



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** August 27, 2013  
**TIME:** 7:30 p.m.

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

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1. **CALL TO ORDER:** Meeting called to order at 7:30 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Members Present: Larry Rosenwinkel, Greg Seay, Wendi Walton, Brett Bennett and Pat Marolf. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Gertsch, Larry: #640C Lakeview Estates, 112 Greys River Road – F-04-13 – (Amend Fence Permit) –** Mr. Gertsch presented the plans to extend the project fencing along the west side of the property to the northern portion of the property. The Commission reviewed and discussed the extension proposal.

**Ms. Wendi Walton motioned to approve the amendment to fence permit for Mr. Larry Gertsch, #640C Lakeview Estates Subdivision, Permit #F-04-13. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Broulim Market (Alpine Thriftway/Sinclair): Lot #716 Lakeview Estates, 100 Greys River Road – S-06-13 - (Sign Permit) –** Mr. Mike Kenney presented the Commission with the plans for the change in graphics for the Sinclair sign for the Alpine Market. The new dinosaur will be five (5) feet in length and just short of the three (3) feet in height. There will be no changes in the canopy framing. The graphic will take the existing "Sinclair dinosaur" and replace it with a new internally LED lit dinosaur, without the lettering (see permit packet).

**Mr. Brett Bennett motioned to approve the Broulim Market (Sinclair) sign permit #S-06-13, Lot #716 Lakeview Estates, 100 Greys River Road, contingent upon payment of permit fees and stipulating that the new signage does not exceed the existing signage and the total allowable signage for the property. Ms. Wendi Walton seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Wooden, Pat: #80 Alpine Grid Area, 80 US Highway 89 – MC-13-11 – (MC Permit – Re-Roof) –** Upon reviewed the application and the Alpine LUDC, it was determined by the Commission that a permit was not needed for this project.

**Ms. Wendi Walton motioned that Ms. Wooden would not need a permit for the re-roof project. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

At this time, Mr. Larry Rosenwinkel recused himself from the meeting; Mr. Rosenwinkel is the authorized representative for 1<sup>st</sup> Bank sign permit.

- **1<sup>st</sup> Bank: #717 Lakeview Estates, 79 US Highway 89 – S-05-13 - (Wall/Building Sign Permit) –** Mr. Rosenwinkel presented the application and the photos for the existing banking sign. The bank would like to be in compliance with the Town regulations. The free standing sign is seventy (70) square feet, with the entry sign of thirty-three (33) square feet sign for a total of one hundred three (103) square feet of signage. The total

allowable signage for the property is one hundred forty-seven and a half (147.5) square feet of signage.

**Mr. Brett Bennett motioned to approve the 1<sup>st</sup> Bank, permit #S-05-13, Lot #717 Lakeview Estates, 79 US Highway 89 wall/banner permanent sign. Mr. Greg Seay seconded the motion. Vote 4 yes, 0 no, 0 absent, 1 abstain (Rosenwinkel) – Motion carried.**

At this time, Mr. Larry Rosenwinkel re-joined the meeting.

**4. UNFINISHED/ONGOING BUSINESS:**

- **Active Building Permits & Non Compliance Issues:** Commission reviewed and discussed the on-going projects in the Town.
- **Byan, James Eric: (S-02-13)** – Permit expires April 2014. Sign has been completed, final inspection was has been completed.

**Ms. Wendi Walton motioned to issue a certificate of completion and remove permit number S-02-13 from the active permits list. Mr. Greg Seay seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Daniel, Jeremy & Sarah: (MC-09-13)** – Permit expires July 2014.
- **Dowd, Samuel: (MC-04-13)** – Permit expires May 2014. Project has been completed, final inspection has been completed.

