

The Town of
Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

February 6, 2008

Present: Gary Braun - Member
Robert Palmquist - Member
Yolanda Navarrete - Recorder

Call to Order – Only two members present at this meeting so officially there was no quorum. However there are still items that need to be discussed.

Review of Agenda: Each member will read through the minutes and provide Yolanda any comments, concerns or additions before the Board finalizes and approves them.

Additions to the Agenda: There is a Soil Conference coming up and Mayor Siddoway would like to know if P & Z would like to send someone. Gary will review and provide input.

Mayor Siddoway commented if any member of the board sees a beneficial conference or school that they would like to attend, he suggested they request to go.

A new proposed subdivision on the south end of the Town consists of 187½ acres. It will be called Lincoln County Subdivision and is owned by Bill Watega of Montana. He will be having Sunrise Engineering (Jason Lendford) present his plans to the board. The developer is working on rezoning and master planning and is including the County, Town Planning & Zoning, and Town Council early in the process. There is an irrigation well on the property that can produce 2000 gal per minute. The property owner would like the Town to consider annexing the development as part of the City. Councilman Kent Harker and Gary Braun informed Jason that if it was going to cost the Town's citizens any money the Town would not be interested. There is an open grassy area on the property for drainage and a walking trail. There are 123 lots of which 119 will have houses and the rest will be preserved as common areas. This subdivision will have public dedicated roads, use its own septic system, and will upgrade the existing well. The well should produce more water than the subdivision would need. The developer's goal is to have the permits & rezoning requirements to the County by February 20th and to the County Planning & Zoning by March. By July 5th the County Commission should approve the zone change and the developer proposes to start building as early as September.

Building permit fee schedule

Gary took the Town Ordinances that talked about the fee schedule, went to the association and got their fees for 2008 then did a comparison with their 2007 fees.

Four categories were considered: Exterior Building Alterations to an existing structure, Interior Structural Changes to an existing structure, Garages, and New Single Family Residences.

If you look at the association fees in 2007 there were no charges for the first two categories. For a garage there was a \$500.00 non-refundable fee (because there were only two inspections) and a \$1000.00 refundable deposit. For a single family residence there were three full inspections (at \$100 each) plus \$300.00 to review the drawings for a total of \$600 in fees. A \$3000.00 refundable deposit was required, and \$6,000.00 was charged for a water hookup.

In 2008 the association does not charge for the first two categories but does charge \$150.00 for a garage plus a \$500.00 refundable deposit. For a single family residence the association charges \$150.00 and plus a \$1000.00 refundable deposit. Now that the town is involved with building permits, the town has established its own building permit fees. When added to the association fees, the totals are \$100.00 more for an exterior building alteration plus a \$500.00 refundable deposit. For any modification to a structure, the fees are \$200.00 plus a \$500.00 refundable deposit. The fees charged for a garage are \$50.00 less for the nonrefundable charges and \$500.00 less for the refundable deposit. The nonrefundable fees for a single family residence are \$150.00 more, but \$1300.00 less for the water connection.

The Town's goal was to try to insure the costs would not increase. Gary Braun met with SVRA's Elmer Beck and Joe Angelovic to explain the difference between this year's and last year's costs. Refer to the chart for an explanation of the difference.

Action Item: Consider that if the Ranch doesn't and never has cared about exterior building alterations or structural modes, should we continue to charge these fees? **ADD TO NEXT AGENDA**

Review of final draft of Building Permits –

- Building permit checklist has been modified to incorporate some changes. Two things were added: the signed association approval and a copy of property deed.

A form to aid for the clerical staff at town hall will be put on hold and not used until we are further in the process and determine its necessity.

- The forms were discussed and it was decided that a form number would need to be added to each form. Different number sequences should be used for legal and informational forms.
- Each form was gone over in detail and minor changes made.
- At the beginning of the permit process a member of the P& Z board will go to the property and view or take pictures so the Board can discuss the permit application with some first hand knowledge of the property.

There was much discussion about presentations to the P & Z Board and whether any ensuing requests be approved at the same meeting. There was also much discussion about the building inspector notification process and who should contact the building inspector.

Action Item: Add to agenda for February 20th to discuss the process.

Certificate of Occupancy will need to be created and see if the Mayor needs to sign it.

To clarify the certificate of occupancy, Appendix 11-1 may have to be adjusted.

High water marks or wetland maps are not applicable to the Town's building permitting process. There are no wetlands currently defined in the Town of Star Valley Ranch.

One of our packet forms shows no more than two structures. The association allows only one other structure. Should this be removed? **ACTION ITEM:** Discuss with the rest of the P&Z Board members.

ICC stands for International Code Council and is defined in the Appendix 11-1.

ACTION ITEM: Need to check the Ordinance and see if Third Reading can be removed because it was the final reading and approved.

Bob Palmquist has received a file from the County assessors' office with most current property deed records.