



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *February 28, 2012*
TIME: *7:30 p.m.*

PLACE: *Town Hall*
TYPE: *Regular*

1. CALL TO ORDER: Meeting to order at 7:58 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Town Administrative Assistant Christine Wagner conducted roll call: Present: Brett Bennett, Joshua Floyd, Pat Marolf, Wendi Walton and Greg Seay. A quorum was established.

3. APPOINTMENTS/NEW BUSINESS:

- **Testerman, Ward: #18 & #19 Palis Park Subdivision – 173 & 175 West Mill Circle- (RE-Plat-01-12)** – Re-plat and/or Simple Subdivision (Vacation and/or Combination of lot lines) – Applicants and/or authorized representative were unable to make it to the meeting. Administrative Assistant Christine Wagner spoke on behalf of the applicant. The Commission reviewed the proposed re-plat, discussing the main purpose for the re-plat is to vacate the common lot line between the properties. It was discussed that many years ago the Town allowed building on two (2) contiguous lots, if owned by the same property owner. This was the case with this property and with the passing of Ordinance #207-2011-02; Section VI Readiness to Serve Fee, the applicant was being assessed for two (2) platted lots within the Town of Alpine. It was recommended by the Town of Alpine to have the property owner file for the re-plat (simple subdivision). In reviewing the proposed plat map the current Lower Valley Energy and the Silverstar easements will stay in place. Two (2) comments were received as of the meeting date; they were from area residents that were notified, wanting to know where property was located and why they were doing the re-plat and/or simple subdivision.

Mr. Josh Floyd motioned to approve the simple re-plat for Ward & Brenda Testerman, for lots #18 & #19 of the Palis Park Subdivision. Mr. Brett Bennett seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Taylor, Beau (Representative): #40 Grid Area, 40 US Highway 89 - (MC-04-12)** – Minor Construction Permit Completion/Amendment (Coffee Cabin) – Mr. Taylor came in to speak with the Commission regarding his project; the dumb waiter portion of the project has not been set in motion. He is working diligently to have the business open by Thursday, March 1, 2012. The applicant and Commission discussed the installation of the dumb waiter, Mr. Seay commented on separating out the dumb waiter portion of the permit, to allow him to open his business. The applicant stated that the combination was done in that way to save him some money. It was mention by the Commission that the business was open when the original permit was issued and that applicant was able to keep the business open during the re-model. The project has been permitted and the permitted period is good for one (1) year.

Mr. Josh Floyd motioned, the Planning and Zoning Commission is giving the applicant (Beau Taylor – Coffee Cabin Bakery) the authorization to begin his business; contingent upon him obtaining a business license issuance; and/or all the necessary permits needed (Health Department Permits, Grease Trap Requirements, etc). Mr. Floyd also commented that with this authorization, it is the understanding that the dumb waiter portion of his permit needs to be completed. Mr. Greg Seay seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

4. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits & Non Compliance Issues:** Commission reviewed and discussed the on-going projects in the Town. There are currently no projects on the Non-Compliant list.
- **Alpine Market: (S-06-11)** - Permit expires December 2012.
- **Bennett, Brett: (MC-02-12)** - Permit expires January, 2013.
- **Bohne, Joseph & Nancy: (MC-02-11)** - Permit expires May 2012.
- **Cope, Steve: (RE-05-09, E-05-10 & E06-11)** - Permit expires August 2012.
- **Daigle, Josh: (F-05-09, E-06-10 & E-05-11)** – Permit expires June 2012.
- **Downie, Alan: (MC-03-10) – Permit has expired.** The Commission discussed the next course of action. As of the date of the meeting, the registered letter that was sent has not been picked up; in verbal communication with the postal service the applicant should be back in Town by March 1st. The Commission discussed various options such as; allowing a couple more days for letter pick up, issuing a citation, issuing an ordering a summons to appear in court. It was discussed to give the applicant more time to receive the registered letter, if no notification by applicant, move forward with issuing a citation by the Town Police Chief with a summons to appear in court.

