

The Town of  
Star Valley Ranch, Wyoming  
**PLANNING AND ZONING BOARD MEETING MINUTES**  
**FINAL**  
May 17, 2017

Present        Ed Koontz- Chairman  
                  Lee Hansen – Member  
                  Shirley Greenhoe – Member  
                  Don Baillie – Alternate Member  
                  Sue Abrams - Councilman

Absent:        Josh Floyd--Building Official  
                  Kathy Daulton – Member

Guests:        Carolyn Thacker- Resident  
                  Dolores Albers – Resident  
                  Ginny Thompson – Resident  
                  Patricia Self – Resident  
                  Kevin Gattis - Resident

1. Call to Order— A Quorum is present - 5:00 P.M. Called to Order
2. Approval of Agenda— Shirley Greenhoe moved to approve, Don Baillie 2<sup>nd</sup> Ayes Unanimous
3. Approval of Minutes from 5/03/19 – Shirley Greenhoe moved to approve Lee Hansen 2<sup>nd</sup>, Ayes unanimous
4. Citizen input to the Board for items not on the agenda. - Are they re-writing what the Council wouldn't acknowledge the other evening? Asked Carolyn Thacker... Yes Ed answered
5. Variance requests-none- Lee asked about the Ponderosa House, I asked Yolanda if they have a permit to occupy... Yes Until June 15<sup>th</sup>... Concern is they won't get done. Don stated maybe a letter should be sent. Maybe a phone calls first. Lee questioning the temporary stairs... Lee explained Yolanda has a file or system to contact customers...
6. Action Items –
  - a. Manuel Garcia- SFR- Stick built- 155 North Forest DR... plat 22 Lot 6 –Mr. Garcia will add Utilities/Septic to plot plan when he picks up permit. – Ed explained utilities need to be put on plot plan when he picks it up... Josh had a couple of redlines... Radon, another which Josh suggested to Manuel... truss calcs to be given before coming from Teton Truss...Lee said no problem Lee stated all looks good to him also...setbacks will be fine ... Lee moved to approve contingent on redlines and truss calcs. Shirley 2<sup>nd</sup> ayes unanimous
  - b. FYI     Zakoor- Pulled Application for permit... will not do at this time –

- c. Hillman – Cover deck/repair rebuild section of deck/rail... This was tabled from previous meeting... Owner and contractor looking at options at this time. . Agreed to leave again postponed... until hear from owner. Shirley explained... Stated that the vertical vs horizontal... Need to decide what they will do. Don moved to leave postponed, Lee 2<sup>nd</sup>, ayes unanimous

7. Review action items from last meeting.

- a. Title nine... to start discussion – Sue wanted to reiterate... your approach has been to find typos, and error... either do it all, or do one thing at a time. So there are fewer objectives...
  - i. Lee introduced Kevin Gattis, he stated he was on a building dept., and familiar with codes, Sue stated she asked Kevin to help and assist. Lee also asked Kevin to assist. Title 9 definitions already prepared.... Kevin/Lee talked about chapter 7 of title 9 - SFR allowed usage and building types... “Manufactured homes should not be allowed in this zone”. Kevin asked do the other zone areas clearly define what is in those zones.
  - ii. Lee read the definition for Manufactured homes Chapter 12 Title 9 MR-1 where they could put the manufactured homes
  - iii. Shirley mentioned the light Ordinance the NRB was working on.
  - iv. The Mayor is asking about redoing subdivisions... rebuild and restructures it... Sue recommends they do this at a later date
- b. Title six reviews— Ed asked what is the harm staying with IRC IBC 2006? Alpine is having issues... There is an issue with the Blue board. Kevin Gattis stated it depends on where you want to go... Stay back in 2006 or move ahead to 2015. The energy rules are there to protect our energy over use, Ed explained the cost factor is high Ed stated his proposal, to take that portion out, and let the consumer decide. A question on making the blue board an exception. Lee says to leave the energy in there, and get a workshop with the Council scheduled to discuss these things. We need to work on Title 6. Kevin stated the energy code works for both commercial, and residential. If you go that way, I can help you.
- c. Ed says be careful about going to 2015...Don did research on other towns in Wyoming... one town other than us is using 2006... Others 2012, 2015... Sue stated there are 2009, also used. Ed does not want energy in 2015 used, Carolyn stated “Sorry to interrupt... why don’t they build to 2015 all the way?” Kevin answered... Usually builders will check you see what codes are being used... Lee stated only one councilman was concerned about the energy section, and that was Marty... Marc, John, or Sue did not have a problem with it. Lee 2015 was not the issue with them.... Lee says let’s go forward with 2015; there is nothing wrong with having energy efficient home.
- d. 601.011 Manufactured homes delete. “The 2015 IBC IRC published ICC.” Kevin said you have to adopt appendix E in there. Don that is my suggestion...
- e. Roof replacement The fee should just cover staff work... just check material types... if no inspector, you at least have a person being responsible... no Deposit is necessary, The responsibility should be between the homeowner, and contractor.
- f. Demolition- Lee stated on fees...if we start issuing permits on Demolition; there should be a fee... Kevin suggested checking with State, on State requirements... An owner’s endorsement that they own the building... Kevin stated require a deed before even starting. They can put this on checklist.

