



Town of Alpine Planning & Zoning Commission AGENDA

DATE: **June 22, 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: May 25th (*mailed prior to mtg.*) June 8th (*Tabled-waiting for approval, then will mail this week*)

4 - COUNCIL MINUTES: June 18th (*not ready*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:00pm** – Oath of Office for new P&Z member Paula Stevens
- **7:01pm** – Town of Alpine 2005 Fiscal Year Budget Hearing/3rd Reading
- **7:05pm** - Alpine Market replat issue Surveyor Scherbel has questions regarding “usable area” for figuring out the parking spaces for the future building for First National Bank. (*Please see fax from Scherbel*). Since Steve Fusco was on P&Z during the Alpine Market’s original permit process and is also more knowledgeable on the Town’s Codes through his research, Marlowe would like to work with Steve but cannot wait until Steve is at the next meeting. As some of the questions Marlowe has will need some time to review and find the answers, he is requesting that a motion could possibly be passed that he can review and receive the answers from Steve later this week on Steve’s return to town. He asked that the information Steve will provide him will be accepted by P&Z at a later date when the replat is again brought to P&Z for approval. Therefore there will be NO change of information he will be given by P&Z after receiving the information from Steve. Since there is not enough time in this meeting to go through a thorough review of the codes that are in regard to Marlowe’s questions, he’s simply asking to discuss this in a more detailed manner with Steve Fusco later this week and that Steve’s answers would be upheld by P&Z later.
- **7:10pm** – Francene Edeson/Kringles- Fence permit #F-06-04 - Francene is seeking to simply finalize this existing fence permit from a prior year. Only issue was Joe locating the 4th property pin and verifying fence was not on Town property as earlier brought forward to P&Z by Don’s concerns. Francene did advise in a prior meeting that the fence was not built on Town property. Joe reviewed property, findings are that all property corners were located and the fence is well within the applicant’s property. *Need Motion.*
- **7:12pm** – Greys River Hair Studio# S-08-04- Requesting a sign permit for 2 signs for new business located at Wyoming Home & Ranch’s old building. One sign on existing sign on building and one on log structure in parking lot. *Need Motion.*
- **7:15pm** – Kent Perkins Variance permit #V-03-04- Kent has resubmitted plans, had an on-site review by P&Z members. Requesting P&Z approves to go forward to Council for approval. *Need Motion.*
- **7:30pm** - Bull Moose Motel Building Permit# C-02-04- Ongoing business

6 - UNFINISHED/ONGOING BUSINESS:

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) July 13th – 2) July 27th -

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.

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

- May 25th P&Z Minutes

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

- Surveyor Scherbel's fax re Alpine Market/Hunsaker replat/parking spaces questions
- Correspondence re: Bull Moose Motel from:
 - Dept. of Fire Prevention & Electrical Safety, Terry Phillips, (Asst. State Fire Marshall) regarding approval of permit
 - Lyal Radford's letter (Building Inspector)
 - Joe Sender's letter and map (Onsite Inspector)

HANDOUTS FOR INFORMATION ONLY:

none