

**The Town of**

*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**MAY 20, 2009**

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

Absent  
**Bob Palmquist-Member**

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

1. Call to Order
  - a. Quorum is present.
2. Approval/additions to Agenda—Item 5 order of business was changed to a,b,d,c; Item 6d was deferred; Item 7-a-iii-a was deleted; Item 7-b-ii was deleted.
  - a. Mike Blackman moved to accept the agenda as amended, Ron Schupp seconded, the motion was approved unanimously.
3. Approval of Minutes:
  - a. Lee Hansen moved to approve the minutes as written, Ron Schupp seconded the motion; the motion was approved unanimously.
4. Citizen Input to the Board for items not on the agenda
  - a. Dirk Izaat requested to address the Board on rebuilding a deck.
    - i. A project on Plat17 Lot57 that started out to be a refinishing of a deck at that location turned into a 3ft. extension of the deck.
      1. After discussion, the Board agreed a building permit was required.
      2. Mr. Izaat agreed to apply for a building permit from the Association and the Town.
5. Citizen's input on agenda
  - a. Russ Motzkus, Realtor—made a presentation to build home on combined lots, plat 20, lots 52/53 of behalf of a client.
    - i. After hearing the presentation and discussion by the Board, the Board explained to Mr. Motzkus that he should submit his request and proposal to SVRA and get their approval before making any requests to the TSVR P&Z Board. The Board noted that Mr. Motzkus's requested actions had precedents with SVRA. TSVR has also has provisions in their building ordinances to consider

requests from property owners to build one home on two lots subject to easement requirements and site conditions.

- b. Robin Wilson arrived to address the Board on his Deck @52 Aztec, Plat 20 lot 74. Mr. Wilson stated he had purchased the home in January and his efforts to repair the existing deck “morphed” into a project to expand the deck. He also stated he was unaware of any requirements to obtain a building permit from either SVRA or TSVR. The Board referred Mr. Wilson to articles of the TSVR building ordinances and quoted certain paragraphs referring to building and construction permits, fees, fines, and penalties for failing to comply with those ordinances. Mr. Wilson agreed to stop all work on the project until obtaining building permits from both SVRA and TSVR.
  - c. Larry/Carol M Kangas Plat 21 lot 2-39 West St., would like the Board to consider whether a permit was required to replace a deck and breezeway. Kangas was unable to attend the P&Z Meeting, so Yolanda Navarrete briefed the Board on behalf of the property owner. After reviewing the Town Building Ordinances and photos of the project, the Board concluded that the project was a maintenance and repair and no permit was required.
  - d. Wyatt Johnson: Town Public Works Building Plans. Wyatt Johnson, TSVR consultant for the Public Works Building, made a presentation to the Board about TSVR Public Works Building Plans and asked the Board to expedite the permitting process. Mr. Johnson stated he was unaware that the permit application, the wastewater permit application, building plans, and other permit packet items had not been submitted by TSVR to the P&Z Board and agreed to address the issue with the Town Administrator. The Board explained to Mr. Johnson the process for obtaining a building permit, the fact that the Building Official’s review of the Public Works building plans was estimated to take about 30 hours and that if the completed permit application was submitted prior by May 26, 2006, it could be put on the Board’s agenda for June 3, 2009. Mr. Johnson stated he would work with the Town Administrator, Councilman Redlin, and the TSVR Billing Specialist to submit a complete building permit application for consideration by the Board.
6. Action Items:
- a. Reichert/Wells: Plat 17 lot 74--1702 Hardman Rd--permit for Deck
    - i. Lee Hansen made a motion to approve the permit, Ron Schupp seconded the motion; the motion was approved unanimously.
  - b. Burr: Plat 20 lot 37--98 Prater Canyon Dr.--Permit detached Garage
    - i. There was discussion on whether a retaining wall at the back of the garage would be required due to the slope of the land on the build site.
    - ii. Lee Hansen made a motion to approve the permit with the condition that if a retaining wall over 4 feet was built, it had to be

- engineered, Mike Blackman seconded the motion; the motion passed unanimously.
- c. Miller: Plat 7 Lot 70--310 Redwood Rd—permit for single family residence.
    - i. A required engineering stamp missing was missing on the building plans.
      - 1. Yolanda explained she had seen a red stamp on the plans and had mistaken thought it was an engineering stamp.
      - 2. Mike Blackman made motion to approve the permit with the condition that the plans be reviewed and stamped by Wyoming certified engineer before a building permit was issued. Elmer Beck seconded the motion; the motion was approved unanimously.
  - d. Al Redlin--to have information on recording of LVI building restrictions approved by Lincoln County on Garaman commercial property.--Deferred
  - e. Jody Tibbitts, Building Official summary of inspection walkthrough w/fire Marshall on Garaman commercial building, and any concerns we may want to make Mayor aware of.
    - i. Jody Tibbitts will write a brief summary of the walkthrough including all participants, and present to the Board at the next meeting.
  - f. Discuss Deficiency Notice (adverse action) notice/process.
    - i. Some minor adjustments were made to the Deficiency Notice and Yolanda will prepare a final? form for the Board.
    - ii. Jody approved the changes, the form will have three copies, NCR.
  - g. Discuss Deficiency (adverse action) Notice notification letter to owner
    - i. Ron Thacker will draft letter for consideration by the Board.
  - h. Jodi would like to address the Board
    - i. Temporary Occupancy Permits issue and how to handle different situations that arise
      - 1. Jody Tibbitts suggested the Board might consider issuing a temporary occupancy permit. After some discussion, the Board decided to defer the subject to the next meeting.
7. Information/discussion Item:
- a. Yolanda updates
    - i. Street lighting in Commercial Zones
      - 1. After reviewing and discussing the information from the Town on street lighting in the TSVR commercial area, the Board consensus was: a) Street lighting should be installed in the commercial; b) TSVR should be responsible for installing and maintain the lighting; c) TSVR should consider LED fixtures for lighting the commercial area.
    - ii. Re-cap P/Z issues since previous meeting--None
  - b. Discussion on commercial zoning----
    - i. De-briefing on zoning presentation to Council 5/14/09—Council agreed to allow P&Z Board to continue drafting commercial zoning ordinance.

- ii. Establish timeline to draft commercial zoning ordinance—Deferred until next meeting due to time constraints.
  - iii. Finalize public survey on commercial zoning ordinance—Deferred until next meeting due to time constraints.
  - iv. Begin editing Board's draft of commercial zoning ordinance—deferred until next meeting due to time constraints.
- 8. Comments/Matters from the Board
  - a. Ron Administrivia-- Ron Thacker went over some administrative items. a) Bob Palmquist's out of town schedule; b) All Board Members whose terms were to expire on June 30, 2009 have requested the Mayor and Town Council consider them for reappointment; c) Ron Thacker will review minutes of previous Board minutes and bring any open items to the Board for review; d) Any Board Member interested in attending a forum on "Building the Wyoming We Want" in Casper on June 9-10 should contact the Board Chairman by the weekend.
- 9. Next Regular Board meeting – Wed. June 3, 2009 at 6:00 PM