



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: March 27, 2012
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. CALL TO ORDER: Meeting to order at 7:35 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:

- **Downie, Alan: #273 Lakeview Estates “A” – 707 Sunset Drive - (RE-02-09, E-01-10, and E-01-11)** – Project Update – Mr. Downie addressed the Commission regarding his project. Mr. Downie and the Commission discussed timeframes, deadlines and the constraints on his financial aspect of the project. The Commission expressed that all life and safety issues need to be completed to receive the Certificate of Completion. Mr. Downie realizes his permit is expired and is agreeable to re-apply for a whole new permit, this will allow him enough time to complete his project, he realizes that it will cost additional for the permit application fees, but at this point in time, this is what will need to be done. It was determined by the Commission that the permit will need to be a remodel/addition permit rather than a minor construction permit. The Commission further stated that re-inspection fees need to be paid.

Mr. Josh Floyd motioned to table Mr. Downie’s project, until the next meeting (April 10, 2012); at that time Mr. Downie will have the new application completed and the proper application fee and the re-inspection fee that will need to be paid for. Mr. Downie was requested to attend the next Planning & Zoning meeting to complete the permitting process. Ms. Wendi Walton seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Jeffs, Jared: Relocation of Buildings from Alpine Village Discussion -** Mr. Jeffs was not in attendance to discuss his issue with the Commission.

Mr. Josh Floyd motioned to table this issue until the next meeting. Mr. Greg Seay seconded the motion. Discussion by the Commission, it was determined to send the interested party a letter. Mr. Josh Floyd amended his previous motion to state; The Planning & Zoning Secretary will send a letter to Mr. Jeffs with the information requested for relocation of buildings, with the information out of the Land Use and Development Code, if Mr. Jeffs would like to further discuss this with the Commission, he can re-schedule another appointment. Ms. Wendi Walton seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Town of Alpine: #4 Alpine West Subdivision (Portion hereof) – 247 Snake River Drive – (MC-05-12) – Radon System Installation** – Ms. Christine Wagner, Administrative Assistant presented the Commission with the plans and application for the proposed radon installation project at the Child Development Center. The Town of Alpine currently leases the building out the Lincoln County Child Development Center. The LUCD will be paying for the installation of the radon system. The system installation will involve two (2) penetrations of the concrete slab and connectivity to a 4” PUC pipe system rising into the attic space. An active sealed fan unit will be placed within the pipe configuration, and then connected to a roof vent which will allow collected soil gas to be expelled safely above the building. System will conform to all EPA, NEHA, WHP and industry standards and

protocols in place at the time of installation, including all local building codes.

The Commission discussed the installation technique, in which the radon vent system will be installed by Stephen Adams, Atomic Environmental Survey. The Commission further discussed the slab on grade installation and the vapor barrier system that was originally approved on the building specifications. Project was already reviewed by the Town Inspector and noted to the Commission the requirements for a Wyoming licensed electrician to complete the projects electrical work.

Mr. Brett Bennett motioned to approve the radon system insulation at, 247 Snake River Drive, Child Development Center, contingent upon having the Town Inspector verify the documentation of the vapor barrier, prior to pipe installation and have the Center re-test for radon levels and submit the results to the Town after completed. Mr. Greg Seay seconded the motion. Mr. Joshua Floyd added an amendment to the motion. All the electrical work will be completed by a Wyoming licensed Electrical contractor. Mr. Greg Seay seconded the amendment. Vote 5-0-0-0 – 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; Send letter to Applicant.
- **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 expired.** Refer to Section 3.
- **Floyd, Joshua: (RE-04-09 & D-01-11)** – Permit expires June, 2012 and July 2012.
- **Hurley, John: (F-02-11)** - Permit expires October 2012.
- **Jennings, John: (RE-01-09)** – Permit expires April 2012. Mr. Greg Seay spoke with the applicant to discuss his options, as the Commission had discussed at their previous meeting. The applicant will submit a whole new permit for the Commission to review. The Planning & Zoning Secretary will send letter with application for the next Commission meeting.
- **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.
- **Taylor, Beau: (MC-04-12)** – Permit expires February 2012.
- **Town of Alpine, Alpine West Subdivision (Road Abandonment): (RE-Plat -01-11)** - The Council is moving forward with the ordinance readings, the third and final reading will be on April 3, 2012. Permit expires November 2012.

5. CORRESPONDENCE:

- **Kripene/Thompson** – No permit need for the removal of the green house, should the applicant have questions about the foundation of a new deck, the resident will need to apply for a deck permit and speak with the Commission.
- **Jorgensen** – Would like to enclose the existing covered porch with windows, strictly for storage, there will be no livable space. It was discussed that it appears no application is needed, but it would be-hove the applicant to come in and talk with the Commission regarding this project.
- **Drainage Issues** – Memo from Rendezvous Engineering regarding Morning Star Drive - The Commission reviewed the memorandum. The Commission discussed storm water management and snow storage in the Land Use and Development Code, adopted by the Town. Further commenting that the Town needs to encourage the landowners to adhere to the Land Use & Development Code, Section 4-308; for snow removal requirements.

The Commission made the recommendation to have the property owner remove the snow from the west side of the building, place it in their snow storage area on their property; the Commission feels that this could be done twice a year,

prior to the spring thaw. The Commission further recommended that the Town consider having a snow storage zone, perhaps down by the ball park, for the heavy snow years and when it gets to the point that there is not enough room to store snow, in hopes that this might help mitigate future problems. Future discussion with the Town Council will be done at the next Town Council meeting.

6. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of March 13, 2012 – The Commission reviewed the minutes presented. **Mr. Greg Seay motioned to approve of the minutes of the Planning & Zoning Meeting of March 13, 2012. Mr. Brett Bennett seconded the motion. Vote 5-0-0-0 – Motion carried.**

7. Town Council Assignment:

- April 3, 2012 Meeting - Mr. Joshua Floyd

7. ADJOURN MEETING – Ms. Wendi Walton motioned to adjourn the meeting. **Mr. Brett Bennett seconded the motion. Vote 5-0-0-0 – Motion carried.**

Meeting Adjourned at 8:53 pm.



Pat Marolf, Chairman



Date

ATTEST:



Christine Wagner, Administrative Assistant



Date

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