

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

June 18, 2008

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

Absent: Ron Schupp – Medical Leave
Robert Palmquist – Member

Call to Order, Roll Call of Members,

Approval Minutes: Motion Ron, Second Gary, all ayes, passed

Action Items

1. McClain permit tabled because of insufficient information
2. Saunders: Gary moved for approval Second Ron, no discussion all ayes, passed.

Discussion:

- Monolithic Pours ie. one pour deeper around footing edges; there is a question if a builder can do this. Per Jody; Yes but must be 36" deep. This could have saved costs before, but is not very cost effective now. Need extra depth due to Snow/Freeze. Yes can have monolithic pours, but must be per code.
- Time-Lines; Steve has a question as to whether a monthly meeting would be more effective, rather than twice a month.
 - Discussion as to how busy our summers are, and twice a month needed.
 - Discussion as to possibly in winter months once a month would be adequate, but not for summer.
 - All agreed keep as is for now.

- **Ron started a discussion of timely submission of applications, and plans, for building Permits,**
 - **Again all were running trying to get everything done by Wed. night.**
 - **Discussion was about having a deadline of Tuesday night the week before the Board meeting.**
 - **That gives five working days for review, and site checks**
 - **Any question that come up can be answered before the P&Z meeting**

Motion Gary, second Ron, This to read:

- **The Minimum time period for submittal of any item to be considered by The Town Planning and Zoning Board is: 5 working days prior to the P/Z Board meetings, which are held on the 1st and 3rd Wednesday of every month. If the submittal is incomplete it will be returned to the applicant. The P/Z Board encourages applicants to submit their request 7-10 working days prior to the P/Z Board meetings, this would allow for any corrections that may be needed prior to the Board meeting.**

All those in favor, AYES have it. Passed

- **Goals/Objective next Year:**

Gary: has a list:

- **ICC/IRC confusion need to clarify in Ordinances**
- **Commercial process**
- **Back-up inspector, need 2nd one.**
- **Board 5th-6th member, wants a book with all information, ref to P/Z Board.**
- **Wants house foot-print marked on property**
- **Different Ordinances about (weeds, junk, garbage, etc...)**
- **Master plan annual review**
- **Review inspection, effectiveness, compliance, and adequate.**
- **Lights for buses**

Steve:

- **Land development regulations, commercial, residential**
- **Lighting issues, light standards**

- Adopt policy dealing with modifying building code options
- Not have huge lights in yards
- New members, Gary Braun wants to question potential Board Members, and examine any possible conflict of interest. Ron interjected the Town Council had a problem with contractors being members because of conflict of interest issues. Board would like to the the Town Council's thinking about that.
- Elmer's health issues are a problem and he wants to step down. Co-ordination of meeting time/schedules.
- Steve suggested active advertising to solicit new board members. Ex: webpage, newspaper, etc. to see what interest is out there and bring people interested into the fold. Ask for a letter of interest containing a statement of qualifications and a Bio of interested individual's interests, and experience. He also suggested the prospective Board members be interviewed by selected members of the Board and/or Town Council.

Action item: Greg Wilkes to review and place ad in the Star Valley Independent in time for Thursday's paper.

- All applicants should apply by the first part July to be ready for mid-July meeting. Then hopefully we will have a bank of applicants on file.
- Mayor request commercial Building Ordinances: Ron started discussion about the Mayor's request for an Ordinance before we start to build a Town Hall.
 - Steve's discussion on information with consultant, on changing Ordinance, and revising the information. He will also be meeting with Steve H.

Action Item: Steve Ashworth to provide information on Alpine/Jackson's Commercial Ordinances to all Board members.

- Steve Hocket is a consultant, and Steve Ashworth would feel more confident having a specialists write, or help write the Ordinance.
- Ron states a sense of urgency, to have a rough Draft sent to The Council and have one in place, or started by Sept.
- Gary asked about the action plan to have a consultant come in.
- Steve suggested having the meeting with the consultant before the regular Board meeting @ 5:00 and requested Yolanda inform the Mayor and Town Council.

Action Item: Yolanda to inform Mayor and Town Council of meeting and request they attend.

- **Steve talked about applicable codes and code processes for commercial buildings. There are many different issues to understand.**
- **Gary brought up the the question about zoning issues and what is wanted in our town.**
- **Ron brought up that the DCCR's mandate R-1 Zoned not mixed use.**
- **Steve will inform Yolanda if the meeting with Steve Hocket is a go and she will inform the rest of us.**

Ron motions to adjourn, Gary 2nd all AYES.

Next meeting Wed 7/2 @ 6p