

**MELODY RANCH MAILBOX INSTALLATION  
PLANNING REVIEW**

**POD2011-0001  
STAFF REPORT**

**JENNIFER ANDERSON  
January 26, 2011**

**APPLICANT:** Melody Ranch Homeowner's Association, Mr. Rich Bloom

**REQUEST:** Applicant is requesting Planning approval for the installation of four sets of mailboxes to be installed at Melody Ranch entrances for the private delivery of subdivision residents' mail.

**STAFF RECOMMENDATION**

Planning Staff recommends that the Planning Director **APPROVE** POD2011-0001 based upon the finding that the application meets all applicable standards set forth in the Teton County Land Development Regulations, **with the following conditions:**

*1.) Prior to the installation of mailbox #4, approval from the Park Board as well as the review and approval of the park development permit by Teton County is required.*

*2.) A clear zone of minimum 2-feet between the edge of the pathway and any vertical element is required. Trees shall be limbed up to a height of 8'. Additionally, Applicant should consider trees/shrubs that would not normally push shallow roots or suckers through the pathway surface.*

**SITE DESCRIPTION:**

**Zoning:** NC-PUD (Neighbor Conservation – Planned Unit Development)

**Overlays:** Scenic Resource Overlay

**Location:** Melody Ranch Residential Units 1 and 2  
Location #1 Lot 19, Melody Ranch Upper, Ranch Master Plat 3<sup>rd</sup> Amendment  
Location #2 Lot 35, Melody Ranch Res. Unit 1, 1<sup>st</sup> Filing Private Road  
Location #3 Lot 33, Melody Ranch Res. Unit 1, 1<sup>st</sup> Filing Rec. Open Space  
Location #4 Lot 163, Melody Ranch Res. Unit 1, 7<sup>th</sup> Filing Rec. Open Space

**History:** Throughout the numerous filings of Melody Ranches Residential Units 1 and 2, private mail service through the installation of mailboxes has never occurred. The Homeowner's Association has proposed 4 sets of mailboxes spread through the entrances of the Upper Ranch.

**KEY ISSUES**

**ISSUE #1** *Will the installation interfere with the designated pathways?*

**Pathway Interference** The proposal was forward to Mr. Brian Schilling, Pathway Coordinator for review. The installation will not interfere with the pathway easement. A condition of separation distance has been placed on the review. Please see the attached comments from Mr. Schilling.

**ISSUE #2** *Are the locations appropriate in terms of safety, traffic and sight distances?*

**Safety** The proposal was forwarded to Mr. Sean O'Malley, County Engineer for review. Given the low speed and residential nature of the roads, there were no concerns with respect to sight distances and traffic volumes.

**ISSUE #3**                      *With regards to Location #4, has the shared access to the County-owned park parcel (Lot 9, Melody Ranch Upper Ranch Master Plat) been approved as depicted?*

**Park Approval**

The HOA has planned the installation on this location closely with the Park & Recreation Department. Final approvals will be needed from the Park Board as well as a review and approval for the park development through the County. Condition #1 reflects this requirement.

<b>RELATIONSHIP TO THE COMPREHENSIVE PLAN</b>
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Chapters 1, 2, 5, 6, and 10 are not applicable.

**Chapter 3: Community Character**

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**Goals:**

1. *To maintain a sense of place and of community, and a way of life based upon Teton County's western heritage.*
2. *To protect Teton County's natural and scenic resources, including wildlife, as a primary element of community character.*
3. *To maintain social and economic diversity.*
4. *To maintain a balance between visitation and community life.*
5. *To preserve the character of some existing neighborhoods and commercial centers and to enhance others through redevelopment.*
6. *To guide the development of "mixed-use villages."*

**Complies.** The installation of mailboxes for use by Melody Ranch residents will preserve the existing neighborhoods as well as maintain a sense of community for this approved Planned Unit Development.

**Chapter 4: Natural and Scenic Resources**

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**Goals:**

1. *To preserve and protect wildlife habitat, including continuous migration corridors.*
2. *To protect environmentally sensitive and physically unsafe areas from development.*
3. *To preserve the scenic quality of the environment.*
4. *To protect significant natural features and land forms.*
5. *To encourage restoration of environmentally degraded areas.*
6. *To preserve open space.*
7. *To foster, promote and encourage ranching.*

**Complies.** This proposal will not negatively affect environmentally sensitive areas or wildlife habitat as the proposed installations will not encroach into any wetlands, waterbodies, etc. as they are all among existing infrastructure.

**Chapter 7: Community Facilities**

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**Goals:**

1. *Anticipate community facility needs due to planned levels and locations of growth.*
2. *Maintain up-to-date Town and County development exactions, and/or adopt impact fees, which ensure that growth pays its fair share of the costs of park and recreation facilities, transportation, water supply and wastewater treatment facilities, fire protection facilities, government facilities and schools.*

**Complies.** This proposal meets the goals of this chapter as the installation will reduce the number of trips to the post offices located in the Town of Jackson and will promote use of the pathway systems.

**Chapter 8: Transportation**

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**Goals:**

1. *To systematically plan for future mobility that meets the needs of residents and tourists within the context of community character.*
2. *To decrease the rate of anticipated vehicular traffic growth in the community.*
3. *To improve the safety and efficiency of the transportation system in Jackson and Teton County.*
4. *To coordinate the administration of the overall transportation system.*

**Complies.** The proposal meets the goals of this chapter as the installation will reduce the number of trips to the post offices located in the Town of Jackson and will promote use of the pathway systems.

**Chapter 9: Intergovernmental Coordination**

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**Goal:**

1. *To achieve a high level of cooperation and coordination among the various state, federal, and local agencies operating in Teton County.*

**Complies.** This proposal has been reviewed by the Engineering, Pathways, Park & Recreation, and Building Departments.

#### RELATIONSHIP TO THE APPLICABLE LDRs

*There are no applicable standards in the Land Development Regulations regarding mailboxes within the PUD. If the installation was proposed during the initial review of the PUD, the proposal would have also been reviewed for traffic/safety/sight distance issues and, pathway interference. The proposals are not located on any residential lots requiring setbacks as they are located within the subdivision's roads and recreational open space lots. Additionally, the proposal was reviewed by the Building Department and no building permits are required for such items that are under six-feet in height.*

#### REQUIRED REVIEWS

The proposal was sent to the Engineer, Pathways, Park & Recreation and Building Departments. Comments are attached.

- **Building Department.** Building Permit is not required as the mailboxes are less than six-feet in height.
- **County Engineer.** No concerns with sight distance and traffic.
- **Pathways.** Two-foot separation distance between pathway and a vertical element is required.
- **Park & Recreation.** The HOA has been working with the P&R on a park plan incorporating this mailbox element. Approval will be needed from Park Board and the County when park development permit is submitted.