

**The Town of**  
Star Valley Ranch, Wyoming  
**PLANNING AND ZONING BOARD MEETING MINUTES**  
**FINAL**  
**June 15, 2011**

Present: **Ron Thacker—Chairman**  
**Roger Jeffs--Alternate Member**  
**Al Redlin—Councilman**  
**Bob Palmquist- Member**  
**Yolanda Navarrete--Board Clerk**  
**Jody Tibbitts--Building official**

Absent : **Lee Hansen—Member**  
**Don Baillie—Member**  
**Mike Blackman—Member**

Guests: **Shirley Greenhoe—Board Member Elect**  
**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 5:00pm. A quorum is present.
2. Approval/additions to Agenda--Bob Palmquist made a motion to accept the agenda as written, Roger Jeffs seconded; the motion passed unanimously.
3. Approval of Minutes--Roger Jeffs made a motion to accept the minutes as written, Bob Palmquist seconded; the motion passed unanimously.
4. Citizen Input to the Board for items not on the agenda—None.
5. Action Items.
  - a. Permit Requests:
    - i. Jim Vandel--Plat 6 Lot 25, 820 Vista West Dr--Breezeway between the house/garage.
      1. Members of the Board have reviewed the application, visited the property, and determined the application is complete.
      2. The Building Official added a notation to the plans stating that a fire wall was required between the garage and residence.
      3. Bob Palmquist made a motion to approve the permit application with a plan red line noting that a fire wall was required between the garage and the residence. Roger Jeffs seconded, the motion passed unanimously.
    - ii. Eli Lainhart--715 Cedar Creek Dr, Plat 16 Lot 38--Fence.
      1. Members of the Board have reviewed the application, visited the property, and determined the application is complete.
      2. Bob Palmquist made a motion to approve the permit application, Roger Jeffs seconded; the motion passed unanimously.

- iii. Robert Jones—215 North Forest Dr. Plat 22 Lot 8—Retaining walls.
      - 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.
    - b. Variance requests—None
- 6. Review action items from last meeting.
  - a. Al Redlin--Send all definitions for fence/dog run to Council, Mayor, and Board—Done, Al will prepare ordinance amendment for first reading in July Council meeting.
  - b. Board Clerk--Send all driveway and small accessory building application packets w/fee amounts to Board.—Done, Board will review and discuss at July 6 Board Meeting.
  - c. Lee Hansen—Send e-mail to Kim Johnson of WY Homeland Security offering to send flood data and draft flood ordinance information to FEMA—Done, Mr. Johnson will forward the information to FEMA.
  - d. Al Redlin—Send Board recommended fence definitions to Council/Mayor—Done, see Item 6a above.
  - e. All Board members—Recruit new board members—In process, one new member recruited, one remaining vacancy.
  - f. Ron Thacker/Don Baillie—Contact Town Attorney regarding wording on amended plats in Town ordinances—Deferred.
  - g. Ron Thacker--Talk to Lincoln County Planner (John Woodward) regarding master plan coordination with County.—Will contact County Planner on June 16.
  - h. Ron Thacker--Prepare a list of ordinance change recommendations for presentation to Town Council.—Done, presented at Council meeting of June 14.
- 7. Information/discussion Items.
  - a. Board Clerk--Re-cap P/Z issues since previous meeting.
    - i. Algaar-- Plat 4 lot 4, 98 Bramble Berry Dr—Mr. Algaar inquired about initiating a new permit new application and asked if the Board might be willing to apply the remaining deposit amount towards the deposit on a new permit. The Board agreed to approve the deposit transfer provided the current permit had not expired. Mr. Algaar was to make an appointment with the Building Official on Friday, June 17 to determine what portions of his project remain to be completed.
    - ii. Wilson—Plat 20 Lot 74, 52 Aztec Dr—Accessory building application. The Board determined the application is incomplete. The Board Clerk will provide Mr. Wilson with a permit application packet that contains information on permit application requirements.
    - iii. Brown, Shari--229 Holly Dr Plat 5 Lot 73—The Board Clerk will arrange for a final inspection for the fence project.
    - iv. Fines/fees—discussion on the fee/fines structure--The Board will recommend adding an infraction to Town Code Appendix 6.01-B for “Failure to obtain a building permit”.
    - v. Permit expiration report—No expirations within 90 days.
    - vi. Other—None.

8. Review and finalize fence permit process
  - a. The Board agreed to include dog runs in the fence definition recommendation to the Town Council.
  - b. Final inspection process and checklist--Roger Jeffs will draft a checklist and inspection form for fences.
  - c. Recommended ordinance changes for fences— The Board will draft recommendations to the Town Council for Town Code amendments on the size (up to 128 sq. ft.), permissible materials, and locations of dog runs on residential property. The Board will also review other Town Code fence provisions for possible revision recommendations.
  
9. Permit process for driveways—Discussion deferred.
  - a. Final inspections and checklist.
  - b. Recommended ordinance changes for driveways?
  
10. Accessory building standards and permits—Discussion deferred.
  - a. Review packet.
  - b. Recommended ordinance changes for accessory buildings?
  
11. New Ordinance change recommendations—Review and amend Town Council list.
  - a. Board received draft list of items to consider.
  - b. Board reviewed permit application coordination process in Town Code and will clarify with SVRA.
  
12. Town master plan update—Discussion deferred.
  - a. School section land use coordination with Lincoln County.
  - b. Road master plan.
  
13. Comments/Matters from the Board.
  - a. Chairman's Administrivia:
    - i. Recruiting new Board members—Board has one vacancy.
    - ii. Future Board member absences—No new pending absences.
    - iii. July- August Chairman---Don Baillie to chair July 20 and August 3 Board meetings and make July P&Z report to Town Council.
    - iv. Newsletter items—Submit suggestions to Chairman ASAP.
    - v. Agenda Format—Board to review and suggest improvements.
    - vi. Other--None
  - b. Other Board member matters--None.
  
14. Recap action items for next Board Meeting.
  - a. Al Redlin—Prepare Town Code amendments for “fence” definition for Town Council first reading.
  - b. Bob Palmquist—Correct Town Code formatting on website as a special project.
  - c. Roger Jeffs—Edit all fence permit application forms and distribute to Board.
  - d. Al Redlin--Prepare Town Code amendments on infraction for “failure to obtain a building permit” with fines for up to \$750 for Town Council first reading.
  - e. Board Clerk—Prepare copies of Board procedures, manuals and Town Code for new members.
  - f. Ron Thacker—Contact Lincoln County Planner (John Woodward) regarding master plan coordination.
  - g. Ron Thacker—Draft checklist and final inspection form for driveways.

- h. Roger Jeffs—Draft final inspection form for fences.
- i. Ron Thacker/Don Baillie--Contact Town Attorney regarding wording on amended plats in Town ordinances.
- j. Ron Thacker/Don Baillie—Review County Engineer checklist for amended plat review contract, extract relevant items, and review with Councilman Harker.
- k. All Board members--Review all driveway and small accessory building application packets w/fee amounts.
- l. Ron Thacker—Contact SVRA to clarify permit application relationship between Town and SVRA.

15. Motion to Adjourn--Ron Thacker made a motion to adjourn the meeting, Roger Jeffs seconded; the motion passed unanimously. The meeting adjourned at 1921 hours.

16. Next Regular Board meeting – Wed. July 6, 2011 at 5:00 PM MDT—