

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
FINAL
December 7, 2011

Present: **Ron Thacker—Chairman**
 Lee Hansen—Member
 Shirley Greenhoe--Member
 Don Baillie—Member
 Robert Palmquist—Alternate Member
 Jody Tibbitts—Building Official
 Yolanda Navarrete--Board Clerk

Absent: **Al Redlin—Councilman**
 Roger Jeffs—Member

Guests: **Shan Townsend (Mietchen project)**

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

1. Call to Order—The meeting was called to order at 5pm; a quorum is present.
2. Approval of Agenda--Lee Hansen made a motion to approve the agenda, Don Baillie seconded; the motion passed unanimously.
3. Approval of Minutes--Don Baillie made a motion to approve the minutes of 11/16/11 as written, Shirley Greenhoe seconded; the motion passed unanimously.
4. Action Items—Mietchen, 38 Wild Rose Cir, P 10, L 46—Roof cover extensions on front and rear of residence--Don Baillie moved to approve the permit application as amended in the construction plans by the Building Official, Lee Hansen seconded; the motion passed unanimously.
5. Citizen input to the Board for items not on the agenda—None.
6. Review action items from last meeting.
 - a. Ron Thacker--Contact Steve Ashworth on status of outstanding assignments.
 - i. Ron Thacker tried to contact Steve Ashworth by phone and email but was unsuccessful.
 - ii. Bob Palmquist will assume Steve Ashworth's assignments and will make further attempts to contact Steve regarding assignment status.
 - b. Don Baillie—Contact Board Clerk on final amended plat filing of John Clay, 217 Green Canyon Drive, P11, L11&12—Done, amended plat filing is in order.
 - c. Ron Thacker—Follow up with Town Attorney on legal issues before Board—In process, contacted Town Attorney by phone and email and will do additional follow up.
 - d. Roger Jeffs—Refine bulletin board notices on permit compliance and send to Board—Done, discussion is deferred because Board member is absent.
 - e. Shirley Greenhoe—Send completed realtor and builder letters to Board Clerk—Done, Board clerk will mail early in February.

- f. Board Clerk— Call Gary Fralick, 167 Mahogany Way, P3, L121 about permitting proposed maintenance and repair project—Done, citizen contacted, question answered.
- g. Board Clerk-- Draft and maintain a list of future Board member absences—Done, Board Clerk distributed absentee list.

7. Information/discussion items.

- a. Board Clerk—Re-cap P/Z issues since previous meeting.
 - i. Permit expiration report.
 - 1. Miller, 310 Redwood Road, P7, L70—Expiring 1/28/12--Mr. Miller says the home will be completed before expiration date.
 - 2. Northridge Homes, 498 Redwood Rd, P8, L 22—Expiring April, 2012, Contractor/owner has a buyer, and will have home completed before expiration date.
 - 3. Board Clerk will review older active small project permits to determine if work has been completed.
 - ii. Other--Construction questions from residents.
 - 1. Reference dimensions of an accessory building (height)—Per Town Code 9.07.030 C2, accessory buildings in single family residential areas may not exceed 25 feet in height or the height of the primary building, whichever is less.
 - 2. Dimensions of height with a basement walkout—The Board determined that if the original height of the roof line of a building was not raised when installing an exterior access to a basement, the building height would be considered to be unchanged.
- b. Status review on measures to obtain better public compliance on obtaining building permits.
 - i. Letters to contractors and realtors will be mailed in early February.
 - ii. Beginning in February, legal notices on the Town's requirement to obtain building permits will be published once per month for 6 succeeding months.
 - iii. Bulletin Board Notices to have final review next meeting.
 - iv. Other items on original action plan have been implemented or abandoned.
- c. Issues for Town Attorney—Waiting on response from Attorney.
- d. Rezoning application process--Waiting on response from Attorney.
- e. Report on Town Master Plan coordination with Lincoln County--Bob Palmquist to research issue and contact Lincoln County Planning Office.
- f. Other—None.

8. Comments/Matters from the board.

- a. Chairman's Administriva.
 - i. Board member absences—Board Clerk will update and distribute list of Board member absences.
 - ii. Recruiting new members—Potential new members were discussed.
 - iii. December--Newsletter—Jeffs; P&Z report--Greenhoe.
 - iv. Workshop—P&Z Board, Mayor, Town Council, and Town Economic Development Board, 12/14/11, 10am at Town Hall .
 - v. Other—The Mayor has appointed Bob Palmquist to fill Steve Ashworth's position on the Board.
- b. Other Board member matters--Bob Palmquist presented proposals for amending Board recommendations for dog runs. Since the Board's recommendations have been sent to the Town Council for a first reading, Bob will present his proposals directly to the Town Council.

9. Recap action items for next Board meeting.
 - a. Board Clerk--Review active small project permits to determine if work is completed.
 - b. Bob Palmquist--Follow-up with Steve Ashworth and John Woodward on coordinating land use master planning between the Town and Lincoln County.
 - c. Board Clerk—Update new Board absentee list, Board appointment list, and Town contact list.
 - d. Board Clerk—Review and correct P&Z information posted on Town website.
 - e. Ron Thacker—Prepare talking points for workshop with Mayor, Council, and TED Board.
 - f. Ron Thacker—Follow up with Town Attorney on “P&Z Board Issues and Questions”.
 - g. Bob Palmquist--Send suggestions on dog run regulations to Al Redlin.

10. Motion to Adjourn--Lee Hansen made a motion to adjourn the meeting, Don Baillie seconded, the motion passed unanimously. The meeting adjourned at 1905 hours.

11. Next Regular Board meeting—Wed. December 21, 2011 at 5:00 PM MST.