

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
January 11, 2023-DRAFT

Present-

Mike Black- Board Chair
Gordon Howe-Board Member
Dolores Albers- Board Member
Kathy Daulton- Board Member
Tyler Gomez- Board Member
Larry Johnson- Board Member
Gina Campbell- Clerk

Guests-

Carolyn Thacker- Star Valley Ranch Association Representative
Brady Bitter- Building Inspector
Taylor Ellis- Star Valley Ranch Council Liaison
Chris and Cindy Bauman- Homeowners

1. **Call to Order-** 5:06 pm Mike Black calls meeting to order- a quorum is present.
2. **Approval of Agenda for January 11, 2023-** Larry motions to approve, Kathy 2nd, Ayes unanimously. Motion passes.
3. **Approval of Minutes** – Minutes for December 14, 2022- Mike said the date of the next meeting needs to be corrected on the minutes. Motion to approve based on that correction. Delores motions to approve, Kathy 2nd, Ayes unanimously. Motion passes.
4. **Action Items:**
 - Permits**
 - Garage:**
 - Bauman- 36 Sugar Loaf Plat 10 Lot 96 – Board suggests to turn building so it is easier to access. Homeowner updated plot plan to show what part of driveway will be paved and not paved.
 - Gordon motions to approve, Larry 2nd, Ayes unanimously. Motion passes.
- Single Family Residence Extension:**
 - Vincente-Baten 99Walnut Dr. Plat 10 Lot 028- Tabled at December 14, 2022 meeting for clarifications on inspections.
 - The Building Inspector is meeting him later in the week to check on the status of the project, but he is not clear why we are waiting to approve the extension.
 - Mike stated he wanted to make sure he had enough money in his deposits to cover his needed inspections. Gina interjected the bigger concern might be if he has had the inspections, he needs at this point in the construction process and if not, can Brady perform them at this point. Brady stated no matter what point he is in he will be able to get them done they just might be more difficult. He still feels the permit is needed for the inspections to be performed so the vote needs to occur.
 - Mike motions to table the application for permit extension
 - Gordon motions to approve, Larry 2nd, Ayes unanimously. Motion passes.
5. **Review action items from last meeting-** N/A

6. Citizen Input to the Board for items not on the agenda- N/A

7. Information/ Discussion Items-

a). Planning and Zoning Permit Fees Proposal.- Brady prepared a spreadsheet with cost analysis and determined the \$100.00 increase is a fair assessment of what would be needed to cover the cost of the new program.

- The board feels they need to look at a weighted distribution of costs instead of \$100.00 across the board. They will make their suggestions to the council.
- The board feels there needs to be some restructuring of the categories of permits, clarifications and better definitions in the Fee Schedule Ordinance. Brady is going to prepare a draft and present it.

b). Outdoors lighting fixtures- Kathy feels the board they can only be part of the control system during the new building process in the form of their check list

- Mike mentioned he is working on updating the lighting ordinance, but Kathy feels our current ordinance is a good ordinance where we are lacking in is checking for it in the planning process with new homes and during inspections and catching and fining those in violation, which is not in Planning and Zoning's control.

c). Solar panels, wind turbines and energy storage- Larry is working on drafting a new ordinance to address Solar panels. He is still in the research process and has not started drafting an ordinance.

- The issues of wind energy such as wind turbines and wind mills should be looked at and addressed.
- Cisterns and other water collections systems should also be addressed at some point.

d.) Training and use of new iWorQ Program- Training for board members, inspector, and council liaison on Monday January 30th at 10:00 am

8. Comments/ matters from the board-

a). Councilman Ellis asked if the board would like to receive a report of expiring permits at each meeting from the Clerk. They said yes.

b). RV Parking-There used to be an ordinance that said RVs had to be parked on a designated pad next to their house or behind the house. For some reason that ordinance disappeared when they re-coded the ordinances. As for now, the only ordinance that covers RV parking is §94.02 (D). It is not clear as to what the front of the house is. Please review it and see if you feel it is appropriate and clear. If not, please rework it and present it to the council.

c). Open foundations, basements/unattended construction sites- The current definition of an unattended construction site and open foundations and basements that would require homeowners and/or contractors to put up safety fencing, is very unclear and needs to be better defined.

- Mike said he is already working on a draft of that ordinance to email out for other to look over and approve shortly

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

10. Recap action items for next board meeting- N/A

11. Motion to adjourn- 6:15 pm – Alex motions, Kathy 2nd, Ayes Unanimously. Motion passes.

Next Regular Board Meeting – Wednesday January 25, 2023