

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
FINAL
September 21, 2011

Present: **Ron Thacker—Chairman**
 Don Baillie—Member
 Lee Hansen—Member
 Shirley Greenhoe--Member
 Al Redlin—Councilman
 Yolanda Navarrete--Board Clerk
 Jody Tibbitts--Building official

Absent: **Steve Ashworth--Alternate Member**
 Roger Jeffs—Member

Guests: **Dick Johnson (Town Economic Development Board)**

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 of Agenda--Don Baillie moved to approve the agenda as written, Lee Hansen seconded; the motion passed unanimously.
3. Approval of Minutes--Lee Hansen moved to approve the minutes as written, Don Baillie seconded; the motion passed unanimously.
4. Action Items.
 - a. Permit Requests--Wells, Tom 44 Cottonwood Cir Plat 3, Lot 90—Detached Garage—Because Mr. Wells will not be at Star Valley Ranch until the weekend, Lee Hansen moved to approve the permit subject to the corners of the property being marked NLT COB on Tuesday, 9/27. Don Baillie seconded, the motion passed unanimously.
 - b. Variance requests—None.
5. Citizen input to the Board for items not on the agenda--None.
6. Review action items from last meeting.
 - a. Bob Palmquist/Al Redlin—Correct Town Code formatting on website as a special project—In process.
 - b. Ron Thacker/Don Baillie—Contact Town Attorney regarding wording on amended plats in Town ordinances--In process.
 - c. Ron Thacker/Steve Ashworth—Contact Lincoln County Planner (John Woodward) regarding master plan coordination on adjacent land use and master road plan—Done.
 - d. Ron Thacker/Don Baillie --Review County Engineer checklist for amended plat review contract, extract relevant items, and review with Councilman Harker--In process.
 - e. Al Redlin--Flood insurance info to the public and follow-up with Kim Johnson FEMA, NFIP on comments on flood ordinance--In process.
 - f. Shirley Greenhow--Draft an action plan on measures to obtain better public compliance on obtaining building permits—Item 7b.

- g. Steve Ashworth--Co-ordinate Town and Lincoln Master Plan land use for areas adjacent to Town—In process of setting up a meeting with John Woodward or Jonathan Teichart of the Lincoln County Planning Office.
- h. Lee Hansen--Obtain information on flood brochures and other information to Al Redlin—Done.
- i. Board Clerk--Develop a sign-in sheet for public attendees at Board meetings—Done.
- j. Ron Thacker--Incorporate Board suggestions on roof overhangs for accessory buildings and other changes into Title 6 for Board review—Item 7c.
- k. All Board Members—Consider recommending allowing accessory buildings on empty building lots and be prepared to debate and discuss—Item 7g.
- l. All Board Members—Submit suggestions for newsletter items—Done.

7. Information/discussion items.

- a. Board Clerk—Re-cap P/Z issues since previous meeting.
 - i. Meeting dates next year--July 4 and Nov 21, 2012 issues
 - 1. Because Independence Day, 2012 falls on the first Wednesday in July, the Board decided to hold the July Planning and Zoning meetings on Wednesday, July 11th and 25th.
 - 2. The August Planning and Zoning Board meetings will be held on Wednesday, August 8th and 22nd.
 - 3. Because the regularly scheduled November 21, 2012 meeting falls the day before Thanksgiving, the Board decided to hold only one (1) meeting in November on November 7. Any critical matters needing to be addressed by the Board the second Wednesday of November, 2012 will be considered by the Board at a special meeting.
 - ii. Permit expiration report.
 - 1. No new permit expirations until March 2012.
 - 2. Status on Watt, 151 Canyon Pines Way P13, L4—Permit holder said project will be done, Board Clerk will send a reminder letter.
 - 3. Status on Parola, 211 Last Chance Dr. P17, L96--Permit holder said project will be done, Board Clerk will send a reminder letter.
 - iii. Other--None.
- b. Review proposals for measures to obtain better public compliance on obtaining building permits—Signs posted at Town entrances stating the building permits are required have been ordered and Shirley Greenhoe is devising an action plan with additional proposals to obtain better public compliance.
- c. Review draft recommendations for Title 6-Buildings amendments—The Board reviewed and edited the latest draft.
- d. Review draft recommendations for Title 9-Zoning housekeeping amendments—The Board reviewed and edited the latest draft.
- e. Review draft recommendations for Title 9-Zoning fence and dog run amendments—The Board reviewed and edited the latest draft.
- f. Report on Town Master Plan coordination with Lincoln County—Deferred to next meeting.
- g. Discussion for allowing accessory buildings on empty building lots—There was considerable discussion by the Board on the pros and cons with no consensus reached ref:
 - i. Prohibiting accessory buildings on empty building lots.
 - ii. Allowing accessory buildings on an adjoining lots owned by the same owner.
 - iii. Allowing or prohibiting accessory buildings on separate lots.
- h. Rezoning application process—Deferred.

8. Comments/Matters from the board.
 - a. Chairman's Administrative.
 - i. Process to vote on a Board motion--Discussion on "Roberts Rules of Order" and the Board adoption of modified rules of order.
 - ii. Board member options on votes--Discussion on whether a Board member can abstain from a vote if present for discussion on the motion.
 - iii. Newsletter editor assignment—The Board agreed to rotate writing contributions to the Town water bill newsletter.
 - iv. P&Z report to Town Council editor assignment—The Board agreed to rotate preparing the Board monthly report to the Town Council.
 - v. Board members absences.
 1. Don Baillie--10/5.
 2. Board Clerk--11/18, possibly 11/2
 - b. Other Board member matters--None.
9. Recap action items for next Board meeting.
 - a. Bob Palmquist/Al Redlin—Correct Town Code formatting on website as a special project.
 - b. Ron Thacker/Don Baillie—Contact Town Attorney regarding wording on amended plats in Town ordinances.
 - c. Ron Thacker/Don Baillie --Review County Engineer checklist for amended plat review contract, extract relevant items, and review with Councilman Harker.
 - d. Al Redlin--Flood insurance information to the public and follow-up with Kim Johnson FEMA, NFIP on comments on flood ordinance.
 - e. Shirley Greenhoe--Draft an action plan on measures to obtain better public compliance on obtaining building permits.
 - f. Steve Ashworth--Co-ordinate Town and Lincoln Master Plan land use for areas adjacent to Town.
 - g. All Board Members—Consider allowing accessory building on empty lots.
 - h. Ron Thacker—Incorporate changes to Title 6 and Title 9 draft amendments and distribute to Board.
10. Motion to Adjourn—Don Baillie moved to adjourn the meeting, Shirley Greenhoe seconded; the motion passed unanimously. The meeting adjourned at 1940 hours.
11. Next Regular Board meeting—Wed October 5, 2011 at 5:00 PM MDT.