



Town of Alpine Planning & Zoning Commission MINUTES

DATE: February 10, 2004

Attending: Mayor David Lloyd , Board members: Billy Esperson, Steve Fusco, Dave Gustafson, Scott Reed, and Don Sherman; Business Owner Jim Blittersdorf and Town Secretary.

1 - CALL TO ORDER

2 - ROLL CALL DONE & ESTABLISHED A QUORUM

3 - **P&Z MINUTES:** *Don Sherman motioned to approve January 27 P&Z Minutes, Billy Esperson seconded. Motion carried*

4 - **COUNCIL MINUTES:** *Billy Esperson motioned to approve January 20 Council Minutes, Steve Fusco seconded. Motion carried* and February 3rd (tabled for next mtg)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- ***Jim Blittersdorf- New Motel*** – Jim had questions regarding an ordinance (Section 404 B-1 Zone, #6) on building height for a new motel he wants to build. He was suppose to bring blueprints, siteplan, etc. to help P&Z see clearly what he was wanting to build, but he did not bring in any paperwork.

Prior to Jim Blittersdorf's arrival, Don Sherman told the board that he had a prior conversation with Jim, and Jim would be bringing up issue with the 53- Ordinance 1996 regarding sprinkler systems. He wanted the board to be aware of it before Jim arrived.

Steve explained the definition of a "story" from the P&Z Codebook. A discussion on this area began. Jim felt this meant that bottom line there could not be a 3rd level. Steve advised he has to go to the Council and request a variance. The secretary advised him that he would have to have his adjacent neighbors at this Council meeting, plus all his blueprints, siteplans, setback information, etc. to bring to that Council meeting. Also he was advised it would have to be advertised in the newspaper for 2 weeks prior to meeting as it will be a public hearing. He should wait to begin his permit process until he has acquired a variance.

Don brought up that a 1996 ordinance came up in a conversation with Jim prior to the P&Z meeting. Don stated that within the ordinance Jim was to follow what the Town said. Jim stated the fire marshall did not require what the town states as long as he had 90 minute fire walls between. Steve explained that the Town does in fact require this and the Town can go above the Fire Marshall's requirements. Don read out loud the 53-Ordinance 1996 to Jim. Secretary made a copy for Jim and for P&Z minutes file. Jim stated that it would cost him over \$80,000 to put in a sprinkler system and that he might just not bother if he's forced to put in a sprinkler system. Don asked Jim what square footage did he propose to build. Jim didn't answer, but said he would make the building shorter and make a duplicate building, having two separate buildings, to be under the required square footage for installing a sprinkler system.

The secretary asked Jim where he was planning on placing the building, as he had not brought a site plan for P&Z to review. Jim explained they had 90 feet of land towards the grocery store and the building would also border the road that runs in back of the Bull Moose Saloon. Discussion came up regarding setbacks that Jim needed to be aware of in placing the building(s). Jim said he would most likely have to also request a variance on the setback in the rear.

Billy advised Jim that the Town is trying to conform and that's why there is some difficulty in understanding certain codes. Jim then asked if there was a sprinkler system in the Town's office building. Don responded no. Jim asked if the Town's building had a basement or crawl space. Steve said it had a crawl space. Billy added that these are some of the issues why they are working on the codes so everything is clear. It will help to protect new owners from buildings that are not up to code. ****** Because questions were brought up about the Town office, the fact is the building itself is 4667 sq. ft. and therefore does not need a sprinkler system per the Ordinance/Fire codes.**

Then the question came up to what type of Class the motel would be under. Class I or Class II. As stated in the 53-Ordinance, if it's a New Class II building it has to have a sprinkler system. Don questioned what class it would be. Research was done,

but no answer was found. Billy and Steve agreed to call Jim tomorrow to advise him of what they find regarding Class. Jim questioned the zones, and industrial zone was brought up. Steve stated that Kilroy is the only industrial area in the Town.

- After Jim Blittersdorf left the meeting, Don said he would like put on the next agenda discussion on the code (Section 404, B-1 Zone, #6) regarding the 2 ½ story height of buildings. He feels it's too vague and doesn't understand it and that it should be changed. Billy, Steve and Scott all voiced that it is clear and there is no need for further discussion or change. Billy again explained why it was clear and it's one or the other, if it's contradictive than a person can go for a variance. Steve explained twice using Jenkins as an example regarding height and story information. It was agreed there was no need to change or have further discussion.

Don then inquired if the Town of Alpine was going to buy the building that is presently being occupied by the Town offices. He had heard that they were and wanted to know if it was true. The secretary advised she did not know and he could ask the Town Clerk or Treasurer as they are the persons that deal with the monetary issues for the Town of Alpine.

****Items given to Jim Blittersdorf:**

Copy of the "story" definition from the Codebook.

Copy of 53-Ordinance 1996 regarding Town fire codes and sprinkler systems requirements.

- **Letter to Business Owners regarding signs** – Review of the Draft letter to be sent to all Business Owners regarding the flashing lights on signs and signs in the WYDOT setback was done. Don advised adding a penalty statement to make sure people are accountable for not complying to the codes. The secretary stated she'd ask Town Clerk and Police Chief as they had just reviewed and created new ordinances for the Town to find out if a citation or fine could be given. ***A new final draft would then be reviewed at next P&Z meeting.***

Sarge Rumbaugh's Bingo sign was brought up. Dave felt a "Special Use" Permit could be given to people that are only advertising for special events or monthly events such as Bingo that occurs twice a month. All agreed that would be a good idea. ***Sarge had advised the secretary prior to meeting that Donn Wooden had found an ordinance regarding allowable flashing light signs. A copy was requested but not received of such ordinance by time of meeting.***

Dave asked if every ordinance is open for a variance. Billy said yes it's allowed. The Council makes decisions with input from parties involved. The Town has to stay consistent. But the Town has to allow the public to disagree on ordinances/codes. Dave feels that the sign issue has no room for variance. Don said variances have to be legitimate. All discussed how we'd end up with a trashy looking town if we allowed things like these issues to go through. It was discussed that the P&Z has to become more strict and make sure the town's residents are complying with the Codes and Ordinances.

