



Town of Alpine Planning & Zoning Commission MINUTES

MEETING DATE: **January 27, 2004**

Attending: Mayor David Lloyd , Board members: Billy Esperson, Steve Fusco, Dave Gustafson, Scott Reed and Don Sherman. Business owner Hope Truax, and Town Secretary.

1 - **CALL TO ORDER at 7:09pm**

2 - **ROLL CALL & ESTABLISHED A QUORUM**

3 - **P&Z MINUTES:** *Steve Fusco motioned to approve January 13 P&Z Minutes, Billy Esperson seconded. Motion carried.*

4 - **COUNCIL MINUTES:** *Steve Fusco motioned to approve January 6 Council Minutes, Billy Esperson seconded. Motion carried.* January 20, 2004 Tabled: handed out for next P & Z mtg.)

5 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **New P&Z Members Oath of Office** –Scott Reed and Don Sherman took their oath.
- **The Mug Shot SIGN's PERMIT:** Request by owner, Esperanza Truax to add another 2 signs. One is an existing mobile, lighted neon sign rolled out to side of road another is a permanent sign. Hope explained her one sign is just replacing the face plate on the tall sign, there will be the same lighting. Steve stated that Hope's signs were under existing standards. On the mobile sign near the roadway, two concerns were brought up: The flashing lights on the mobile sign by the road and where the sign should be placed regarding the WYDOT right of way. Dave asked if the lights are on all the time, that there are some other business owners that have these flashing lights that are a problem for drivers, especially at night. Scott said we do not want Alpine to become a Las Vegas. All agreed the flashing lights are a problem. Steve found under *pg. 148, Section 502. Signs., Permits, E. #2, Flashing Signs:* that specifically states flashing lights are NOT allowed in the Town. Dave brought up the fact that many business owners never came in to get a sign permit, which these signs have flashing lights, therefore precedence has already been made by others. Dave also added that the lighted signs should only be lit during business hours and Scott agreed.

Hope explained that the flashing lights on the sign can be changed to non-flashing and that she would keep it lit with non-flashing lights. Her lights on the mobile sign will only be on from 5am to 1pm.

Billy Esperson asked if the mobile sign was 10 foot back regarding WYDOT right of way. Hope did not know. Billy said Joe Sender should be called out to help figure out where the sign needs to be. Secretary agreed to contact Joe Sender and make an appointment and will advise Hope.

Billy advised that the P&Z Board needs to send a letter to all business owners regarding the Code on flashing lights. This way it will not zero out one person, but will get the point across that there is to be no flashing lights on signs. Also within the letter there needs to be information regarding setbacks for the freestanding signs along the roadways. Secretary will type a Draft and have P&Z Board review next meeting.

Billy Esperson motioned to approve the Mug Shot signs permit (based on Joe Sender reviewing to make sure the freestanding sign is positioned correctly from setback and the flashing lights be disconnected). Dave Gustafson seconded. Motion carried.

Hope thanked the Board and agreed to disconnect the flashing lights on the freestanding sign and meet with Joe Sender to reposition the sign. Hope was advised her Permit would be given to her after Joe Sender's review.

- **Alpine Meadows/Halpin Development and other new subdivisions:** Billy Esperson brought up some concerns with the new subdivisions and the sewer system. He said that the subdivisions that want to be annexed need to work with the Halpin development ahead of time to organize a way to have the others hook into the system Halpin proposes to build. Billy stated if Mike Halpin is going to put in a pumping station, Mr. Halpin needs to provide the Town with the elevation and where it will

be built. The Town should advise all the other subdivisions to access into this pumping station. Billy added the Town should make it mandatory that the new subdivisions rough in the sewer pipes.

The Mayor stated that Halpin's business development and Reinhardt's hotel, gas station, etc. are the two best money producers and that the Town would receive immediate tax dollars from them, but with homes it would take longer to receive the revenue back. He expressed the need for more businesses than housing/population. All members agreed.

The Mayor also advised that Mr. Reinhardt's septic system is on it's way out and he wants to be annexed quickly. Mr. Reinhardt has already hired an engineer to look at the septic system. Billy asked if the Town should send a letter to Mr. Halpin regarding the sewer information, because the sooner we get him the information the sooner we can tell him what the Town expects him to do. Billy wants the other subdivisions to be able to work with Mr. Halpin to create a good infrastructure regarding the sewer system prior to any building by any of the new developments. These issues should be a contingency to the Town annexing these new developments and Mr. Reinhardt's existing property. Billy also expressed that the developers should all request to be annexed at the same time

The Mayor stated that the county is now looking at Mr. Halpin's development, then he is suppose to come in with a Final Plat, but the Mayor felt Mr. Halpin should meet with the Town before he does his Final Plat.

Steve stated the Town will be expanding, therefore we need to figure out where we need lift stations.

- **Request to Council for funding regarding need for Codes research:**

The secretary explained the process to finalize an Ordinance is approx. 8-10wks.: The Draft from P&Z goes to the attorney, 2wks to get it advertised, 3 readings with the Public at Council, with 2wks in between each reading. Another option, to protect from creating codes that have more loopholes is to discuss hiring a Planner who would review the entire Code book, Ordinance and Resolution books, rewrite the P&Z Code book and forward to Council for the appropriate readings to finalize.

If a Planner is not an option, there are 3 Ordinance books and 1 Resolution book that will need to be reviewed along with the P&Z book as there maybe additional information or changes to a P&Z Code that never was changed in the P&Z book. Steve Fusco can do this research as he is very familiar with the Code Book. Dave Gustafson added the Board needs to have research done between the meetings. There also needs to be a member designated to be responsible to follow up on all/any decisions the P&Z Board makes. This additional work request will have to go before the Council for funding. ***Billy approved the request to ask the Council for funding.***

The secretary asked all members to go to the February 3rd Council meeting as a united group to explain the importance of the extra work in researching and reviewing all these books. All members agreed to go to the next Council meeting. After much discussion on this matter the members began looking through their Code Books and realized that all the books had different information or not all the information. This is of great concern and is another reason it is extremely important to organize the P&Z Code book, especially before annexations or large subdivisions are built beginning this spring. Time is of the essence.

