

The Town of

# *Star Valley Ranch, Wyoming*

## PLANNING AND ZONING MEETING MINUTES

**FINAL**

**May 21, 2008**

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

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

**Call to Order, Roll Call of Members, and Statement of Quorum:** The regular meeting of the **Planning & Zoning Board** was held May 21, 2008 at **Town Hall**. **Chairman Steve Ashworth** called the meeting to order at 6:00 p.m., and declared the existence of a quorum.

**Additions or deletions to the Agenda:** Add to Information/discussion section - Master Plan Update.

**Approve Prior Minutes:** All will review the Minutes of May 7<sup>th</sup> and approve at the next meeting on June 4<sup>th</sup>.

### **Action Items**

#### **Security Enterprise Building Permit Application: Plat 2 Lot 47**

Permit application for **Security Enterprise** to complete a remodel/addition to a current resident. **Mark Buche (designer)** informed the board the only thing that would really change would be the rear setback because of the Town & Associations requirements. This addition will have a bathroom and wet bar and will be tying into the current septic system. The stamped plans will include the changed setbacks.

**Ron Thacker moved to approve the permit application from Security Enterprises. Elmer Beck seconded the motion. The motion carried unanimously**

Permit application for Henry Mountain Estates Sub-division. The Board had asked for the covenants and other information for the sub-division and the Town has not received it.

**Elmer Beck** moved to table approval of the Henry Mountain Estates Sub-division pending the receipt of information promised on the development. **Gary Braun** seconded the motion. The motion carried unanimously.

**Action Item:** **Yolanda Navarrete** to call **Scott White** to follow up on information pending for the **Henry Mountain Estates Sub-Division**.

**Ergo/Northridge Homes Building Permit Application: Plat 14 Lot 39**

**Ron Thacker** mentioned that a rebar stake is close to where the corner could be. **Gary Braun** mentioned that people are having trouble with marking corners and it would also be helpful if the house footprint was staked but it is not required. **Ron Thacker** commented that the owner has a responsibility to let us know where the corners are. Every applicant needs to comply with the Ordinance.

**Gary Braun** moved to approve the Building Permit application for the Ergo/Northridge Homes. **Ron Thacker** seconded the motion.

After discussion the motion was amended to:

**Gary Braun** moved to approve the Building Permit application for the Ergo/Northridge Homes with the condition that before digging begins, the corners are clearly marked and a board member goes to the site to verify the markers. **Ron Thacker** seconded the motion. The motion carried unanimously.

**DeMeester Building Permit Application: Plat 12 Lot 11**

**Ron Thacker** moved to approve the Building Permit application for the DeMeester. **Gary Braun** seconded the motion. The motion carried unanimously.

**Ron Thacker** stated the resident has met the Ordinance requirements and we have no reason to deny the application.

**Lujan Building Permit Application: Plat 10 Lot 68**

**Gary Braun** moved to approve the Building Permit application for the Lujan. **Ron Thacker** seconded the motion. The motion carried unanimously.

**Gary Braun** said they have a lot of clearing to do on this lot and the building will physically fit in the boundaries. The resident will be contacting the Power Company to see if the secondary power can be rerouted from the primary power box to his home. If this can happen they can relocate the garage to a better position.

**Ron Thacker** suggested there may be possible drainage problem to the south of property. The property is below the road and the plans call for building the garage high enough to have a 4% slope toward the road.

**Action Item: Yolanda Navarrete** will remind the applicant that if the plan changes he will need to come back to the Board for re-approval.

### **Town of Star Valley Ranch Permit:**

**Gary Braun** moved to approve the Building Permit application for the Town of Star Valley Ranch Post Office. **Elmer Beck** seconded the motion.

#### **Discussion:**

**Councilman Redlin** informed that board that he had walked the property and measured to see where the corners were. Bruce Bates, SVRA's general manager, advised the Town not to bother surveying it because the Association will do it. The building will be set in a trench about 2' deep.

**Steve Ashworth** mentioned that at this time we do not have a commercial permit application or standards.

The distance from the road to the curb stop will be approximately 40'; traffic should not have to back out into Vista Drive. The building will be lit with lights from dusk to dawn and some lights will have motion sensors. There was discussion on what type lighting will be installed. **Steve Ashworth** recommended the lights be down lights w/shields except for up-lighting the flag pole. Being the first commercial building, it should set the example. The P&Z Board needs to develop commercial standards. Parking congestion at the post office is also a concern because of drivers backing out onto Vista Drive. **Al Redlin** stated it would not be a problem to move the building back 5 ft to the north. **Steve Ashworth** remarked that a barrier between the parking area and Vista Drive or having one way traffic in and out of the parking lot might be desirable. The Board is concerned about the public's safety when numerous vehicles maneuver on and off of Vista Drive.

**Gary Braun** amended the motion to approve the permit request with the condition that the building be moved 5' north to expand the parking area. **Ron Thacker** seconded the motion, and asked whether it was necessary to request a variance. The Board decided it was not necessary at this time. **Steve Ashworth** called for a vote on the amended motion. The amended motion carried unanimously and the permit was approved.

### **Information/discussion Items**

Radon education, **Gary Braun/Al Redlin** reported that **Steve Melia** from the State of Wyoming will be here @ 5:30-6:00 pm on June 4, 2008 to conduct a seminar on radon gas. E-mails will be sent out to the Star Valley Ranch Association, the Town Council and Town residents. Anyone interested in the radon gas problem is invited to the seminar.

**Action to Yolanda:** Two Radon mitigation people contacted the Mayor. Yolanda will ask the Mayor for their names and insure they are invited to the seminar.

Building Code Consultation: **Steve Ashworth** asked for discussion on asking a consultant to help us with formulating plans and schedules and amending Ordinances. **Steve** doesn't think we should adopt IRC/IBC because some things don't apply. **Gary Braun** questioned the usability of the 14 page check list, and whether we should use such a lengthy list for anything other than information purposes. **Steve** asked if he could have the consultant come in, go over some building plans and permit applications, and give feedback on our processes to the Board. **Steve Ashworth** asked if the board would be open to bringing the consultant in beforehand to go over plans and permit applications with **Yolanda** and him, then bring the feedback information back to the Board. **Al Redlin** mentioned that if we need additional inspections, we should be able to charge extra for them. **Steve** will pursue the issue and report back to The Board.

**Master Plan update:** There were 15 pages of comments on the draft Master Plan. An additional option on future on land use, and the Town's revised numbers on future growth was also well accepted by Pederson Planning and will be incorporated into the Master Plan. We do not know when the revised plan will be ready. There was discussion on the amount of commercial area depicted on the map. The feeling was that more commercial area should be proposed. It is easier to downsize future commercial areas than to increase them. **Al Redlin will make available paper copies or a CD version on the completed to those requesting them.**

### **Comments/Matters from the Board**

#### **P&Z Board Goals for 2008**

**Steve Ashworth** announced the Board is coming up on its official one year anniversary. He would like all Board members to bring one or two proposed new fiscal year goals to the Board meeting on June 18, 2008.

**Gary Braun** suggested that whenever we cannot attend a Board meeting, we should please notify **Yolanda**. This was agreed to by the Board members and will help to insure a quorum is present at scheduled P&Z Board meetings.

Upcoming Items: June 4<sup>th</sup> Radon Education; Consultant Advice on Building Codes

Next Regular Board meeting – Wed. June 4, 2008 at 6:00 PM MST

Motion to adjourn by Gary Braun, second by Elmer Beck, all ayes. Meeting adjourned.