

**The Town of
Star Valley Ranch, Wyoming**

**PLANNING AND ZONING MEETING MINUTES
FINAL
March 17, 2010**

Present: **Bob Palmquist-Member (Acting Chairman)**
 Lee Hansen- Member
 Elmer Beck-Member (Alternate)
 Yolanda Navarrete- Clerk
 Jody Tibbitts-Building official

Absent: **Al Redlin- Councilman**
 Ron Schupp-Member
 Ron Thacker- Chairman
 Mike Blackman- Member

Official P&Z Board Meeting at 5:00 PM MST

1. Call to Order
 - a. Quorum present
2. Approval/additions to Agenda
 - a. move #9 to #5
 - i. Moved accept with change Elmer, second Lee, pass unanimously
3. Approval of Minutes
 - a. Moved Lee, Second Elmer, passed unanimously
4. Citizen's input for items on the agenda—
 - a. Mayor would like to address the Board
 - i. re: "Code of The West"
 1. The mayor explained how the town has adopted "The Code of the West", and read the resolution.
 - ii. The Mayor also had a special request to the Board.
 1. Upon the return of The Grove's, and rebuilding commences, he would like to request the board waive all permit, and deposit fees for the reconstruction of their home, that would not be reimbursed by their insurance company.
 - a. The board expressed they would not have a problem with waiving those fees not reimbursed by their insurance.
5. Action Items:
 - a. 137 Alpen Glow Cir Plat15 Lot38 New single family Residence
 - i. Jody explained only issue was he had red-lined the plans for continuous footings, an issue if the retaining wall was more than 4' high.

1. We had received a letter from Huhtala explaining he didn't feel the retaining wall would not need to be over 4 feet, but if it did, at a later date, he would bring us engineered plans.
- ii. Bob Palmquist brought attention to: now we have a zoning Ordinance, and in the ordinance Chapter 9 there are references to driveways Section 4.39, and outside lighting section 4.41.
 1. It was suggested to add to our permit process checklist these items, to bring to the attention of owners/contractors.
 2. Yolanda was asked to add these items
 3. It was also suggested we add this information to Culver's contingency letter, due to the fact this is the first permit for a house since the change.
- iii. Lee Hansen motioned to issue the Permit with a contingency letter for:
 1. reference to Chapter 9, Zoning Ordinance, Sections: 4.39/4.41
 2. Reference to the retaining wall, if it in fact needs to be over 4' we will need engineered plans for the wall.
- iv. Elmer Beck seconded the motion, Unanimous to issue Permit
- b. No variance requests

6. Information/discussion Item

- a. Yolanda--Re-cap P/Z issues since previous meeting
 - i. Mayor requested a list for web-site "Do I need a Building Permit?"
 1. Changes were discussed and implemented to replace the one on the website
 - ii. A resident had asked about building a carport,
 1. After discussion it was determined this would be an association issue, and the town would issue a permit if it was ok'd through The Association's DCCR's, for plat 5.

7. Review action items from last meeting

- a. Yo- ask Bob if he will be able to Chair next meeting.-YES
- b. Yo-Look at code book for sniffer requirements-NONE
- c. Mike- Develop e form/application for re-zoning-DONE
- d. Lee- Make changes/ and correction to rezoning procedure
 - i. Present to Council, send out Binder-DONE
- e. Lee-email mayor about sniffer -DONE

8. Comments/Matters from the Board

- a. Acting Chairman's Administrivia:
 - i. Fences
 1. What to do, on issuing permits, or not, and how this will be handled by The Town
 - a. Re-look at fences at next meeting
- b. Other— Reminder to all about the FEMA presentation meeting set for Tuesday 4/13/10 @ 9a.m.

- c. Bob Palmquist would like to commend the other board members: Mike, Lee, Elmer, Ron S, and Ron T.: for the exceptional job they have done in his absence, and the hard work put forth.
9. Citizen Input to the Board for items not on the agenda
10. Recap action items for next Board Meeting
 - a. Yo- remember three green test cards...FYI
 - b. Yo- add correction/changes to 007b Form, and get on website
 - c. Yo- Send out reminder for FEMA presentation to all. Apr 13th 9am
 - d. Bob- Send out Ordinance Chapter 9, art 6,7,8
 - e. Yo- Send out copies to all of Mike's application form for re-zoning.
 - f. Lee- Send to Yo: Al's Ordinance Draft for re-zoning
11. Motion to Adjourn
 - a. Elmer motioned, Lee Second, adjourn unanimous
12. Next Regular Board meeting – Wed. April 7, 2010 at 5:00 PM MST—