

The Town of

# *Star Valley Ranch, Wyoming*

## **PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**JULY 16, 2008**

Present: **Gary Braun-Member**  
**Al Redlin- Councilman**  
**Ron Thacker- Member**  
**Steve Ashworth, Chairman**  
**Elmer Beck-New Member**  
**Yolanda Navarrete- Recorder**  
**Jody Tibbitts-Inspector**

Absent: **Ron Schupp – Medical Leave**  
**Robert Palmquist – Member**

### **Official P&Z Board Meeting at 6:00 PM MST- There is a Quorum**

#### **1. Call to Order**

- a. Additions or deletions to the agenda
  - i. Allred/Clay plan request to be considered

#### **2. Approval of Minutes- to be completed by next meeting.**

- a. Gary asked is there another way minutes to be done, Yolanda explained she is trying to find someone to do them, but now things are slowing down, and they will be done.

#### **3. Citizen Input to the Board for items not on the agenda**

- a. Two guests: Bill Peterson/Jere Kovach
  - 1. Moved to approve Agenda as amended Gary, 2<sup>nd</sup> Elmer ayes have it.
  - 2. Gary asked all introduce themselves to Jere Kovach, who is a perspective Board member.
    - a. Jere told about himself, he was an engineer for 8 years with Union Carbide, and helped start the Bank of Star Valley

#### 4. Action Items

##### **a. Toolson Building Permit, new residence**

- i. Steve asked Jody any comments, Gary asked about site checks, and concern there, Ron has a concern about water. Irrigation ditches in back of property, one is active. He could see where water had been through before. Concern about flooding.
- ii. Gary moved to approve, suggests have a letter of caution for flood possibility
- iii. Ron second...Discussion, refer to the letter we used for Allred to inform of concern about water/flooding issue. "Recommend owner evaluate possibility of possible flooding, due to surface or ground water, due to closeness of water way, or natural drainage to location of site." Steve stated a buyer beware type of warning.
- iv. Should be part of motion, Gary stated, to be consistent with previous Permit issued with similar issues.
- v. All in favor...Ayes have it. Approved

##### **b. Tecau Building Permit, new residence**

- i. Bill Peterson: builder in attendance. Gary to give a visual overview, the property is very high/steep in areas. They have started to clear, Jody was ok with the drawings, but reiterated the need for continuous, stepped footings. Discussion of the property's steepness followed.
- ii. Ron Motion to approve, Gary second. Discussion: Ron: setbacks are there, and drain fields, offsets, it's all there.
- iii. Steve wants to remind the builder about erosion, and drainage, and reclaiming issues, Mr. Peterson agreed.
- iv. All in favor Ayes Have it Approved

##### **c. Lorenzo Building Permit, new residence**

- i. Jody Plans Good
- ii. Motion: Gary to approve second: Elmer
- iii. Gary: Lot a flat lot, corners marked sees no problem. Ron: Hardman Ditch in back oks Elmer ok.
- iv. Discussion: setbacks question by Steve. Elmer stated setbacks are 12/30 ft. assoc., ours is 10ft in illustration there is a cross over into 12ft that close might want to watch. It passes by us. Any further discussion
- v. All in favor Ayes have it Approved.

##### **d. Tyrrell Building Permit, new residence**

- i. Jody: All good, definitely.
- ii. Motion to approve Ron, Second Gary.
- iii. Discussion: Corners footprints all there. Ron long skinny lot could not find 4<sup>th</sup> marker, a lot of downfall. There is an easement power lines. Elmer good with all, wastewater permits there? Yolanda explained yes it was here.
- iv. All in favor Ayes have it Approved.

**e. Angelovic Building Permit, attached garage**

- i. Jody All Good with the plan/drawings.
- ii. Motion to approve Gary, second Ron: as 8-10 ft. we would not make him re-file.
- iii. Discussion: possibility he may change a few things reference to 10'door, not 8'. No setback issues.
- iv. All in favor Ayes have it: Approved

**f. Allred/Clay added**

- i. Yolanda explained this is a simple roof added to a current deck which gets knocked down every year, so they want to add a roof to avoid this happening.
- ii. Jody explained the logistics as to what they are building onto the deck. Jody is good with it.
- iii. Motion, Elmer to approve second Gary...for discussion.
- iv. Gary asked when we received this; Yolanda explained we just received it today.
- v. She explained she had run it by AI, and because it was a small project, agreed to bring it to the board.
- vi. Steve concerned about making people abide by our rules/regulations, or they become useless. We don't want to start giving in; we agreed not to accept permit applications no later than the Tues. night the week before the Board meeting. We never stated any exceptions to smaller projects. Perhaps we need to categorize smaller projects that can get on the meeting agenda after missing the submissions deadline.
- vii. Yolanda commented on how we are trying to appease public. By making the process complex, it makes it difficult for both the Town employees and the public to understand our process and procedures.
- viii. Discussion on what problems will appear in allowing exceptions. Ron; we understand the short building season and trying to get all done before snow falls. However we should not make it more difficult for us in the long run.
- ix. Motion Elmer to approve, Second Gary, but still wants to discuss. Gary stated the owners came forward to let us know they were building a structure. We are establishing a new precedence of penalizing people for doing the right thing. Ron replied that information is available to everyone all about what is necessary to build or add to any structure.
- x. Steve commented that consistency is the key and we have to be consistent. Any way we put it, it still wasn't submitted to anyone in a timely manner for us to get it done. If we do this now, we have to do it again, and again. We are a regulatory board and we are only as good as the rules and regulations and a consistency as to how we apply them or we don't serve a purpose.
- xi. All in Favor None; Opposed All voted No. Approval to consider permit was denied.

