

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

**PLANNING AND ZONING BOARD MEETING MINUTES**  
**FINAL**  
**September 15, 2010**

Present:       **Ron Thacker- Chairman**  
                  **Bob Palmquist-Member**  
                  **Mike Blackman- Member**  
                  **Don Baillie-Member**  
                  **Lee Hansen- Member**  
                  **Elmer Beck-Member (Alternate)**  
                  **Jody Tibbitts- Building Official**  
                  **Yolanda Navarrete- Clerk**

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

1. Call to Order @5pm, a quorum is present
2. Approval/additions to Agenda--Mike Blackman moved to approve the agenda as written, Don Baillie seconded; the motion passed unanimously.
3. Approval of Minutes—Action deferred to next meeting.
4. Review action items from last meeting.
  - a. Future Action for Board--Create Planning and Zoning Procedure manual.
  - b. Don Baillie—Develop process to move property boundaries in TSVR. A discussion ensued on possible procedures and fees. Don and the Board will continue to develop the process.
  - c. Ron Thacker—Obtain list of SVRA lots with zoning inconsistencies--Done.
  - d. Mike Blackman—Draft proposed fee structure for permit extensions. (Added in email to Mike--driveways, fences, and boundary line changes.)—Done.
  - e. Mike Blackman—Distribute research on property values in areas with flood ordinances--Done, found no impact.
  - f. Al Redlin—Schedule meeting with Board, Mayor, Council, and Town Attorney on zoning maps—A workshop is scheduled for 10/5/10 on various P&Z issues.
  - g. Ron Thacker—Review permits application process—Board will review progress as Item 8c on the agenda.
  - h. Ron Thacker—Devise a checklist for Board use when reviewing permit plans--In process, Item 8d on the agenda.
  - i. Al Redlin—Verify new Town Code contains updated building and zoning ordinance changes--Done
  - j. Elmer Beck—Check other towns' handling of expired building permits--Done, data compiled for review in workshop.
  - k. Yolanda—Make copies of new Town Code Title 6 and 9 for Board—Done.

5. Action Items.
  - a. Brett Bates (P18, L47)—New residence permit application—A discussion ensued about the inconsistencies and inadequacies of with the elevations/floor plan, plat map, and buildings plans. Lee Hansen made a motion to table the application until the Board meeting of Oct. 6, 2010 in order to give the applicant time to resolve the plan's inconsistencies and inadequacies. Mike Blackman seconded; the motion passed unanimously.
  - b. No variance requests.
  
6. Citizen's input for items on the agenda—None.
  
7. Citizen Input to the Board for items not on the agenda-- Scott White, Baker Associates, and Cedar Creek Ranches Lot #4 split (simple subdivision).
  - a. Mr. White made a presentation to the Board on a proposal to split Lot#4 (10 acres) into two 5 acre lots.
  - b. Mr. White answered several questions from the Board. After a brief discussion, Bob Palmquist moved approve a resolution stating the TSVR Planning and Zoning Board had no objections to the 3<sup>rd</sup> filing of the Cedar Creek Ranches lot #4 split as proposed by Mr. White.
  - c. Mike Blackman seconded, the motion was approved unanimously.
  
8. Information/discussion Items
  - a. Yolanda--Re-cap P/Z issues since previous meeting.
    - i. Kent Ryan (P18, L35)—Balcony permit status--Waiting for builder to bring in plat plan drawn to scale.
    - ii. Toolson (P17, L17)—Permit extension to 9/17. Mr. Toolson says he will have final inspection prior to extension deadline.
    - iii. Fralick (P3, L121)—Permit expiration: Oct 16, 2010 Mr. Fralick is in contact with the Town Building Official and says his builder will finish the project before permit expiration.
    - iv. Daley (P3, L95)—Permit expiration 10/2. Mr. Daley had not responded to 3 letters of inquiry from the Town.
    - v. Gregory (P17, L128)—Permit expiration 12/4. Mr. Gregory has contacted the Building Official to arrange for final inspection.
    - vi. Peterson (P13, L21)—Permit expiration. Mr. Peterson says the project will be completed before expiration date: Nov 6, 2010
    - vii. Status of Building Code books w/commentaries. Yolanda will verify purchase with Town Administrator and get approval to order.
  - b. Process to move lot property boundaries in TSVR—Considerable discussion ensued on the various steps that could be needed to move property boundaries and easements. To be discussed in workshop with Town Council.
  - c. Review citizen permit application checklist—Board reviewed draft proposals, will continue to refine.

- d. Checklist for Board use when reviewing permit plans—Lee Hansen, Don Baillie and the Building Official will review Alpine checklist for possible application to Star Valley Ranch. Board will continue to refine.
- e. Ron and Mike will solidify the suggestions on the “Do I Need a Permit” form.

9. Comments/Matters from the Board.

- a. Chairman’s Administrivia--Recap meeting 9/14/10 Town Council meeting-- Ron Thacker relayed information from the Town Council Meeting.
- b. DeMeester/Daley permit revocation/expiration--Al/Ron will draft notification letters for legal review.
- c. Recruiting new members—Bob Palmquist suggested that Steve Tanguay might be interested; Ron Thacker will contact some other possible candidates. All Board members were asked to assist in recruiting new members.
- d. Other—Driveway permits—Ron Thacker will ask the Town Public Works Director for assistance to inspect driveway permit applications.
- e. Other Board member matters
  - i. Mike Blackman reported on his research to assess impact of flood ordinance on appraisals and mortgage application—None.
  - ii. Elmer Beck reported on how local towns deal with permit extensions—To be used in workshop with Council.

10. Recap action items for next Board Meeting.

- a. Al Redlin-Talk to mayor about PZ workshop for 10/5 9am.
- b. Al Redlin/Ron Thacker—Draft agenda for PZ workshop with Council.
- c. All Board members--Review permit application packets and make suggestions for improvement.
- d. Lee Hansen/Don Baillie/Building Official--Review Alpine’s check list for building permit applications for possible adoption by TSVR.
- e. Ron Thacker/Al Redlin—Draft letters for permit expirations and revocations for review by Town Attorney.
- f. Bob Palmquist--Speak with Steve Tanguay re: appointment to P&Z Board.
- g. Lee Hansen--Call Kim Hansen at WY Homeland Security re: alluvial fan flood mapping and data.
- h. Bob Palmquist—Refine draft TSVR Zoning Map with appropriate disclaimers to present to Town Council.
- i. Don Baillie--Continue work on boundary change procedures.
- j. Yolanda--Publish minutes for P&Z meetings, 9/1 and 9/15.

11. Motion to Adjourn—Mike Blackman made a motion to adjourn, Lee Hansen seconded; the motion passed unanimously. Meeting adjourned at 2150 hrs.

12. Next Regular Board meeting – Wed. October 6, 2010 at 5:00 PM MDT—