

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

November 5, 2008

Present: **Gary Braun-Chairman**
Bob Palmquist-Member
Ron Schupp – Member
Ron Thacker- Member
Jere Kovach-Member
Elmer Beck-Member (Alternate)
Jody Tibbitts-Inspector
Yolanda Navarrete- Recorder

Absent: **Al Redlin- Councilman**

Guests: Keith Himmelberger
Heather Aullman
Mr. Bill Aullman

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

1. Call to Order: A quorum is present
2. Approval of Minutes: Motion to approve by Jere Kovach, Ron Thacker seconded, the motion was approved unanimously.
3. Approval/additions to Agenda: Gary Braun wanted to add Item 6e “007” Form. Ron Schupp made a motion to accept the amended agenda, Bob Palmquist seconded, the motion was approved unanimously.
4. Citizen Input to the Board for items not on the agenda: None
5. Action Items
 - a. Peterson Plat 13 Lot 21(Aullman, Heather)
 - i. Contractor wants clarification whether a permit and deposit was required for this project.
 1. The project was to replace siding and to rebuild a damaged deck. Subsequently the contractor found a sinking problem on the property that required a structural modification, and new footings had to be installed under the deck. The contractor provided a drawing of the new footings.
 2. Jody stated the new footings complied with the building ordinances.
 - ii. After discussion it was agreed that because of the structural changes to the building, a building permit was required for the project. Bob Palmquist made a motion to approve issuing a permit

subject to a drawing of the footings being submitted to the Board, and to recommend the Town Council waive any permit fees. Ron Thacker seconded, the motion passed unanimously.

- b. Himmelberger, (Plat 18, Lot 112) re-visit shed plans
 - i. Mr. Himmelberger submitted a new footings plan
 - 1. Jody ok'd the footing plan, but indicated that 8" rather than 5 1/2" footings were required. Jody also needs information on the fastenings that secure the shed to the house. The Board agreed to make these requests a permit condition.
 - 2. **Yolanda to call Zach, (Himmelberger contractor) to obtain fastening information.**
 - 3. Ron Thacker made a motion to approve the permit subject to the above listed conditions, Ron Schupp, second, the motion was approved unanimously.
 - c. Mooneyhan, Plat 6, Lot 27, has decided to start building in spring...is that a problem? No, the building ordinances provide that permits are effective for two years after the issue date.
3. Information/discussion Item:
- a. Meeting with Radford's (Plat 5, Lot 26), regarding seismic requirements for footings...etc...
 - i. Meeting went very well; all agreed that any deviation from ICC requirements must be approved by a certified engineer. Lyle Radford brought a letter from Sunrise Engineering approving the deviation and Jody OK'd the letter.
 - ii. There was some discussion on the meeting. The participants felt it was successful especially from a public relations standpoint.
 - b. Discuss Boyd's suggestion to put out an email to contractors of 2006 ICC changes also summary training to P&Z Board on this issue.
 - i. **Jody will put together a list of bullet points that list major changes in the new building ordinances.**
 - ii. Contractor e-mails are not always available, so a suggestion was made to mailing a flyer with information on the building ordinance changes to all contractors who currently have, or who have received permits this year.
 - iii. A flyer will also go into each building permit package, and the Town can put information on its website.
 - iv. Placing an ad in the local paper was also suggested.
 - c. Master Plan Cooperation with County Planner on future zoning plans for the surrounding area.
 - i. Brainstorming—Board will review Bob Palmquist's research for discussion.
 - 1. Items to consider
 - a. "What do we want our town to look like?" as a point of discussion when speaking about land planning in this area.

- b. Clustering of homes, infrastructure.
 - c. Zoning discussion for overlay areas. Suggestions from County of Highway 89 being the west boundary of Star Valley Ranch community overlay. Working with Thayne, and Freedom to not overlap overlay areas.
 - d. The importance of descriptions of acceptable land use.
 - e. Set up meeting w/John Woodward, board/council; to go over information, and ideas.
- d. Ordinance reviews sent to AI
- i. Ron Thacker and Jere KOVACH will review the new building ordinances and e-mail suggestions to AI Redlin.
- e. Lincoln County Planning and Zoning meeting at Cokeville on Oct 29th summary review/info and future Lincoln County P&Z Meeting attendance from Star Valley Ranch P&Z Board Rep.
- i. Abi's Lot 1 was discussed at meeting
 - ii. The Board issued the permit subject to 11 conditions.
 - iii. The irrigation company had a problem with the ditch, would not allow covering it.
 - iv. Star Valley Ranch Town Office will e-mail P&Z Board members whenever there is a County meeting they can/ or need to attend
- f. Gary, "007" Form
- i. Form to determine when a permit is not required or fees changed, waived...etc. Gary Braun presented a rough draft for consideration by the Board.
 - ii. Yolanda will type up form and e-mail to Board for suggestions and review.
7. Mayor's request....Yolanda
- a. 34 requests for proposals , maintenance bldg large response
 - b. RFP, handed out
 - c. All proposals due 12/1
 - i. Mayor wants Board to have a special meeting between 1st-5th
 1. Board agreed to set up special meeting to go over all proposals for recommendations to the Council.
 2. Pre-proposal conference on 11/10, Bob Palmquist, Gary Braun, and Run Schupp will attend.
- 3.
8. Comments/Matters from the Board
- a. Gary Braun/Jere Kovach resignations; they are running for Star Valley Ranch Association Board of Directors.
 - i. Will have to put in resignations to the Town Council.
 - ii. Requested ***Yolanda have this item put on Town Council agenda for November 18th***
9. Action Items to be completed before next meeting

- a. Jody "WHITE PAPER" bullet point list for contractors of building ordinance changes
- b. Bob Palmquist will contact John Woodward about workshop
- c. Yolanda have Peterson waiver fees request put on agenda for TC
- d. Yolanda work on " 007 form"
- e. Ron Schupp, Bob Palmquist, and Gary Braun meeting 11-10 for maintenance building pre-proposal conference.

10. Next Regular Board meeting – Wed. November 19, 2008 at 6:00 PM MST

Ron Schupp made a motion to adjourn; Ron Thacker seconded, the motion was approved unanimously.