

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

**Present-**

Mike Black-Board Chair  
Brady Bitter- Board Member  
Dolores Albers- Board Member  
Gordon Howe- Board Member  
Gina Campbell- Clerk

**Guests-**

Taylor Ellis Town- Town Council Liaison  
Carolyn Thacker- Star Valley Ranch Association Representative  
Davis Meschle- Citizen  
Ronald Hyatt- Citizen  
Leland Staley- Citizen

1. **Call to Order 5:00 pm** – Mike Black calls to order- a quorum is present.
2. **Approval of Agenda** – September 14, 2022- Kathy motions to approve, Gordon 2<sup>nd</sup>, Ayes unanimously. Motion passes.
3. **Approval of Minutes** – Minutes for August 24, 2022- Brady motions to approve, Kathy 2<sup>nd</sup>, Ayes unanimously. Motion passes.
4. **Recognize Special Guest(s)**- Taylor Ellis- councilman, Carolyn Thacker- Star Valley Ranch representative
5. **Action Items:**
  - Permits**
  - Single Family Residences:**
    - Hyatt- 490 Dogwood Dr. Plat 1 Lot 20- Motion to approve with driveway amended to width of garage, propane tank distance from house redlined, and height of house to be under 35ft.
      1. Brady motions to approve, Gordon 2<sup>nd</sup>, Ayes unanimously. Motion passes.
        - Homeowner has also agreed to send over an email confirming he will apply to the HOA for a permit and make sure the home will be under the 35ft height minimum.
    - Dunn - 221 Alpenglow Drive Plat 15 Lot 46- Motion to approve with redline of driveway width same width as garage, propane tank needs to be at least 10 feet away from home, and make sure the overall height is not to exceed 35 feet. Mr. Hyatt is going to confirm via email that they will stay under the 35-foot standard.
      1. Brady motions to approve, Gordon 2<sup>nd</sup>, Ayes unanimously. Motion passes.
    - Luna- 121 Holly Drive Plat 5 Lot 67- Motion to approve with windspeed verified it is for the home not the patio and for this address and verify the septic field location.
      1. Kathy motions to approve, Delores 2<sup>nd</sup>, Ayes unanimously. Motion passes.
    - Miller/Meschle- 522 Walnut Dr. Plat 6 Lot 53- Motion to table for new plans. Home needs to have 1200 sq ft of living space on one level.

- Applicant was upset because he attended a meeting and was told it was finished square footage. The consensus of the board is they were not looking at the ordinance last time they told him that and unfortunately the plans will need to be changed due to the wording of the law.
  1. Brady motions to table, Kathy 2<sup>nd</sup>, Ayes unanimously. Motion passes.
- Welcker- 20 Birch Dr Plat 2 Lot 46- Motion to approve new permit after extension permit has expired with use of remaining deposit from original building permit and deposit from extension permit.
  - Kathy motions to approve, Delores 2<sup>nd</sup>, Ayes unanimously. Motion passes.

### **Fence Application**

- Watsabaugh- 67 Bonneville Rd. Plat 21 Lot 38- Motion to table due to plan lacking dimensions on fence lines, how far past the front of home, and distance from property lines.
  - Brady motions to table, 2<sup>nd</sup> by Gordon, Ayes unanimously. Motion passes.

### **Permit Extension**

- Staley- 420 Vista West Dr. Plat 10 Lot 39- Motion to deny because permit application was not turned in prior to the 30-day period stipulated in Town Ordinance. He will need to reapply for a new permit.
  - Kathy motions to deny extension application, Brady 2<sup>nd</sup>, Ayes unanimously. Motion passes.

### **Permit Revocation**

- Dunn- 221 Alpenglow Dr. Plat 15 Lot 46- Motion to approve 80% refund on permit fee and 100% on deposit.
  - Kathy motions to approve, Delores 2<sup>nd</sup>, Ayes unanimously. Motion passes.

### **6. Review action items from last meeting- N/A**

### **7. Citizen Input to the Board for items not on the agenda- N/A**

- ### **8. Information/ Discussion Items-**
- Gina Campbell reported on expired permits and the new iWorQ software program we are implementing for permits and the Right of Way and Driveway Permit issues
- She was finally able to get caught up enough to go through the permits to find the expired one and have the SMO go around and see if they were completed or still working. Those that are still working are going to be issued a Stop Work Order. Those that are getting close to expiring will get a reminder letter to reapply.
  - iWorQ- Go live date is 11/02/2022- She has started to upload some information, but some information needs to be updated prior to being sent and some of it needs to be verified and confirmed by the Board. If changes need to be made now is the time.
  - The Town Clerk, Gina Campbell, and Public Works Director sat down and looked at what issues could be corrected with a change in application(s) vs what needs to be addressed with an ordinance change. Council is already in the process of addressing some of the concerns of Public Works with driveways and how they approach the roadway, but the issues are larger in the sense of new homes and how their driveways are addressed separately than a driveway on an existing home and how some driveways do not always preform “work” in the right of way, but some do. So, do they get two permits? The consensus amongst the three was many of the immediate issues could be addressed with a combined permit application of driveways that they fill out the full application for a driveway that will go into the right of way but only part of it if they are not then a separate application for work in the right of way solely.

### **9. Comments/ matters from the board-**

- Mike Black said we need to have the inspector be extra cautious of where people are placing their propane tanks because he has noticed a lot of them that are not the required distance from the homes. Councilman Ellis said now is the time to start looking at any changes they Board feels may need to be made to Ordinances, rewriting them, and bring them to the Council at the January meeting.
- Brady Bitter wanted to know where the line is where he can approve changes without coming to the Board or what needs to come to the board.
  - Anything Structural needs to come back to the board

10. **Items turned over to Council for Completion-** N/A

11. **Recap action items for next board meeting-** Tabled Items if they have been completed by individuals

12. **Motion to adjourn- 6:43PM** – Kathy motions, Delores 2<sup>nd</sup>, Ayes Unanimously. Motion passes.

**Next Regular Board Meeting – Wednesday September 28, 2022**