

The Town of  
Star Valley Ranch, Wyoming  
**REGULAR PLANNING AND ZONING BOARD MEETING MINUTES**  
January 24, 2024, 5:00 PM **DRAFT**

1. Call to Order- 5:00 PM

A. Roll Call: Board Members and Staff

1. Mike Black-Chairman
2. Dolores Albers- Members
3. Larry Johnson- Member
4. Gina Corson-Clerk

B. Roll Call: Guests

1. Brady Bitter-Town Building Inspector
2. Mike Wardle- Star Valley Ranch Association Liaison
3. Ruzena Rok- Council Liaison
4. Karl Scherbel- Surveyor Scherbels, Ltd.
5. Nick and Rustin Titensor- Star Valley Construction
6. Jim Madeville- Homeowner
7. Kathleen Ash and Gregg Hokanson- Homeowners

2. Adopt Agenda

- Larry moved to approve the agenda, Dolores seconded, all ayes.

3. Approval of Minutes of the January 10, 2024 meeting

- Dolores moved to approve the minutes, Kathy seconded, all ayes.

4. Recognize Special Guest(s)

- A. Brady Bitter-Town Building Inspector
- B. Karl Scherbel- Surveyor Scherbel, Ltd.
- C. Ruzena Rok- Council Liaison
- D. Mike Wardle- Star Valley Ranch Association Liaison

5. Action Items

- A. Plat amendment – Lot Combination- Dickerson, Bobby and Diane Family Trust- Plat 06, Lot 71 and Plat 07 Lot 102 –
  1. Public Hearing is set for March 13, 2024
    - Kathy moved to approve the application and move forward in the Plat Amendment Process, Dolores seconded, all ayes.
- B. Plat amendment – Howe, Ricky Lee and Candy- Plat 06, Lots 31 & 32-
  1. Public Hearing is set for March 13, 2024
    - Kathy moved to approve the application and move forward in the Plat Amendment Process, Larry seconded, all ayes.
- C. Plat Amendment- Johnson, Brett Douglas & Annette Marie- Plat 01, Lots 12 & 13
  1. Public Hearing is set for March 13, 2024
    - Dolores moved to approve the application and move forward in the Plat Amendment Process, Kathy seconded, all ayes.
- D. Single-family Residential- Hekking, Neil and Clarisse - Plat 06, Lot 086- 149 Oak Dr.-
  - Larry moved to approve the application, Kathy seconded, all ayes.

- E. Single-family Residential- Hokanson, Gregg and Ash, Kathleen- Plat 22, Lot 024- 75 South Forest Drive-
  - Kathy moved to approve the application with a variance for the undersized garage that was already approved and built under their expired permit (#22-022), Larry seconded, all ayes.
- F. Single-family Residential- Odle, Bruce - Plat 12, Lot 078- 489 Alpine Way-
  - Kathy moved to approve the application, Dolores seconded, all ayes.
- G. Temporary Certificate- Mandeville, Jim and Suzanne - Plat 18, Lot 083- 9 Hardman Ct.- TCO #22-033
  - 1. Homeowner asked for a 6 month temporary so he can get the siding done when the snow melts.
    - Kathy moved to approve the 6-month extension on their Temporary Certificate of Occupancy, Larry seconded, all ayes.
- 2. Review Action Items from the Last Meeting
  - A. The Board had their meeting where Brady presented the calculation tool for decks and small roof modifications before this meeting.
- 3. Citizen Input to the Board
  - A. Brady asked if permits that are improved over the winter we allow them to wait on spring to get their survey stakes in. Mike confirmed that is fine, it would be approved conditionally with that requirement.
- 4. Information/ Discussion Items
  - A. N/A
- 5. Comments/ Matters from the Board
  - A. Larry asked if there was a way we could post something or require them to have something posted so the homeowner(s) know when their permits are going to expire. Kathy and Mike told him the permits all have expirations on them and they are required to have the permits posted on site.
- 6. Items to be Turned Over to Town Council
  - A. N/A
- 7. Recap Action Items for the Next Board Meeting
  - A. N/A
- 8. Adjournment-6:03 PM
  - Kathy moved to adjourn, Lynn seconded, all ayes.

Next Regular Scheduled Meeting- February 14, 2024, 5:00 PM