

The Town of  
*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**MARCH 19, 2008**

Present: Steve Ashworth - Chairman  
Gary Braun – Member  
Robert Palmquist – Member  
Jody Tibbitts - Inspector  
Yolanda Navarrete - Recorder

**Call to Order.** 3 members present there was a quorum.

One item on the agenda – Review of Building Permit for Ricky Jackson.

Future P& Z meetings will begin at 6 P.M. instead of 7.30 P. M.

By the 2<sup>nd</sup> week of April the Town will have the majority of the bids for the Town Hall -Maintenance Facility. The P & Z Board has been asked to review the bids with the Council and provide input. Steve will be on Vacation from April 4<sup>th</sup> to April 14<sup>th</sup> so Gary Braun and Robert Palmquist will meet with the Mayor and Council to review the bids. Yolanda will ask the Mayor to schedule a meeting and let Gary and Robert know the time.

Jody informed the P & Z Board that he had an opportunity to review the Ricky Jackson's plans but had not reviewed the actual site. The plans are professionally drawn and show lots of schedules. There were some questions, such as beam sizes and type of joists, plus there were no electrical drawings. Yolanda called the contractor and informed them that the electrical drawings should be on the plans we receive. The contractor fixed the plans and Jody re-reviewed them.

Robert went to the property and took pictures. (See handout) The property is at the end of the Spruce Drive. The photographs were taken beginning on the North side and continuing to the South side.

The North side of the property slopes down very steeply. Robert had two concerns. First where the lot actually is & second based on the site drawing he is concerned about the septic system. The right side of the house will be right against the setback line. These concerns were discussed by the group. The county will be responsible to inspect the tank and leach field before they are allowed to move on with the project.

A few conditions should be added before the permit is issued due to the unique circumstances of the lot & the presence of the existing water-line easement.

1. Prior to construction/contractor or owner shall verify all four property corner posts.
2. Contractor or owner shall stake four corners of foundation, upon staking owner shall notify town for staff inspection.
3. Septic system and tank/leach field shall not enter into 25' water line setback, and the easement shall be staked in field prior to system installation.
4. Owner shall maintain all disturbed soil on site, and take all necessary precautions to prevent soil and sediment transport off site during, and after construction.

The group discussed the checklist and what the front line personnel should be checking for and what the inspector should be looking for.

All electrical and other items must be on both sets. The Town should receive two identical sets of plans.

In the winter most applications will have to have a conditional acceptance

**Gary Braun moved to approve the Ricky Jackson Building Permit on Plat 1 Lot 78. Robert Palmquist seconded the motion. The motion carried unanimously.**

**Next Meeting is April 2<sup>nd</sup> – At this time there are no agenda items.**