



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 23, 2011
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **Call to Order:** Meeting to order at 7:33 p.m.

2. **Roll Call & Establish Quorum:** Town Administrative Assistant Christine Wagner conducted roll call: Present: Melisa Wilson, Joshua Floyd, Wendi Walton, Greg Seay and Chairman Pat Marolf were present. Interim Town Inspector Rob Wagner was also present. A quorum was established.

3. **Appointments/New Business:**

- **Hickman, Mike: #14 Forest Meadows, 525 Three Rivers Drive** – Deck Permit (MC-04-11) – Mr. Hickman’s authorized representative was present to discuss the extension of the deck that was permitted at the last meeting. The Commission reviewed and discussed the plans. Mr. Joshua Floyd commented that the original deck was small and he feels there is enough room for the proposed extension; however he will go out to look at the extension one the project is strung just to make sure everything is within the setbacks. Mr. Floyd commented on not charging for an extra inspection, since he is the one doing the inspection and there will be no fees paid for that inspection. Mr. Floyd further state he does not necessarily want to be on the list of individuals that do inspections, this is just a special circumstance since the interim inspector is the contractor on the project.

Ms. Melisa Wilson motioned to approve the extension (revision of deck) plans pending Josh Floyd’s approval of the setbacks and placement. Further included in the motion was to waive the additional costs for changing the permit and any additional inspection fees, since Mr. Floyd will not be getting paid for inspections on this project. Mr. Greg Seay seconded the motion. Vote 5-0-0 – Motion carried.

The Commission decided to skip to the correspondence portion of the meeting to accommodate, Mr. Wagner’s schedule. There was correspondence was submitted by Mr. Kimball Strickland regarding his proposed motel project at 106 Greys River Road.

The Commission discussed the proposed project asking for input from Mr. Wagner regarding his visit to the building after the meeting with Mr. Strickland. Mr. Wagner stated that there are some items that are salvageable but then again there are some items that are not. Mr. Strickland will need to determine what type of remodel he will be doing and that the building will have to be brought up to the codes that the town has adopted. Mr. Wagner stated that it is hard to see the foundation, since there is a slab floor in the building and it is also hard to determine the frost line. The Commission and Mr. Wagner discussed the condition of the existing foundation and the proposed intent of the applicant to keep the existing foundation. It was determined that you do not want to put a new and/or partial structure on a bad foundation, noting that the footings might have to be bigger, that determination will be up to the structural engineer, when plans are submitted. Mr. Greg Seay commented that it is possible to save the existing foot print in an improved state; it will be the applicant to decision whether or not to put the money into that expense or raise the building. It was again, reiterated that need to have a structural engineer look at the building and sign off on the structure. Other items discussed were the interior and exterior walls. Mr. Joshua Floyd asked Mr. Wagner as the Alpine Fire Chief, what would be the regulations for fire protection as far as fire truck access. Mr. Wagner responded that the code reads you need to have access to the building within 150 feet for protection. The Commission discussed the project and until further plans are submitted no determination can be made, however it was determined to develop a list for the property owner so that he can answer some of those questions. The Commission also discussed the big

decision is to determine what the Town council will be doing with the road at the back of the property, for parking in the rear, until that determination is made, the commission cannot move forward.

Mr. Joshua Floyd motioned to engage the Town Council in a discussion on Alpine Circle and the feasibility of putting the road; at the current time the Town is depriving the property owner access by not having the road in. The applicant needs to provide engineered plans, with footing depths, the actual size of building, actual size of the new construction; and the ability to establish enough room for snow storage and parking on the premises. Further adding the placement of the utilities taking into consideration the easements that goes along with the utilities. Mr. Greg Seay seconded the motion. Vote 5-0-0-0 – Motion carried.

(The motion was in a form of a recommendation to start dialog with the Town council for a response to the applicant of items that need to be addressed on the Council level.) The Commission discussed the need to respond to Mr. Strickland.

