



Town of Alpine Planning & Zoning Commission MINUTES

DATE: February 28th, 2006

Attendance: P&Z members: Dave Gustafson, Don Sherman, and Scott Reed. Paula Stevens absent and excused. Others in attendance: see attached sheet.

(clerk's note: this meeting was not tape-recorded due to equipment issues)

1 - CALL TO ORDER at 7:07pm

2 - ROLL CALL & ESTABLISHED QUORUM BY TRACY MATTHEWS

3 - P&Z MINUTES: January 24th, 2006 Minutes Pending

4 - COUNCIL MINUTES: None to be approved tonight. Minutes distributed for P&Z Review: February 7th, 2006 Council Minutes (Draft); February 13th, 2006 Special Council Meeting/ SLIB Grant Application (Draft)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **PIERCE, Meryl - Lot #10, Strout Subdivision - 268 Sawmill Road - Request to Build Second Dwelling:** A single residential home was built on this lot in 2001 (see building file # RI-32-01 and SP-22-01). This lot is zoned R-2 according to Town records and the owner wants to advertise the sale of this lot as having room for a second dwelling. After review of the Town's building files, the clerk does not feel there is room due to placement of the septic leach fields, setback requirements, etc. Essentially, the use of the lot may be defined now as single residential use rather than multi-family residential. Clerk requested P&Z review.

Meryl Pierce advised she paid for an R-2 zoned lot and her realtor was advised by the Town it was no longer R-2 zoned. Tracy Matthews clarified that in fact the lot is still zoned R-2 (Multi-Family Residential) and that her realtor was advised the use of the lot may now be defined as R-1 zoned property if her home was placed on the lot incorrectly prohibiting room for a second dwelling,. Scott Reed advised Ms. Pierce she must have 15 ft. distance between each dwelling unit. Don Sherman suggested Joe Sender review the property. Meryl Pierce advised she has 150 ft. left of space for another home on the property. Ms. Pierce advises she is paying over \$800.00 in taxes for this R-2 zoned property. Commission advised she isn't paying extra taxes for the second dwelling yet and \$800.00 in taxes is normal for a single dwelling in Alpine. The Commission, without having a building permit filed for this project, briefly reviewed the Town's building packet and discussed the fact if the property is sold to a new owner, the new owner may have to relocate the septic system and/or leach fields to accommodate a second dwelling which may have to be attached to the first dwelling in order to meet setbacks, septic system requirements for a second dwelling, etc. Dave Gustafson advised the Commission cannot say for certain a separate, second structure can be built on the property unless the new owner files a building permit application. **After discussion the Planning & Zoning Commission advised Meryl Pierce she may sell her property as an R-2 zoned property as the official zoning of the property has never changed. Additionally, it is the new owner's responsibility to file a building permit application for the second dwelling, not hers. This new owner must follow all R-2 zoning codes and regulations or seek a variance if they cannot meet the code; the variance must be approved..** The clerk agreed to type a letter which indicates the property is still zoned R-2 (Multi-family residential) and will attach a copy of the R-2 zoning regulations for her realtor.

- **WEBER, Terry - RI-10-04 - Lot # 88 RVM - 515 Snake River Drive:** Rob Wagner brought to the town's attention the fact this home is up for sale with no occupancy permit being issued. After having considerable difficulty in contacting the listing agent, the clerk was able to contact Rusty with Coldwell Banker and a final inspection is scheduled for Friday, March 3rd, 2006.
- **SPREAD SHEET FOR P&Z REVIEW:** For your next meeting, the clerk will have a spreadsheet of all open building permits for the Town of Alpine. The spreadsheet will contain where the permit is at in the building process.
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- **PLANNING & ZONING FISCAL YEAR BUDGET:** Initially, Councilman Fusco advised the P&Z Commission they may be over budget this year with their portion of the Town's budget. However, after discussion with the Treasurer, Brenda Bennett, the wrong information was given to Steve Fusco and in fact the P&Z Commission is not over budget. The P&Z Commission's budget for this fiscal year is \$45,500.00 and expenditures to date are \$27,023.15. The Commission, Treasurer, clerk, and councilman discussed ways to cut costs especially with legal fees for the Town attorney. Dave Gustafson suggested a policy and procedures outline is created with dictates steps to follow before contacting the Town's attorney. Dave Gustafson suggested someone from the P&Z Commission is assigned the designated representative for the budget to work with the council person also designated for the P&Z's budget. The Treasurer agreed to meet monthly with the designated P&Z representative for the budget and provide quarterly written reports to the commission as a whole. Appointing a new representative will be added to the next agenda.
- **DICENSO, Steve:** Brenda Bennett will contact Carter Wilkinson for an update in regard to moving forward with possible fines for remodeling this without a building permit which changed the use of the property to residential when the property is zoned commercial.

6 - UNFINISHED/ONGOING BUSINESS:

- **Signage Variance Request Permit #V-07-05 Carla & Mike Stone** - They are requesting a variance to have a 22ft. high free-standing sign and 280 sq. ft. of physical signage from the 80sq.ft. maximum allowed to accommodate approximately seven (7) businesses. *Continued until Business District works on issues discussed.*
- **P&Z ATTENDING COUNCIL MEETINGS:**
 1) March 7th, 2006 - Scott Reed 2) March 21st, 2006 - Dave Gustafson

7 - ADJOURN MEETING- Dave Gustafson called for a motion to adjourn. Don Sherman motioned to adjourn the meeting. Scott Reed seconded. **VOTE: 3- Yes; 0- No; 1- Absent (Paula Stevens); 0- Abstain**

Items mailed to P&Z before tonight's meeting:

- None

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

- February 7th, 2006 Council Minutes - DRAFT
- February 13th, 2006 Council Minutes - Special Meeting/ SLIB Grant Application - DRAFT
- Lincoln County P&Z Notification: Wyoming District Council of the Assemblies of God Project - Etna
- Lincoln County P&Z Notification: Damien Mavis & Brad Vernon - Snake River Junction Project - February 22, 2006

 Dave Gustafson, P&Z Chairman

 Date

Attest:

 Tracy Matthews, Clerk

 Date