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TOWN OF ALPINE
PLANNING & ZONING COMMISSION
AGENDA

DATE: October 28th , 2003
TIME: 7:30 P.M.

PLACE: RIVER VIEW OFFICES
TYPE: REGULAR

- 1 - CALL TO ORDER
- 2 - ROLL CALL & ESTABLISH QUORUM
- 3 - P&Z MINUTES: **October 14th, 2003** and **September 23rd, 2003 (TABLED)**

4 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:30 p.m. - COTRONEO, Lisa ALPINE VIDEO S-12-03 65 Hwy 89 Palis Park Subdivision (Zoned B-1) (Old Gas Station for Palis Port/ Snake River Resort):** Sign permit request is for two signs on the video store: 1) existing pole/free-standing sign: 4' X 7' and 2) Sign on building 2' X 4'. Lineal feet of the gas station is 50 feet, therefore, 80 sq. feet of signage is permissible. Request is for 36 ft. of signage. Lisa Cotroneo is gathering written permission statement from Jack & Barbara Marton as well as lease agreement. Please pass contingent upon these written items being received.
- **7:45 p.m. - GAYHART, Tiphany (Acting on Behalf of Jackson Hole Real Estate & Appraisal):** Ms. Gayhart is seeking advice and guidance regarding site plan and building requirements for a B-1 property her employer is in the process of buying. She is not asking for any conceptual approval of the proposed project – a new office building to be built next year. A full permit will be filed later on this fall.
- **8:00 p.m. - LIVINGSTON, Steve:** Steve is requesting a permit for a “lean to” addition for storage of a boat. He is trying to have done before winter.
- **LETTER FROM JOE SENDER DATED 10/21/03**
- **Council Minutes 10/07/03 (TABLED) and 10/21/03 (Quorum could not be established)**

5 - UNFINISHED/ONGOING BUSINESS

- **ELKINS, Mark Update on Phase II Storage Units, C-03-03 Lot #6 321 Meadows Drive:** See attached letters dtd. 10/17/03 and 10/27/03 sent to Mr. Elkins. Since the letter being sent, Joe Sender has reviewed the packet, including Phase I and II and prior septic application. Joe consulted with John Woodward at the county and to his calculations, Mr. Elkins is 3 feet off of having enough leach field for both phases of the project. The septic permit was filed using the “1-bedroom” to calculate the leach field dimensions. Mr. Sender feels he does not need to add this 3 feet as the soil is rocky enough to handle the sludge demand by the two offices in both phases, IF THE USE OF THE BUILDING REMAINS AN OFFICE BUILDING AND NO MORE THAN 10 EMPLOYEES ARE USING THE LEACH FIELDS. THE USE OF THIS BUILDING CANNOT BE RESIDENTIAL. MR. ELKINS HAS NOT RECEIVED OR SOUGHT A VARIANCE TO USE THE PROPERTY FOR RESIDENTIAL. Mr. Elkins agreed to change roof loading to 100# and will submit updated truss information. A site, setback inspection has not been scheduled or completed by Joe Sender to date.

- **GREATER ALPINE AREA MASTER PLAN: still in progress.**
- **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 drafted 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:**
Need to set for October Council Meetings:

Nov. 4th, 2003
Nov. 18th, 2003

6- ANNOUNCEMENTS & INFORMATION:

- Veteran's Day Breakfast - American Legion Nov. 11th, 2003 7: a.m. – 11:00 a.m. Civic Center \$ 5.00 per person