

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES

FINAL

April 5, 2017

Present Ed Koontz- Chairman
 Lee Hansen – Acting Chairman
 Kathy Daulton – Member
 Shirley Greenhoe – Member
 Don Baillie – Alternate Member
 Josh Floyd--Building Official
 Sue Abrams - Councilman

Absent: Yolanda Navarrete—Clerk

Guests: Patricia Self – Resident
 Ernie Bigalow - Representing SVRA

1. Call to Order— 5PM
2. Approval of Agenda— Shirley Greenhoe, Don Baillie Variance SVRA roof Pitch they felt should be included...in variance request. Ernie stated he had turned in two... Requests... a discussion/ to combine roof pitch w/snowclad... they all agreed to combine, variance... Lee moved to edit variance to snow load, Shirley 2nd as amended, ayes unanimous
3. Approval of Minutes from 3/15/17... Lee wanted to strike. Hopefully not a third time. Lee suggested postponing until next meeting to verify the statement...Lee moved to postpone, Don 2nd to postpone, all was amended to say postponed... ayes unanimous
4. Citizen input to the Board for items not on the agenda.—Patricia self, read a letter to the Board... it will be attached to these minutes
5. Variance requests-none-
 - a. SVRA- Roof snow Load/overhangs/ roof pitch on Temporary building. Replacing the SILO. There was concern about the “temporary” part of the building. A discussion and explanation by Ernie Bigalow. Explained the options of where the new building would finally be... Sue stated maybe putting a date that the new replacement building is constructed, and the Modular building. Don explained the building permit is good for 2 Years... and can be extended.... He feels to put a time limit on the Association should not be a fair procedure. Sue explained there is a contract on the building for only two years. So... Don requested getting back to The Variance. Lee Hansen moved to approve the Variances applied for... Shirley 2nd... Ayes unanimous

6. Action Items –

a. SVRA- Temporary Modular office building

- i. Replacing The Silo--- Per Josh... other than the variance requests, he has no problem with the Modular building being put down... Lee read letter verifying the SVRA would be responsible, for removing snow and ensuring the safety of their roof. Lee feels a contract from SVRA to The Town that the Town is not held liable. Josh explained there will be a C/O when final inspection is done...The Board questioned the amounts of the Permit/Deposit fees. Ed will check amounts... Lee asked Ernie to request an agreement.... Lee moved to grant permit application with a full deposit, and permit fee. The Town will refund what is not used. Don explained the fee for a Commercial building is different than a residential building...Shirley 2nd...Ayes unanimous...

b. Imlay- SFR

- i. – 128 Sage Way Plat 5 Lot 154 – Josh questioned Imlay for engineering... The Mayor had Ok'd for him to not have engineered plans... a discussion on the size... Just over 1000 Sq. Ft. not including garage. Yolanda had been told to allow the permit to go forward.... . Lee said the code book does not say Stamp. “Designed professional”, has the ability to stamp plans. Shirley Greenhoe moved to approve the permit with red lines, Kathy 2nd, ayes unanimous

c. Richmond – New Metal Roof (Replacing wood Shake Shingles)

- i. 1790 Clark Lane - Plat 20 Lot 10- Don asks Josh about when a permit is needed for roof replacement to be inspected. Don moved to approve, Shirley Greenhoe 2nd Aye unanimous

7. Review action items from last meeting.

a. Ed Title 6 --- to be done in April's meeting to have more members present

1. Adjust appendix to not be all caps. 6.015.11 Cap A ...
2. 6.01.00.. Lee question Roof replacement . There was a discussion on which Title 6 they are looking out... Sue explained the “Core” Town code is on the Web. Taking out elements of...and a discussion on what they were changing/corrected the redundant statement.
3. On #2 and three typos corrected.
4. Roof replacement w/Class A roof coverings... to be checked with Stella...Don emphasized, the fee is still in the fee area.
5. Taking out 5.... Lee stated Kathy Buyers questioned why that was being removed... due to redundancy.
6. Page 7---6.01.030 Lee stated min amount for project... why changing from \$2000, not \$1000. Bring back to under \$2000.00, and don't change it.
7. New single resident permit fee going up to \$875.00, \$975.00 if underground plumbing.
8. Change roof replacement \$100.00 permit fee \$500 Depos
9. 6.01040 edit for to and up to 50%
- 10.6.01050 added, it was missed...add in underground plumbing, exterior nailing, before covered. Adding in insulation
11. More discussion on editing typo's etc....
12. Changes to Modular home expectation... Ed read the additions to this area.
13. Discussion on adding IRC/IBC 2015...area

- 14.6.1.120.. correct to SVRA
15. Min Building size is being changed to 1500 Sq. Ft, a discussion on the size....if they are all agreed to 1500.
16. Other misc. corrections and changes.
17. Lee states the reason for not having a 2 year extension, down to 1 year extension.
18. Edits on fees/penalties discussed.
19. 6.01.055 (Modular reference) edits
20. 6.01.120 Shirley explained you cannot fine someone for not getting a permit from SVRA. The Town cannot do this.
21. More discussion on fines/penalties
22. More edits on typo's of numbers
23. 13.01.1 Table R-Factors, change numbers to Josh's recommendations.
24. Engineered plans area updated
25. Sue stated after the April Workshop, they can get all of it to The Council. Sue feels not a good idea to take into consideration; she gave the info to The Council... and asked them to use a different color in editing, or changing. Shirley re-iterated to The Board that they are a recommending board, and they do not tell The Council What to do. Ed explained when they get their final The Council will have the chance to change the outcome. Lee stated they have three readings to correct or change anything else in the Ordinance.

b. Ed/Sue- set up workshop with council – Done

- c. Add to next agenda is accessory build title 9 sect 7... Height of accessory bldgs...
- i. Lee- check to see why the accessory building height was set at a maximum of 25 ft. or the height of the residence, whichever was less (9.07.030 C.2.) why they had those amounts. – Lee said there was a building that was higher than the house... They need to look at the referenced to that in The Ordinance. Don Stated maybe have the resident apply for a variance. Maybe have a check list for that specific... Lee suggested add to agenda for next meeting.

d. Ed- newsletter -- done

8. Information/discussion items.

- a. Board Clerk - Re-cap P/Z any issues since previous meeting. –
 - i. Can an accessory building be put in front of the house, Lee asked if this was ok or not. There was a discussion on other garages/accessary buildings. The request Lee has is on a corner. The Board thought sticking to the 30' setback from the road. No problem if there was a variance submitted, if necessary. None of the Board members know of an issue with that.

9. Comments/Matters from the board.

- a. Chairman's Administriva.
 - i. Board member absences: -- Kathy Daulton- May, Shirley- June, Don July
 - ii. P&Z Report Chairman (due 4/6) April Newsletter (due 4/15/16).

b. Member Opinions/Comments.

- i. Lee said he and Don were talking about getting the agenda sooner...Maybe Friday before. The walk arounds sooner, like by Friday before the meeting, and done by as many people as possible.

10. Items turned over to Council for completion – information only for now

- a. Progress - Adopting Current IRC- 2015—adopted remove from this list
- b. Annexation Process – Process – remove this also

11. Recap action items for next Board meeting

- a. Don - do definitions
- b. Shirley Kathy - do a “Roberts rules” report

12. motion to Adjourn.— Shirley moved to adjourn, Don 2nd, Ayes unanimous

13. Next Regular Board meeting—Wed. 4/19/17 5PM