- Steve and Scott were discussing garages as one of the items where compliance has not occurred within the Town. Don then brought up some questions regarding his own garage, then Steve explained the ordinances that pertained to Don's issue and why certain things were told to Don.
- **Electrical Compliance Inspector Draft** – Fire Inspector George Smith suggested an update to the Town's Electrical Plan and Foundation Plan to be added into our P&Z Code Book. ***It was reviewed and approved to add when P&Z gets to that part of the Codebook.***

Don brought up issue regarding placement of smoke detectors stated within the codes. He felt the code was ridiculous as to place a smoke detector near a cook oven. Billy explained that the placements have to fit with what the Fire Inspector says. It is done for safety reasons, but what people do after the inspection cannot be controlled. They may decide to move the smoke detector in a different area, so it is not set off every time you would cook. Billy also added that the placements per the Fire Inspector have to be adhered to so there is no liability for the Town. The Town's Building Inspector: Lyal Radford already adhere's to it. Billy also added that if the verbage is not in the IBC, than they would need to add to it or rewrite that Town code. Scott stated he felt Lyal is very extensive in the codes and what he allows. Most all agreed that Lyal is very good with his inspections and very knowledgeable.

- **Zoning Map** – Board was advised they needed to go through by subdivision to update/redo this map. Dave stated he had already made a map, but was shot down during a Council meeting and nothing ever became of it. He felt the Town needed districting- where the Town wants commercial, industrial, motels, residential, restaurants, etc. He made a map that was districted. He explained there would be areas that would remain residential or there would be exceptions of course, but basically the Town needed districts. Steve added that he had already started a new zoning map. Dave suggested that general districting be done instead of pulling it apart piece by piece. Some areas will be grandfathered in. There is just a need to designate the areas, keeping it as general as possible. Dave said the Mayor has the map he made. Secretary will try to find it.
- **The Mug Shot SIGN's PERMIT # S-1-04 - ON HOLD** Joe Sender reviewed the freestanding sign and stated he could not be precise because of the snow, but felt it was definitely in the WYDOT Right-of-Way. He advised the best thing to do is to

measure 100 feet back from the yellow center line in the highway. The secretary received the same information directly from Von Merritt of WYDOT. WYDOT Right-of-Way maps were received and given to all P&Z board members for the meeting. 2 messages with no reply and sign is still where original was. **No Permit for sign has been given at this time.** Billy advised that Hope could check her site plan and this will help to decipher correct positioning of sign. ****The next day after meeting, Billy spoke with Hope and advised her of this information.**

- **Review of 2 Codes/areas in P&Z Code book**– ****On February 3rd**, Town Council agreed to allow Steve Fusco to do the research with P&Z Code Book, Ordinance books and Resolutions books to help the P&Z update the codes. Dave said that Teton County is in development of the IBC and will have a CD of it next week which he'll then give to the secretary to make copies and disburse. Dave liked the idea of reviewing 2 codes a meeting and as soon as Steve has the final go ahead from Mayor/Council than it should go smoothly. Steve advised the board that he needs further discussion on the salary. He has already spoken to the Town Treasurer and now will be speaking with the Mayor. He felt that what the Council allowed was not enough or fair. He did agree that the 4 hours a week to do the P&Z research was appropriate, but not the salary amount. All board members agreed with Steve. This issue most likely will have to go back in front of the Council. It felt to the board that Council was holding up the Codebook research because of a simple monetary issue. It was discussed that Council does not seem to understand how important the updating of their Code Book is to the Town and its residents and how truly unclear the Codebook is. It was brought up again that the board would like to have the Codebook ready before a large subdivision is built such as the Halpin project.
- **Septic System Flyer** – Steve felt the brochure regarding the Septic System Care they received in their mail package last week was a very informative brochure and suggested it be mailed out to all septic system users in Alpine. All agreed. First it will probably have to go before the Council to request money for postage and labor to do a mass mailing. The secretary agreed to advise the Town Clerk to put it on the next Council meeting agenda or ask Town Treasurer how to proceed. A brief discussion regarding concern with the many septic systems in town. Don stated that the EPA and DEQ will come into Town and start fining people. He feels it will happen soon.

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:** *Need to decide who will attend next meetings*
 - 1) February 17th – Scott Reed
 - 1) March 2 –
 - 1) March 16 –

7 - ANNOUNCEMENTS & INFORMATION

- County Commissioner's Meeting will be held on March 25, 2004 at 7pm

****Billy Esperson adjourned meeting at 8:30pm**

Items Mailed to P&Z prior to tonight's meeting:

- George Smith Electrical Code Update
- Zoning Map
- Teton County/Jackson building application, fees, etc.
- Teton County/Jackson Comprehensive Plan summary
- Septic System Care brochure/info from Rural Water Association
- Star Valley Census profile

Items Given at P&Z meeting:

Driggs, Idaho P&Z Codes
Telluride, Colorado Annexation Information
WYDOT Right-of-Way maps

Billy Esperson, Chairman

Date

Attest:

Town Secretary

Date