



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** April 23, 2013  
**TIME:** 7:30 p.m.

**PLACE:** Town Hall  
**TYPE:** Regular

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1. **CALL TO ORDER:** Meeting called to order at 7:31 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Members Present: Greg Seay, Joshua Floyd and Pat Marolf; Brett Bennett will be arriving late tonight and Wendi Walton was absent and excused. Quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Town of Alpine – LC Child Development Center: #10 Alpine West Subdivision – 247 Snake River Drive – MC-02-13** – (Shed Permit) – Ms. Christine Wagner, representative with the Town of Alpine presented the plans for the proposed shed for the Commission for their review. The shed will be for winter storage of playground equipment. First Bank of Alpine has donated the shed for the Center, the shed is approximate 120 square feet and will be placed on the east side of the existing building, the shed will be sided to match the existing building along with the roof shingles. The Commission suggested that the Center might want to think about the placement of the shed to be on the gable end again the building so that there is no additional snow caught between the buildings.

**Mr. Greg Seay motioned to approve the minor construction (shed) permit #MC-02-13 for 247 Snake River Drive. Town of Alpine – Child Development Center as proposed. Mr. Joshua Floyd seconded the motion. Vote 3 yes, 0 no, 2 absent (Bennett & Walton), 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.
  - **Byan, James Eric: (S-02-13)** – Permit expires April 2014.
  - **Downie, Alan: (RE-01-12)** – Permit **EXPIRED** April 10, 2013. No notification from Applicant.
  - **Field, Rhonda: (MC-08-12)** – Permit expires September 2013.
  - **Hurley, John: (F-01-13)** – Permit expires April 2014. Project has been started.
  - **Jennings, John: (RE-01-09)** – Permit expires May 2013. Send expiration letter, no notification from applicant.
  - **Kendall, Craig & Wendy: (A-01-12)** - Permit expires May 2013. Send expiration notice.
  - **Morning Star Baptist Church: (RE-02-13)** – Project has started; awaiting notification from applicant for inspection. Permit expires March 2014.
  - **Murphy, Brian & Janice: (MC-11-12)** - Permit expires November 2013.
  - **Nardacci (Coffee Cabin): (MC-04-12)** – Permit expired February 14, 2013; See Section 6; Tabled Items.
  - **Nardacci (Coffee Cabin): (S-06-12)** – Permit expires September 2013.
  - **Nye, David: (A-02-12)** – Permit expires October 2013. Project is complete, final inspection completed, ready to issue Certificate of Completion.

**Mr. Joshua Floyd motioned to removed permit # A-02-12 from list and issue Certificate of Completion. Mr. Grey Seay seconded the motion. Vote 3 yes, 0 no, 2 absent (Bennett & Walton), 0 abstain – Motion carried.**

Let the record reflect, that at this time Brett Bennett arrived at the Commission meeting and took his place at the table.

- **Rocky Mountain Rogues: (MC-01-12)** - Permit expires January 2014. No notification from Applicant.
- **Robinson-Skilton: (RE-03-13)** – Project has been started. Permit expires March 2014.
- **Smith, Gordon: (A-01-13)** – Project permitted with contingencies for document submission to the Commission. Permit will be held in the Town office until contingencies have been met.

**5. TABLED ITEMS:**

- **Nardacci, Tony (Coffee Cabin): #40 Alpine Grid Area - 40 US Highway 89 – #E-02-13** – Extension Permit – Ms. Melinda Rimini was the representative in attendance to apply for the permit extension and give the Commission a brief project update of the information that she had available.

**Mr. Brett Bennett motioned to approve the extension permit for Tony Nardacci, #40 Alpine Grid Area – 40 US Highway 89, #E-02-13 (MC-04-12). Mr. Grey Seay seconded the motion. Vote 4 yes, 0 no, 1 absent (Walton), 0 abstain – Motion carried.**

**6. CORRESPONDENCE:**

- OSHA & EPA Manual – The Town Office received a 2013 Occupational Safety and Health Administration and Environmental Protection Agency Compliance Journal that is for the office and Commission’s use. Anyone interested can check out the manual with the Commission Secretary.
- Window Signage was discussed by the Commission, as stated in the LUDC business can utilized up to 25% of window signage, there are a couple of businesses in Town that need to be advised of the regulations.
- Temporary Banners were discussed, this is a no fee permit; any banners which have been up for over 120 days; will need to be removed and a permanent sign permit will need to be applied for.

**7. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of April 9, 2013** – The Commission reviewed the minutes presented.

**Mr. Joshua Floyd motioned to approve of the Minutes of the Planning & Zoning Meeting of April 9, 2013. Mr. Greg Seay seconded the motion. Vote 4 yes, 0 no, 1 absent (Walton), 0 abstain – Motion carried.**

**9. TOWN COUNCIL ASSIGNMENT:**

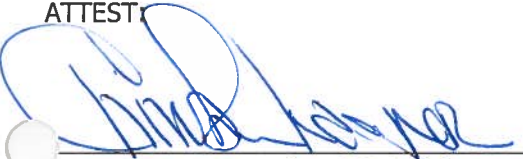
- May 7, 2013 Meeting – Joshua Floyd

**10. ADJOURN MEETING: Mr. Greg Seay motioned to adjourn the meeting. Mr. Joshua Floyd seconded the motion. Vote 4 yes, 0 no, 1 absent (Walton), 0 abstain – Motion carried.**

Meeting Adjourned at 7:59 pm.

  
 Pat Marolf, Chairman

5-14-13  
 Date

ATTEST  
  
 Christine Wagner, Administrative Assistant

May 14, 2013  
 Date

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