



## Town of Alpine Planning & Zoning Commission MINUTES

DATE: **June 8, 2004**

**Attending:** Board members: Steve Fusco, Dave Gustafson, and Don Sherman. Planner Paula Stevens. Business owners: Carla Stone, Phil Newcomb, Francene Edeson; Homeowners: Paul Baker & Jenny Elmore, Joanna Grebel, Kent Perkins. Surveyor Marlowe Scherbel, and P&Z Secretary.

*P&Z Member, Scott Reed was excused due to an emergency to babysit his children.*

*P&Z Member, Billy Esperson will be out of town for 5wks regarding a family emergency.*

*Dave Gustafson will be acting P&Z chairman until Billy's return.*

### 1 - CALL TO ORDER at 7:05pm

*Steve Fusco is remaining on P&Z as he can run for Council and be on P&Z board.*

### 2 - ROLL CALL & ESTABLISHED A QUORUM

### 3 - P&Z MINUTES: May 11<sup>th</sup>

*Don Sherman motioned to approve May 11<sup>th</sup>, 2004 P&Z Minutes, Steve Fusco seconded. All in favor.*

### 4 - COUNCIL MINUTES: May 18<sup>th</sup>

*Steve Fusco motioned to approve May 18<sup>th</sup>, 2004 Council Minutes, Don Sherman seconded. All in favor.*

June 1<sup>st</sup> (Tabled.)

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

- **Alpine Market Replat** - Surveyor Scherbel presented information on this project. Alpine Market's owners, the Hunsakers will be subdividing their lot to accommodate a new building structure for First National Bank building. Questions came up regarding the approaches on to the lot. Scherbel stated that owners would get with WYDOT as it is up to them to decipher the approaches. Don said that Jim (Bull Moose Saloon/Motel owner) was going to be blocking off the one area. Then he asked if didn't we need to have all the parking spaces drawn out like we did with Jim's permit application. Steve answered that this is just a site explanation, a replat to subdivide not a building permit. Scherbel advised that this is simply a preliminary plat. That the owners of the lots in question are working right now with WYDOT on details on how to give the traffic to flow before they go further on where to place the building. Don asked if they have allotted for parking in their original plan. Scherbel again stated he could not address that as it is not applicable to why he was there. Steve interrupted and said that is to be discussed during their building permit review not on Scherbel's replat. Steve also added that in the code it states 1 per 200 sq.ft. per usable floor area, 55-6,000sq.ft. Scherbel said that this is a conceptual approval of a lot division only. Scherbel said the lot division meets the plotting standard to meet our particular zone/codes. Don then asked what kind of roof will they be using. Again Scherbel advised he has no idea and he is only at meeting for the lot division. Don asked about snow removal. Scherbel again advised he is at meeting for the lot division only. Secretary stated that Mr. Scherbel is only here for the lot division/replat, that questions on the building or what the owners intend to do is to be discussed during the building permit review not this meeting with Mr. Scherbel. That First National Bank's permit is not complete, and it is not ready to be processed yet, so there is no reason to even be discussing anything regarding this building permit. Dave advised that he cannot make an approval now or recommend to approve as he needs information on the approaches from WYDOT and the parking information on the grocery store to make sure the Bank is not taking parking from the grocery store, that there is ample parking for the new Bank building. Steve added that on pg. 123 and 124 it states what needs to be done for a business. Don asked what about greenspace. *Item is Tabled, is not approved at this time, more information needs to be furnished to P&Z for an approval/recommendation of this replat/lot division.*
- **Francene Edeson/Kringles- Fence permit #F-04-04** - Francene had a P&Z review on May 11<sup>th</sup>, all questions answered regarding her proposed fence. Only question remained was property markers. Joe Sender did onsite inspection and was there when Silverstar did locate the Silverstar pedestal. Since Joe found the other property marker, he felt it was okay if Francene put fence at least 1 foot back from the line as indicated on the siteplan. If she chose to put fence closer then the other property marker would have to be located. Francene will be placing fence as indicated by Joe so that the other marker does not need located. Steve asked Francene if the fence would be removed for winter as he thought she said that last meeting, for snow

storage. Francene said yes. *Dave Gustafson motioned to approve #F-04-04 Fence permit, Steve Fusco seconded. All in favor.*

