

**The Town of**

*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**August 5, 2009**

Present:       **Ron Thacker- Chairman**  
                  **Lee Hansen- Member**  
                  **Ron Schupp-Member**  
                  **Yolanda Navarrete- Clerk/Recorder**  
                  **Jody Tibbitts-Building official**  
                  **Mike Blackman- Member**  
                  **Al Redlin- Councilman**

Absent         **Bob Palmquist-Member**  
                  **Elmer Beck-Member (Alternate)**

**Official P&Z Board Meeting at 6:00 PM MDT**

- 1) Call to Order—A quorum is present
- 2) Approval/additions to Agenda—Mike Blackman made a motion to adopt the agenda as written, Lee Hansen seconded; the motion was approved unanimously.
- 3) Approval of Minutes—Lee Hansen made a motion to approve the minutes for 6/17, 7/1, and 7/15 as written. Mike Blackman seconded the motion, the motion was approved unanimously.
- 4) Citizen Input to the Board for items not on the agenda—None
- 5) Citizen's input on agenda—Mr. Blaettler (Plat 10, Lot 74 – 267 Sugarloaf Drive) addressed the Board on the insulation requirement for the 2006 IBC and submitted a written request for a variance on the ceiling insulation requirement for his remodel project. The Board reviewed the standards and conditions for issuing a variance and examined Mr. Blaettler's request. Mike Blackman made a motion to grant the variance on the ceiling insulation requirement. Lee Hansen seconded, the motion passed unanimously.
- 6) Action Items:
  - a) Menger: Plat 22, Lot 57 -126 West Forest Dr.--Enlarge Garage—Ron Schupp made a motion to approve the permit, Lee Hansen seconded; the motion passed unanimously.
  - b) Kovach: Plat 18; Lot 27 - 16 Ponderosa Place--Deck expansion. Lee Hansen made a motion to approve the permit, Mike Blackman seconded; the motion passed unanimously.
  - c) Wilson, Robin: Plat 20, Lot 74 - 52 Aztec Drive--Deck Expansion
    - (1) There was discussion about the 2x6 joist supports. The Building Official had spoken with Mr. Wilson about the joists and the building plans had been

amended to show every other 2x6 joist would be doubled. This was approved by the Building Official.

- (2) Mike Blackman made a motion to approve the permit per the amended plans, Ron Schupp seconded, and the motion was approved unanimously.
  - d) Aoyagi: Plat 10, Lot 81 - 241 vista West Dr—Construct retaining wall
    - (1) There was discussion on engineered plans being required to construct this wall. The Building Official stated that he had already spoken to Mark Buche (the contractor) and he is in the process of getting an engineer stamp on the plans.
    - (2) Lee Hansen made a motion to approve the permit with the condition that the permit will not be issued until the contractor submits plans approved by an engineer. Mike Blackman seconded, the motion passed unanimously.
  - e) Day, Sarah: Plat 15, Lot 3 - 58 Snow Forest Dr—Cover for existing porch and stairs.
    - (1) A question arose about whether the deck cover would require an expansion to the deck. The Building Official indicated that he thought that according to the plans, it was to be a snow cover, not an expansion.
    - (2) Ron Schupp made a motion by to approve the permit on condition that the Building Official reviews the plans with the builder and confirm the permit is only for a cover and not an expansion of the deck. Mike Blackman seconded the motion, the motion passed unanimously.
  - f) Jorgensen, Phil: Plat 2, Lot 23 - 584 Aspen Way-- Spa enclosure & Lean-to for Snow Blower. Mike Blackman motioned to approve the permit, Lee Hansen seconded; the motion passed unanimously.
- 7) Information/discussion Item:
- a) Yolanda updates-- re-cap P/Z issues since previous meeting
    - i) Algaar: Plat 4; Lot 4 – 98 Bramble Berry Dr.—a stop work order was issued on a deck expansion. There was discussion on the need for a permit. It was the consensus of the Board that the applicant should to go through the regular permit application and it can be put in Board agenda for August 19, 2009.
    - ii) Blaettler: Plat 10, Lot 74 – 267 Sugar Loaf Dr has submitted amended electrical plans. The Building Official has Ok'd the amendments and they will be added to the permit file.
  - b) Review action items last meeting
    - i) Ron Schupp: Simple projects--has looked on-line @ Alpine's list of simple projects which include storage sheds and single car garages. The research provided more questions than answers.
      - (1) What would define a simple project?
      - (2) A deck, stairs, Add roof/Breezeway, would a simple project permit needed?
      - (3) It was agreed to give Ron more time to go through other ordinances see what would fit into our area.
    - ii) Yo: Minutes-Done
    - iii) Yo: Call Lorenzo see when siding –Done by fall
    - iv) Yo: find out from Brenda e-mail address/password for P/Z feedback, on survey- Done
    - v) Elmer: get current plat maps to YO- Done
    - vi) Al: Derive #'s for chapters etc. for zoning ordinances—zoning ordinances will be in Chapter Nine.
    - vii) Whether we could have a quick approve system between meetings for simple projects. The consensus of the Board was that this is not necessary now and issue is suspended.
- 8) Comments/Matters from the Board--Ron Administrivia--Zoning ordinance update.

- a) It was agreed to send the draft commercial ordinance to Garaman, the Stewarts, and Derk Izatt for their review and input. They will be hand delivered with a cover letter if possible.
  - b) We will request a response by 8/21 by these stakeholders, and attempt to finalize the ordinance to go to the Council.
  - c) We will send the ordinance to the WLC consulting firm by 9/14 for review, and request their response back to us by 9/18.
  - d) There could be a workshop on the 27<sup>th</sup> of August, to have all the comments, responses, and survey data compiled into the ordinance for a public meeting on Sept. 10<sup>th</sup>.
  - e) The first reading is tentatively scheduled for a special Town Council Meeting on Sept. 22<sup>nd</sup> @7pm.
- 9) Recap action items for next Board Meeting
- a) Yo: Send stakeholder addresses to Mike
  - b) Mike: Draft cover letter for stakeholders
  - c) Ron T: Ordinance overview notes and cleaned up ordinance to Mike tonight
  - d) Ron T: Hand deliver draft ordinance and cover ordinance to stakeholders
  - e) Jody: Sarah day permit site check
  - f) Ron T: Finish survey work with Bob Palmquist
  - g) Ron T: P&Z report with ordinance timelines to Council Meeting on 8/11.
  - h) Ron S: Examine flow charts for permitting for possible incorporation into P&Z processes by Sept meetings.
- 10) Motion to Adjourn—Lee Hansen made a motion to adjourn the meeting, Ron Schupp seconded; the motion passed unanimously.
- 11) Next Regular Board meeting – Wed. August 19, 2009 at 6:00 PM