



## Town of Alpine Planning & Zoning Commission AGENDA

DATE: **February 10, 2004**  
TIME: 7:00 p.m.

PLACE: Riverview Meadows Town Meeting Room  
TYPE: Regular

### 1 - CALL TO ORDER

### 2 - ROLL CALL & ESTABLISH QUORUM

3 - **P&Z MINUTES:** January 27, 2004 (mailed to P&Z)

4 - **COUNCIL MINUTES:** January 20, 2004 and February 3 (handed out to review for next mtg)

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

- Jim Blittersdorf- New Motel – Jim has questions regarding an ordinance (Section 404 B-1 Zone, #6) on building height for a new motel he wants to build, before starting the Permit process. Will bring in information, blueprints, siteplan, etc.
- Letter to Business Owners regarding signs – Review Draft letter to be sent to all Business Owners regarding the flashing lights on signs and signs in the WYDOT setback.
- Electrical Compliance Inspector Draft – George Smith suggested an update to our Electrical Plan and Foundation Plan to be added into our P&Z Code Book (mailed to P&Z)
- Zoning Map– Need to go through by subdivision to update/redo this map. It is outdated. Need to organize a way to update. (mailed to P&Z)
- The Mug Shot SIGN's PERMIT # S-1-04: 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, to be outside of the WYDOT area. I have left message for Hope Truax, owner of Mugshots. I have advised her to please move the sign back as specified by Joe Sender. She is then to call me when moved, so a P&Z member can drive by to verify she has done so. On completion, and only then, will a Permit be given to her.\*\*\*\* **As of today I have left 2 messages with no reply and sign is still where original was. No Permit for sign has been given.**
- Review of 2 Codes/areas in P&Z Code book – \*\*On February 3<sup>rd</sup>, 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.

### 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 4<sup>th</sup>. 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 17<sup>th</sup>** – **Scott Reed**                      1) **March 2** –                      1) **March 16** –

7 - ANNOUNCEMENTS & INFORMATION

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

*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 info from Rural Water Association
- Star Valley Census profile