

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

June 3, 2009

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

Absent
Ron Schupp-Member

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

1. Call to Order
2. Approval/additions to Agenda—Item 4a was removed
 - a. Bob Palmquist moved to accept the agenda as amended, Elmer Beck seconded: the motion passed unanimously
3. Approval of Minutes—Elmer Beck moved to accept the minutes as written, Bob Palmquist seconded; the motion passed unanimously.
4. Citizen Input to the Board for items not on the agenda--None
5. Action Items:
 - a. Town Public Works Building Permit--BLM Property
 - i. There was discussion that no plans for the hydronic heating or plans for showing wash bay and floor drains were submitted in the permit application.
 1. Mike Blackman moved to issue a building permit for the Town Public Works Building subject to the conditions that plans for the building hydronic heating plans and building floor drain plans be submitted to and approved by the P&Z Board prior to any work being commenced on those systems. Lee Hansen seconded the motion; the motion passed unanimously.
 - b. Izatt, Permit for deck—Munnerlyn Plat 17, Lot 57—118 North Branch Circle
 - i. The plans submitted for the deck did not comply with the requirements of the International Residential Code, Section 403.1.4.1 which has to do with deck footings being extended below the frost line. Footings on the existing deck did not extend below the frost line. There was discussion that varying footing depth could cause bowing in the mid deck if there is a frost heave, and that was why it was constructed to the same dimensions as the current deck.
 - ii. The Board explained to Mr. Izatt that a variance would be required in order to obtain a building permit and certain conditions had to be met in order for a variance to be granted.

- iii. Mr. Izatt was excused from the meeting to prepare a request for a variance.
 - iv. Mr Izatt's returned to the meeting with a written request for a variance to the requirement that deck footings be extended below the frost line. The Board determined that all requirements for granting a variance were addressed in the variance request.
 - v. Bob Palmquist made a motion to grant a variance to Mr. Izatt, Elmer Beck seconded the motion; the motion passed unanimously. Mike Blackman made a motion to issue a building permit. Lee Hansen seconded the motion; the motion passed unanimously.
 - c. Izatt request for partial fee waiver on Munnerlyn project Plat 17, Lot 57
 - i. Mr. Izatt Requested a partial fee waiver of extra fees explaining that a maintenance project had grown to a building project and not obtaining a building permit was an innocent oversight.
 - ii. Mr. Izatt has submitted a waiver request form to the Board and requested he be charged the standard permit fees and the extra fees imposed for starting work without a permit be waived.
 - 1. Bob Palmquist moved to waive the extra fees, Elmer Beck seconded the motion; the motion passed unanimously.
 - d. Dennis Perry, Garage Plat 21 lot 72 110 Bear Lake Dr
 - i. Bob Palmquist made a motion to approve the permit, Mike Blackman seconded; the motion passed unanimously.
 - e. Al Redlin/Ron Thacker; information on LVI recording of building restrictions on Garaman commercial property with Lincoln County.
 - i. An email from Al Redlin outlined the coordination between John Woodward/Al Redlin was presented. Apparently the County has found the building restrictions for the Garaman property. The Board will ask Al Redlin to follow up to ascertain if they have been recorded.
 - f. Building Official--written summary of Garaman Town Hall building walkthrough w/fire Marshall.
 - i. Jody will add more details to the letter for next meeting.
- 6. Information/discussion Item:
 - a. Elmer
 - i. Address board, on two items whether there was a concern.
 - 1. Malvini project (Plat 17, Lot 96) had not been cleaned-up.
 - a. Since the Town did not issue this building permit, it did not have jurisdiction on this problem. However, Yolanda explained she had spoken with Mr. Malvini and talked with the contractor who had done the work. Mr. Malvini promised to have the job site cleaned up by the 18th of June.
 - b. Parrott (Plat 14, Lot 53) was pouring just a slab for a patio. The Board determined this was a nonstructural landscape project so no building permit was required. The Board also noted that the slab could not be enclosed or covered without obtaining a permit.
 - b. Yolanda updates
 - i. Re-cap P/Z issues since previous meeting
 - 1. Does a loft constitute a second story where engineered plans would be required?

- a. After discussion the Board determined a loft constituted a second story in a structure and engineered plans would be required.
 - c. Discussion on need for a Temporary Occupancy Permits—Ron Thacker will discuss with Al Redlin and the Mayor.
 - d. Review Deficiency Notice Cover Letter and assign Form #.
 - i. The Board agreed to the draft, Yolanda will finalize and bring to next meeting.
 - e. Discussion on commercial zoning
 - i. Establish timeline to draft commercial zoning ordinance
 - 1. Bob Palmquist has tentative timeline; will bring to workshop on 6/4.
 - ii. Finalize public survey on commercial zoning ordinance
 - 1. Workshop set-up for 6/4 @3p in Town Hall
 - iii. Begin editing Board's draft of commercial zoning ordinance
 - 1. To be addressed at workshop
7. Comments/Matters from the Board
 - a. Ron Administrivia
 - i. Review of open Board items—Utility easements
 - 1. Ron Thacker reviewed with Warren Webb—since road right of ways cannot be definitively determined without a survey, Warren proposed we not pursue the issue now.
 - ii. Accumulated ordinance change suggestions—When, what are they, where are they? Waiver authority, electrical & plumbing changes need permits, revisit 2000 ft2 requirement for engineered plans, others?
 - 1. Yolanda has the previous list waiting for submittal to the Council—Ron will review with Al Redlin.
 - iii. Permit applications need to be changed to reflect New Town Hall address eff. July1, 2009.
 - 1. Yolanda will make necessary changes.
 - iv. Board procedures—is there a single file, book, or binder that can be referenced?
 - 1. Yolanda to try and get all information she can put together by next meeting, or 7-17 meeting.
 - v. Some Board minutes refer to attachments or attached notes. No attachments found on official minutes on website. Ref. 11/19/09 minutes
 - 1. Brenda said this is possible
 - vi. Current members whose terms expire on 6/30/09 are on the 6/9/09 Town Council Agenda for reappointment.
 - vii. Chairman unable to attend next Town Council Meeting—volunteer? Mike Blackman will attend
 - viii. Board chairman to attend “Building the Wyoming We Want” forum in Casper, June 9-11.

8. Action Item Recap
 - a. Mike Blackman
 - i. Draft a propose ad for technical survey help
 - ii. 6/4 workshop meeting
 - iii. Will attend Town Council meeting
 - b. Yolanda
 - i. Procedures Book
 - ii. Pending order changes
 1. find attachments in website
 - c. Jody Tibbitts
 - i. Revised summary of Garaman property walkthrough with fire Marshall.
 - d. Ron Thacker to Al Redlin
 - i. Take-over LVI commercial zoning conditions issue?
 - ii. Timeline for commercial zoning ordinance

Lee Hansen made a motion to adjourn, Bob Palmquist seconded; the motion passed unanimously.

9. Next Regular Board meeting – Wed. June 17, 2009 at 6:00 PM