



## Town of Alpine

### Planning & Zoning Commission MINUTES

MEETING DATE: **January 13, 2004**

**Attending:** Board members: Mayor David Lloyd, Steve Fusco, William Esperson, Dave Gustafson, and Scott Reed.  
Developer John Briggs, Surveyor Marlowe Scherbel, Sunrise Engineering: Ryan Erickson, Don Sherman, Dave Bucholz and Town Secretary.

**1 - CALL TO ORDER**

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

**3 - P&Z MINUTES:** *Steve Fusco motioned to approve November 12<sup>th</sup> P&Z Minutes, Dave Gustafson seconded. Motion carried*

**4 - COUNCIL MINUTES:** January 6, 2004. (TABLED until next meeting to have more time to review)

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

- **Ridge Estates, (John Briggs's new development) presentation from Surveyor Marlowe Scherbel** – The Mayor began with stating that the Town Council had already given conceptual approval when the original plat was 51 properties above valley ground and 35 on valley ground. The plan has been reduced to 45 above and 26 on valley ground. The two main questions brought up by Council members were; Troy Johnson wondered about the septic systems fitting on the lots and Bert McNeel inquired about the Forest Access. Steve Fusco stated that was a mute point as Surveyor Scherbel explained there was several different accesses near the proposed development.

Surveyor Marlowe Scherbel explained in great depth on the several concerns regarding Ridge Estates. He stated open space is no issue. The development has a park, a pond and part of the hill. Also there is more open space with a 25 foot wide berm with trees and an irrigation system from the pond. With all these areas there will also be a 10 foot walking/pedestrian easement around property and up to the forest. This goes along the highway and up by the Royal Resort and then back up the hill. There is a non-motorized trail also. Marlowe stated there are no historical accesses that they are aware of. The dedicated open space is beyond what PUD says. The County doesn't require open space because the subdivision is below the County's required density. The average lot is  $\frac{3}{4}$  of an acre or  $\frac{3}{10}$  of an acre which is well below the required density.

The county does not allow building on a slope of more than 30%. In Marlowe's research, he chose one of the lots that are the most restrictive lot in the subdivision: lot M17. This lot can have a 4 bedroom, 2,000 sq.ft. home with a 2 car garage. It shows it has enough space for a leach field. Therefore a very large home can be built on a lot. Marlowe showed the board the subdivision map which clearly showed the lots, lot sizes, open space, etc. He feels there is plenty of room for the septic system/leach field. Then he presented a printout with a diagram of a home with garage, septic system and a leach field. This showed the ability to fit the septic/leach field onto the property.

Don Sherman asked several questions regarding the septic systems. Marlowe explained the subdivision is using an enhanced septic system which cleans the water better than the typical systems. The covenants will also require periodic maintenance to each person's septic system. The county requires a contract when a buyer buys the property to agree to always maintain a service contract with a reputable dealer. An enhanced system will cost approximately \$6,000 compared to a typical system at \$3,000.

Marlowe told the board that Lincoln County has been monitoring the wells below Star Valley Ranch for 10 years. They have not seen any problems or impact to speak of so far. The soils seem to be able to handle quite a bit.

Marlowe stated that leach fields are based on the number of bedrooms. The ground water is so deep, about 50 feet down, that it is not a concern. Leach fields only have to be 4 feet above ground water. Per the DEQ: when you encase waterlines you can be closer to the leach fields, therefore, your setbacks can lessen. Steve Fusco asked if homeowners will be made aware of the pedestrian easement that goes on 4-5 of the lots. Marlowe and John said definitely they would be advised of such easements. The subdivision will have a Homeowner's Association that will keep track of these types of issues.

John Briggs said they will have fire hydrants, every 500 feet. Don Sherman asked if they did any environmental studies. Marlowe responded that only a wastewater study with the DEQ was done. Don then asked if there is any sloughing. Marlowe responded that maybe a little bit, but has not seen any yet. The natural hill has no sloughing. The new cut for the road is a little better than Rees Road. John Briggs said they will be hydroseeding the road and a guardrail will be installed. John Briggs answered a question regarding the size of the berm. The berm will be 3 to 5 feet in height and 18 feet in width for landscaping purposes, but also will be a barrier against the highway noise and headlights. He said they will be landscaped with trees and shrubs the entire length of the highway frontage and they will hydroseed it also. John added that all the roads within the subdivision will be paved. The northern part has already been bermed. One place will be 8 feet high to cover the stables area. Don Sherman asked how they would handle snow removal. John Briggs said there is space by the park and if it builds up within the subdivision the snow will be hauled out.

