

The Town of
Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

FEBRUARY 20, 2008

Present: Steve Ashworth - Chairman
Gary Braun – Member
Robert Palmquist - Member
Yolanda Navarrete – Recorder
Jody Tibbits - Inspector

Call to Order, Quorum Present

Jason from Sunrise Engineering made an informational presentation on Bear Tracks subdivision. An application was presented to the County today for a zone change. This subdivision consists of 185 acres with about 119 lots including some lots for open space and various trails. Jason wanted to make the Town aware of the initial planning and ask for input. Right now the plan calls for an enhanced septic system and a common water system. The water system will include a well and/or refurbishing the existing irrigation well so it can be used for culinary purposes. Next steps in forthcoming phases have not yet been determined. The owner would like to have the subdivision as open and non-distracting as possible. A clubhouse with basketball and tennis courts together with walking trails is proposed. The owner is not asking for annexation into the Town nor is he opposed to annexation. He requested feedback from the town on this issue. The Town is cautious about annexing too soon as some people do not realize the costs incurred.

It takes 3 hearings to get a zoning change approved. The first hearing should be in March. The developer would like to get as much input as possible before the first hearing. Development plans go through the Planning & Zoning board who then make suggestions to the Town Council. The Board will not take any plans to the Council until they have seen them at least twice. The P&Z Board wants to make sure they understand the full subdivision development process.

Robert Palmquist would like to see affordable lots in this subdivision.

The town would like to see a traffic study done to see if any infrastructure changes are needed with the additional traffic this subdivision would create.

Jason would be very willing to answer any questions the Town may have for him about this development.

2008 Building Permit fees - there are 4 categories that are being billed for. Gary Braun has created a chart with a comparison so the board will be able to see the differences and explain it to residents. An example is an exterior building alteration will cost \$100.00 more in non-refundable fees, but only require a \$500.00 refundable deposit. To build a garage it will be \$500.00 more in fees but \$50.00 less overall.

The form numbering system and corrections to the forms were discussed.

The certificate of occupancy was discussed in detail for steps that are needed. The final inspection date and name of person completed the inspection will be placed on the certificate. **ACTION ITEM: Yolanda will call Lincoln County and ask if there is specific wording needed on this form.**

ACTION ITEM: Board to give a final review to the forms and bring suggestions to next meeting for final approval.

Registration for Board training on March 19th at Thayne Town Hall is due by March 7th. There is no registration fee because this training is sponsored by the County. If you have never been a board member or sat on a number of boards this can be a very informative meeting.

Official appointments are as of July 1st. Steve will check with Rick Dustin to see if he wishes to continue as a Board Member and will also check to see how Ron Schupp is doing. The ordinance that sets up the P & Z Board may need to be looked at to see if there is something about an absentee or adding a 6th member. Yolanda read the current ordinance in effect.

Classes on zoning and land use in Wyoming will be held in Casper. The Mayor is very supportive of enhancing knowledge on the P&X Board. Robert and Gary are interested and will check with the Mayor to ensure the Town's support.

Basement kits to test for radon are free. Radon is a problem many people are unaware of. The Board discussed radon public awareness and proposed updating residents about radon in the Town's Newsletter. Currently the State offers a free radon detection program.

Next meeting March 5th with two action items: Provide direction and comments to Bear Tracks Subdivision & approval of the Town Building Permit forms & processes.