



Town of Alpine

Planning & Zoning Commission

Minutes

DATE: August 14, 2007

PLACE: Alpine Town Hall ▪ 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

Attendance: P&Z members present: Pat Marolf, John Thomas, & Kennis Lutz. Absent & Excused: Dave Gustafson & Paula Stevens.
Others in attendance: see attached sheet.

1 - CALL TO ORDER at 7:13

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **SALL Enterprise: Palis Park; 104, 109, 110, 117 Greys River Rd**-Replat Permit REP-01-07; plans are late because they just got them right before the meeting. John Thomas asked if they were selling the units off or were they developing off the entire area. Jeff Atwood stated that they are putting in the infrastructure and then selling the 7 lots. Terra Miller noted that the surveyor, engineer, and the fire department have not seen the plans. There was confusion on who has seen the plans. Terra stated that the new preliminary plans have not been seen. There was a conceptual set of plans that have been reviewed and some changes that were requested. Then the changes were made and the preliminary plans, which were brought tonight, now need to go to review. Mr. Atwood asked how many steps there were and where they were at. Terra explained that there were three steps and that they were on the beginning of the second step. Jeff Atwood asked if he was responsible to get the preliminary plans to the needed individuals to be reviewed. John Thomas and Terra Miller stated that it was the Town's responsibility to get the plans to the necessary individuals for review after we receive them. After the reviews, the plans go to Planning & Zoning for review and recommendation. Then they go to the Town Council for approval. Commission reviewed plans. Kennis Lutz asked if they were accessing the properties from the front in reference to the setbacks. Yvonne Lewis stated that the front would mainly be used for parking. Kennis Lutz stated that if it was an access point it would be considered a front and would require a 20 foot setback. If it was a rear yard they would need 10 feet. John Thomas stated that they may not want large UPS, etc trucks taking up their parking spaces and also that the fire department may have concerns about large trucks being in the front. Yvonne Lewis asked who designates the number of handicap parking spaces. Kennis Lutz stated that ADA and the fire marshal. John Thomas stated that we need to follow all the steps and we appreciate their patience in the matter.
- **Alpine Child Development Center: Lot 4 Alpine West; 247 Elk Run**-Reviewed Plans. John Thomas asked if we had seen the plans before and if they were pretty much the same as the Library's. Mr. Newell stated that the footprint was the same as the Library. He stated that he can purchase the metal building package without having to pay for a few company expenses getting it for less. He stated that the siding was not going to be metal like the Library's. The building is smaller but with the individuals in the facility it might constitute a different fire protection system. With a non-combustible type of building that has the entire shell insulated they may not require a freeze proof sprinkler system. Kay is working with a 4 year budget so they are trying to formulate a bid package that is going to work. Mr. Newell had some confusion with the site plan. He has the road labeled as Snake River Dr and was curious where that road was and if it was in place now. Terra Miller stated that the drive through area in front of the Library is their parking lot not a road. Buffalo Drive was on one side and Elk Run was on the other. He understood that they were putting a road in between the Library and the CDC. He stated that they wanted to get the building as close to the utilities for cost purposes and to keep the largest portion of the lot for playground. Kennis Lutz asked the size of the lot. Mr. Newell stated that it was approximately 3 acres. John Thomas asked how much of it was for playgrounds. Mr. Newell stated that there is a percentage required based on the number of clients. Kennis Lutz stated that it looked like it met the Town's requirements. John Thomas asked, because it is a development center, if the children's restrooms needed to be handicap also. Mr. Newell stated that the restrooms would confirm for the accessibility of the children. The restrooms are designed so that if a care provider was required that they would be accessible. He also stated that the sinks were on the outside primarily to make sure hands were being washed. John Thomas asked about signage. Mr. Newell stated that he is not aware of any plans at the moment for signs. Mr. Newell asked about parking requirements for this type of building. Kennis Lutz stated that there are different factors that regulate the number. Mr. Newell would like a copy of the Town's parking requirements. Terra stated that he could stop by the Town Office and she would get a copy for him. Mr. Newell also had a question concerning the Wyoming Stamped Engineer. He is confused how he gets an Engineer to stamp off on architectural plans. Terra stated that she would contact Rob Wagner when he gets back from vacation and let him know exactly what is required to be stamped by the Wyoming Engineer.

