

The Town of

Star Valley Ranch, Wyoming

PLANNING AND ZONING MEETING MINUTES

FINAL

August 19, 2009

Present: **Ron Thacker- Chairman**
Bob Palmquist-Member
Elmer Beck-Member (Alternate)
Mike Blackman- Member
Yolanda Navarrete- Clerk/Recorder

Absent **Lee Hansen- Member**
Al Redlin- Councilman
Ron Schupp-Member
Jody Tibbitts-Building official

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

- 1) Call to Order: A quorum is present
- 2) Approval/additions to Agenda
 - a) Ron Thacker requested that Item 8 b. be added—START Terminal and Parking Area
 - b) Bob Palmquist made a motion to accept agenda as amended, Mike Blackman seconded; the motion passed unanimously.
- 3) Approval of Minutes:
 - a) Item 6 c) 2) should read Mike Blackman instead of Mike Hansen
 - b) Mike Blackman made a motion to accept the minutes as amended, Bob Palmquist seconded; the motion passed unanimously.
- 4) Citizen Input to the Board for items not on the agenda
 - a) Cash Mizner (builder), on behalf of Jerry Sanford, Plat 7, Lot 93, 75 Blackwood
 - i) Mr. Mizner has been working on repairing existing deck, and Mr Sanford now wants to add a 10'x10' foot extension to the deck. Mr. Mizner is requesting the Board issue a variance and to allow construction to begin prior to issuing a permit.
 - ii) Ron Thacker explained as he read the variance requirements, that this particular request does not appear to qualify for a variance. It was also pointed out that the Building Official had not seen the building plans and the proposed extension had not been approved by the SVRA.
 - iii) After discussion, the Board agreed to allow the deck repairs to continue, but a permit would be required for the deck extension. If the permit application is in order, it will be put on the Board agenda for the Sept. 2nd meeting.
- 5) Citizen's input on agenda—None
- 6) Action Items:
 - a) Algaar, Amir: Plat 4, Lot 4--98 Bramble Berry—Deck under construction; a Stop Work order was issued until a building permit was obtained.

- i) There was discussion on how the deck was constructed; the Board agreed that a permit could be issued.
 - ii) Bob Palmquist made a motion to issue a permit subject to the following conditions:
 - (1) The deck may not be attached to the house nor to any structure attached to the house without first obtaining a permit to attach the deck to the house.
 - (2) The deck may not be enclosed or covered by a roof without first obtaining a building permit.
 - ii) Mike Blackman seconded the motion, the motion passed unanimously.
 - b) Aoyagi: Plat 10, Lot 81 - 241 Vista West –Review conditional permit status—Mr. Buche is seeking to obtain an engineer stamp on the plans.
 - c) Sarah Day: Plat 15, Lot 3 – Review conditional permit status--Mr. Overfield (the builder) stated to the Building Official that the proposed structure is only a cover and is not attached to the deck. He will note it on his plans prior to picking up the permit.
- 7) Information/discussion Item:
- a) Yolanda updates--re-cap P/Z issues since previous meeting.
 - i) A question brought up from some residents about contractors who were not felt to be honest or trustworthy. The residents asked if the Town could not allow these particular builders to obtain building permits in the town.
 - ii) The Board agreed that this was an issue for the Town Council to consider through future ordinances or licensing of businesses operating in Town boundaries.
 - b) Review action items last meeting
 - i) Yo: Send addresses to Mike/Done
 - ii) Mike: Letters to Stakeholders/Done
 - iii) Ron T: Notes and overview to Mike tonight/done
 - iv) Yo: Be sure all is ready for Ron to hand deliver/Done
 - v) Jody: Sarah Day check site/Done
 - vi) Ron T: Finish survey work w/BOB/Done
 - Vii) Ron T: To get Ordinance info, and timeline to Council Tues. /Done
 - c) Review sign portion of draft commercial zoning ordinance
 - i) Solicit comments and questions from audience—none
 - ii) Review sign comments from Mayor, Council, and Ashworth.
 - (1) There was some discussion on different sign sizes, and what would be attractive, reasonable, and acceptable to the citizens. The proposed ordinance would likely take affect 1/1/10.
 - (2) Because there were no audience questions on the sign portion, the Board agreed to go to the next agenda item.
 - d) Review survey data
 - i) There was discussion on how to compile, distribute, and advertise the commercial zoning opinion survey results
 - ii) The Board agreed to publish the data on the Town website in both summarized form and in a form with all data and comments. A hard copy of the summarized survey results will be posted at Town Hall and copies will also be available for citizens. Citizens may also a hard copy of the complete survey results.
 - iii) Notice that survey results are available will be made on the Town website, through email from the Town and SVRA, and notices in the newspaper.
 - e) Review comments on commercial zoning ordinance from Mayor, Council, and Ashworth
 - i) There was discussion and some changes made on questions and comments from the Council, Mayor, and Steve Ashworth on the commercial zoning ordinance draft.
 - ii) The Board reviewed the first 3 sections of the ordinance; further review will be scheduled in future workshops.

- 8) Comments/Matters from the Board
 - a) Ron T: Administrivia— Review commercial ordinance timeline
 - i) Stakeholders- 8/25
 - ii) Educate public 8/24-9/9
 - iii) Workshops: 8/25 @ 3pm/8/27 @3pm until completed
 - iv) Public Hearing 9/10/09
 - v) Sent to outside consultant: 9/14 to return by 9/17
 - vi) Special Council Meeting: unknown at this time
 - b) Start Bus terminal/Parking area--Start bus has been inquiring about having a Terminal/Parking area.
 - i) It was suggested this might be possible in the State School Section adjacent to the Town.
 - ii) There may be other possible areas to consider. The subject was deferred for possible further discussion at a later date.
- 9) Recap action items for next Board Meeting
 - a) Mike to prepare intro for zoning survey for the Town website.
 - b) Bob to work w/Brenda to print survey and put on Town website.
 - c) Ron T to write an introduction to sign section of zoning ordinance.
- 10) Motion to Adjourn--Bob Palmquist made a motion to adjourn, Elmer Beck seconded; the motion passed unanimously.
- 11) Next Regular Board meeting – Wed. September 2, 2009 at 6:00 PM MDT