



Town of Alpine Planning & Zoning Commission Minutes

DATE: October 13, 2009

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:30 p.m.

TYPE: Regular

Attendance: P&Z Members Present: Pat Marolf, Joshua Floyd, Melisa Wilson, & Dave Jenkins. Others in attendance: see attached sheet.

1 - CALL TO ORDER at 7:15pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Shawn Bard: 238 Lakeview Estates A; 795 Terrace Lane-Minor Construction Permit, MC-04-09, needs approval for a shed.** Has moved location of his shed onto his neighboring property of .1699 acres. Commission reviewed packet. Melisa Wilson asked what he would do with the shed if the property was sold. Shawn stated he would either remove it or sell it with the property. Jody Tibbitts reviewed and approved it. **Joshua Floyd made a motion to approve; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Richard Jenkins: Grid; 102 Hwy 89-Sign Permit, S-08-09, needs approval.** Commission reviewed packet. Pat Marolf asked if the signs were all attached to the building. Richard stated they are. **Melisa Wilson made a motion to approve; Joshua Floyd seconded it; Vote: 3-Yes, 0-No, 1 (Dave Jenkins)-Abstain, 0-Absent.**
- **John Thomas/Coffee Cabin: Grid; 40 Hwy 89-Fence Permit, F-04-09, and Minor Construction Permit, MC-08-09, need approval.** Jody Tibbitts has looked at the deck with the shed roof. It has solid footers, is well framed and the site plan is compliant. Terra Miller brought up the concerns mentioned by Val Jensen, Maintenance Supervisor. There is a sewer main and water main running along the north side of the property. He is concerned they will get hit while digging. He is also concerned with the tree roots. John Thomas stated he had spoken with Val and worked out the problems. They will be at least two feet from the mains. The trees will also be replaced with bushes. Dave Jenkins wanted to make sure there was an understanding if Mr. Taylor wanted to revoke his decision to allow John to put the fence partly on his property he may do so. The letter signed is for a three year period at which time it will be reviewed. The agreement letter between the two properties was reviewed. The verbiage was changed from "boarding" to "on". A new letter will be signed. Melisa Wilson asked where his snow would be stored. John stated he is having it blown towards the back of his property. If there is not enough room he will have it removed. Melisa also brought up parking. John stated he is hoping with the more defined area it will be better utilized. The plans for the second shed have yet to be turned in for approval. **Joshua Floyd made a motion to approve the deck with a shed roof; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent. Melisa Wilson made a motion to approve the fence contingent there is a verbal okay received at the Town Office from Ben Taylor and the new letter signed; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Craig Pavlick: 736 Lakeview Estates B; 195 Stoor Drive-Minor Construction Permit, MC-09-09, needs approval.** Craig Pavlick presented the Commission with some revised information requested by Jody Tibbitts. The Commission reviewed the packet and the updated information. Joshua Floyd asked if the window next to the door would be tempered glass. Craig stated it was. Also, the header above the new door will be the header in the garage door currently hiding under the siding. Jody was okay with the building packet with the revisions that were received. **Dave Jenkins made a motion to approve; Melisa Wilson seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Bank of Star Valley: 701 Lakeview Estates C; 102 Grey's River Rd-Sign Permit, S-09-09, needs approval.** Commission reviewed packet. **Dave Jenkins made a motion to approve; Melisa Wilson seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Donn Wooden-To discuss current status of the Buffalo Stage Townhomes. (28.11)** Donn Wooden wants clarification on the property according to Planning & Zoning. He is working on a sale of the property to Jim Sandner. Deb Wolfley explained he and Terra had spoken with the buyer earlier this month. They had done some research and spoke with the Council. The water and sewer fees have been fully vested. There are some questions still on whether or not the building fees were as such. Mainly transferring of the building fees. There has been \$10,000 paid for the building fees. Donn asked the Commission to please consider the building fees to be transferable and plead his case to Planning & Zoning. The Commission reminded Mr. Chichinsky that the rezone request had not yet been approved because of some contingencies which still needed to be addressed. Donn Wooden stated the sale of the property will be as the recorded plat states with the County for residential units only. It was clarified the building design is up to whomever develops the property as the permits have not been issued. Each

