



Town of Alpine Planning & Zoning Commission MINUTES

DATE: **March 23, 2004**

Attending: Mayor David Lloyd, Board members: Billy Esperson, Steve Fusco, Dave Gustafson, Scott Reed and Don Sherman.
Contractors: Rex Doornbos, Rob Wagner; Homeowner: Robert Holbrook; Councilmember D.R. Hutchinson for Bank of Jackson Hole

1 - CALL TO ORDER

2 - ROLL CALL & ESTABLISHED A QUORUM

3 - **P&Z MINUTES:** March 9th (*Tabled*)

4 - **COUNCIL MINUTES:** March 16th (*Tabled*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- New P&Z member, Paula Stevens, to take Oath (Tabled) – Paula Stevens was not present.
- Contractor Todd Rogers for Lee Ritchey #RE-01-04 – Todd was reviewed/approved in March 9th meeting, but in the midst of all the discussion, no motion was made. **Billy Esperson motioned to approve RE-01-04, Steve seconded. Motion carried.**
- Robert Holbrook Fence Permit # F-01-04 – Bob requested a fence permit that he originally requested in 2002. For personal reasons he did not build the fence at that time. Now he is able to and requested P&Z's approval. Joe Sender already reviewed this site in 2002 and a surveyor had to come out. All the criteria has been met for the permit. **Billy Esperson motioned to approve F-01-04, Steve Fusco seconded. Motion carried.**
- Dr. Bruce Thaler Building Permit #RI-01-04 - Contractor Rex Doornbos will presented his site plan and info for Dr. Thaler's new home. Lyal reviewed plans on 3/19/04 and okayed with notes as shown on Inspection sheet in package. Rex stated he would make the necessary adjustments as advised by Lyal before this meeting. **Billy Esperson motioned to approve RI-01-04, Scott Reed seconded. Motion carried.**
- Paula Schmidt DDS Building Permit #C-01-04 – Contractor Rob Wagner/R&R Builders will presented his site plan and info for Dr. Schmidt's Dental Office. Lyal reviewed and okayed plans on 3/19/04. **Don Sherman motioned to approve C-01-04, Dave Gustafson seconded. Motion carried.**
- Not on Agenda- Bank of Jackson Hole Sign Permit #S-03-04 – Submitted application and check at the P&Z meeting. Councilmember D.R. Hutchinson requested approval on a sign permit for his employer, Bank of Jackson Hole. Sign will be attached to an existing building. Hutch stated it was last minute due to banking laws. **Billy Esperson motioned to approve SI-03-04, Scott Reed seconded. Motion carried.**
- *CODE RESEARCH - Regarding Septic System Issue brought up by Donn Wooden on behalf of Todd Hill in the March 9th P&Z meeting. Donn Wooden handed out and read a letter from Joe Sender dated January 24, 1994 regarding small lot septic systems. Joe explained in this letter the on going problems with these small lots and placing septic systems with leach fields on them and how he would no longer approve these systems unless they were in compliance with DEQ and Town regulations. Donn stated that with this letter it had put the Town of Alpine on notice. In doing his Code research, Steve Fusco found in the resolution book Resolution #1-2-15-94, that stated small wastewater systems less than 14,000 sq. ft. must meet our approval on septic application and other information that appears to back exactly what Joe Sender wrote in his letter. This resolution was dated February 15, 1994, a few weeks after Joe's letter was written. Therefore Joe's letter should have been submitted along with this resolution as they stated the same information. Steve brought this information forward to let the other members know there was a resolution written right after Joe Sender's letter, which showed to him that the Town did back what Joe Sender stated in his letter and that Joe's information was actually in our Town's Code book.

6 - UNFINISHED/ONGOING BUSINESS:

- **Continuing Code Research by Steve Fusco** – The commission spoke extensively about the codes and what can and should be done. Don Sherman said new Building Plan Requirements for plan submittal should be drafted that would need an Engineer’s stamp. Teton County’s requirements with adjustments made for Alpine will be used as a draft. Dave spoke again about doing a districting map and the importance of it.
- **Greater Alpine Area MASTER PLAN**
- **IBC Code:** Atty. John Bowers is drafting an Ordinance to replace the UBC Ordinance
- **Zoning Map** – Steve Fusco is currently updating the map
- **CODES needing Updated, Modified, Added:**
 - New homeowners/businesses to identify physical address & call Town to obtain their correct physical address first.
 - Current Accessory building/Sheds codes too vague. There is no building permit application.
- **Certificate of Occupancy Permits (Tabled):** 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. *Action needs to be taken to write the draft code and forward to Council.*
- **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 have not. *Dave Gustafson agreed to draft proposed landscaping requirements for B-1 and R-2 zoned properties for the Aug. 26 meeting.*
- **The Mug Shot Sign’s PERMIT #S-1-04** – On HOLD until Spring
- **Kringle’s Fence issue** – On HOLD until Spring and return of owners.

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
 - 1) April 6th –
 - 2) April 20th – Dave Gustafson
 - 3) May 4th –

Billy Esperson adjourned at 8:50pm

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

- March 9th P&Z Minutes

Items Handed out to P&Z during tonight’s meeting:

- March 16th Town Council Minutes

Billy Esperson, Chairman

Date

Attest:

Town Secretary

Date