

The Town of
Star Valley Ranch, Wyoming
PLANNING AND ZONING BOARD MEETING MINUTES
October 26, 2022

Present-

Mike Black-Board Chair
Dolores Albers- Board Member
Gordon Howe- Board Member
Kathy Daulton- Board Member
Tyler Gomez- Board Member
Larry Johnson- Board Member
Brady Bitter- Building Inspector
Jamie Neuenschwander- Clerk

Guests-

Carolyn Thacker- Star Valley Ranch Association Representative
KC Train- Homeowner

1. **Call to Order 5:03 pm** – Mike Black calls to order- a quorum is present.
2. **Approval of Agenda** – October 26, 2022- Gordon motions to approve, Delores 2nd, Ayes unanimously. Motion passes.
3. **Approval of Minutes** – Minutes for September 28, 2022, with a swap to the agenda- Gordon motions to approve, Delores 2nd, Ayes unanimously. Motion passes. Minutes for September 14, 2022, with amendment of Hyatt who was left off- Delores motions to approve, Kathy 2nd, Ayes unanimously. Motion passes.

4. **Action Items:**

Permits

Porch/Deck:

- Train- 75 Choke Cherry Plat 3 Lot 105- Permit tabled due to incomplete plans. Board needs:
 - Identify type and size of lag bolts
 - Height of railings, and spacing

Driveways and Right-of-ways Permit issues:

- The board reviewed the updated Residential Driveway Permit and made the suggested changes to the updated application:
 - Pg 2 of 4 is not needed
 - Move verbiage in red “Before construction starts.....required before a refund is issued.” to the front page.
 - Pg 3 of 4 not needed
 - Add this is for existing homes only
 - Deed requirement is not needed
 - Needs requirement of a plot plan
- Questions were raised:
 - Should it be required to have them tell us what material they are going to use
 - Should we add some more of the chart from Right-of-way permit?

- Dates for the project and description
- When is this permit going to be required? When changing surfaces? On expanded driveways only?
 - Part of the problem is if we do not require one all the time then changes happen without us knowing. Like driveways start getting larger and larger and then become out of compliance with ordinance.
- Is the type of surface being used required when driveways are approved on SFR's? What happens if the driveway is not complete, and a Certificate of Occupancy is issued. Do they then need to get another driveway permit?
- Current regulations restrict the width of the driveway at any point regarding the width of the garage, not where it meets the road which poses some issues when people have a second garage and if you allow the driveway to be as wide as the garage then it could be a very large connection to the road. But do we care? Is the connection to the road the main concern, the overall width, the impervious ground coverage?
 - Gordon opinion is the concern should be at the road.
- What happens when someone wants to add a "flared" area connected to their driveway in any material to the side of their garage to park another car or camper? Technically at that point they are wider than ordinance says they can be.
 - SMO is concerned the ordinance that allowed parking for their RVs on the side of the garage and/or behind the house was accidentally omitted from Town Ordinance when American Legal re-codified the ordinances. This is something that needs to be clarified and added back if it was not taken out of ordinance by Council.
 - Mike will investigate it.
 - Brady feels the wording needs to be clarified in the driveway, so it makes it allowable to add the parking pad. Others feel it is different. Brady said that is fine but clear definitions need to be made in the definition sections.

5. **Review action items from last meeting-** N/A

6. **Citizen Input to the Board for items not on the agenda-**

- Carolynn requested the Town have permit applicants come to SVRA for their requirements prior to approving permits when they have things on their plans, we know the Association does not allow. For example, Ditzworth was approved by the town with a detached garage and workshop. She said the same plot plan also has two driveways and was approved by the Board.
 - The board said we did not approve the plot plan with two driveways, but we will review it.
 - We may have approved the detached garage and workshop but that is because we do not have ordinances against it. We do tell them they need to go to the Association for approval, but we will not deny approval based upon their regulations.
- Town Inspector asked if he should hold off on passing final inspections and issuing a Certificate of Occupancy if a construction driveway is in place at the time of his final inspection.
 - The Board said yes, and it needs to be rendered inaccessible. The inspector asked how?
 - The point was brought up that sometimes two driveways are allowed on a piece of property.

7. **Information/ Discussion Items-**

An email request from the council for the Board to look at 2 issues:

- 1.) The ordinance on solar and wind power. They feel is outdated.
 - Mike asked the board to keep the desires of the citizens in mind from the recent Master Plan to keep the town "rural."

- Mike asked Larry to head up the solar and wind review as he has a lot of experience with solar and wind energy.
- 2.) The lighting ordinance and making it more obvious to both citizens and contractors
 - Mike suggested this should be added to the building permit packet

8. Comments/ matters from the board-

- The council would also like the Board to review and present suggestions regarding the proposed increase to the permit fees to cover the new iWorQ program and to look at the deposits. Do the deposits reflect the actual number of inspections done?
 - Brady said it is a difficult thing to do because one permit can cover so many different projects which all might have a different number of required permits.
- The council raised concerns about the wording in regards Electrical inspections. Currently it states we are to be receiving a copy from the Wyoming Department of Fire Prevention and Electrical Safety but that is not happening.
 - The Town Inspector said he feels the idea of that statement was to have it only be required if the electrical was not done by a licensed electrician. But if it is not then it does need to be inspected and a copy received by the Town.
 - The board agrees a clarification needs to be made
- The council feels all SFR should have the same verbiage in the ordinance for a landing for stairs in the section for Modular homes. It would like the Board to review and give them their recommendations.
- The council would like the Board to look at clarification on 150.060 (Q) for defining “Unattended” and do they feel the 6-foot chain link fence still the only/best option for securing the site.

9. Items turned over to Council for Completion- N/A

10. Recap action items for next board meeting- Councilman Ellis states 150.060 (Q) needs to be addressed sooner than later as the time the SMO will be encountering this issue is coming up quickly.

11. Motion to adjourn- 7:09 PM – Kathy motions, Tyler 2nd, Ayes Unanimously. Motion passes.

Next Regular Board Meeting – Wednesday November 8, 2022