

The Town of  
Star Valley Ranch, Wyoming  
**PLANNING AND ZONING BOARD MEETING MINUTES**  
December 14, 2022

**Present-**

Gordon Howe-Board Chair  
Dolores Albers- Board Member  
Kathy Daulton- Board Member  
Tyler Gomez- Board Member  
Gina Campbell- Clerk

**Guests-**

Carolyn Thacker- Star Valley Ranch Association Representative  
Brady Bitter- Building Inspector  
Taylor Ellis- Star Valley Ranch Council Liaison  
Kurt Richmond- Homeowner

1. **Call to Order 5:03 pm** – Gordon How calls meeting to order- a quorum is present.
2. **Approval of Agenda** – December 14, 2022- Delores motions to approve, Tyler 2<sup>nd</sup>, Ayes unanimously. Motion passes.
3. **Approval of Minutes** – Minutes for October 26, 2022- Delores motions to approve, Kathy 2<sup>nd</sup>, Ayes unanimously. Motion passes.
4. **Ratify Electronic Votes for November 3, 2022-**
  - Train- 75 Choke Cherry Plat 3 Lot 105
  - Stolbof / Pennington- 5387 Muddy String Road Plat 20 Lot 31- 6-month Temporary Certificate of Occupancy. Brady has passed everything else on a final inspection dated November 18, 2022.
    - Still needs to complete front and rear porches and detached garage.
    - Kathy motions to approve, Tyler 2<sup>nd</sup>, Ayes unanimously. Motion passes.
5. **Action Items:**
  - Permits**
  - Single Family Residences:**
    - Meschke/Miller 522 Walnut Dr. Plat 6 Lot 053-Redline eaves- Owner/Builder is aware they need to be a minimum of 18". He said they will be 2 feet.
      - Delores motions to approve, Kathy 2<sup>nd</sup>, Ayes unanimously. Motion passes.
  - Single Family Residence Extension:**
    - Vincente-Baten 99Walnut Dr. Plat 10 Lot 028- Board and inspector have a few concerns. First, is the lack of progress as this is the second permit issued for the project and the homeowner is now asking for an extension on it. Furthermore, the last inspection we have on record is the Plywood Nailing inspection and that was back in September of 2019. There is a concern some inspections have been missed and they want the homeowner/builder to get with the Building Inspector and make sure the project is up to date on inspections.
      - Tyler motions to table application until next scheduled board meeting, Delores 2<sup>nd</sup>, Ayes unanimously. Motion passes.

6. **Review action items from last meeting-** Permit fees and deposit fees for the building permits and advise the council if the board feels the deposits are too high, too low, or should remain the same. And advise if they feel the fee needs to be raised to help cover the cost of the new software program.
7. **Citizen Input to the Board for items not on the agenda-** N/A
8. **Information/ Discussion Items-** N/A
9. **Comments/ matters from the board-** Lately there have been citizens along the golf course placing temporary fencing up to keep the snowmobilers from going through their yards. Other citizens have been complaining about the fencing, but councilman Ellis was unable to see anywhere in ordinance where there are any restrictions on temporary fencing. He asked the board if they felt this was something that needed to be addressed. The consensus was it should be looked at for clarity of defining temporary and safety concerns.
10. **Items turned over to Council for Completion-** N/A
11. **Recap action items for next board meeting-** N/A
12. **Motion to adjourn- 5:36PM** – Alex motions, Kathy 2<sup>nd</sup>, Ayes Unanimously. Motion passes.

**Next Regular Board Meeting – Wednesday January 11th, 2022**