**Note: be sure this is on the agenda for next meeting.**

## **5. Information/discussion Items**

- a. Town Hall Partnership Project
  - i. Steve, any new information, or discussion? We are waiting for plans.
  - ii. Discussed 5 year lease to start/option to buy. Abi wants to break ground by Aug 1<sup>st</sup>. Probably not possible by that date.
  - iii. Would it be realistic to see plans by 8/6? not probable, but hopeful.
  - iv. Steve made comment we have two steps:
    - 1. Does the Town Council want us to do a design review?
    - 2. A step that delays things--submittal of construction documents for review.
      - a. Discussion Gary asked about having a specific regulation as to how the store front...Etc...Cosmetics will be, in the Master Plan.
      - b. Being outside Town limits makes our comments more informational to them; it is not a yes or no on the subject. Ron: we really have no say, until there is an annexation. We can make suggestions. Mayor is anxious to have a commercial code in place.
      - c. Al: If we lease there will be stipulations that the building will be designed and built to our standards.
- b. **New P&Z Board Members**
  - i. Gary asks if anyone has spoken to Ron Schupp to see how he is doing; Elmer is filling his spot to help out but only temporarily. Jere Kovach has requested an Application.
  - ii. Jere asked if he needed to be experienced in building in order to be on board. It was explained that is not necessary, we are looking for people with an interest in the planning and zoning processes...
  - iii. Al explained we were seeking individuals with an interest of the Town, and why they are interested. Steve: Yes, and someone who cares about and has a vision of the community.
  - iv. Gary explained the logistics of the Board.
  - v. Jere explained he is gone three months of the year, Al explained the five member board, and the requirement for a Quorum.
- c. **Development Standards**
  - i. Steve explained this is a time consuming area. Gary questioned whether we can wait that long.
  - ii. We will need to prioritize and number the tasks, then go through and do one by one. He explained the next ordinances we will review are from the Towns of Jackson's and Alpine's websites. He explained he also has hard copies for all The Board. Yolanda will copy and handout hard copies to all.

- iii. He asked the Board to go over and see which would apply to us, and help in revising our Ordinances, and to build an Ordinance for Commercial.
- iv. An important issue is "lighting". We want to avoid the large spot light lighting used in some areas. There are different examples of issues to think about, parking...etc...
- v. Town of Jackson  
[http://www.townofjackson.com/resources/files//Government/I.%20Development%20Regulations%20and%20Comprehensive%20Plan/Development%20Regulations/LDR\\_Article4\\_-\\_Development\\_Standards.pdf](http://www.townofjackson.com/resources/files//Government/I.%20Development%20Regulations%20and%20Comprehensive%20Plan/Development%20Regulations/LDR_Article4_-_Development_Standards.pdf)
- vi. Town of Alpine,  
[http://www.alpinewyoming.org/Land\\_Use\\_Dev\\_Code\\_Feb2008.pdf](http://www.alpinewyoming.org/Land_Use_Dev_Code_Feb2008.pdf)
- d. Gary suggest go through prioritize, and list all interests, then go step by step.

**ACTION ITEM: YOLANDA:** Have copies made by Paper Works, and have available for Board to come pick-up.

- e. Next meeting we will come back with a list, dissecting all this info.

#### 6. **Master Plan Update:**

- a. Al just received The Copies of Master Plan. Are ready for Council meetings to approve. Yolanda passed out the copies for the Board Members.
- b. Latest comments:
  - i. Maps were straightened out, they were distorted before. Now corrected.
  - ii. One copy for office, 30 copies to be available for public to check out.

#### 7. **Comments/Matters from the Board**

- a. Gary questioned if anyone knew what the building that LVI is doing on at entrance to The Town.
    - i. Being that close to town, we should know what is coming up.
    - ii. Maybe another presentation to the Board from LVI would be good.
  - b. Jody meeting 22<sup>nd</sup>, w/Steve Hockett. To come up with language to upgrade our Building Ordinance.
  - c. Jody to give information to Yolanda to copy for next Board meeting.
  - d. Gary would like protection gear for mosquitoes, hat with a net...Etc...
8. Gary motion approved. Elmer second all Ayes meeting adjourned

**Next Regular Board meeting – Wed. August 6, 2008 at 6:00 PM MST**