

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

August 6, 2008

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

Absent: **Ron Schupp – Medical Leave
Robert Palmquist – Member**

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

1. Call to Order, There is a quorum.
 - a. Additions or deletions to the agenda
 - i. Mayor's WBC (Wyoming Business Council) Grant input/review
 1. The Mayor wanted to update the Board. Two grants are available to the Town and applications are due on 8/22, and 9/15/2008.
 - a. The Town became aware of the Community Readiness Grant while negotiating the new town hall lease. We are asking for a reconstruction of the Vista Dr. and Muddy String Road intersection and for 2 new pipelines to be installed. The Town became aware that we do not have sufficient water pressure for fire fighting in the Garaman commercial area. The attached map (Figure 1) map shows adding a 12" water line from Green Canyon tank to Vista Drive. We are working on getting an ok for that pipeline to be installed. The Mayor further explained we are asking WBC to also put in a new 8" line on the east and south sides of the Garaman property that we could put fire hydrants on. It would be very good for the town to have that kind of firefighting capability. An additional part of this grant would be to make at the

intersection of Vista Drive and Muddy String Road a 90 degree intersection and to redo the road on Vista from Vista East to Muddy String. The grant request is for approximately, \$1,000,000.00 based on current prices. This is a 90/10 grant, so town would be responsible for paying \$100,000.00. The road reconstruction alone is estimated to cost over \$500,000.00. A discussion ensued on costs, and how they are rising. Between rising prices and a reasonable timeframe to accomplish this project, it was felt the costs could be as high as \$1.4 million.

- b. Planning Grant: Local governments may apply on behalf of a non-profit organization for projects that can benefit the community.
 - i. This grant is 75/25 split. The WBC \$25,000 grant would be matched with \$8,333 from the SVRA.
 - 1. The Association has budgeted \$20,000 to structural review for Silo Barn complex. If the town sponsors the project, it could be done for \$8,333, a savings of almost \$12,000.
 - 2. This would be a real structural review, the engineers would return with recommendations, costs, and plans to make the silo/barn complex an ADA and current code compliant facility suitable for year round use.
 - 3. Gary Braun asks if the project would cost the town anything. The Mayor replied it would just require some administrative time to put package together.
- c. A question came up about getting an update on the project LVI has going next to the town entrance and perhaps getting a tour in November. The purpose of the tour would be to answer any questions on what LVI is doing in the entrance area.
 - i. On the LVI 7 acre plot south of Vista and west of Hardman, the Town is required to provide 3 water taps under provisions of the SVRA MOA (Memorandum of Agreement) with LVI. Plat 16 adjoins this area.

- ii. Per the SVRA/LVI MOA those acres are under same DCCR's as the adjoining plat. The lots are for single family dwelling, but this an SVRA not a Town issue.
- iii. Anyone wanting to put a business in that area would have to get clearance from the association. That area is outside the town boundary.
- d. Gary Braun asked about the airport property. The Mayor stated that Tim Stewart had offered to blacktop and maintain the airport property and in turn would maintain and pay the property taxes so he could utilize, and control the property. This, however, is an SVRA not a Town issue. The airport is not within the Town's boundary.

The Mayor thanked the Board for their time.

2. Approval of Minutes, Gary asked if all agreed to minutes. He commented Ron did a great job on helping to revise them. Gary asked if his comments were added (they were). There was a question of what a Jack fence was. Yolanda explained that it is a type of fence design. Ron made a motion to approve; Elmer seconded. In the discussion Ron offered to review the minutes a final time to look over for typo's or minor adjustments. The motion was approved unanimously subject to Ron's minor adjustments if necessary.

3. Citizen Input to the Board for items not on the agenda- None stated

4. Action Items

- a. Allred Permit 14/60
 - i. Gary explained he and Ron went out to look at property. The application was for a repair/and addition to current deck. Ron stated as part of his repair of the deck, the owner had put new beams in. Jody is ok with drawn plans. Ron made a motion to approve: Gere seconded the motion. There was no discussion. All were in favor; the motion was **APPROVED**.
- b. Rigby Permit
 - i. Jody stated he had no problem with the plans except for a red mark on footing plan. Jody will notify the builder, he drew the redline on the plans and if the builder agrees, the plans would be good.
 - ii. The septic system is going uphill and the builder will need to compensate for the slope in the land. The County would be involved in

that issue if necessary. Gary Braun asked for any other discussion. There was none.

iii. Elmer made a motion to approve the plans as corrected; Ron seconded the motion. All were in favor; the motion was **APPROVED**.

c. KHF Permit

i. Jody stated these plans are particular good and very well done. There were no problems noted.

ii. **Ron a motion** made to approve; Elmer seconded the motion. All were in favor; the motion was **APPROVED**.

d. Jolley Permit:

i. Jody stated the plans are well done; there was some discussion on the homes 'location. Jody mentioned the footings may need more re-bar. The lot has a narrow front that widens into a larger back.

ii. Ron/Gary's remarks were favorable and there were no questions. Elmer made a motion to approve; Jere seconded the motion. There was no further discussion. All were in favor; the motion was **APPROVED**

5. Information/discussion Item:

a. Steve Ashworth's resignation

i. A new Chairman is needed; there was considerable discussion on how much Steve will be missed. We will work to keep the communication lines with him open so we can coordinate P&Z issues with the County.

ii. Gary explained that Ron Schupp is doing better and will be coming back...Gary suggest we use Elmer as the Board's alternative 6th member, and mentioned there was an application to the Board from another resident.

