

The Town of

# *Star Valley Ranch, Wyoming*

## **PLANNING AND ZONING MEETING MINUTES**

**FINAL DRAFT**

**August 20, 2008**

Present: **Gary Braun-Member  
Al Redlin- Councilman  
Ron Thacker- Member  
Elmer Beck-New Member  
Jere Kovach-New Member  
Robert Palmquist – Member  
Yolanda Navarrete- Recorder  
Jody Tibbitts-Inspector**

Absent: **Ron Schupp – Medical Leave**

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

1. Call to Order
2. Approval of Minutes
  - a. Gary asked for motion to approve the minutes. Ron made a motion to approve minutes, second by Bob Palmquist. Ron, Bob, Gary, and Jere voted “Aye”. Elmer abstained; he had not read the minutes. Approval of minutes passed.
  - b. Elmer explained e-mail is incorrect so a list was sent around to correct the Board’s email addresses.
  - c. Jere asked Yolanda to send a test e-mail to be sure e-mail is correct.
3. Citizen Input to the Board for items not on the agenda--None
4. Action Items
  - a. Saunders 2<sup>nd</sup> inspection overhangs, didn’t pass:
    - i. Elmer/Jody had an issue with Saunders overhangs being too short. They were only 13”, they were not built to the accepted plans nor were they built in accordance with the Ordinance.
    - ii. Jody had spoken to builder who at the time explained he would fix the problem. He then called back a few days later explaining the roofers had been there and shingled the roof.
    - iii. Ron made a motion to require the owner and builder to comply with the Town’s ordinance and with the plans as submitted to the Town. Bob

seconded the motion. Bob, Ron, Jere, Elmer voted "Aye", Gary voted "No". The motion passed.

- iv. The roof will need to be fixed, and a letter will be drafted and e-mailed to the Attorney to send to Mr. Saunders. The question came up about red tagging the job. Board decided not to stop work on the project at this time.
- v. Mr. Saunders will have 10 days to show proof of correction, or appeal the Board's decision. If not he could be fined \$750.00 a day until the problem is fixed.
- vi. The Board will set a date of 9/3/08 for Mr. Saunders or his representative to show an action plan for correction or to appeal.

**ACTION:** Yolanda will send the letter; Jody will talk to Craig Saunders or Bob Saunders to inform them of decision in forthcoming letter.

b. Mooneyhan Building Permit

- i. There were no survey markers marking lot corners. Jody suggested some changes to the plans on the insulation in order to comply with the cold weather rating. Other than that, the plans were good.
- ii. The plans called for four buried tanks; septic, water, diesel, and propane.
  - 1. Yolanda explained she had contacted DEQ about buried tanks and they generally had no problems. DEQ will require information from the owner about the buried diesel tank when he is ready to install it. DEQ representatives will observe the diesel tank installation process, and the owner will need to register the tank with the State.
  - 2. The owner or his representative will contact DEQ, and will also decide where he will bury the other tanks.
  - 3. Elmer doesn't think a tank can be buried in the 10' easements on each side. Yolanda will suggest to Mooneyhan to contact the County to be sure.
  - 4. There was discussion on whether the owner needs to move tanks. There is no reference to underground tanks in setbacks in the Town's Ordinances; all the ordinances refer to above ground tanks. In reference to buried tanks in easements, the owner should be aware that he can be required to move the tanks if the easement space is needed by the utilities. This does not appear to be a Town issue.
  - 5. Ron made a motion to table the Mooneyhan permit application until the owner submitted a complete application. Elmer seconded the motion. All voted "Aye". The motion passed.

5. Information/discussion Item: None

6. Item/Issues of P/Z Board interest update

- a. Updated Board members on the last 3 months of P&Z activity.
- b. The Board discussed the Mayor's request to draft commercial building ordinances.
  1. This needs be done by Oct.
  2. There is a workshop for tomorrow (8/21/08) is to work on these new ordinances.
- c. Board discussed P&Z member replacement and 6th alternate member.
  - i. Ron Schupp's current treatment is rough on him, but he does want to come back. Gary will call him to see what he wants to do.
  - ii. Elmer has agreed to stay on the Board for a while.
  - iii. The Board needs to get a sixth member. There was discussion on Kathy Hildreth who had shown interest in being a Board member. She was going to try and be here tonight, but did not attend. Kathy has also expressed interest in getting involved in other Town activities.
  - iv. Bob Manning also showed an interest in the Board. He is a realtor; would that be considered a conflict of interest? Apparently not unless he were building homes.
  - v. There was discussion on site-checks being made by Board members and who would be interested in going out. Jere said he would like to go out and see what is done on a site check.
  - vi. Bob suggested a lead member for site checks; is there an interest in this. Ron asked is if there were problems with what we had been doing? Discussion followed on using email to see who is available. Ron suggested leaving site checking as is. Gary also supported leaving it as is for now. Elmer would like to be excluded from site checks.
- d. There was a brief discussion on the Commercial Workshop on Thursday.
- e. Reviewed the P&Z Surge Tank open items. (Thoughts of things to discuss for future meetings).
- f. Master Plan update discussed. Town will update County on September 2. One Board member, Al, and possibly the Mayor will represent the Town.
- g. New Town Hall discussed. Some changes to Mayor's update last meeting from Al. The going rate of \$1.10/sq ft for commercial space was presented to Abi Garaman; he didn't seem too receptive.

7. Comments/Matters from the Board

- a. Gary asked about his temporary chairmanship. If no one else wants it now, he suggested he take the chairmanship for a year and then have a yearly rotation.
- b. Bob stated how well Gary did when previously taking the position temporarily.
- c. All agreed to make it a yearly rotational Chair.

- d. Gary explained he will be gone for a few months in winter; and we will need get a temporary chairman then.
- 8. Gary will be gone 9-3-08 meeting, Bob will chair the meeting.

Elmer made a motion to adjourn. Jere seconded the motion. All voted "Aye". The meeting was adjourned.

Next Regular Board meeting – Wed. September 3, 2008 at 6:00 PM MST