

**The Town of**

*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**June 17, 2009**

Present: **Ron Thacker- Chairman**  
**Lee Hansen- Member**  
**Bob Palmquist-Member**  
**Ron Schupp- Member**  
**Elmer Beck-Member (Alternate)**  
**Yolanda Navarrete- Clerk/Recorder**  
**Jody Tibbitts-Building official**  
**Al Redlin-Town Councilman**

Absent  
**Mike Blackman-Member**

**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) Elmer Beck made a motion to approve the minutes of June 3, 2009, Ron Schupp seconded; the motion passed unanimously.
- 4) Citizen Input to the Board for items not on the agenda--None
- 5) Citizen's input on agenda--None
- 6) Action Items:
  - a) Kangas Plat 21, Lot 2--39 West St—Roof replacement/extension
    - (1) There was discussion that drawings detailing information on the footings were lacking in the permit application. Bob Palmquist made a motion to grant a permit conditional on Mr. Kangas submitting details on footing construction before a permit would be issued, Ron Schupp seconded the motion; the motion passed unanimously.
  - b) Moore, Brent Plat 18, Lot 120--106 Porto Rd---add to an existing overhang on deck
    - i) Elmer Beck made a motion to approve the permit, Bob Palmquist seconded; the motion passed unanimously.
  - c) Combe, Chris Plat 18, Lot 84--12 Hardman Pl.--Detached storage shed
    - i) There was discussion on the necessity of Mr. Combe moving the septic leach field and keeping the leach field a minimum of 10' from any structure. The Board agreed this was a County wastewater issue, but will inform Mr. Combe the County may have a problem with the proposed leach field location. The

- Board also noted that the proposed storage shed was a two story and needed to have a Wyoming approved Engineer stamp on the plans. Ron Schupp made a motion to issue the building permit conditional on Mr. Combe submitting a set of plans with a Wyoming Engineer Stamp before the permit will be released. Elmer Beck seconded the motion, the motion passed unanimously.
- d) Madsen, Vern Plat 17, Lot 75--1666 Hardman Rd.—extend deck 10x16
    - i) There was discussion on the footers needing to be 36” deep per code. Ron Schupp made a motion to issue the permit conditional on the footers being constructed to code, Elmer Beck seconded the motion; the motion passed unanimously.
  - e) Buck, Jan Plat 5, Lot 28--374 Scrub oak enlarge garage +walkway
    - i) There was discussion on whether the garage overhang encroached into the side setback. The drawings submitted with the permit application were unclear the measurement from the property to the corner of the structure. Mr. Hatfield, the contractor for the project, was present at the Board meeting. He was excused to visit the property to measure the setback and submit any corrections to the plans before the Board adjourned the meeting. Mr. Hatfield visited the jobsite, re-staked the building footprint and submitted plans showing the structure would not encroach into the side setback. Bob Palmquist made a motion to issue the building permit, Elmer Beck seconded; the motion passed unanimously.
  - f) Jody Tibbetts, a memorandum of Garaman Building walkthrough w/fire Marshall
    - i) An omission in the report was noted; Jody will correct the memo and submit at the next board meeting.
- 7) Information/discussion Item:
- a) Yolanda updates
    - i) Re-cap P/Z issues since previous meeting. Yolanda reported that the commercial ordinance survey and a note reminding citizens to obtain permits for building projects will be included in the water billing to be mailed on July 1, 2009.
    - ii) Misc. information
      - (1) There was discussion on small projects and if the Building Inspector and Town staff could approve small permit projects on an expedited basis. Topics discussed were Town Staff costs and issues with “small” project definition, due diligence, and documentation. The Board will continue discussion at the next meeting.
      - (2) List of pending ordinance changes—there was discussion on reviewing any recommendations for changes to building ordinances. The Board agreed to schedule a workshop for this purposes most likely after completing the commercial zoning ordinance.
  - b) Discussion on commercial zoning
    - i) Establish timeline to draft commercial zoning ordinance
      - (1) Bob will put together a timeline to be reviewed in a workshop
    - ii) Finalize public survey on commercial zoning ordinance
      - (1) Workshop, tomorrow 6-18-09 3p

- iii) Begin editing Board's draft of commercial zoning ordinance
  - (1) The Board will schedule workshops in the timeline.
- 8) Comments/Matters from the Board
  - a) Ron Administrivia
    - i) Review of open Board items
      - (1) Reviewed, closed, and re-assigned open items detailed elsewhere in minutes
    - ii) Review 2000 ft<sup>2</sup> requirement for engineered plans and possibly change. Jody will check with Steve Hockett on reason for 2000 ft<sup>2</sup> requirement.
    - iii) Review need for temporary occupancy permit. A lengthy discussion ensued on time restraints, what a final inspection consists of, and conditions where a temporary occupancy permit would be appropriate. Al Redlin will talk to Town Council on their views and on setting parameters for a temporary occupancy permit.
- 9) Action Items for next Board Meeting
  - a) Jody: Letter or Memo on Garaman Building walkthrough.
  - b) Jody: Talk to Steve Hockett about 2000 ft<sup>2</sup> requirement for engineered plans.
  - c) Yolanda: Add applicant signature block to 007 form adding resident signature.
  - d) Yolanda: Will contact County information about moving leach drain field on Combe property.
  - e) Yolanda: Include reminder to citizens about obtaining building permits and commercial ordinance survey information in water billing
  - f) Al Redlin: Review with Mayor and Town Council
    - i) Jody's contract re: small project permits
    - i) Temporary Occupancy Permits
    - ii) Engineered plans for buildings >2000 ft<sup>2</sup>.
- 10) Elmer Beck made a motion to adjourn the meeting, Ron Schupp seconded; the motion passed unanimously.
- 11) Next Regular Board meeting – Wed. July 1, 2009 at 6:00 PM