

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
October 25, 2023, **DRAFT**

Present-

Mike Black- Board Chairman
Dolores Albers- Board Member
Kathy Daulton- Board Member
Gina Campbell- Clerk

Guests-

Brady Bitter- Building inspector
Taylor Ellis- Star Valley Ranch Council Liaison

- **Call to Order-** 5:0 pm Mike Black calls the meeting to order- a quorum is present.
- **Approval of Agenda-** Agenda for October 25, 2023 – Kathy motions to approve, Dolores 2nd, ayes unanimously. Motion passes.
- **Approval of Minutes** – Minutes for September 27, 2023- Dolores motions to approve, Kathy 2nd, ayes unanimously. Motion passes.
- **Recognize Special Guests-** Taylor Ellis- Town of Star Valley Ranch Liaison, Brady Bitter- Town of Star Valley Ranch Building Inspector.
- **Action Items:**

Permit Review:

Permit Extension Request

A). Nolan & Darcy Carter – 185 South Forest Drive – Plat 22 Lot 20- Their permit expired on 8/11/2023 therefore they have missed the window for applying for a permit extension. They will need to reapply for a new building permit. The board asked the planning and Zoning Clerk to advise the homeowners there will soon be a new fee schedule passed and to make sure all work stops until a new permit is issued or a citation may be issued for working without a valid permit. – A motion to deny the extension and require them to reapply for a new single-family building permit is made. Kathy motions to approve, Dolores 2nd, ayes unanimously. Motion passes.

- **Review action items from the last meeting-**
 - a.) Mike Black informed the board he had received the variance request letter from the Roberts for the porch they asked them to write at the last meeting. It has been added to the recommendation letter that will be read to the council at their next meeting on November 14th.
 - b.) Mike asked for a volunteer to read the two recommendations for the lot line adjustment and the lot combination at the November 14th council meeting as he will be out of town. Dolores volunteered to fill in.
- **Citizen Input to the Board for items not on the agenda-** Brady Bitter asked if the ordinance limiting the number of driveway approaches had passed yet. He was informed that the final reading would happen at the November 14th meeting.
- **Information/ Discussion Items-** Mike Black reviewed several small ordinance changes that the board had discussed to verify he had them correct prior to submitting the final changes for readings.
- **Comments/ matters from the board-** N/A
- **Items turned over to Council for Completion-** N/A
- **Recap action items for the next board meeting-** N/A
- **Motion to adjourn-** 5:30 pm- Dolores motions to adjourn, Kathy 2nd, ayes unanimously. Motions passes.

Next Regular Board Meeting – November 8, 2023