

**The Town of**  
Star Valley Ranch, Wyoming  
**PLANNING AND ZONING BOARD MEETING MINUTES**  
**FINAL**  
**January 19, 2011**

Present:     **Ron Thacker--Chairman**  
              **Bob Palmquist—Member**  
              **Lee Hansen--Member**  
              **Don Baillie—Member**  
              **Roger Jeffs--Alternate Member**  
              **Yolanda Navarrete--Board Clerk**

Absent:     **Al Redlin—Councilman**  
              **Jody Tibbitts--Building Official**  
              **Mike Blackman--Member**

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

1. Call to Order—The meeting was called to order at 5:02 pm; a quorum is present.
2. Approval/additions to Agenda--Bob Palmquist moved to accept the Agenda as written, Lee Hansen seconded; the motion was approved unanimously.
3. Approval of Minutes--Bob Palmquist moved to accept the minutes of Jan 5, 2011 as written, Roger Jeffs seconded; the motion was approved unanimously.
4. Citizen's input for items on the agenda—None.
5. Citizen Input to the Board for items not on the agenda—Lee Hansen mentioned that the seating arrangement of P&Z meetings to utilize projector facilities may be uncomfortable for visitors. The Board will attempt to set up tables for limited visitor seating in future meetings.
6. Action Items.
  - a. No permit requests.
  - b. No variance requests.
7. Review action items from last meeting.
  - a. Don Baillie—Draft a letter on surveyor contract with County to the County Commission for Mayor's signature—Done.
  - b. Board Clerk—Contact Building Official on status of Mr. Bill Neeb of Star Valley Truss addressing the Board in February on accessory building standards—Mr. Neeb will attend one of the February Board meetings.
  - c. Board Clerk—Contact Building Official about completing Mr. Specht's (408 Walnut Dr. Plat 9, Lot 20) final inspection—Done, inspection is complete.

- d. Bob Palmquist--Draft a paragraph (#23) for possible addition to Town Code Title 6 Appendix 6.01-A on maximum permit extension time period—Done, Item 8b-i.
  - e. Roger Jeffs/Bob Palmquist--Draft guidelines for fence permits—Done, Item 8c.
  - f. Bob Palmquist/Lee Hansen--Extract best practices from Bob Palmquist's research information on accessory building standards and draft a proposal on TSVR permit standards for accessory buildings--In process, Item 8e.
  - g. Ron Thacker—Follow up on newsletter info duplication and submit newsletter blurb for February, 2011 water bill mailing—Done, Feb. Board message submitted.
  - h. Board Clerk—Put 1/5/11 Agenda item 8e (driveways) on next meeting agenda—Done, Item 8f.
  - i. Ron Thacker/Board Clerk—Prioritize future meeting agenda items—Done, Chairman and Board Clerk will review agenda structure, Board members may also amend Board Agenda as part of motion to approve agenda.
  - j. Board Clerk—Distribute corrected contact list to Board—Done, Board Clerk distributed corrected contact list to Board.
8. Information/discussion Items.
- a. Board Clerk--Re-cap P/Z issues since previous meeting.
    - i. Permit inspection report—No inspections are overdue.
    - ii. Specht- 408 Walnut Dr. (Plat 9, Lot 20) deck roof final inspection—Completed.
  - b. Building and Zoning ordinance change recommendations for Town Council 3<sup>rd</sup> reading.
    - i. Title 6, Appendix 6.01-A proposed paragraph #23—The Board discussed and edited Bob Palmquist's draft. The Chairman will forward the revised draft to Councilman Redlin for TSVR Town Council consideration.
    - ii. Title 6, 6.01.030 Table 11-3 Fees, building permit extension wording—The Town Council adjusted the wording in the 2<sup>nd</sup> reading. The Board consensus is that a maximum extension of 24 months is reasonable.
    - iii. Other—None.
  - c. Permit process for fences—After reviewing TSVR ordinances governing fences, the Board agreed a more simplified permitting proposal than the current draft provides is in order.
    - i. Draft applications for permits—In process.
    - ii. Define public notification process—In process.
    - iii. Define inspection process—when and how many—In process
  - d. New Ordinance change recommendations
    - i. Fences--Future proposed ordinance changes for fences will be discussed after fence permitting process is defined.
    - ii. Driveways—Will be discussed when permitting process is defined.
    - iii. Accessory Buildings—Will be discussed after building design standards are defined for accessory buildings.
    - iv. Other—None.
  - e. Accessory Building standards—Lee Hansen distributed some information passed he had obtained for the Board to review.
  - f. Permit process for driveways—Deferred until Mike Blackman's return.
    - i. Draft applications for permits.
    - ii. Define public notification process.
    - iii. Define inspection process—when and how many?

- g. Boundary change surveyor contract letter—Ron Thacker and Don Baillie will meet with Mayor to present letter for consideration.
- h. Boundary change procedures—Deferred.
- i. Road master plan—Deferred.
- j. Other—None.

9. Comments/Matters from the Board.

a. Chairman's Administrivia:

- i. Future Board member absences--Lee Hansen will be absent on Feb 16<sup>th</sup> and Mar 16<sup>th</sup>.
- ii. Newsletter items—Need items for March newsletter to consider at Feb 2<sup>nd</sup> Board meeting.
- iii. General Guidelines for obtaining a permit (P/Z 020) posted on web site. (Needs change)--The Board Clerk will make a minor change to the guidelines and get Form P/Z 020 posted on TSVR web site.
- iv. Review of unfinished or dropped projects—The Board needs to review previous meetings for “lost, misplaced, or forgotten” items not resolved.

10. Other Board member matters.

11. Recap action items for next Board Meeting.

- a. Bob Palmquist/Roger Jeffs--Revamp fence permit process.
- b. Ron Thacker/Don Baillie--Letter to Mayor on County services contract request.
- c. Board Clerk--Get corrected Form P/Z 020 (General Guidelines) posted on TSVR web site.
- d. Ron Thacker—Review meeting minutes for any dropped or missing projects.
- e. Mike Blackman—Draft permit process for driveways.
- f. Board Clerk—Place “driveways” on 2/2 Board Agenda.
- g. All Board Members--Review draft info on boundary changes and accessory bldgs.
- h. Ron Thacker/Board Clerk/Don Baillie/Lee Hansen—Compile Board forms, processes and procedures to include in a Board Procedures Manual.
- i. Board Clerk--Follow-up on Bill Neeb to get meeting date with Board.
- j. Ron Thacker—Forward Board draft of Title 6.01-A para #23 to Al Redlin.
- k. Lee Hansen--Continue work on accessory building standards and e-mail to Board members.
- l. All Board Members—Draft items to include in TSVR newsletter.

12. Motion to Adjourn--Lee Hansen made a motion to adjourn the meeting, Roger seconded; the motion passed unanimously. The meeting adjourned at 7:29pm.

13. Next Regular Board meeting – Wed. February 2, 2011 at 5:00 PM MST—