

**The Town of**  
Star Valley Ranch, Wyoming  
**PLANNING AND ZONING BOARD MEETING MINUTES**  
**FINAL**  
**February 16, 2011**

Present:     **Ron Thacker--Chairman**  
              **Bob Palmquist—Member**  
              **Don Baillie—Member**  
              **Roger Jeffs--Alternate Member:**  
              **Yolanda Navarrete--Board Clerk**  
              **Jody Tibbitts- Building official**

Absent:       **Al Redlin—Councilman**  
              **Mike Blackman—Member**  
              **Lee Hansen—Member**

Guest:        **Bill Neeb, Star Valley Lumber and Truss**

Official P&Z Board Meeting at 5:00 PM MST

1. Call to Order—The meeting was called to order at 5pm. A quorum is present.
2. Approval/additions to Agenda--Bob Palmquist moved to accept the agenda as written, Roger Jeffs seconded; the motion passed unanimously.
3. Approval of Minutes--Don Baillie moved to accept the minutes for the Feb 2, 2011 meeting as written, Roger Jeffs seconded; the motion passed unanimously.
4. Citizen's input for items on the agenda.
  - a. Bill Neeb to discuss accessory building standards.
    - i. The Board had questions on how to develop building standards for small accessory buildings that meet Town Code requirements for snow loads, wind resistance, and seismic design. Mr. Neeb provided the Board with a handout that showed detailed construction plans for a small accessory building.
    - ii. Accessory buildings with predesigned trusses require minimum engineering calculations. Design criteria can be provided to the truss manufacturer and building plans can be produced from software at minimal cost.
    - iii. Mr. Neeb agreed to provide a web site address for individuals who desire to construct their own accessory building. The web site can guide and help insure due diligence for planning and constructing accessory buildings that meet Town Code building design standards.
    - iv. Other discussion included:
      1. Should the town require trusses for accessory buildings of more than 120 sq. ft.?

2. Should there be specific requirements for different buildings within different size ranges?
    - v. Mr. Neeb also provided the Board with input on numerous construction considerations for small accessory buildings.
    - vi. Mr. Neeb offered his assistance to help the Board develop criteria and processes for approving accessory building construction. He will provide Don Baillie with the web site information previously discussed.
  - b. Other—None.
5. Citizen Input to the Board for items not on the agenda.
  - a. Building Official—Culver, (P 15, L38) 137 Alpenglow Circle, residence project.
    - i. Final inspection “punch list”—Deep snow is preventing final construction of entry stairs, railings, and final grading on the lot. A “punch list” has been provided by the Building Official to the contractor. Once the snow melts the contractor will complete the “punch list” and get approval from the Building Official. The contractor is requesting a Certificate of Occupancy from the Board. The Building Official has stated that there are no health or safety items that have not been completed.
    - ii. The Board agreed to issue a Certificate of Occupancy because no final “punch list” items are a health or safety issue.
    - iii. The Town will not refund the permit deposit until all items on the “punch list” are signed off by the Building Official.
    - iv. The Board Clerk will advise the contractor and permit holder of the Board’s decision and draft a Certificate of Occupancy for the Board’s signature.
  - b. Other—None.
6. Action Items.
  - a. No permit requests.
  - b. No variance requests.
7. Review action items from last meeting.
  - a. Roger Jeffs/Lee Hansen/Bob Palmquist/Ron Thacker--Update proposed adjacent land use on Town Master Plan—In process, Bob Palmquist, Roger Jeffs, and Lee Hansen will update the Plan and review the new draft with Mayor.
  - b. Board Clerk--Contact Building Official on Bill Neeb addressing the Board on accessory building standards—Done, Mr. Neeb attended tonight’s Board Meeting.
  - c. Ron Thacker--Submit P&Z newsletter items to Councilman Warren—Done.
  - d. Mike Blackman--Reword some portions on driveway permit paperwork—deferred due to Board Member absence.
  - e. Don Baillie/Ron Thacker—Draft contract for County Engineer services to review amended plat plans—Done, Don Baillie will review contract and resolve contract questions with Mayor.
  - f. Bob Palmquist/Roger Jeffs--Revamp fence permit process—Agenda Item 8b.
  - g. Ron Thacker—Review meeting minutes for any missed projects—Done, Board needs to follow up with Al Redlin on flood ordinance status.
  - h. All Board Members--Review draft info on boundary changes and accessory buildings--In process.
  - i. Ron Thacker/Board Clerk/Don Baillie/Lee Hansen—Compile Board forms, processes and procedures to include in a Board Procedures Manual—In process.

