

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
FINAL
January 6, 2016

Present: Jerry Hanson—Member Chairman
Robert Palmquist- Member
Lee Hansen—Alternate member
Shirley Greenhoe—Member
Ed Koch- Councilman
Yolanda Navarrete—Clerk

Absent: Kathy Daulton- Member
Josh Floyd--Building Official
Ed Koontz— Member (acting Chairman)
Dennis Christiansen- SVRA Liaison

Guests Greg Nelson- Resident

1. Call to Order – 5PM
2. Statement of Quorum – A quorum is present
3. Approval of Agenda – Shirley Greenhoe moved to approve, Robert Palmquist 2nd, Ayes unanimous
4. Approval of 12/16/2015 Minutes – Lee Hansen moved to approve as amended, Robert Palmquist 2nd, Ayes unanimous
5. Citizen input to the Board for items not on the agenda. Councilman Koch brought up the request LVI has for their 2nd phase, which went to the County P&Z board for the preliminary request... We have not heard of it and want to be sure that it is brought before the Town's P&Z board. Jerry will check with LVI to be sure they are aware of the procedure to bring this to the Town.
6. Variance requests – none
7. Action Items
 - i. Permit Application(s)
 1. None
 - ii. Subdivision Procedure review (i.e. Approval of final plat, definition of frontage, geotechnical survey, drainage survey, erosion, pollution etc.) –Jerry – In process
 - iii. P&Z/Town Council Workshop – March 29, 2016 – A discussion on the items below to be discussed at the Council Workshop.
 1. Short Term Rental -- Robert
 2. Subdivision Ordinance -- Jerry
 1. Final Plat approval
 2. Major/Minor

3. Definition of frontage
4. Geotechnical, drainage survey, erosion, pollution, water retention etc.
 5. Road Specifications – Passed on to Road Dept., a discussion on the Ordinance that needs to be developed, and where it should be entered in the Title #'s, Is decided to have it in Title 5 Chapter 1.
3. Exceptions to Town Building Codes—Jerry – will have a discussion with The Mayor, and bring Josh into it, to get his ideas on the subject.
4. Contractor Business Licenses—Shirley – A discussion on who would need to apply, and how it could be regulated, and what the application would entail, (requirements) etc....
5. Abatement (Nuisance/Safety Hazards) – Ed Koontz—this will be sent to Safety Committee for advisement.
- iv. Possible land annexation - review areas the town surrounds by 75% - Lee/Robert—in process
 - v. Short Term Rental/Transient Lodging – Robert – in process- A list of options in how to handle these properties.
8. Information/discussion items
 - i. Board Clerk - Re-cap P/Z any issues since previous meeting.
9. Comments/Matters from the board.
 - i. Chairman's Administrivia.
 1. Board member absences: Kathy 11/4-4/1/16, Robert Palmquist 1/20, Jerry Hanson 2/01-3/27, Ed Koontz 12/10/15 – 1/6/16, Ed Koch 2/17, Shirley Greenhoe 2/1-2/29/16
 2. January P&Z Report Jerry Hanson (due 1/07/16 10:00 AM) January Newsletter (due 1/15/16 Robert)
10. Recap action items for next Board meeting
 - i. Robert – Definition on frontage
 - ii. Jerry- Subdivision procedure
 - iii. Ed Koch- Check with The Mayor on road specifications
 - iv. Yo- Update titles for every member's book.
 - v. Shirley – More work on Bus Permits
 - vi. Ed Koontz – Abatement to The Safety Committee
 - vii. Shirley- go over recommendations for VRBO's
 - viii. Lee- construct a Title five, Chapter 1 - Roads
11. Motion to Adjourn.- Shirley Greenhoe moved to adjourn, Lee Hansen 2nd, ayes unanimous
12. Next Regular Board meeting—Wed. January 20, 2016 at 5:00 P