- **Bank of Alpine: Lot 3A Palis Park; 60 Hwy 89**-Sign permit S-13-07 needs approval. No representative in attendance. Moved to the August 28th Planning & Zoning meeting.
- **Tom Hoff: Lot 2 Alpine Pines; 608 Pine Court**-Building permit R1-14-07 and Septic Permit SP-02-07 need approval. No representative in attendance. Moved to the August 28th Planning & Zoning meeting.
- **Star Valley Apostolic Church: Lot 612 Lakeview Estates C; 173 Hwy 89**-Reviewed Packet. John Thomas asked about the plans for the sign. Cecelia Neal stated that they are still working on the sign. All the services are donated so they need to take small steps and be patient. **Pat Marolf made a motion to approve; Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **162 Emergency Ordinance NO. 2007-18 and 163 Ordinance No. 2007-19**-Reviewed Ordinance. Melissa Wilson was concerned about the 6 month requirement and digging with the frozen ground. Terra Miller stated that they would have to be a Town Council decision. Pat Marolf also stated that there is usually a digging ordinance in place from November 1st to April 1st. So they might base the six months with that in mind. Kennis Lutz stated that they are trying to make a remedy not make it harder for those building. Chad Jackson had questions on what his options might be for his situation. He stated that he has an abandoned septic system on his lot and if tying back into that was an option. Kennis Lutz and John Thomas stated that if it was functionable they saw no problem with that. He asked how he would go about finding out if it is functioning. It was stated that it would need to be inspected. Terra Miller brought up some other concerns that were brought to her attention involving the ordinance. Commission reviewed Joe Sender's letter. **Kennis Lutz made a motion to move it to the next meeting so that they could have the people present that could answer the questions better; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **Matt Burtness: Lot 20 & 21 Grey's River Village 2**- Before he submits his plans he would like to make sure that he can go ahead with his lot design without a variance. John Thomas stated that he would need to put in a permit for each building being constructed. Terra Miller stated that he could turn in one application but pay for each unit, water, etc individually. Matt asked if the Commission had a problem with him doing a common drive way down the property line. He stated that it would be the same thing but with a property line instead of a zero lot line. He also stated that he would be using the same setbacks for an R2. John Thomas stated that he didn't see any issues with that. Terra stated that she had received an email from Paula Stevens on this issue stating that there was nothing in the codes that states a duplex unit can have 2 separate buildings. The Commission members present stated that he should go ahead and fill out the application to move forward.
- **Diane Beckstead: Grid Area; 170 Trail Dr**-Non compliant issue-Fence permit F-05-06. Needs approval. Reviewed letter from Town Attorney. Kennis Lutz stated that he would have to agree with Stefan. Kennis Lutz asked if the property pins were ever located. Terra Miller stated that Val Jensen went out and located them with the Becksteads. It was discovered at that time that the fence was approx 8 inches over on the easement. The Becksteads are now looking for permission to put up the fence in the easement. The fence is torn down on the one side and the Becksteads are waiting to see if they can put it back on the Town easement were it was. Pat Marolf questioned that if when they put the fence posts in if that caused the water main break. Terra Miller stated that that had been looked into and that it did not cause the break. **Kennis Lutz made a motion to have the fence moved onto their property and off of the Town easement; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Sarah Neumann-Real Estate of Jackson Hole: Lot 609/651 Lakeview Estates C**-moved from July 10th meeting. Possibly renting space instead of installing a building. Representative not present.
- **Liz Santangini-Sotheby's International Realty: Lot 13B Palisades Heights; 168 Hwy 89**-Non compliance sign, S-11-07, needs approval. Needed total signage for entire building. No representative in attendance. Moved to the August 28th Planning & Zoning meeting.
- **WAGNER, Rob:** out of Town.
- **Active Building Permits & Non Compliance Issues: Bullmoose**-There was confusion on what sign was in question. There is a small sign on the bar building and there is a vacancy sign on the motel building. John Thomas stated that the sign in question says "Registration inside bar". He stated that it is more of a directional sign. For this sign the Town Codes allow for directional signs without the requirement of a permit. However since the vacancy sign is advertisement a permit is required. John Thomas and Kennis Lutz stated that the Vacancy sign was well within the limitations of the Town Codes. However he still needs a permit. John Thomas stated that we need to be careful how we approach this and that we should contact the attorney. Terra stated that she would contact Stefan concerning the vacancy sign and the other sign will be allowed because it is directional. The lists were reviewed. Terra Miller would like direction on the highlighted ones. **James Martin**-has not contacted the Town Office as directed in the letters since his permit was expired. **Pat Marolf made a motion to turn over the issue to the Town Council for review and possible fining; Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.** **Jim Sandner**-does he need to renew his permit or apply for a new one to continue with his construction. No notifications have been sent. Kennis Lutz suggested writing him a letter. John Thomas suggested speaking

to Rob Wagner for more details on what the inspection entails and go from there. Tavern on the Greys-Terra updated the Commission on the Emergency Roof Repair. Josh Daigle-Terra Miller stated that when Rob Wagner spoke with Mr. Daigle that there was confusion on whether or not the covered deck was on the originally approved blueprints. Kennis Lutz suggested writing him a letter after speaking with Rob Wagner. John Thomas suggested we review it at the next meeting. Matthew Hail-Pat Marolf suggested writing a letter. It was stated that we just charge him for the inspection but not for a new permit. Betty Momoda-Terra Miller stated that the needed information has not been turned in so that we can approve her permit. Sothebys-we are still waiting for them to gather the needed information to approve their permit. Terra Miller stated that she would contact them to see where they are at. Terra Miller also stated she would send the letters to Dave Gustafson for approval since his signature is on them.

5 - **P&Z MINUTES:** June 28, 2007; July 10, 2007-Didn't have the needed attendees to establish a quorum to approve. July 24, 2007-**Pat Marolf made a motion to approve; Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

6 - **COUNCIL MINUTES DISTRIBUTUED:** April 12th, 2007; May 1st, 2007; July 17th, 2007.

• **P&Z ATTENDING COUNCIL MEETINGS:**

1) August 21st, 2007-*Kennis Lutz*

2) September 4, 2007- *John Thomas*

7 - **ADJOURN MEETING-** Pat Marolf made a motion to approve; Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent at 8:26pm.

AFTER MEETING REVIEWS/WORKSHOPS: None

8 - **Items given to P&Z during tonight's meeting:**

- Active Permits Worksheet
- Non-Compliance Worksheet
- Letter from Stefan Fador regarding Beckstead Fence Permit
- 162 Emergency Ordinance NO. 2007-18
- 163 Ordinance NO. 2007-19
- Letter from Joe Sender regarding 162 & 163 Ordinances
- Lincoln County Notice-Lynn Talarico; MaryLynn Acres; T36N, R119W, Section 34
- Lincoln County Notice-Matthew R. Maloney & Bradley J. Kellogg; Stewart Creek II Subdivision; T36N, R119W, Section 24

9 -**Items mailed to P&Z before meeting:**

- July 10, 2007 & July 24, 2007 P&Z meeting minutes.

John Thomas, Commission Member

Date

Attest:

Terra Miller, Secretary

Date