

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

January 21, 2009

Present: **Elmer Beck-Member (Alternate)**
Bob Palmquist-Member
Ron Schupp – Member
Ron Thacker- Member
Lee Hansen- Member
Mike Blackman- Member
Yolanda Navarrete- Clerk/Recorder

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

1. Call to Order at 6:00 PM. A quorum is present
2. Approval/additions to Agenda—Ron Thacker asked for a new Item 8 entitled “Recap of action items for next Board Meeting” and the current Agenda Item 8 be moved to Item 9.
 - a. Mike Blackman made a motion to approve the amended agenda (this was Mike’s first official motion as a Board Member), Bob Palmquist seconded; the motion passed unanimously.
3. Approval of Minutes:
 - a. Bob Palmquist made a motion to approve, Ron Schupp seconded; the motion passed unanimously
4. Citizen Input to the Board for items not on the agenda
 - a. There was a question brought to Yolanda from Mr. Huhtala, a builder, as to what constitutes the 2000 Sq Ft building size when requiring an engineer stamp.
 - i. Among the questions asked were, does it include above/below ground space, is an attached garage’s area include in the 2000 square feet?
 - ii. Mike Blackman will research the wording in IRC and attempt to get definitions for the exceptions wording delineated in Ordinance 2008-16, Section I-8, Exception. The Board felt this should be clarified.
 - b. Ron Thacker asked if we insure the Town verifies the SVRA has knowledge of proposed building activity before we issue our permits
 - i. Yolanda explained that verification and coordination with the SVRA is major part the Town’s permit application process.
5. Action Items:
 - a. Elect new chairman of the Planning and Zoning Board
 - i. Lee Hansen nominated Ron Thacker, Bob Palmquist seconded the motion.
 - ii. A call was made for further nominations, none were made. Bob Palmquist made a motion that nominations cease, Lee Hansen seconded; the motion to close nominations was approved unanimously.

- iii. The motion to approve Ron Thacker as Planning and Zoning Board chairman was approved unanimously.
 - b. Ron T: Review of possible changes on new ordinance wording
 - i. Section 11-1/Sec 11-3/subsequent fine schedule
 - 1. Agreed to reword a few points on Ron Thacker's suggested corrections and review the new wording at the next P&Z Meeting. Yolanda will refer the changes to the Town's attorney to see if we should hold on to them or if he thought we should move ahead to get the Ordinance changed now.
 - 2. The Council has suggested that we accumulate suggested changes through time, and then make recommendations to the council, unless the Town Attorney feels we should move more expeditiously.
 - c. Bob, draft letter to the county, for The Council and SVRA by 2/15/09
 - i. Bob submitted a paper "Writing Points" before the Board—The paper covered issues prompted by proposed changes to the Freedom Community Overlay Amendment.
 - 1. A discussion ensued regarding making a case for addressing TSVR overlay issues with all of the adjoining communities and to include them all together in a letter to the Lincoln County Planning Office. Bob will expand his writing points accordingly and email them to the Board.
 - d. Schedule workshop for public works building bid –Workshop will be held on Tuesday 1/27/09. Yolanda will check to see if Thayne Town Council is available, if not, meeting will be held in TSVR Town Hall.
 - e. Sign Sutton (Plat 16 Lot 69) Cert of Occupancy
 - i. Certificate signed by Chairman Thacker.
- 6. Information/discussion Item:
 - a. Yolanda updates on Board issues
 - i. Update on Allred (Plat 17, Lot 129) issues
 - 1. Allred's were issued a citation for moving in prior to Final inspection. Final inspection has now been completed and approved.
 - a. Owner will also be charged with 2 extra inspections
 - ii. Board members service expiration date
 - 1. Chart handed with each member's term expiration date.
 - iii. Updated contact list
 - 1. Updated contact list passed out to all board members
 - iv. Misc. information
 - 1. Passed out new 007 forms for insertion in Board notebooks
 - b. Bob/Ron: T. Workshop review update on outcome
 - 1. Handed out Bob's memo on "proposed work groups" for the P/Z Board, for discussion at next meeting.
 - 2. Will continue work on overlay issues. Town Council is planning 2009 objectives and will prioritize planning issues to be addressed by the Board.

3. Bob Palmquist noted that trails were provided for in the plans for the County project to redo the roads on Clark Lane and Muddy String Road. No progress in building trails as part of this project has been observed.
- c. Utility right-of-way issue
 - i. Reference was made to Warren's request to somehow have the Utility companies contact us before installing , replacing, or moving current utility boxes, lines, pedestals, etc.
 - ii. Ron Thacker and Lee Hansen will seek to gather data on magnitude of problem and get a tour with Warren Webb to look at the existing problems and the number of problem areas.
 - iii. Yolanda to check w/Brenda on how many \$\$ were spent this past year for fixing/replacing utilities hit by, run over, or dug up by Town equipment while working on roads or pushing snow.
 - d. Discussion on Board members' attendance at county P/Z meetings
 - i. Bob Palmquist agreed to email the Town P&Z Board the County's P&Z meeting schedule.
 - ii. The Board agreed to further discuss this issue at next P&Z meeting on Feb. 4th.
 - e. Ron: Public works building project
 - i. Mayor's tentative list of responsibilities was handed out.
 - ii. The Board did not have any additional suggestions.
7. Comments/Matters from the Board
 - a. Bob: Update on meetings/workshops on overlays—See 6c above.
 8. Re-cap action Item
 - a. Mike Blackman Research the definitions used for exceptions to requiring a Certified Engineer Stamp on building plans.
 - b. Yolanda- Incorporate changes to Ordinances and hold for Board review at next meeting.
 - c. Bob Palmquist- Add Etna/Thayne on bullets with justifications on overlay issues and e-mail with maps to Board
 - d. Yolanda- Call Joan at Thayne Town Hall for use of council chambers in Thayne on the 27th from 9-3p. Arrange lunch for workshop.
 - e. Yolanda- E-mail 12 page RFP's to the Board/find out if building plans will be received from Ryan Lyman's by Tues, 27th
 - f. Yolanda- Check with Brenda on the Monies paid for damages to utility boxes/lines...etc...
 - g. Lee Hansen/Ron Thacker- Gather data on utility right-of-way issues.
 - h. Bob Palmquist- E-mail monthly agenda of the County P/Z meetings to the Board.
 9. Bob Palmquist will get information on Trails along Clark Land and Muddy String Road.\next Regular Board meeting – Wed. February 4, 2009 at 6:00 PM MST

Mike Blackman moved to adjourn the meeting, Lee Hansen second; the motion passed unanimously.