

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES

FINAL

November 1, 2017

Present Don Baillie – Alternate Member
 Lee Hansen – Member (Acting Chair)
 Kathy Daulton – Member
 John Lynch – Councilman
 Yolanda Navarrete – P&Z Clerk

Absent Ed Koontz - Chairman

Guests: Carolyn Thacker – SVRA liaison
 Talia Booker- Gen Mgr. SVRA
 Greg Casperson – Architect for SVRA

1. Call to Order— 5:00 PM A quorum is present
2. Approval of Agenda— Don Baillie moved to approve as amended, Kathy Daulton 2nd, ayes unanimous
3. Approval of Minutes - 10/18/17 regular meeting – Don Baillie moved to approve, Kathy Daulton 2nd, Ayes unanimous/ public hearing- Don Baillie Moved to approve, Kathy Daulton 2nd, Ayes unanimous.
4. Variance requests---Kilrain – 378 Sugarloaf Dr Plat 10 Lot 83 – Fence – Don Baillie moved to approve, Kathy Daulton 2nd, ayes unanimous.
5. Action Items –
 - a. SVRA – update – review correspondence – There has been 3 responses
 - b. Leisure Valley Inc. Platting 32 RV Lots in Star Valley Ranch RV Park Plat 4 Stage 3- Don Baillie moved to recommend to council to approve, Kathy Daulton 2nd, ayes unanimous.
 - c. Hincks—111 Hardman Rd. Plat 17 Lot 20—Car Port- Don Baillie moved to approve as redlined, Kathy Daulton 2nd, ayes unanimous.
 - d. Kilrain—378 Sugarloaf Dr.—Plat 10 Lot 83—Fence – Don Baillie moved to approve, Kathy Daulton 2nd, ayes unanimous.
6. New Business – Kathy Daulton to address the board – Has a suggestion to have new business inserted at this point, to leave room for any discussions

7. Review action items from last meeting:
 - i. Waste Water Permit—Soil Cut – discussion – applicant should have a receipt from the County application successfully applied for.
 - ii. John—9.05.150—Temporary Dwellings – Discussion – in process
 - iii. All—start review of Title 9 for updates- in process
 - iv. All- start review of permit application package – in process
 - v. Ed & Kathy—Skillset – in process
 - vi. Check with Evan on spread sheet for permits-in process
 - vii. Ask Josh about “Plan Review”--in process
 - viii. Ed--send board subdivision info – in process

8. Citizen input to the Board for items not on the agenda – add Carolyn Thacker to email list

9. Information/discussion items.
 - i. Discussion of Mayor’s agenda from meeting on 9/8/17 – December Meeting

 - ii. Title 9—9.02.010 Purpose and Intent of Zoning District A.1 Nonconforming use Designated Areas: Plat 17 Lot 11, 12, 13 and 14. These need to be removed from Title 9. December Council Meeting.

10. Comments/Matters from the board.
 - i. Chairman’s Administrivia:
 1. Board member absences: YO-11/15 (Stella to be present), Kathy- 11/2-Spring
 2. P&Z Report Chairman (due 11/5/17) October Newsletter (Due 11/15/17)
 3. Snyder—what did the inspector have to say about this project
 4. Was a driveway permit issued for the new driveway on Vista East Dr. and Vista Court? New drive way is on Vista East Dr. – need address

 - ii. Board Member Opinions/Comments:

 - iii. Permits in Progress:
 1. New Homes-- 90 days from expiration—none
 2. Garages-- 90 days from expiration—none
 3. Decks-- 90 days from expiration—none

11. Recap action items for next Board meeting
 - a. Yo – ask Stella to get a template to Lee for recommendation.
 - b. Title 9 assignments:
 - i. Ed- 9.05.010-060
 - ii. Don - Chapter 5 9.05.070 to 9.05.110
 - iii. Kathy- 9.05-120 – 170
 - iv. Lee – 9.05.180-400
 - c. YO – send permit Pkgs. to all board members to look over.
 - d. Don, Lee, Ed – Look over subdivision/procedures/processes for December meeting

12. John – Talk to Mayor 9.02.010 meeting in January 2018

13. Motion to Adjourn. — Don Baillie moved to adjourn, Kathy Daulton 2nd, Ayes unanimous

14. Next Regular Board meeting—Wed 11/15/17 5PM