*William Esperson motioned to approve the preliminary plat. Dave Gustafson seconded. Motion carried.*

Developer John Briggs and Surveyor Marlowe Scherbel thanked the board for their time and input.

- **Sharp Street** Mayor requested information from Surveyor Marlowe Scherbel to conclude the issue. Marlowe said he would get back with the Mayor with that information.
- **New P&Z Member introduction** – Scott Reed was introduced to the board.
- **New Chairman** – Mayor suggested to allow others to have a turn, therefore recommended William Esperson. Steve Fusco agreed as Esperson has more building experience. Dave Gustafson said he is too busy. *Dave Gustafson motioned to have William Esperson be the next Chairman, Steve Fusco seconded. Motion carried.*
- **Wyoming Business Council's "Business Ready Community Grant" application** information was discussed. Steve Fusco stated it will help with infrastructure needs and for people starting a business in Town. He also said that the Parks & Rec Department needs several items especially with getting the baseball field together. The Grant covers development or planned development. The ball field was discussed at length. WYDOT offers dirt, and Steve said that the Town can have Vince Kramer and/or Tony Nardacci haul the dirt. He has also spoken to the greens keeper at Star Valley Ranch, who could help with the soil and how to work with it. This gentleman could help get the field green and stated it could be ready by August.

Mayor said for Steve Fusco and William Esperson to get with the clerk; Tracy, to work on getting this Grant, as it is very important. Tracy will be going out of town and the Mayor wants all the work in getting this Grant to be done beforehand.

Steve also said that Ted Smith told him that the Town could utilize the cleaned sewer water to irrigate the fields as many other places do that. Scott Reed stated that Mike Halpin is building a major development down in Mesquite and using the water in the same way. Steve said Ted also told him he would help the Town with Grant writing.

- **P&Z Code needed updating:** Town Clerk requests a new ordinance or P&Z code updated, to add that New homeowners and businesses need to clearly identify and mark their physical address and they should also call Town Clerk or Secretary to obtain their correct physical address first. Will have to assign someone to review town codes, if we do not have a code for this then need to create one. Steve Fusco said the people will need to adhere to the Town Map. Don Sherman said what is on the building permit should remain on all paperwork for that property. William Esperson said to assign it to Lyal's plan check, having Lyal make sure addresses match: the lot number, and physical address is what it's suppose to be. Steve Fusco recommended an ordinance be done. *Mayor said the Town Council will do an ordinance on this.*
- **Town's Weak Codes:** A list is needed of weak areas in P&Z Codes that need rewriting. Scott Reed stated that Mike Halpin had said in the Council meeting that the town has weak areas in their PUD codes. Steve Fusco stated that the Town needs to tighten the codes to cut out the loopholes in example the issue with the propane tanks. Much discussion was done on how to work through the codes as a board, not individually. The Town Secretary recommended taking 3-4 codes per meeting and reviewing to get the Code book cleaned up. All agreed. Copies will be made of the codes to be reviewed for each meeting and mailed and then each meeting those codes would be reviewed, discussed and cleaned up. The Mayor recommended doing 2 codes per meeting instead of 3-4. All agreed that would be better. Dave Gustafson felt we should prioritize what to review first, whereas Steve Fusco felt the board should start at the beginning in order not to miss anything. Steve also explained how there has been amendments and changes that all need to be combined into one Code book. *Conclusion was all agreed to*

*review two codes a meeting and to start reviewing the codes from the beginning of the Code book.*

