

**The Town of**

*Star Valley Ranch, Wyoming*

**PLANNING AND ZONING MEETING MINUTES**

**FINAL**

**JULY 15, 2009**

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

Absent **Bob Palmquist-Member**  
**Mike Blackman- Member**

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

1. Call to Order—A quorum is present
2. Approval/additions to Agenda—There were two typo corrections. Elmer Beck made a motion to accept the agenda as amended, Ron Schupp seconded; the amended agenda was adopted unanimously.
3. Approval of Minutes--
  - a. June 17 minutes have been drafted completed and e-mailed to all; July 1 and this meeting's minutes will be completed before next meeting on Aug 5. Approval of these three meetings' minutes will be deferred until the August 5 meeting.
  - b. Minutes from emergency 7-6 meeting—Lee Hansen made a motion to accept the emergency minutes as written, Elmer Beck seconded; the motion was passed unanimously.
4. Citizen Input to the Board for items not on the agenda—None
5. Citizen's input on agenda
  - a. Mrs. Bonnie Menger Plat, Lot 57, 126 West Forest Drive
    - i. The Mengers addressed the Board on a possible request for a variance on the side setback on their lot. Their proposal was a variance into setback to within 1'6" from eaves of a proposed garage expansion to the adjacent property line due to the slope and shape of their building lot.
    - ii. The Board made the following observations to the Mengers:
      1. The Mengers live on a very large lot that exceeds 1.3 acres and has a large amount of unused space.

2. There are other alternatives to building into the setback. One is to extend the garage straight back and another is to build a garage attached to the house. There may be additional building alternatives as well.

3. No one was present to represent the interests of the owner of the adjacent lot.

4. There are utility easements down the property lines that would have to be vacated.

5. All of the conditions listed in the TSVR building ordinances for variances must be met before any variance can be granted by the P&Z Board. Decisions by the Board may be appealed to the TSVR Town Council.

iii. No formal action was taken by the Board as the permit application for the Mengers' specific proposal and a request for a variance has not been submitted to the Town.

iv. The Mangers have previously submitted a permit application for a different proposal to expand their garage. They indicated they will look at other options and solutions, and may revisit their proposal at a future date.

6. Action Items:

- a. Watt: Plat 13 Lot 47, 151 Canyon Pines Way--Chimney replacement
  - i. The Board and the Building Official agreed that the submitted plans were deficient. The Building Official will do a site check to see how the submitted plans work with efforts already begun. He offered to talk with Rod (builder), to verify actual scope of the project.
  - ii. Ron Schupp made a motion to deny the permit, Elmer Beck seconded, the motion passed unanimously.
- b. Blaettler: Plat 10 Lot 74, 267 Sugarloaf Dr—replacing and enlarging dormers on house. Elmer Beck made a motion to approve the permit, Lee Hansen seconded; the motion passed unanimously.
- c. Sebades: Plat 16 Lot 41, 637 Cedar Creek Dr—Garage. Lee Hansen made a motion to approve the permit, Elmer Beck seconded; the motion passed unanimously.
- d. Yolanda, re: Perkins, Plat 5, Lot 9, 123 Brambleberry--Steps/deck replacement and expansion. In reviewing plans, the Board and Building had several questions and issues.
  - i. Plans were submitted using metric not English measurements. Plans must be scaled at  $\frac{1}{4}''=1'$ .
  - ii. Project should have footings per building code, sonotubes are not acceptable.
  - iii. Hand rails are required per code.
  - iv. The submitted drawings don't match the project description.
  - v. A formal permit application should be submitted to the Town.
- e. Jody Tibbitts:

- i. Letter on Garaman Building walkthrough completed and submitted for file.
- ii. Hockett, 2000 sq ft engineered plan information--per Hockett's information, there are no standard constraints, the square footage requirement could be any "reasonable" number. The consensus of the Board was that the number should be changed to 2500 sq. ft. or whatever number the Town Council could agree on.
- iii. Temporary Certificate of Occupancy
  - 1. After the Building Official's explanation on final inspections dealing with "punch lists" and health and safety items, the consensus of the Board was that a Temporary Certificate of Occupancy is not currently necessary.
  - 2. The Board may consider time constraints for completion on "punch list" items listed on a final inspection in the future. Health and safety issues are not put on a "punch list" on final inspections.

7. Information/discussion Item:

- a. Yolanda updates--Re-cap P/Z issues since previous meeting—None
- b. Quick approval procedure for simple projects.
  - i. Should the P&Z Board define a procedure where Town Staff, and the Building Official could issue building permits for simple projects without going through the current formal permit application process?
  - ii. The Board consensus was that this could be workable providing certain criteria (Definition, Due Diligence, Documentation) were met.
    - 1. Definition--"Simple Projects" should be carefully defined with specific criteria. Consequences for violating the criteria should also be defined.
    - 2. Due Diligence—A site check should be conducted by the Building Inspector to ensure the plan matches the proposed project, and the project is not more than the applicant claims it to be.
    - 3. Documentation—A permit application and plans for a "Simple Project" should be submitted to the Town, a project file maintained by the Town, and code inspections performed by the Town Building Official. Reports on "Simple Project" permits should be supplied to the Planning and Zoning Board during their regularly scheduled meetings.
  - iii. Ron Schupp agreed to do research on how other municipalities deal with permitting simple projects. Alpine, Wy was suggested as a data source to review.
- c. Applicant signature on 007 Form—completed
- d. Discussion on temporary occupancy permits--see 6-e-iii

- e. Discussion on structural organization of ordinances--AI will research Chapter #'s, etc. for the new ordinances that will be dealing with commercial zoning.
8. Comments/Matters from the Board
  - a. Ron Administrivia--There is a workshop 7/23 at Town Hall from 3-5 pm ref- Sec V of commercial zoning
9. Recap action items for next Board Meeting
  - a. Ron Schupp- Look at Alpine's Website [www.Alpinewyoming.org](http://www.Alpinewyoming.org) to help us define simple projects.
  - b. Yolanda- Complete minutes by end of next week for Board review.
  - c. Yolanda- Call Tony Lorenzo Plat 18 Lot 101, find out a time/date when punch list will be completed.
  - d. Yolanda- Find out from Town Clerk the e-mail Address/password to get survey information submitted on the website.
  - e. Al Redlin - Define Chapter # and structural organization for new Zoning Ordinances.
  - f. Elmer Beck- Will obtain current plat/Lot Maps for the Board.
10. Motion to Adjourn
  - a. Lee Hansen made a motion to adjourn, Elmer Beck seconded; the motion passed unanimously.
11. Next Regular Board meeting – Wed. August 5, 2009 at 6:00 PM