Ms. Wendi Walton motioned to respond to Mr. Strickland motel project via email, addressing issues on his water line, sewer size and meter size, further stating these are the recommendations from the Town Maintenance Supervisor. Further letting him know about the road issue; which will be addressed at the Council level, which could potentially affect the amount of room needed for his building? Ms. Melisa Wilson added to the motion, a stamped engineered plans with the footer depth and placement will be required, along with the actual size of new building versus the actual size of the old building; new plat map with easements already established, showing snow storage and parking areas. Mr. Josh Floyd seconded the amended motion. **Vote 5-0-0-0 – Motion carried.**

Mr. Rob Wagner updated the Commission on the Civic Center Building. Mr. Wagner stated there are numerous items that he has identified, some of those issues are: roof ice/water issues, insulation, adequate ventilation in roof areas, craw space access, which is not the required size (police department), water main (police department) numerous items that were not done according to the specification requirements. Has been in contact with an electrician, mechanical engineer, are scheduled to come look at the building. State electrical engineer and the state fire marshal regarding some items that were changed. All of these opinions will be combined together for the final report to be presented to the Town. It is his hope that the report will be completed soon; however there are a lot of items to consider. Mr. Seay thanked Mr. Wagner for his effort on this project.

4. *Unfinished/Ongoing Business:*

- ***Active Building Permits & Non Compliance Issues:*** Commission reviewed and discussed the ongoing projects in the Town. The Commission also discussed what lists these applicants should be on.
- **Boggs, Dan: (MC-04-11)** - No progress as of meeting date.
- **Coffee Cabin: (MC-08-09 7 RE-07-09):** Coming up upon their expiration date, no notification from bank.
- **Cope, Steve: (RE-05-09 & E-05-10)** – No notification on that permit.
- **Lanphear, Gary & Marietta: (RE-01-11)** – Final inspection is scheduled for August 24th.
- **Matson, Merridee: (F-07-10)** – Ms. Matson submitted her email regarding her verbal extension from the Mayor. The Commission proposed that correspondence be sent from the Town, regarding no confirmation from the Town regarding her extension request. Discussion on dropping her permit, should she want to place a fence at a later date, she would need to re-apply for an additional permit to the Town.
- **Patterson, Deborah:** No notification by applicant; needs to have another letter sent to her.
- **Rocky's Place/Megan O'Rourke: S-08-10** – No contact has been made.
- **Smith, Gordon: RE-11-08, E-04-09, E-10-10** – Final Inspection scheduled for Friday, August 26th.
- **Thompson, Debbie: (D-08-09)** – The deck project needs to be checked, make sure deck is level

and the footers are below the frost line.

5. Tabled:

- **Hurley, John: #11 Greys River Village #1, 451 Greys River Loop** – Fence Permit Extension (F-05-09, E-06-10 & E-05-11) – Waiting for more information.
- **SALL Enterprises, LLC:** Re-Plat for Greys River Cove Subdivision – No information from applicant.

6. Correspondence: This item was covered earlier in the meeting.

7. P&Z Minutes Approval: Planning & Zoning Meeting of July 12, 2011 – The Commission reviewed and discussed the minutes.

Ms. Melisa Wilson motioned to approval of the minutes of the Planning & Zoning Meeting of August 9, 2011. Mr. Grey Seay seconded the motion. Vote 5-0-0-0 – Motion carried.

8. Town Council Assignment:

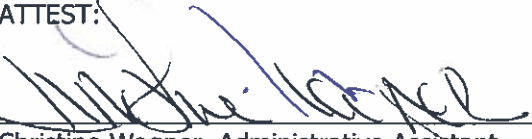
- **August 23, 2011: - Ms. Melisa Wilson**

9. Adjourn Meeting – Ms. Wendi Walton motioned to adjourn the meeting. Ms. Melisa Wilson seconded the motion. **Vote 5-0-0-0 – Motion carried.**

Meeting Adjourned at 8:15 pm.


Pat Marolf, Chairman

9-13-11
Date

ATTEST:

Christine Wagner, Administrative Assistant

9/14/2011
Date

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