Warren-Councilman
Greg Wilkes-Town Administrator
Ed Koch- Candidate for Town Council

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

1. Call to Order
2. Approval of Minutes
 - a. Palmquist asked for motion to approve the minutes, but not everyone had had a chance to read them. It was proposed we table the approval of the minutes until the next meeting. Thacker made a motion to table, Beck seconded. The motion passed unanimously.
3. Mayor
 - i. Discussion on entry way to Ranch
 1. The Mayor met with Wyoming Business Council, requesting a. “Community readiness grant” to attract business to the area. We desire to create a friendly environment for businesses to want to build here. The money for this proposed grant is a 90/10 match.

2. The Mayor gave a presentation of the proposal to use the grant money to improve and widen the main entrance to the town, provide water for commercial use and fire protection in the commercial area adjacent to the Town's entrance, and to install a 12" water line from the Green Canyon to Vista Drive. (See attachments)
 3. Members of the Board had questions and comments about the divided median on the entrance area road. The proposal shows a divided median with vegetation boxes and turn lanes. Discussion included snow removal issues, installation and maintenance costs and ensuring ready access for truck deliveries to the commercial areas. Other discussion centered on possible bike lanes, making the entrance area safe and pedestrian friendly and the desirability of making the Town's entrance attractive and welcoming.
 4. The Mayor thanked the Board for their comments and Chairman Palmquist invited the Council and other guests to remain for the balance of the meeting.
4. Citizen Input to the Board for items not on the agenda—None
5. Action Items
- a. Mr. Saunders responded to the building violation, and is correcting the problem.
 - i. Councilman Redlin, Tibbitts, and Navarrete looked at the corrections, and a Town representative will respond to Mr. Saunders.
 - ii. Councilman Redlin suggested a letter be sent to Mr. Saunders thanking him for his fast response and for correcting the situation. Councilman Redlin and the Mayor also suggested that all letters emanating from the P&Z Board should be signed by the chairman.
 - iii. The Mayor had some questions on some of the definitions in the Building Ordinance. Councilman Redlin explained that on extremely steep roofs the overhang measurement would be pretty difficult, and some of these things need to be refined in the Ordinances.
 - iv. There was a discussion on the ordinance readings coming up in the Town Councilman meeting this month, and how the new proposed ordinances are to be read. They are pretty lengthy. The concern was with the requirement to read each ordinance and whether the Town Council could do it differently. It will be looked into.
6. Information/discussion Item:
- b. Jody...
 - i. Hydrants—Jody explained that under the proposed new ordinances, yard hydrants will have to be equipped with anti-siphon valves.
 - ii. He asked to be excused from the meeting
 - c. Report: Lincoln County Commission Meeting on Town Master Plan

- i. Councilman Redlin and Palmquist attended the Commission meeting; The Master Plan briefing was well received by the commissioners.
- ii. Highlights:
 - 1. Commissioner Archibald questioned why there was no police protection specified in the Master Plan. Councilman Redlin answered that we are putting that off until we have good data on how much police service is needed by the Town. Commissioner Archibald stated that Le Barge Town is negotiating for additional service and she didn't know how long they could continue the Town's existing service from the County.
 - 2. John Woodward (Lincoln County Planner) liked our alternative for land use but stated that it wasn't very definitive. Councilman Redlin explained that we would have liked to be more definitive, but felt it wise to coordinate those efforts with the County. John Woodward had a proposal to work with the P&Z Board and together we will define in more detail the land planning around the Town.
 - a. The Mayor suggested a resolution in Town meeting supporting that effort. Councilman Redlin explained he had prepared a resolution and read the Mayor the draft.
 - 3. Bob Palmquist mentioned that Commissioner Connelly had mentioned the county was doing road on Clark Lane and Muddy String Road. They are leveling the humps and swales on Clark Lane and straightening the downhill grade.

7. Items/Issues of P/Z Board interest update

- a. Discussion of the existing and future roles and duties of the P&Z Board with the Town Council members.
 - i. Councilman Redlin had some thoughts on a standardized code book and what it could look like. He advocated putting our Ordinances into a code book, but suggested we would need some professional help doing this.
 - ii. The Town Council and P&Z Board desire some additional ordinances with compliance and enforcement procedures so the Special Municipal Officers can effectively enforce the Town Ordinances.
 - iii. Mayor suggested considering a business license requirement for people and businesses performing services in the Town.
 - 1. We would have some leverage with violators when infractions occur.
 - 2. Road destruction ,from trucks passing in and out of construction sites is a big issue
 - 3. Yolanda explained that other towns require businesses to have a license to do business in their towns regardless of them having a physical presence.

4. The Town Attorney needs to be consulted on crafting these new proposed ordinances
5. Ron Thacker discussed the need to implement consistent procedures and timelines whenever we are requiring that someone to abide by the Ordinances. The Mayor asked Ron to get together with the Town Administrator and the Town Attorney to define an administrative process to enforce Ordinances.
6. Yolanda commented on the need for some standard procedures for the uniform recording of minutes. The Board will use and record names in motions, seconds, and votes. The Board decided use the process adopted for the Town Council meetings.

8. Comments/Matters from the Board

Ron made a motion to Adjourn, Jere seconded. The motion passed unanimously.

Next Regular Board meeting – Wed. September 17, 2008 at 6:00 PM MST