

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

December 17, 2008

Present: **Bob Palmquist-Member (acting chair)**
Ron Schupp – Member
Ron Thacker- Member
Jere Kovach-Member
Yolanda Navarrete- Clerk/Recorder
Jody Tibbitts- Inspector

Absent **Gary Braun-Chairman**
Elmer Beck-Member (Alternate)

Guests: Lee Hansen-prospective member
Mike Blackman-prospective member
Alan Crooks-citizen
John Berube-citizen
Greg Wilkes-Town Administrator
Warren Webb- Public Works Director

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

1. Call to Order—A quorum is present
2. Approval of Minutes:
 - a. Ron T. made a motion to approve the minutes, Ron S. 2nd; the motion passed unanimously.
3. Approval/additions to Agenda
 - a. Ron T made a motion to approve the agenda. Jere Kovach 2nd; the motion was approved unanimously.
4. Citizen Input to the Board for items not on the agenda
 - a. Alan Crooks addressed the Board about the County planning overlays, what they are, and how the overlays affect those who live in the Bridger View subdivision.
 - i. Bob Palmquist explained the Lincoln County overlay concept and answered Mr. Crook's questions on the Town's involvement with the County on the proposed overlays. Bob Palmquist further explained that the overlay concept was for future land use development planning only and had no affect on current taxes, Town boundaries, or already established zoning.

- b. Warren Webb brought up a problem of local utilities installing electrical vaults and phone lines in Town right-of-ways rather than in the established easements. He asked if the Town can require utilities to have vaults and lines placed only in established easements and also require the Town be notified when utilities are being installed or replaced.
 - i. Considerable discussion ensued about how to insure property boundaries are properly established, who should work with the utilities on the issue, and if this was a P&Z Board issue. Ron Thacker suggested the Board approach the Mayor and Town Council for their thoughts on the issue. The Board agreed that the issue needs to be addressed and that the Town Council should decide how to pursue a resolution with the utility companies.

5. Action Items

- a. Jody, Novak 145 Alpenglow, Addition Permit
 - i. Jody has reviewed the plans, no exceptions were noted.
 - ii. Ron T. and Ron S. had visited the property question and noted the property marker is in the middle of the electrical vault. The property owner confirmed with Jody that the marker is in the correct spot.
 - iii. Ron Schupp made a motion to approve the permit; Jere Kovach 2nd. The motion was approved unanimously.
- b. Town Storage sheds Permit—Gregg Wilkes, Town Administrator and Warren Webb, Town Public Works Director presented the plans to the Board.
 - i. There was considerable discussion on the plans submitted plans were acceptable to Jody.
 - 1. As interested citizens and prospective Board Members, Mike Blackman and Lee Hansen looked through engineering specs on the plans and advised the Board that they looked good.
 - 2. Jere Kovach made a motion to approve the permit, Ron T. 2nd; the motion was approved unanimously.
- c. Berube question plat 20 lot 78, Mr Berube would like to address the Board. (Not an action item – no plans, application submitted). Mr. Berube applied for a building permit from SVRA in December, 2007 to build a garage. He paid the SVRA the fees then in effect for the building permit from SVRA. The permit was not approved by the SVRA until January, 2008. After January 1, 2008, the Town of Star Valley Ranch had jurisdiction over building permits. Mr. Berube called for an SVRA inspection in November, 2008 and the building official noted that Mr. Berube did not have a Town building permit and that the foundation was not constructed to Code. Discussion ensued between the Board and Mr. Berube about how a mutually acceptable solution could be constructed.
 - i. It was determined Mr Berube will submit a permit application and plans to the Town, and the Board will review those plans @1-7-09 meeting.

- ii. It was also determined if Mr. Berube can get a structural engineer to stamp and sign off the building foundation as it is, the Town Building Official will accept the first inspection for the foundation as complying to Code.
 - iii. In regards to the fees:
 - 1. Ron Thacker will contact the SVRA about transferring fees Mr. Berube paid them to the Town (less the fee for one inspection performed for the SVRA). The Board will request the SVRA use the Town and SVRA's current fee structure to determine Mr. Berube's permit fees. The Board is concerned that Mr. Berube be treated equitably and that he not incur any duplicated permit fees.
 - 2. Final determinations on Mr. Berube's permit and assessed fees will be made at the P&Z Board meeting on Jan 7, 2009.
 - d. Review Public Works Building Proposals
 - i. After considerable discussion, the Board recommended to the Town Council to invite 5 companies to place their bids for a new Public Works Building.
 - ii. The Board also recommended the Town Council have an engineering firm draft engineered plans for the new Public Works Building and have those plans put out to the 5 selected companies for bid.
6. Information/discussion Item:
- a. Update P/Z Board replacement candidates from Dec 3rd
 - i. Mike Blackman, to be voted in @ January Council meeting
 - ii. Lee Hansen, to be voted in @ January Council meeting
 - b. Finalize 007 form, split/finalize
 - i. There were a few more tweaks for Yolanda to incorporate; the forms will be finalized @ Jan 7, meeting
 - c. Workshop agenda (Bob)
 - i. Meeting set for 1:30 – 5:00 on Monday 1/12/09 @ Town Hall and 1-15-09 9a-4p @ Afton Town Hall
 - ii.
7. Comments/Matters from the Board
- a. Review action item last meeting, in agenda and noted above.
 - i. Jere Kovach's final action as a Board Member was to move to adjourn the meeting, Ron T 2nd; the motion passed unanimously.
8. Next Regular Board meeting – Wed. January 7, 2009 at 6:00 PM MST