1. There was discussion on the person who put in application, and the Board expressed an interest in talking with her. Elmer is acquainted with her but does not know her real well.

2. Gary stated that Palmquist, Schupp, or Jere might be interested in being Chairman of the P&Z Board. Gary agreed to be the Chairman temporarily for a month or two.

a. There was discussion on the time a chairman would serve maybe on a rotating basis. The consensus was a permanent chairman was the Board's preference.

b. Jere moved to elect Gary to be acting chairman for two months until we can address the issue again with a full Board present. Elmer seconded the motion. There was

no further discussion. All were in favor; the motion was APPROVED.

- b. P&Z Board Membership vacancies
 - i. Mayor's appointment of Jere Kovach to Board
- c. Commercialization: Discussion of homework assignment action item.
 - i. Jackson/Alpine Land Use Development Regulations
 - ii. Steve Hockett building codes ordinances draft, for residential/commercial.
 1. Gary commented on how much information there is and how much we had to take in and absorb.
 2. Jody commented that his meeting with Hockett was very productive.
 3. Yard hydrants are an issue with Steve Hockett. We may want to require double check valves and hydrants that drain through the top.
 4. There was discussion on flooding areas, and it was mentioned that Bob Palmquist was working on that subject.
 5. There was discussion on which of the several building code areas need to be addressed first.
 6. Suggested a minimum footage for different requirement. The builder would not need 2006 code if they were below 1500, or 1900 sq. ft.
 7. Gary asked Ron his take on all of this. Ron suggested it was too much to handle all at once; we should prioritize and address the most pressing issues first. Al suggested maybe we should have a workshop about dealing with and handling all of the information we needed to take to the Council.
 8. Jody stated that these ordinances need to be put in place.
 9. Gary asked what steps we needed to take to get all done, Ron interjected it is a lot to get all in place at once.
 10. There was discussion having on a commercial code in place when properties are annexed and commercial building begins. With the prospect of leasing a town hall we need commercial code ordinances in place before the Town starts annexing property.
 11. Gary agreed we need a workshop; Al suggested inviting the council/Mayor. Yolanda mentioned it may be better to have a first workshop for the Board to understand all the info, then invite the mayor and Council in to a second workshop to learn at and ask questions. This way the Board would be better prepared to answer their questions.
 12. Ron brought up the point we adopted 2003 ICC, because the 2006 ICC has several requirements that don't apply to us, seismic...etc. All of the new proposed ordinances are from the 2006 ICC with certain provisions excepted. We need to

prioritize things and not get bogged down by things that don't apply to us like mixed residential and commercial housing... etc. Ron looked at the index to these sample land development codes from Alpine/Jackson, and there are many items that do not apply to our town at this time. We need to prioritize the commercial Ordinances, because currently we have none.

13. Gary asked about the drafts sent by Hockett and questioned if we needed to review all of these at a workshop, as there are 6 different codes (mechanical, fire, fuel, electrical, residential, and business) to look at.

14. Discussed what would be a good date for workshop. It was decided to have a meeting in the morning when everyone is fresh. It was decided to meet Aug 21st @9:00 AM.

ACTION: Yolanda will get a room reserved and will also print copies of Hockett's Drafts, and have them in the office for Board members to pick up.

6. item/Issues of P/Z Board interest update
 - a. Proposed new Town Hall update
 - i. Information was provided previously in the meeting by the Mayor
 - b. Stewart development update/direction
 - i. The Board will have a meeting set up with LVI in the November timeframe.
 - c. Izatt Development Subdivision update
 - i. Izatt has set the project aside for awhile
 - d. BLM Land update

Is moving forward, the Town has started the process to annex the property.
 - e. Bear Tracks subdivision update
 - i. Sunrise Engineering is working on that. We will find an update
 - f. Master Plan update
 - i. A copy has been sent to the County Commissioners; there is a public hearing 8/18/08 @ Town Hall.
 - ii. There are copies available for the Board to review, and members can take them home.

7. Comments/Matters from the Board
 - a. Al commented on how it helps us a lot to have outside professional expertise come in and advise us. Experts like Jody and Steve Hockett are worth the effort and expense to obtain their help.
 - b. Yolanda mentioned Al's suggestion about going to a County Board meeting and seeing how they do things and their meetings are conducted. That could

help us to learn more about what we should expect, and what is expected of us.

Jere made a motion to adjourn; Ron seconded the motion. There was no discussion. All were in favor; the meeting was adjourned.

Next Regular Board meeting – Wed. August 20, 2008 at 6:00 PM MST