- j. Ron Thacker—Propose process for obtaining definition for fences—Board agreed to a strategy to list various existing fence definitions, draft a proposed fence definition for the Town’s use, and present it to the Mayor and Town Council for discussion in a combined workshop TBA.
8. Information/discussion Items.
- a. Board Clerk--Re-cap P/Z issues since previous meeting.
    - i. Permit extension report--None within 90 days; May expirations will be reported at next Board meeting.
    - ii. Potential permit requests.
      - 1. Robin Wilson, (P 20, L74) 52 Aztec Drive, wants to put shed on property.
      - 2. Town walking path shelters (gazebos) on BLM land.
      - 3. William Klein, (P01, L52) 212 Pine Drive, reinforcing decks, with new footings, and retaining wall.
    - iii. Other—None.
  - b. Permit process for fences
    - i. The Board reviewed the draft proposal and agreed to:
      - 1. Accept a combined plat and fence plan.
      - 2. Require two complete sets of plans.
      - 3. Where applicable, require approved an SVRA fence application attached to the TSVR fence permit application.
    - ii. Roger will incorporate some suggestions into forms for final Board review.
  - c. Accessory building standards--In process, information from Mr. Neeb will be incorporated into the Board’s efforts to develop standards.
  - d. Permit process for driveways—Deferred.
  - e. Amended Plats (Boundary changes)—Don Baillie will consult with the Mayor on draft letter and contract.
  - f. New Ordinance change recommendations
    - i. Fences—A process was outlined to achieve consensus on a definition of fences to incorporate into Town ordinances.
    - ii. Driveways—No ordinance changes discussed.
    - iii. Accessory Buildings—No ordinance changes discussed.
    - iv. Amended Plats—No ordinance changes discussed.
  - g. Town master plan update—In process, see Item 7a.
    - i. School section land use coordination with Lincoln County.
    - ii. Road master plan.
    - iii. Other

9. Comments/Matters from the Board.
  - a. Chairman's Administrivia:
    - i. Future Board member absences--March 9-18<sup>TH</sup> Roger Jeffs.
    - ii. Acting Board Chairman for March and April—Refer to Board Minutes of February 2, 2011.
    - iii. Newsletter items—March draft for consideration on 4/1/11—One item discussed, Don Baillie will follow up at next Board meeting.
  - b. Other Board member matters.--none
  
10. Recap action items for next Board Meeting.
  - a. Bob Palmquist/Lee Hansen/Roger Jeffs—Updated Master Plan for adjacent land and review with Mayor.
  - b. Roger Jeffs-- Get changes into fence permit forms e-mail Board and Board Clerk.
  - c. Don Baillie—Review draft contract for County Engineer services with Mayor.
  - d. Mike Blackman—Draft changes to driveway permit application forms.
  - e. Don Baillie—Get website address on designing accessory buildings plans from Bill Neeb for Lee Hansen to review.
  - f. All Board Members—continue to review draft info on boundary changes and accessory buildings.
  - g. Roger Jeffs/Bob Palmquist—Compile a list various existing fence definitions, draft a proposed fence definition for the Town's use in preparation for a combined workshop with the Mayor and Town Council.
  
11. Motion to Adjourn—Bob Palmquist made a motion to adjourn the meeting, Don Baillie seconded; the motion passed unanimously. Meeting adjourned at 1935 hours.
  
12. Next Regular Board meeting – Wed. March 2, 2011 at 5:00 PM MST—Don Baillie will chair.