- **Review of first 2 Codes/areas in cleaning up P&Z Code book and make a Draft**

Dave Gustafson said he felt the board should take existing towns with codes and use them for examples to help create the codes, instead of starting cold. He also stated that he has a copy of the Teton County building codes and Comprehensive Plan. He had brought them in before but no one chose to use them. He also said Driggs was another good example to use. He agreed to bring them in again, have the secretary make copies and distribute to the other members to review before meetings, which will facilitate creating Alpine's P&Z codes.

Steve Fusco went through the different sections and asked all members to look through their books and compare pages to his. They realized they did not have the same pages in each member's book. There was discussion on how to begin organizing all their books. Don suggested using the Table of Contents as a starting point to follow. All agreed. Steve advised that they would start with Title 8 P&Z Ordinances on Page 81. Don asked why not start at Title 1. Steve advised Don that the P&Z section actually begins at Title 8, therefore this is where they need to begin.

Steve has one empty binder that he will begin organizing his old P&Z Code book in. This New Code book then can be copied for the other members after reviewed, researched and cleaned up. Billy realized his tabs were different then Steve's. The secretary will retab all the P&Z books so all members have the same tabs and sections. Dave suggested and all agreed to begin reviewing Chapters 1 and 2 for the next meeting.

****** Members to review Chapters 1 and 2 for the next meeting******

- **The Mayor offers apology**

Mayor Dave Lloyd acknowledged people had complained he had gone over the P&Z board in making certain decisions. He explained that there are times when he may have to make decisions without waiting 2 weeks for a P&Z meeting, but from now on would call the P&Z before making a decision. The Mayor stated he feels the Town has a great group and he will only be there as an advisor. Mayor Dave brought up the Jenkins existing fence that needed to be replaced and there was not time to bring it to a P&Z meeting. He said he does not mean to interfere and will not do anything without checking with the P&Z members first. Mayor Dave then apologized to the board members that had been on the board prior the new year, and hoped that there were no hard feelings. He said if something comes up in the future he will call them first as he does not want to overstep.

- **A Question regarding the Permit Application form**

Don stated, his friend, Jim of the Bull Moose Saloon is wanting to build a hotel. Through Don, Jim is questioning the section regarding height as it states 2 ½ stories or 45ft, but Jim wants to propose 3 stories at 10 ft. shorter. Don confronted the board as to the meaning of this part of the permit information and why it was so confusing and wondering what does it really mean. Don asked what was the reason for 2 ½ stories. Steve Fusco responded that he had recently read that part of the code but needed to look for it, but he felt that Don should ask the Fire Department as there might be a reasonable answer from them. Don continued to question and Steve attempted to find the answer. Billy tried to explain the Code as he understood it, but still Don questioned it. After 20 minutes the secretary advised Don that whenever he has an item/issue/question such as this one, it is highly recommended he first contact the secretary to have it added to the P&Z agenda and then give the board time to review the issue instead of a last minute situation creating delays within the meeting. Don agreed. Afterwards it was brought up that issues such as this should be brought to the P&Z meeting by the actual person needing the information or who has questions regarding the permit application or process and be put on the agenda so the board members can help them with their issue.

*It is necessary to follow a procedure for meetings so the time is used wisely and efficiently.

Billy Esperson adjourned the meeting at 8:47pm.

6 - UNFINISHED/ONGOING BUSINESS:

- **CODE NEEDING UPDATED:** A new ordinance or P&Z code updated is needed, to add that New homeowners & businesses need to identify their physical address & they should also call Town to obtain their correct physical address first.
- **IBC CODE:** Atty. John Bowers is to Draft an Ordinance to replace the UBC Ordinance.
- **GREATER ALPINE AREA MASTER PLAN:** Ted Smith is out of town until February 4th. He is asking that ANY information be gathered on the sections assigned earlier of the draft master plan outline.
- **CERTIFICATE OF OCCUPANCY PERMITS (TABLED):** Commission has discussed process of issuing certificate of occupancy permits. Some new businesses and residential homes have been issued an occupancy permit without finishing their projects entirely. Dave Gustafson drafted an ordinance, similar to what Jackson utilizes. Currently, for when certificates of occupancy permits are issued. Action needs to be taken to write the draft code and forward to Council.
- **ACCESSORY BUILDING/ SHEDS (TABLED):** The current codes for accessory buildings/ sheds are too vague. A lot of questions have come up recently about how big a shed can be, whether it can be placed in setbacks, etc. There is no building permit application for a shed either. This code will need to be rewritten/ modified.
- **COMMERCIAL DEVELOPMENTS/LANDSCAPING PLANS (TABLED):** Commission discussed implementing landscaping plans for commercial and R-2 zoned properties. As many new businesses and R-2 zoned business for rental housing have done a great job completing their proposed landscaping, many businesses and apartment complexes have not. Dave Gustafson agreed to draft proposed landscaping requirements for B-1 and R-2 zoned properties for the August 26, 2003 Planning & Zoning Meeting. Item pending Dave Gustafson's completion of a draft code.
- **P&Z ATTENDING COUNCIL MEETINGS:**
 - 2) February 3rd – Dave Gustafson/All for funding request
 - 3) February 17th – Scott Reed

Billy Esperson, Chairman

Date

Attest:

Town Secretary

Date