

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

**DRAFT**

October 23, 2019

Present      Ed Koontz - Chairman  
                 Taylor Ellis – Member  
                 Kathy Daulton – Member  
                 Dolores Albers- Member  
                 Carolyn Thacker – SVRA liaison  
                 Yolanda Navarrete - Clerk

Absent        Don Baillie – Council liaison

Guests       Lee Hansen – Council Member

1. Call to Order— 5:00 pm a quorum is present
2. Approval of Agenda— Taylor Moved to approve, Dolores 2<sup>nd</sup>, ayes unanimous
3. Approval of Minutes from 9/25/19 – Taylor moved to approve, Dolores 2<sup>nd</sup>, ayes unanimous
4. Approval of Minutes from 10/9/19- Taylor moved to approve as amended, Kathy 2<sup>nd</sup> ayes unanimous
5. Variance requests – none
6. Action Items –  
      Permits – NONE  
      Permit Extensions- none.
7. Review action items from last meeting. - none
8. Citizen input to the Board for items not on the agenda.

9. Information/discussion items.

- a. Board Clerk-Re-cap P/Z any issues since previous meeting –
  - i. Discuss Cancel P&Z meeting for 11/27/19 due to Thanksgiving, if there are no permit applications to approve. After discussion it was agreed to see where we are as far as Permit apps. At 11/13 meeting, to decide on meeting 11/27
  - ii. Question on extensions. If someone is not completed by end of first extension year, can they get a second extension? It was decided the way it is written; they must re-apply for a new Permit.
  - iii. We need Permit applications updated, and redone.
    - a. Add into permit applications more specific forms, (not generic)
    - b. Yolanda handed out examples of applications to The Board for their review, edits, and changes to review at 11/13 meeting

10. Comments/Matters from the board.

- a. Chairman's Administriva.
  - i. P&Z Report Chairman (due 11/8/19) November Newsletter (Due 11/15/19)
  - ii. Board members absences: Kathy gone until April, but available by phone. Dolores gone 11/27/19.

b. Board Member Opinions/Comments.

11. Items turned over to Council for completion - none

12. Recap action items for next Board meeting

- a. All go over samples of permit apps, and add, delete re-write...etc.... for discussion and completion @ 11/13 meeting
- b. Yo- to follow-up with Huhtala on fence.
- c. Yo – to get with Struhsacker on garage plans

13. Motion to Adjourn. — Kathy moved to adjourn, Taylor 2<sup>nd</sup>, ayes unanimous

14. Next Regular Board meeting—

- a. Wed 11/13/19 5PM
- b. Workshop 11/08/19 1PM - if needed