- ***Jeff Reinhardt Fence permit# F-05-04-*** Requesting a fence permit for his backyard. Has Riverview Meadows approval. Joe inspected site and approved for P&Z. *Don Sherman motioned to approve #F-05-04 Fence permit, Dave Gustafson seconded. All in favor.*
- ***Paul Baker & Jenny Elmore Building permit# R1-07-04-*** Requesting building permit for a single family home. Has Riverview Meadows approval. Application did not pass pre-permit review as one of the roof lines were not complying to Town Codes regarding pitch. Mr. Baker had Teton Truss redo, and Lyal reviewed and approved. Joe reviewed and approved. Secretary stated it was the most organized permit packet ever received by a contractor, and showed how it came in file folders separated out for all to review. *Dave Gustafson motioned to approve #R1-07-04 Building permit, Steve Fusco seconded, All in favor.*
- ***Real Estate of Star Valley Sign Review only & Bank of Alpine Sign Permit# S-07-04-*** Both businesses have a sign issue. *First-* Real Estate of Star Valley (RESV) wants to move their existing sign/sign structure towards the road to line up with the other businesses signs on their side of highway. Also they will move their existing sign to the top of the pole structure to make room for Bank of Alpine's sign. They also want noted that they did have other businesses signs on their sign pole structure in the past, therefore there should be no problem of putting Bank of Alpine's sign underneath theirs. No motion needed for review unless additional paperwork is needed for RESV's sign needs.
- *Second-* Bank of Alpine wants to add to the RESV existing sign *contingent* on RESV's ability to move their sign as requested above. Bank of Alpine's existing sign permit is for the sign on the building only. Therefore, it's believed, they will need another sign permit for one on the road with RESV's sign. No fees have been charged as there was confusion as to what needed to be done for both businesses. Secretary spoke with Dave Gustafson on this matter and decided to have this issue brought to the board to clarify, and fees can be accepted after a motion to approve for the Bank of Alpine's sign since it was the Town's confusion to what needed to be done.  
Much discussion was on the WYDOT right of way and the positioning of the sign. Most agreed it would be nice to have all the business signs line up along the roadside. Dave also added that it will be nicer and take up less space to have 2 companies signs on one sign structure. Phil from Bank of Alpine clarified that he indeed has two signs. Don then asked if Bank of Alpine was going over their allowed square footage for signs as they already have one on the building. Steve read the square footage required under our codes and said that they were fine.

*Don Sherman motioned to approve RESV's request to move the sign in line with the other businesses signs with the stipulation that RESV get approval from WYDOT to make sure they are not in the WYDOT right of way, Dave Gustafson seconded. All in favor. Carla Stone agreed to call WYDOT and get written approval, then fax it to the Town office.*

*Steve Fusco motioned to approve Bank of Alpine #S-07-04 sign permit, Don Sherman seconded. All in favor.*

- ***Master Plan -*** Dave Gustafson advised he got copies of everything that had been done on the Master Plan from Tracy and wanted to begin working on it as it is so important. He said he'd review all the information and get started but would like volunteers to help with working on the plan. He thought it would be a good idea to split it up amongst the P&Z members. Steve said he'd work on the District Map. Dave said he'd review the information and then discuss it further so more items can be given to other members.
- ***Kent Perkins Variance permit #V-03-04- ON SITE REVIEW*** -Kent has resubmitted drawings, but proposed garage is still 10 ft. from front and 10ft. from side as was the prior drawings. P&Z requested in last meeting for Mr. Perkins to come closer to 20ft. in front so the variance would not be so extreme. Kent has requested for the P&Z members view the property. Another opposition letter from Lori Isenhardt, neighbor, was read to members. *All members will proceed to Kent Perkin's residence at 638 Mountain Drive, Lot#27 Grandview Subdivision.*

***P&Z meeting in office ending at 8pm to continue to On-Site Review at Perkins residence.***

#### 6 - UNFINISHED/ONGOING BUSINESS:

- **Kringle's Fence issue** – Will be at next meeting as last property pin was located per Francene
- **P&Z ATTENDING COUNCIL MEETINGS:**
  - 1) June 1<sup>st</sup> – Don Sherman
  - 2) June 15<sup>th</sup> - Steve Fusco

**Code Research Session-**

**- UNFINISHED - Town Codes Section:**

- **Zoning Map** – Need to go through by subdivision to update/redo this map.
- **CODE NEEDING UPDATED:** New ordinance/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.
- **GREATER ALPINE AREA MASTER PLAN**
- **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):** Current codes for accessory buildings/ sheds are too vague. Lots of questions re: 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.
- **VARIANCE CODE & VARIANCE CHECKLIST:** Given to Town Attorney for ordinance

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

- May 11<sup>th</sup> P&Z Minutes

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

- June 1<sup>st</sup> Council Minutes

***HANDOUTS FOR INFORMATION ONLY:***

- Brian Pack 2<sup>nd</sup> Notice letter
- DEQ information letter

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*Dave Gustafson, acting Chairman  
(Billy Esperson, Chairman)*

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*Date*

*Attest:*

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*P&Z Secretary*

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*Date*