

The Town of
Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

February 3, 2010

Present: **Ron Thacker- Chairman**
 Mike Blackman- Member
 Lee Hansen- Member
 Ron Schupp-Member
 Elmer Beck-Member (Alternate)
 Yolanda Navarrete- Clerk
 Jody Tibbitts-Building official

Absent: **Al Redlin- Councilman**
 Bob Palmquist-Member

Official P&Z Board Meeting at 5:00 PM MST

1. Call to Order-- A quorum is present

2. Approval/additions to Agenda--Lee Hansen made a motion to approve the agenda as written, Mike Blackman seconded; the motion passed unanimously.

3. Approval of Minutes—Mike Blackman made a motion to accept the minutes of 1/20/10 as written; Elmer Beck seconded; the motion passed unanimously.

4. Information/discussion Item—Yolanda, re-cap P/Z issues since previous meeting
 - a. Jody Tibbitts reported on the inspection issues on the Combe garage (Plat 18, Lot 84) and that all of the issues had been resolved.
 - b. Jody Tibbitts addressed the Board on installing a pergola on his existing deck. The Board agreed that a building permit would be required.
 - c. A question came up from KHF Builders on the frost protection footing requirements on a freestanding accessory structure of 600 square feet or less with an eve height of 10 feet or less. After consulting the building ordinances and building code book references, the Board and the Building Official determined the frost protection footing requirements do not apply for structures meeting those specifications.

5. Review action items from last meeting
 - Ron T: Edit Mike's letter; send to mayor-Done
 - Ron T: Give Micro-Soft Office software to Bob-Done
 - Bob: Refine map signs/symbols for letter on evacuation plan-Done

- Bob: Refine presentation down to 10-15 min-Deferred to Mike Blackman
- Lee: Refine presentation down to 10-15 minutes-Done
- Bob/Lee: present to the Board their FEMA program at 2/3/10 meeting—Lee Hansen presented his edited portion of the presentation for the Mayor and Council. Mike Blackman will present Bob's presentation at the workshop in Bob's absence.
- Ron T: to prepare an agenda for the workshop with the Mayor/Council--To be completed in time for workshop.
- Yolanda: Print copies of latest building ordinance for Board notebooks—Partially complete, some ordinances are up for 3rd reading at next Council. Completed ordinances will be available at next Board meeting.
- Ron T/Bob/Lee: Zoning regulations for Single Family Residential Zone—Deferred to next Board meeting.
- All Board members: Compile out-of-town schedules—Incomplete, Yolanda will follow up with missing information and compile information for Board.

6. Citizen Input to the Board for items not on the agenda

- a. SVRA zoning change—The SVRA may request a zoning change for some of the building lots they own. Apparently 13-14 lots are being reviewed. The Board should establish definitively the zoning for each lot in question and define processes to deal with zoning change requests.
- b. Jay Nilson and his builder Bill Groves addressed the Board on the possibility of constructing a garage on the property line of an adjoining lot and/or construction within setbacks on an adjoining lot.
 - i. Jay Nilson owns two adjoining lots (Plat 1, Lots 3&4) w/ a house on each lot.
 - ii. He desires to construct a garage for his personal residence that will be set on the property line or within the setbacks of his adjoining property.
 - iii. After discussion, the Board suggested Mr. Nilson consider moving the adjoining property line to accommodate the garage as a permanent long term solution to his situation. This solution would require having the new property line between the adjoining lots surveyed and new lot descriptions recorded with Lincoln County. The Board pointed out that this solution to lot boundary issues had been done on previous occasions at Star Valley Ranch.
 - iv. Mr. Nilson thanked the Board and left the meeting.

7. Citizen's input for items on the agenda—None

8. Action Items:

- a. No building permit applications
- b. No variance requests

9. Comments/Matters from the Board

- a. Ron T: Administrivia—Board Chairman absence; appoint Acting Chairman--
After discussion the Board to rotate the Acting Chairman position during the
Chairman's absence. P&Z Board Acting Chairmen will be:
 1. 3/3: Lee Hansen
 2. 3/17: Bob Palmquist
 3. 4/7: Mike Blackman
 4. 4/21: Ron Schupp
- b. What issues should Board address this year—Discussion to continue.

10. Recap action items for next Board Meeting

- a. Ron T--Agenda for Board/ Council Workshop on the 2/9.
- b. Yolanda--Copies of building ordinance with new changes
- c. Bob- Updated evacuation maps showing water hydrants and fill stations
- d. Bob/Lee/Ron T—Continue on zoning regulations for Single Family
Residential Zone
- e. Out of town schedule for all Board members

11. Motion to Adjourn: Lee Hansen made a motion to adjourn the meeting, Ron Schupp seconded; the motion passed unanimously. Meeting adjourned at 7:30 pm.

12. Next Regular Board meeting – Wed. February 17, 2010 at 5:00 PM MST