Kevin stated we should get a deposit on demolition. How about \$1000.00 deposit or what is required... A Discussion on Demolition in IRC/IBC, and where there is fire safety... other issues to consider. Lee suggested making the Demolition statement simpler.

- g. Append. 601.A- w. changing the building permit extension...1 year only...if longer they must apply for a new permit...unfinished portion must comply with current Code. Kevin suggested basing decision on how much is left to complete.
- h. Kevin stated that if the Energy section in 2015 were not acceptable, then maybe just staying with the 2006 would be better than nothing... Lee stated since Marty was the only one that objected to the energy section.... that maybe just leaves that alone at this time.
- i. 6.09.010- Appendix E/F... specifically including appendix – F... Radon and appendix E manufactured housing used as dwellings.
- j. Engineering design- changes/corrections Residences structural changes/additional living space...Kevin stated they should not change any of the code... ref engineering...just leave it as it is in the IRC... not reword any of it. Kevin stated you want certain things engineered, Lee say yes we do want an engineering stamp.... Lee stated the Truss Company does not stamp their calculations... That they refuse to do so. Sue suggested changing/adding Wyoming stamp. Section R3.01.013... Add to end of paragraph an engineered stamp, for Wyoming Add... Structural Calculations approved by a structural engineer, and a stamped. Sue will have info to change wording, per Lee's dictation. Kevin explains what an engineer looks at and stamps... He doesn't have to stamp anything he is not responsible for
- k. Temporary structures- Special use Permit---Title 9 Kevin asked at the beginning of title nine does it say what title 9 is for. Lee read intro to Title 9.Kevin suggested putting info on special permit, maybe on #5 after "B" Proposed usage nit addressed in title 9 shall require a special use permit by the P&Z Board, all applicable documentation...required by the P&Z Board will be specified prior to submission. Ed stated whom they talk to ... when they come in.
- l. Sue will set up a workshop....

#### 8. Information/discussion items.

- 9. Board Clerk - Re-cap P/Z any issues since previous meeting. –
  - i. FYI.....Clayton Homes- 253 Scrub Oak... Will be submitting a plan to replace the original plan that was issued in September (for a manufactured home will now be a Modular home at the same address.
  - ii. Carolyn asked if it would go to Association. Sue stated for info only there are 6 partial that were purchased by Clayton Homes...for that purpose. Carolyn Thacker stated "and how many are owned by Marc Jones?" Martin Occhl owns two lots... Lee said enough! Don stated to just cancel current permit and issue a different permit for the modular... Ed stated the reason the manufactured home was approved, was due to the Mayor telling them to. Lee said I wasn't at that meeting but from what I understand Clayton homes stated they would meet any codes we required. Kevin stated anytime

someone says something... They need to back it up. Lee asked Kevin what they should do with the request that will come in, it should just be completely voided, and they should re-apply. Sue asked about the modular house on Ponderosa... if it has a 5/12 pitch...Lee states he wasn't there...

10. Comments/Matters from the board.

- a. Chairman's Administriva.
  - i. Board member absences: Kathy - May, Don July-second meeting
  - ii. P&Z Report Chairman (due 6/8) May Newsletter (due 6/15).
- b. Member Opinions/Comments.
- c. Lee aske Sue to talk to Stella...about changes

11. Items turned over to Council for completion –

- a. Sue questioned if all the issues have been addressed.
- b. Sue asked Ed to ask Kathy why Josh is not attending meetings anymore

12. Motion to Adjourn. — Don 2<sup>nd</sup> ayes unanimous

13. Next Regular Board meeting—Wed. 6/07/17 5PM