

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

January 25, 2023-**DRAFT**

**Present-**

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

**Guests-**

Carolyn Thacker- Star Valley Ranch Association Representative  
Taylor Ellis- Star Valley Ranch Council Liaison

1. **Call to Order-** 5:02 pm Mike Black calls meeting to order- a quorum is present.
2. **Approval of Agenda for January 25, 2023-** Gordon motions to approve, Larry 2<sup>nd</sup>, Ayes unanimously. Motion passes.
3. **Approval of Minutes** – Minutes for January 11, 2023- Dolores motions to approve, Gordon 2<sup>nd</sup>, Ayes unanimously. Motion passes.
4. **Recognize Special Guests-** Carolyn Thacker from Star Valley Ranch Association
5. **Action Items:**  
**Permits Extensions**  
**Garage:**
  - Hall- 187 Redwood Circle Plat 18 Lot 12-
    - Dolores motions to approve with 50% deposit waived, Gordon 2<sup>nd</sup>, Ayes unanimously. Motion passes.  
**Single Family Residence:**
  - Porter- 1015 Vista Dr. Plat 9 Lot 75-
    - Gordon motions to approve with 50% deposit waived, Kathy 2<sup>nd</sup>, Ayes unanimously. Motion passes.
  
  - Baten- 99 Walnut Dr. Plat 10 Lot 28-
    - Kathy motions to approve with 50% deposit waived, Dolores 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-**

- Mike asked board to look over §150.037 proposed fee schedule changes and other wording changes to ordinance made by Brady prior to next meeting.
- Mike mentioned the Town Clerk and the Finance Board has recommended the fees for permits are doubled to cover the costs associated with the time being charged by the Planning and Zoning Clerk and Building Inspector thus far in the fiscal year.
  - Both the board and the P&Z Clerk feel a conversation needs to occur with the Mayor, Town Clerk, P & Z Chair, Liaison and Clerk prior to any changes being implemented.
- Training for the new iWorQ program will be on Monday the 30<sup>th</sup> at 10:00 am. Please do your best to attend.
- P & Z Clerk asked for clarification of procedure regarding expired permits- Notify both the Building Inspector and SMO and have them both go address the issue.

**9. Comments/ matters from the board- N/A**

- Reminder changes to §33.02 (C) in on the agenda at the next Town Council meeting on Tuesday February 14, 2023.
- Mayor approached Councilman Ellis about the possibility of bringing on another part-time Building Inspector and asked him to approach the board about their feelings on it. There have been some concerns about being able to get in touch with him and/or receive a call back in a timely fashion. - The board feels it would be a good idea as they feel the pace of building will only continue at the same rate or grow this coming year. They want to make sure there is a right of first refusal, and he is involved in the implementation of the new process. All agreed if there are issues with the performance of the current Building Inspector the Mayor should address them as she is his supervisor.

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

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

**12. Motion to adjourn-** 5:49 pm – Kathy motions, Dolores 2<sup>nd</sup>, Ayes Unanimously. Motion passes.

**Next Regular Board Meeting – Wednesday February 22, 2023**