- **International Building Codes- IBC:** As of 1/1/04, Wyoming is under the IBC. Town has UBC, unless Town adopts the IBC, codes will not be covered by Wyoming Statutes the Mayor stated. A resolution is needed to have the IBC used for the Town of Alpine. The Mayor has already spoken with the Town's inspector: Lyal Radford. He told the Mayor that he has already begun the process and sent in his application for the IBC. *The Mayor said a resolution needs to be done to apply the IBC to our codes.*
- **Alpine Meadows, Mike Halpin's new development** – The Mayor said that a lot of legwork was going on. The Town Council wants to annex, otherwise the Town would lose too much revenue. Steve Fusco said a good idea is to get all the developers to annex at the same time. The discussion switched momentarily to Jackson Hole and the annexation attempts of places such as Rafter J subdivision. Dave Bucholz said annexing Halpin's project benefits everyone. The question came up if Mike Halpin had covenants already and if so could the Town review them. The Mayor stated Halpin does have covenants but did not have them with him at the Council meeting. All expressed concerns regarding tight setbacks and the inability for removing snow with such small setbacks. Steve Fusco questioned the parking for the business center also. Dave Bucholz said the Town should have the Town Engineer as a 3<sup>rd</sup> party to review the research presented by Mr. Halpin. Leon Kjellgren was named. Dave Bucholz said that Leon is a fine engineer and should definitely be utilized.

William Esperson asked about the Sewage Pumping Station Mr. Halpin is proposing. William asked if the Town should require the other new subdivisions to line into the station and have all this type of piping done in advance. Comments were made regarding the issue of the future sewer system and having all Alpine residents hooked into it.

The Mayor also stated that this development will triple the population of the Town of Alpine. Steve Fusco immediately talked about the increased police presence, fire and rescue services that would be needed and some of the negative points that come with growth. Mr. Fusco wanted to make sure that the Town would have enough money from the revenue from an annexation to cover all these costs the Town will incur with such a sizable new development.

- **Alpine Master Plan** – The Mayor explained that Ted Smith will be returning February 4<sup>th</sup> and that need to really work hard on getting the Plan finished. A lot of work has already been completed but the more difficult items are still to be done. Dave Bucholz asked if the Town has or has considered Mandatory Engineering for residential construction. He explained a lot of the regulations Jackson follows. He also stated that we are located on one of the top 5 fault lines in the country and Jackson area recently experienced a 5.0 earthquake. The county states on their permit applications: "We highly recommend you have a professional engineer inspect your plans as we live on a fault line". Dave added that Driggs, Idaho and Jackson are just a few of the towns in the area with mandatory engineering requirements for their building permits. He feels it's very important to have requirements regarding windshere, tiedowns, seismic engineering information and inspections for future building in Alpine as there are a lot of new developments. He said the Town could slowly begin adding it into their building requirements, stating it will be adopted by a certain year and it should also state this in the Master Plan.

The Mayor said we should add the verbage the county has to our own building permit regarding having an engineer's approval to building plans. William Esperson was concerned that most the builders in this area are not use to these requirements, nor may not know how to do this type of work. As Mr. Esperson has built in California where there are strict engineering requirements and codes to protect against issues that will arise from earthquakes.

Steve Fusco stated that originally the Planning & Zoning Codes were the Master Plan, but the Town really needs a lot of other items to make a completed Master Plan. The Mayor said that getting the Master Plan completed is essential to getting Grant monies in the near future.

- **One more P&Z member needed** – Steve Fusco advised the board, they should have Dave Bucholz (who attended the meeting) as the other member. Steve added that Mr. Bucholz has built in Jackson, and is extremely knowledgeable of their codes and the needs of the Town of Alpine. Mr. Bucholz has a lot of building experience and would be a great addition to the board especially with all the new development surrounding us. Dave Bucholz said he would consider it.

## 6 - UNFINISHED/ONGOING BUSINESS:

- **GREATER ALPINE AREA MASTER PLAN: (TABLED until Ted Returns)** Ted Smith is out of town until February 4th. He had asked 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, i.e., all building requirements are finished but landscaping is not, for example. Dave Gustafson is in

the process of drafting an ordinance, similar to ordinance 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. To avoid this in the future, 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:**  
**Set for January and February Council Meetings:**  
1) January 20<sup>th</sup> – Steve Fusco    2) February 3<sup>rd</sup> – Dave Gustafson    3) February 17<sup>th</sup> – Scott Reed

The Mayor adjourned the meeting at 8:50pm

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David Lloyd, Mayor

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Date

Attest:

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Town Secretary

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Date