

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

JULY 2, 2008

Present: **Gary Braun-Member**
Al Redlin- Councilman
Ron Thacker- Member
Steve Ashworth, Chairman
Elmer Beck-New Member

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

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

1. Call to Order
 - a. Additions or deletions to the agenda
2. Approval of Minutes:
3. Information/discussion Items
 - a. Town Hall Partnership project:
 - i. Mayor's discussion: Abi Garaman has purchased property where the barn is at the entrance to the town. He wants to build a commercial area with a convenience store and other businesses. He also proposed building a commercial building with the possibility to lease as a Town Hall. He asked for for a 5 year lease, with the Town having the right of first renewal. The \$3500.00 rent locked into 5 years seems a good deal. The structure would be a two story building, with retail businesses also in the building. The Town would lease 2500 sq. ft. of the building. We will have ADA access on two floors. The mayor explained all the area requirements we have, but also stated we don't want to be too choosy on what we get. The Town's space needs to be ADA approved. The proposed building will be a western type architecture with sidewalks, Jack fence,(A western style fencing) and landscaping. The face of the building will not have an entrance; the access will be from the back. Sewer will be provided by LVI; water would be provided by the Town. The mayor gave Abi the information on our needs. Abi wants to start now, and finish details later. Mayor wanted input on what should we do?

- ii. There was general discussion and questions on details; the meeting rooms, clerk's office council chambers...etc. The restrooms must be to ADA standard.
- iii. Gary commented that the time frame on the temporary building for post office was three years; now we're seeing five years with this building until we will build our own building.
- iv. The whole idea is we can grow if our needs increase, and have option to expand with this building. Other details discussed included: with a 5 year lease who will be responsible for maintenance of the building and how will the parking lot be set up?
- v. Steve asked what is it he (mayor) is asking for, how would the annexation time coincide with the town providing the water? The mayor responded that after annexation, water for the complex could come from grants. We could do annexation through the winter, but Abi has to petition for annexation. There is a lot of details, but he wants to move in August. There is the process to review the development; it is a subdivision near town limits.
- vi. Mayor stated that we cannot stop this building outside town limits. Steve commented that if the town does want to annex, we need to have it built to our standards and that needs to be part of the contract. Recommendations from the P&Z Board will go to the Town Council as if it were in town limits. Other issues discussed were how building height and lighting would affect neighboring houses.
 - 1. There was discussion on acquiring facilities; what we can do with the property? It's easier to get a grant to build if we own the property. Gary: We need a first right of refusal to accommodate the future growth of the Town.
 - 2. The issue is a contract. (Mayor) What do we want in the contract?
 - 3. There was a discussion with the Builder/Architect were at the meeting, The Mayor had earlier in the week.. Ron stated that we should be careful about rushing into this without a good contract.
 - 4. Al, does Abi want to be annexed? Yes, we believe he would like to acquire liquor license, some day.
 - 5. Steve raised the question about what is beneficial to community; traffic will certainly be increased.
 - 6. A discussion followed on traffic flow and parking.
 - 7. There was discussion on tax revenue that comes w/annexation, and does he (Garaman) have a master plan? What is his vision?
 - a. After first building is completed, will that design be carried forward future buildings? We need to set the tone for what that will be. The mayor responded that we cannot tell Abi he must do this or that, but we will not lease from

him if the development is not done to that particular design tone.

8. Steve asked what is needed in an agreement and what is in our lease now? We should look at that and put it to use or propose some better use. Some areas to consider are:
 - a. Responsibilities
 - b. Commitment, to make it happen
 - c. Cosmetic repairs
 - d. Minor maintenance
 - e. Fire sprinklers
 - f. In contract Abi has to abide by standards of State.
 - g. Architectural drawings of the site plan

The Mayor felt Item G should be separated from lease agreement

The Mayor thanked the Board for their time, and by answering his questions they were very helpful with their input.

4. Action Items

- a. McLain Garage Permit
 - i. Discussion, Was it submitted in time? Jody explained the Plans
 - ii. Gary questioned, Water line rerouted in same trench as electric line; is that within code? This garage is in Plat 3 lot 27. Steve asked Jody if there were any issues. Gary commented that he has not seen the plans. Ron, Discussion The Town didn't get to it in time, and it was our error; the plans were submitted in a timely manner.
 - iii. Gary made a motion for a conditional approval, with the condition that Ron/Gary will visit the site, and the permit will be approved provided ordinance requirements are met. Elmer seconded the motion. Steve/Ron uncomfortable with the decision, but it was our slip-up time-wise. Elmer explained the SVRA accepted it and is comfortable with it,
 - iv. Steve will vote in favor of it, Elmer yes, no more discussion, all in favor: AYES approved with condition of site check.
- v. Gary suggest Yolanda deliver plans to Board members for site checks, and not just email them, she could drop off plans at Board member' homes.
- b. New P&Z Board Members
 - i. Palmquist will be back in Aug.
 - ii. Steve spoke with Yolanda about advertising in the paper; Greg was concerned about selection process, but Steve felt a neutral selection process was the purpose, not hand picking friends...etc...
 - iii. Gary spoke with a number of people; they don't want to be involved. Al said a lot of people he has spoke with are snow birds and not available all year.
 - iv. Discussion continued on several notions of people available.

- v. The P&Z Board decided to request a letter of interest from prospective Board members.

Action Item AI will get ad in paper

5. Comments/Matters from the Board

a. Post office Update

- i. AI explained the on-going construction and talked about the problem of not having a contract with workers.
- ii. Post office coming along, AI has been painting and finishing up touch-up work.
- iii. Question by Gary, Star Valley Ranch is not being accepted by online postal service data bases.

b. Master Plan update: Public hearing will be for input and suggestions on the Plan.

- i. Discussion on different points.
- ii. The implications of the relationship between the association and the Town.
- iii. AI asking for input; whether good or bad, it is important.

Gary motion to adjourn, Elmer second, All favor all AYES

Next Regular Board meeting – Wed. July 16, 2008 at 6:00 PM MST