

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

December 3, 2008

Present: **Gary Braun-Chairman**
Bob Palmquist-Member
Ron Schupp – Member
Ron Thacker- Member
Elmer Beck-Member (Alternate)
Yolanda Navarrete- Clerk/Recorder

Absent **Jere Kovach-Member**

Guests: Ed Koch-Councilman
Mike Blackman-Citizen

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

1. Call to Order
2. Approval of Minutes:
 - a. Bob Palmquist made a motion to approve, Ron Schupp 2nd ; the motion was approved unanimously
3. Approval/additions to Agenda:
 - a. Bob Palmquist made a motion to approve the minutes as written, Elmer Beck 2nd , the motion was approved unanimously
4. Citizen Input to the Board for items not on the agenda: None
5. Introduction of potential P/Z Board Member candidates—Mike Blackman
6. Action Items
 - a. Jody, Novak 145 Alpenglow, (Plat 15, Lot 50); Addition to home mailed 11/12.
 - i. The application was not received in time for consideration on 12/3.
 - ii. Ron Thacker made a motion to consider the application on the P&Z agenda on Dec 17, Ron Schupp 2nd ; the motion was approved unanimously
 - b. Gregory building permit (Plat 17, Lot 128)
 - i. Permit approval required a \$100 Deposit
 - ii. Ron Thacker made a motion to approve the permit, Ron Schupp 2nd ; the motion was approved 4-0, Elmer Beck abstained
 - c. New maintenance bldg proposal evaluations were discussed. Bob Palmquist will draft some evaluation criteria for the Board to consider.
 - d. Specht, (Plat 9, Lot 20) roof over deck
 - i. There was discussion on what was needed to build the roof; the Board agreed that a permit application should be submitted and that a permit was required for the project.

7. Information/discussion Item:

- a. The Board reviewed the ordinance changes summary; Jody Tibbets' white paper
 - i. A few typos needed to be corrected, and a few wording changes need to be made
 - ii. The Board will request the Town Clerk to put the document on the website after it's completed
- b. Update P/Z Board replacement candidates from Nov 5th
 - i. Mike Blackman seems interested, but wants to sit in on another meeting.
- c. Finalize 007 form, split/finalize
 - i. Bob Palmquist had sent his comments, but Yolanda hadn't received them. Bob will resend them, and the Board will push to work on and finalize the form at the next meeting on the 17th.
- d. Workshop agenda Bob, (See Attached)

8. Comments/Matters from the Board

- a. review action item last meeting
- b. BOB PALMQUIST WILL DRAFT A CHECK LIST FOR YOLANDA FOR DETERMINING WHETHER A BUILDING PERMIT IS REQUIRED FOR YOLANDA.
 - i. The Board will review and finalize the checklist on the 17th
- c. YOLANDA WILL DRAFT SPLITTING THE "007" FORM INTO TWO FORMS.
 - i. One form will be a checklist on whether a permit is required; another form will be for considering whether fees should be waived.
- d. GARY BRAUN AND BOB PALMQUIST WILL DEVELOP CRITERIA TO EVALUATE THE MAINTENANCE SHOP BIDS.
 - i. We have two drafts, Ron Schupp to add his input and get with Gary and Bob to finalize
 - ii. Meeting to evaluate the maintenance shop bids is set for 12/10, Wed @9am
- e. BOB PALMQUIST WILL COORDINATE WITH JOHN WOODWARD TO SET UP A P&Z WORKSHOP IN JANUARY.
 - i. After a date is determined, Yolanda to check to obtain a meeting room in Afton
 - ii. Add the Freedom overlay information to the agenda
- f. BOB PALMQUIST AND GARY BRAUN WILL DRAFT A LIST OF ITEMS TO BE INCLUDED IN BINDERS FOR THE P&Z BOARD MEMBER.
 - i. Bob's list (attached)
- g. JODY TIBBETS WILL REWORK THE WHITE PAPER
 - i. Looks better, just need to fine tune a few errors
- h. Is Dec 17 meeting needed
 - i. Yes we have items, and permits to discuss

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

10. Action Items for Next Board Meeting

- a. Bob Palmquist will finalize checklist for 007 Form.
- b. Bob Palmquist and Gary Braun will finalize criteria for evaluating maintenance shop bids
- c. Yolanda will draft two separate forms from the 007 Form
- d. Bob Palmquist will prepare information on the Freedom Plan Overlay
- e. Bob Palmquist will further develop the January Workshop Agenda
- f. Yolanda will reserve a room for the Workshop
- g. Yolanda will start working on the binder notes.

11. Adjournment—Elmer Beck made a motion to adjourn, Bob Palmquist 2nd, the motion was approved unanimously.