

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
FINAL
June 1, 2011

Present: **Ron Thacker—Member**
Roger Jeffs--Alternate Member
Mike Blackman—Member
Al Redlin—Councilman
Lee Hansen—Member
Bob Palmquist- Member
Yolanda Navarrete--Board Clerk

Absent : **Jody Tibbitts- Building official**
Don Baillie—Member

Guests: **Shirley Greenhoe—Potential Board Member**
Jim Vandel—Permit Applicant, Citizen of TSVR
Eli Lainhart—Permit Applicant, Citizen of TSVR

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

1. Call to Order—The meeting was called to order at 5:00 pm. A quorum is present.
2. Approval/additions to Agenda--Lee Hansen made a motion to approve the agenda as written, Mike Blackman seconded; the motion was approved unanimously.
3. Approval of Minutes--Mike Blackman made a motion to approve the minutes 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. The Chairman recognized and introduced Shirley Greenhoe, a potential new Board Member.
6. Action Items.
 - a. Permit Requests:
 - i. Jim Vandel--Plat 6, Lot 25, 820 Vista West Dr--Breezeway between the house/garage.
 1. Mr. Vandel addressed the Board on his efforts to obtain a building permit. The Board explained the Town's process to obtain a building permit and that because his permit application was incomplete, the Board was reluctant to act favorably on the application.
 2. The Chairman explained the process for obtaining a permit and the importance of the Board having enough time to properly review the application.
 3. Mr. Vandel agreed to submit a complete application in time for it to be placed on the Board Meeting Agenda for June 15, 2011.

4. Mike Blackman made a motion to defer consideration of Mr. Vandel's permit application until the next Board Meeting on 6/15/11. Bob Palmquist seconded the motion, the motion passed unanimously.
 - ii. Fence--Brown, Shari--229 Holly Dr Plat 5 Lot 73.
 1. Members of the Board have reviewed the application, visited the property, and determined the application is complete.
 2. Roger Jeffs made a motion to approve the permit application, Bob Palmquist seconded; the motion passed unanimously.
 - iii. Fence--Lainhart, Eli--715 Cedar Creek Dr, Plat 16 Lot 38.
 1. The Board determined that Mr. Lainhart's permit application was incomplete. The Chairman explained to Mr. Lainhart the process for obtaining a permit and the importance of the Board having enough time to properly review the application.
 2. Mr. Lainhart agreed to submit a complete application in time for it to be placed on the Board Meeting Agenda for 6/15/11.
 3. Mike Blackman made a motion to defer consideration of Mr. Lainhart's permit application until the next Board Meeting on 6/15/11. Lee Hansen seconded the motion, the motion passed unanimously.
 - iv. Fence--Christensen, Kevin/Cory, 138 Brushwood Dr. Plat 5 Lot 53.
 1. Members of the Board have reviewed the application, visited the property, and determined the application is complete.
 2. After answering Mike Blackman's question about a gate, Bob Palmquist made a motion to approve the permit application, Roger Jeffs seconded; the motion passed unanimously.
- b. Variance requests--None

7. Review action items from last meeting.

- a. Al Redlin—Send proposed flood ordinance to Town Attorney to review—Deferred pending receipt of comments from FEMA.
- b. Lee Hansen--Send the Palmquist flood data and draft flood ordinance to Kim Johnson at Wyoming Homeland Security—Done, data has been received by Kim Johnson and is under review; Lee Hansen will contact Mr. Johnson and offer to send a copy to FEMA in order to expedite the process.
- c. Board Clerk—Send building permit expiration letter to Mr. Algaar, Plat 4, Lot 4 98 Bramble Berry Dr—Done.
- d. Board Clerk—Send final accessory building package to Board after omitting references to metal siding and include the fee breakout—Deferred, Board Clerk will put together package and will resend to Board members.
- e. Board Clerk--Notify Mr. Wirick, Plat 5, Lot 51, 129 Brushwood of fence permit violation—Done, Special Municipal Officer (SMO) issued citation.
- f. Board Clerk—Ask SMO to contact Mr. Wolfley, Plat 5, Lot 70 regarding possible fence permit violation—Done, fence was constructed prior to TSVR requiring fence permits.
- g. Roger Jeffs--Give fence definition to Al Redlin for Town Council consideration—Done.
- h. Roger Jeffs—Prepare dog run proposal for Board—Done, refer to 8b on agenda.
- i. All Board members—Recruit new board members--In process.
- j. Al Redlin--Take fence definitions to the Town Council--In process.
- k. Ron Thacker/Don Baillie—Contact Town Attorney regarding amended plat ordinance wording—Deferred.