Mr. Josh Floyd motioned to allow Mr. Alan Downie some time to pick up the letter; if Mr. Downie does not respond by March 6th, 2012, for is non-compliant permit; the Town will send the Chief of Police out to the residence to issue a citation and a summons to appear in court, further adding that this information will be passed on to the Town Council. Mr. Brett Bennett seconded the motion. The Commission further discussed other options; such as a recommendation to Town Council on the citation procedure, the citation amount that will be determined by the Judge. The Commission will seek Council guidance on the citation and the time frame within the scheduled Council meetings. Mr. Floyd retracted his previous motion. Mr. Josh Floyd further motioned that if Mr. Alan Downie does not pick up his certified letter and respond to the Town by the next Town Council Meeting (March 6th, 2012); we will move forward with the recommendation to the Town Council for moving forward with sending the Chief of Police out to the residence to issue a citation and/or summons to appear in court. Ms. Wendi Walton seconded the motion. Vote 4 yes, 1 no (Seay), 0 abstain, 0 absent – Motion carried. Mr. Seay commented that he does not agree with the course of action, Mr. Seay further commented that he wanted to be on record for his desire to pursue a harder course of action.

- **Floyd, Joshua: (RE-04-09 & D-01-11)** – Permit expires June, 2012 and July 2012. Stage inspection has been scheduled for March 1st.
- **Hurley, John: (F-02-11)** - Permit expires October 2012.
- **Jennings, John: (RE-01-09)** – Permit expires April 2012.
- **King, Carson: (MC-06-10)** – Permit expires March 2012, send expiration notification letter.

Ms. Wendi Walton motioned to send letter to Carson King, regarding the expiration of his shed roof permit, applicant to apply for extension or schedule final inspection. Mr. Joshua Floyd seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Murphy, Brian & Janice: (MC-05-11)** – Permit expires February 2013.
- **Rocky Mountain Rogues: (MC-01-12)** - Permit issued with stipulations of inspections needed, prior to work being covered up, permit expires January 2013.
- **Wilson, Josh & Melisa: (MC-08-11)** - Permit expires October 2012.
- **Town of Alpine, Alpine West Subdivision (Road Abandonment): (RE-Plat -01-11)** - The Council is moving forward with the readings. Permit expires November 2012.

5. CORRESPONDENCE: Ms. Christine Wagner commented on office correspondence.

- **Emergency Roof Repair - #15 Three Rivers Meadows Subdivision, 428 Meadows Drive** – Property owner contacted the Town office regarding their roof leak and emergency repair. Ms. Christine Wagner commented that upon researching the Land Use and Development Code, she felt that the property owner did not need a permit; further stating that if this is not the right course of action, she will contact the applicant. The applicant stated that he wanted the officials to know what he was doing at his residence, just in case anyone called.

6. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of February 14, 2012 – The Commission reviewed the minutes presented. **Mr. Josh Floyd motioned to approve of the minutes of the Planning & Zoning Meeting of February 14, 2012. Ms. Wendi Walton seconded the motion. Vote 5-0-0-0 – Motion carried.**

7. TOWN COUNCIL ASSIGNMENT:

- March 6, 2012 – Mr. Pat Marolf

8. OTHER ITEMS: The Commission reviewed Section of Article 4.8 – Signs; specifically reviewing and looking at the charts and tables for business and/or multiple business complex signs. The Commission would like to have a workshop with the Town Council to review the proposed changes. A scheduled meeting date will be determined at a later meeting.

9. ADJOURN MEETING – Mr. Josh Floyd motioned to adjourn the meeting. Ms. Wendi Walton seconded the motion. **Vote 5-0-0-0 – Motion carried.**

Meeting Adjourned at 9:15 pm.

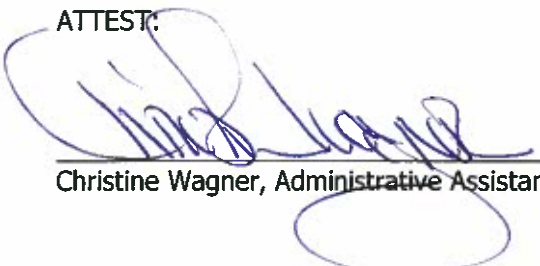


Pat Marolf, Chairman

3-13-12

Date

ATTEST:



Christine Wagner, Administrative Assistant

3/14/2012

Date

** Minutes are a brief summary of a tape recorded meeting **