

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

September 17, 2008

Present: **Gary Braun-Chairman**
Al Redlin- Councilman
Ron Thacker- Member
Elmer Beck-Member
Jere Kovach-Member
Yolanda Navarrete- Recorder
Jody Tibbitts-Inspector

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

Guests: Lyle Radford-Builder
Ed Koch-Town Council Candidate
John Woodward-Lincoln County Planner

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

1. Call to Order: a quorum was present
 - a. Lyle Radford was introduced to board
2. Additions or deletions to the Agenda
 - a. Gary Braun questioned if two projects he had noticed required building permits; Elmer Beck reported that the SVRA had issued permits prior the January 1, 2008.
 - b. It was suggested Lyle Radford's (Project Ventures) permit application be moved to the head of the agenda.
 - c. Jere Kovach questioned how meetings are handled without a quorum. A quorum can be reached using call-ins, but without a quorum, no official actions can be made by the Board.
3. Action Items
 - a. Radford Building Permit (Project Ventures) Plat 5, lot 26.
 - i. The permit application was in order; Ron Thacker made a motion to approve the permit, Elmer Beck seconded; approved unanimously Mr Radford was informed he could pick-up his Permit on Thursday, 9/18, after 10am.

4. Approval of Minutes
 - a. Jere Kovach made a motion to accept the minutes for 8/20 and 9/3/08; Elmer Beck seconded; approved unanimously.

5. Citizen Input to the Board for items not on the agenda
 - a. none

6. Workshop: Building Ordinances
 - a. Jody stated he has been talking to builders giving them a heads up about the new proposed building ordinances.
 - b. Al informed the Board that the first reading on the new ordinances was approved by the Town Council. He asked the Board for any suggestions or changes to them. Changes can be made throughout the three readings of the ordinances.
 - c. There was some discussion on the insulation requirements with log homes. We will do some research on the subject
 - d. There was also discussion on being specific in the ordinances in order to give the public valid guidance on compliance.
 - e. There was discussion on some of the references and wording in the ordinances. Ron Thacker will go over the new ordinances and make some recommendations to Al Redlin. Al asked other Board members to review the new ordinances also. The Board made some other suggestions for wording changes.
 - f. There was considerable discussion on how to charge commercial building fees in a manner that's fair to the builder and to the Town. There was also discussion on how the public could have ready access to the fee structure.
 - g. Ron Thacker suggested assembling a table for the fees and incorporating the table into the ordinances.
 - h. Gary asked Jody to check with the other towns see what they charge for building permits and how they determined their fee structures.
 - i. Contractors and the general public were invited to tonight's workshop through notices advertised in the newspaper ads and by notices posted at the Town Hall. No members of the public attended the workshop.

7. John Woodward joined the P&Z Board Meeting in progress
 - a. Discussion of land use (Master Plan)
 - i. Al explained Lincoln County's interest, and how John Woodward suggested working with the Town on this matter at the last County Commission meeting he and Bob Palmquist attended.
 - ii. There was discussion on how much input or jurisdiction the Town has on development within one mile of the Town boundary. John also explained a town of 3000 is considered a First Class City.

- iii. Now that we have a joint approval w/the County for the Town's Master Plan, we need to further develop plans for areas within a one mile radius of the Town's boundaries.
- iv. "Community Plan" overlays (see attachments)
 - 1. Allows county zoning to be more restrictive. Mutually developed overlays can define the land use and zoning for areas within the overlay.
 - 2. John suggested brainstorming the goals for development within the vicinity and incorporating them into the Master Plan.
 - 3. Developers need to know zoning options when developing various land use. Currently most of the land adjoining in Star Valley Ranch is zoned as rural with some recreation zoning.
 - 4. There was discussion on ways to concentrate development in some areas and leave acreage available for subsequent development.
 - 5. Some discussion ensued on what types of development we could anticipate and how we could obtain that type of information from other towns
 - 6. John pointed that there are 9 towns in the valley but most deal with "problem of the moment". He is currently working on development issues around Afton.
 - 7. There was discussion on how increasing foot traffic affects businesses. Through "Stop/Shop" ideas development should have more density.
 - 8. John explained he wanted to show us different concepts to consider for future growth and business incentives.
 - 9. The process to develop these plans does not have to be as formal. It was suggested Bob Palmquist would be a good candidate to look at this. John offered to work with Bob on developing some plans and objectives and prioritizing the top five issues. After that we will have a Public meeting on the subject to get community input.
 - 10. John and Bob will schedule a meeting to work on this.
- 6. Information/discussion Item:
 - a. Jody
 - v. Hydrants (Sanitary yard hydrants)
 - 1. Sanitary hydrants flush out of top. They are designed to prevent contamination and bacteria buildup in a home's culinary water lines.
 - 2. Jody recommended they be required for new buildings for health and safety reasons. The water pressure higher is these particular hydrants, a fire safety issue.
 - 3. There were questions about price differentials between the two hydrant types. Jody explained sanitary yard hydrants

cost a little more, but it is not a significant increased expense.

4. Jody will put together a presentation for the Board on how a sanitary hydrant works.

b. Yolanda:

1. Basement finishing-- Is a permit needed if walls are intact and just finishing what is there? The consensus was that since this wasn't structural change, no permit was required. In the original building permit, Elmer Beck noted that we show a basement as finished or unfinished and leave it to Lincoln County to determine if there should be subsequent increases in property valuation

- vi. Entrance grant update—Al reported that the grant request has been submitted with timeframes to start construction next spring. A suggestion was made to request the County to construct a turn-in lane on Muddy String Road at the Town main entrance.

c. Master Plan

- vii. There are No action items at this time, Al will come up with a format for action items to assign to committees by the next meeting.

d. P/Z meeting formality

- viii. Ron Thacker re-iterated that motions, seconds, and votes are specific requirements to be recorded in the minutes. Other information can be more general.
- ix. John Woodward stated that you want reasons and finding of facts in the minutes. That makes recording and keeping minutes less complex.
- x. Jere Kovach suggested using the statement: "After considerable discussion...", and then stating the discussion outcome.

e. Open Action Item discussion; things to think about

- xi. Chairman Braun wants action items to be tracked and at the end of meetings we will list action items and assign a responsible party. The Board Members agreed.
- xii. Future Board member absences:
 1. Jere Kovach 1/15 - 4/15/09
 2. Ron Thacker Feb through April, 09
 3. Elmer Beck will be here throughout the winter
 4. Gary Braun Feb through March, 09
 5. Bob Palmquist- we will request his schedule

Chairman Braun feels we need to consider arrangements to assemble a quorum when Board members are gone in winter. Are phone-ins workable or is another alternate Board needed? Gary will also check with Ron Schupp on his status.

f. Winter Board absences: covered above.

- xiii. We will re-visit this @ next meeting

7. Comments/Matters from the Board--None

8. Action Items assigned

- a. **AI**- Review R-values of log homes in new ordinances. Will send e-mails to all on findings
- b. **Ron**-Change/correction in new ordinances; will forward to AI
- c. **Jody**-Check commercial permit fees algorithms ie per square foot, etc...
- d. **Gary**- Contact Ron Schupp for status of medical leave from Board
- e. **Jody**-Explore hydrant issue pricing and design
- f. **Bob**- Work w/John Woodward on overlays for land use outside the Town for Master Plan

Ron Thacker made a motion to adjourn, Elmer Beck seconded; there was no discussion. The motion carried unanimously.

Next Regular Board meeting – Wed. October 1, 2008 at 6:00 PM MST