unit will require its own application, review process, permit and Certificate of Occupancy. It was also verified with the Mr. Chichinsky the installation of the infrastructure of the sewer lines were up to the developer according to the final plat approval of the townhomes. The water main surrounds the property so no interior infrastructure will be needed. There will be an extra water meter for the green space with the bill going to the Home Owner Association. The last extension expires on December 14, 2009. Josh Floyd mentioned according to the LUDC he is only allowed one additional extension on his application. The other concern which was brought up was the time limit on a permit. Since the application is for all 20 units it would only allow the developer to complete the project within 3 years. Terra Miller suggested the Commission consider splitting the building application from the fees Mr. Chichinsky has paid and address each entity on their own. This way it would allow the new builder to build at his own pace and avoid any more complications with the application. As for the fees, decide whether or not they would like to recommend them to be transferable. **Dave Jenkins made a motion to recommended to the Council the fees be transferable as long as the units remain residential. Additionally, with completion of the sale, a new application for each unit needs to be filled out, reviewed, and approved; detaching the building application from the fees; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **Jody Tibbitts:** *ongoing.* Ryan Hamilton-he went over to conduct his final inspection. There are some corrections he needs to fix. It also appeared he was camping out in his house during the short times he is here to finish his house. It appeared to be very minimal living; shower, sleeping. Terra will contact Mr. Hamilton to remind him if the corrections are not completed by the 28th he will need to fill out an extension. John Hurley-Mr. Hurley called for his 4 way framing inspection. The red line plans from the engineer were not being used at the property. There were some header size issues that were remedied because of this. A letter was received from their engineer. A re-inspection was conducted and approved. Maintenance Shop-The plumbing inspection was conducted so the floor could be poured. Val and Deb had to finish the inspection pressure test according to Jody's instructions. They are clear to pour the foundation. Child Development Center-had a meeting with the Contractor to help reduce the number of inspections. They were told not to cover anything before it was inspected. Unfortunately the roofing was started before inspection. Fortunately there was still a portion not covered. Jody was able to use this representation area to conduct the inspection without tearing anything up. They are now calling for more inspections. On their sheeting inspection there were some anchor bolt mishaps. The exterior sheeting joints were also missing the blocking. They have since addressed these issues. Civic Center-They have been following the guidelines of the Town and calling for inspections in time. They have scheduled a framing inspection for tomorrow. Jackson Hole Real Estate-Jody was asked where the height was measured from. They were informed it was measured from the height of the main road adjacent. Terra asked if a Completion Certificate was needed. Jody will go back with a laser level to assure the height of the sign for their final. Dave Jenkins will lend Jody his laser.
- **Town Of Alpine-Lift Station: on HWY 89 just out of Town Boundaries-final discussion.** Jody spoke with the engineer with Coast to Coast Car Ports over the changes on the plans. The foundation issues have been worked out. The roof pitch and snow load schematics still need to be addressed and fixed. When Jody spoke with the engineer about changing just the numbers and not the structural elements his response was maybe it was initially designed that way. Jody has an issue with that because if it was designed that way why would it not be indicated initially. It would be a better structure. Jody did ask for calculations to stand by their plans when referring to both the roof pitch and snow load changes. It has been approximately a week since his discussion. Deb did speak with them today and will get back to him about the problems. Dave Jenkins suggested we cancel the car port and get a stick structure as we are having difficulties with the engineered plans. He believes he can work with the Town on cost. Deb stated he would bring it up to the Council. We do need protection for this winter.
- **Active Building Permits & Non Compliance Issues:** *see handouts.* Ryan Hamilton-Terra asked the Commission if they would like to address the issue of him living in his home without an Occupancy Permit. They determined since he is not living there and just camping out to repair his home they will wait. Dan Boggs-has removed his fuel tank. He will be removed from the list. Monte Davis-was given until yesterday to turn in his application. He has not yet done so. Dave Jenkins would like to wait until he can meet with Terra and go over a few things before we go any further with this issue. He believes there needs to be some review done on when exactly a deck permit needs to be pulled. Ernie Scott-they were able to complete 75% of the tin. They ran out of screws which will be here on Monday. They are planning a tentative date of October 24, 2009 to help complete the project. They will also be close on the tin. Debbie Thompson-has been in contact with the Town. She is working with her contractor to get the plans and the additional \$100. He is currently working out of Town. She has asked the Commission for a little more time. She did apologize for the delay. Wilderness Roofing-has not picked up their certified letter. The Commission agreed to have the letter served by the Police Department.
- **Terra Miller:** *would like to discuss the meeting on November 24, 2009.* The Commission agreed to cancel the meeting. If someone has some pressing issue they will reschedule the meeting. Terra also mentioned she will not be here for the next meeting due to training for the new water billing program.
- **Deb Wolfley:** *ongoing.* The Council did not pass the Phase 2 septic permit recommendation. He stated the Council was afraid it might stifle the building in the area. Pat will try and explain it to the Council this coming Tuesday with more clarification.

5 - P&Z MINUTES: September 22, 2009 need motion to approve. Melisa Wilson made a motion to approve the meeting minutes; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

6 - COUNCIL MINUTES DISTRIBUTED: September 15, 2009

• P&Z ATTENDING COUNCIL MEETINGS:

- 1) October 20, 2009-Pat Marolf 2) November 3, 2009-Joshua Floyd

7 - ADJOURN MEETING- Need Motion. Melisa Wilson made a motion to adjourn the meeting at 9:33pm; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

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

- Active Permits Worksheet
- Non-Compliance Worksheet

Items mailed to P&Z before meeting:

- Letter from Myers-Anderson Architects regarding Civic Center
- Run Down on Building Packet for Buffalo Stage Townhomes.



Pat Marolf, Chairman

10/27/09
Date

Attest


Terra Miller, Secretary

10/30/09
Date