- l. Al Redlin—Put zoning map adoption on Town Council Meeting agenda—Done.
 - m. Ron Thacker--Talk to Lincoln County Planner (John Woodward) regarding master plan coordination with County—Deferred.
8. Information/discussion Items.
- a. Board Clerk--Re-cap P/Z issues since previous meeting.
 - i. Report on SMO fence permits violations--Citations issued to Wilde, 389 Middle Branch Dr. (P18, L109) and Wirick, 129 Brushwood Dr. (P5, L51).
 - ii. Permit expiration report—Deferred.
 - iii. Other—None.
 - b. Review and finalize fence permit process.
 - i. After discussion, the Board agreed to add the words “including enclosed dog runs” to the draft definition for consideration by the Town Council.
 - ii. The Board agreed that a final inspection process needs to be implemented.
 - c. Permit process for driveways—Done, except for implementing a final inspection process.
 - d. Accessory building standards and permits—A final inspection will be required.
 - e. Fence, driveway, accessory building inspections and permit closeouts—The Board agreed an inspection form and checklist was needed for driveways and fences. The final inspection process will be similar to the process for buildings. A final inspection must be complete before any deposits are refunded and the inspection forms will become part of the permit application records.
 - f. New Ordinance change recommendations—In process—Ron Thacker has been requested to prepare a list for presentation to Town Council. Possible areas under consideration are:
 - i. Fences
 - ii. Driveways
 - iii. Accessory Buildings
 - iv. Amended Plats
 - v. Definitions
 - g. Town master plan update--Deferred
 - i. School section land use co-ordination with Lincoln County.
 - ii. Road master plan.
9. Comments/Matters from the Board.
- a. Chairman’s Administrivia:
 - i. Report on meeting with John Clay P 11, L11-12, and 191 Green Canyon Dr—Mr. Clay will decide how he wants to proceed and submit appropriate applications to the Board.
 - ii. Recruiting new Board members—The Board has vacancies to fill due to the expiration of some Board members’ terms.
 - iii. Future Board member absences—Mike Blackman and Lee Hansen will be absent from the June 15th Board meeting.

- iv. Newsletter items—An item explaining that dog runs are considered fences and require a permit. Board members should submit other newsletter suggestions.
 - v. Other--None
 - b. Other Board member matters--None.
- 10. Recap action items for next Board Meeting.
 - a. Al Redlin--Send all definitions for fence/dog run to Council, Mayor, and Board.
 - b. Board Clerk--Send all driveway and small accessory building application packets w/fee amounts to Board.
 - c. Lee Hansen—Send e-mail to Kim Johnson offering to send flood data and draft flood ordinance information to FEMA.
 - d. Al Redlin—Send Board recommended fence definitions to Council/Mayor.
 - e. All Board members—Recruit new board members.
 - f. Ron Thacker/Don Baillie—Contact Town Attorney regarding wording on amended plats in Town ordinances.
 - g. Ron Thacker--Talk to Lincoln County Planner (John Woodward) regarding master plan coordination with County.
 - h. Ron Thacker--Prepare a list of ordinance change recommendations for presentation to Town Council.
- 11. Motion to Adjourn--Bob Palmquist made a motion to adjourn the meeting, Mike Blackman seconded; the motion passed unanimously. The meeting adjourned at 1931 hours.
- 12. Next Regular Board meeting – Wed. June 15, 2011 at 5:00 PM MDT—