

The Town of

# *Star Valley Ranch, Wyoming*

## **PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**February 4, 2009**

Present: **Ron Thacker- Chairman**  
**Elmer Beck-Member (Alternate)**  
**Bob Palmquist-Member**  
**Ron Schupp – Member**

**Lee Hansen- Member**  
**Mike Blackman- Member**  
**Yolanda Navarrete- Clerk/Recorder**  
**Jody Tibbits- Building Official**

Guest- Steve Huhtala

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

1. Call to Order
2. Approval/additions to Agenda
  - a. Bob Palmquist made a motion to approve the agenda, Ron Schupp seconded; the motion passed unanimously.
3. Approval of Minutes:
  - a. Lee Hansen made a motion to approve the minutes as written, Mike Blackman seconded; the motion passed unanimously.
4. Citizen Input to the Board for items not on the agenda
  - a. Steve Huhtala
    - i. Requested information on engineered plans. Mr. Huhtala was looking for clarification of what determines the 2000 sq ft area ie. garage, basement etc. After some discussion, the Board determined that since an attached garage was part of the footprint of the full continuous structure, it would be included in the 2000 sq. ft. area. A basement would not be considered part of the 2000 sq. ft. area.
  - b. Jody Tibbits ask the Board to consider pressure testing on waste and vent lines to be part of building inspections as provided in the 2006 IRC. The purpose of the test is to insure that waste and vent lines are sealed so that noxious fumes from these lines do not leak into the house. This would normally be tested in the four way inspection, but up to this point this inspection has not been performed. The Board determined to take the following steps:
    - i. Jody Tibbits will check to determine which line should be pressure tested (sewer vent, gas vent, water, etc.).
    - ii. Ron Schupp will research acquiring a “red” tag for the builder to certify the testing was completed.

- iii. Yolanda will check on listing this specific requirement on the building permit application.
- iv. The Board will consider mailing a letter detailing this requirement to builders and to post the information on the Town website.
- v. The test on waste and vent lines will be defined in a process before action is taken to include it in building inspections.

A.

5. Action Items:

- a. Bob Palmquist, draft letter to the county for The Council and SVRA by 2/15/09
  - i. Letter drafted and referred to the Council.

6. Information/discussion Item:

- a. Bob Palmquist/Ron Thacker: Workshop review update on outcome
  - i. Hand-outs from Bob for review on future date, annexing process, and consensus of zoning and type of business uses.
- b. Utility right-of-way issue
  - i. Tabled until spring, around April when snow is gone.
- c. Discussion on Board members' attendance at county P/Z meetings
  - i. Meeting the 25<sup>th</sup> of Feb. who will attend County Board meeting Re: Overlay concerns; Bob Palmquist will attend.
  - ii. In the future, Bob Palmquist will update the Board through e-mail of all upcoming County Planning & Zoning meetings and decisions will be made on TSVR attendance when issues affecting the Town are on the agenda.
- d. Ron Thacker: Public works building project
  - i. Mike Blackman get with Greg Wilkes on Mike's notes as input to the final bid document on the Public Works Building
  - ii. The Board felt the process for Town projects should be evaluated to seek ways to improve the process.
- e. Mike Blackman/Huhtala question.
  - i. There was discussion of including the garage area (attached) in the 2000 sq. ft. area requiring a certified engineer stamp.
  - ii. Discussion ensued on the subject of living space, vs. non living space. Because it is common to convert garage space to living space, it was determined that attached garage space should be included as part of the 2000 sq. ft. requirement.
- f. Yolanda updates
  - i. Re-cap P/Z issues since previous meeting--none
  - ii. Ordinance updates/attorney response
  - iii. Seems to be consensus to gather information on possible ordinance changes and wait until the Council and Town Attorney determine that changes to the ordinances are required.
  - iv. Misc. information
    - 1. none

7. Comments/Matters from the Board

- a. Ron Thacker Administrivia

- i. Board administration rules of procedure, permit application
    - 1. The Board agreed to retain the existing meeting times and rules of procedure.
    - 2. The Board Chairman will be absent for two months. The chairman position during his absence will rotate. Bob Palmquist will chair the meeting on 3/4/09, Ron Schupp will chair on 3/18, Mike Blackman will chair on 4/1, and Lee Hansen will chair the meeting on 4/15.
  - b. Bob Palmquist--Zoning commercial areas in TSVR
    - i. Bob updated the Board on a legislative review for P&Z Boards to change subdivision coding
- 8. Re-cap action Item
  - a. Mike Blackman will call Greg Wilkes with his notes on Public Works Bldg
  - b. Jody Tibbits to check codes for pressure tests in 2006 IRC
  - c. Ron Schupp will check on pressure test tags/costs
  - d. Jody Tibbits will define the pressure tests
  - e. Ron Thacker will email overlay letter to Mike Blackman and Lee Hansen
  - f. Ron Thacker will review the pedestrian trail letter and forward to the Board
- 9. Next Regular Board meeting – Wed. February 18, 2009 at 6:00 PM MST

Ron Schupp made a motion to adjourn, Bob Palmquist seconded; the motion passed unanimously.