**Mr. Greg Seay motioned to issue a certificate of completion and remove permit #MC-04-13 from the active permits list. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Farnsworth, Adam: (F-03-13)** – Permit expires June 2014.
- **Field, Rhonda: (MC-08-12)** – Permit expires September 2013. Expiration letter has been sent out.
- **Foppiano, Tim: (A-01-13):** Permit expires June 2014.
- **Gertsch, Larry: (F-04-13)** – Permit expires June 2014.
- **Harris, Ken: (F-02-13)** – Permit expires May 2014.
- **Kerley, Steven: (MC-07-13)** – Permit expired June 2014.
- **Kinn, Robert/Angela: (F-05-13)** - Permit expired August 2014. This project will be on hold until spring time.
- **Murphy, Brian/Janice: (MC-11-12)** - Permit expires November 2013.
- **Nardacci (Coffee Cabin): (MC-04-12)** – Permit expired February 14, 2014.
- **Nardacci (Coffee Cabin): (S-06-12)** – Permit expires September 2013. Expiration letter has been sent out.
- **Penny, Bob: (MC-06-13)** – Permit expires June 2014.
- **Robinson-Skilton: (RE-03-13)** – Permit expires March 2014.
- **Rocky Mountain Rogues: (MC-01-12)** - Permit expires January 2014.
- **Rosenbaugh, Karen/Jesse:** Permit expires August 2013; however the project has been completed, it was determined to send the inspector out for a final inspection on the project.
- **Ross, Robert: (MC-05-13)** – Permit expires May 2014.
- **Smith, Gordon: (A-01-13)** – Permit expires April 2014.
- **Stoutenberg, William: (MC-03-13)** – Permit expires April 2014.
- **Town of Alpine – Star Valley Medical Center (Alpine Clinic): (MC-08-13)** – Permit expires June 2014.

**Mr. Brett Bennett motioned to issue a certificate of completion and remove permit #MC-08-13 from the active permits list. Mr. Greg Seay seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

**Non Compliance Issues:**

- **Downie, Alan: (RE-01-12)** – Permit expired April 10, 2013. This item required additional attention.
- **Jennings, John: (RE-01-09)** – Permit expired May 2013. This item required additional attention.

**5. TABLED ITEMS:**

- **Frank, Gregory: Arctic Circle: Greys River Cove Subdivision** – (Sign Permit) - Applicant was not in attendance.
- **Frank, Gregory: Arctic Circle: Greys River Cove Subdivision** – (Building Permit) – Applicant was not in attendance - See Section #6.

**6. DISCUSSION AND/OR CORRESPONDENCE:**

- Discussion on revisions to the Commercial Building Permit checklist and/or permit checklists – The Commission discussed the permit checklist to see if there are any items that the Commission feels is missing/lacking and/or would assist the applicants to supply the information that is needed to move forward with issuing permits. The Commission reviewed the checklist, which stemmed from the correspondence that was received from Mr. Frank regarding the items that he needs to submit to move forward with reviewing and/or issuing a permit for his project. The Commission determined that the checklist that was supplied; clearly outlines what needs to be submitted to move forward with adequately reviewing and issuing of permits.

It was further discussed by the Commission to have the administrative assistant draft a letter to Mr. Frank (Arctic Circle), for Commission review, to help him move forward with the permitting process; it was determined to reiterate the items that are on the checklist. In addition to a site plan and the final construction documents, the Commission discussed getting past the conceptual phase and moving forward with documents required to keep moving this project forward. Also noting the required plan reviews from the State. The Commission stated, we are not here to make permitting difficult, but there is a process that has been established and it is fair and consistent for all applicants. The Commission discussed the items to be included in the letter at great length further noting that this is not an all inclusive list, please review to the audio tape.

The Commission discussed, that they were under the impression that they were looking at a sign permit and now it has evolved into a building permit. A building permit was submitted, but many of the checklist items were not submitted. We have two separate applications at this point, but agreed to combine the two items into one letter, with the focus on the building permit, in which will identify the amount of allowable signage. It was further discussed that there has not been a process that has been established for issuing a conditional permit. It was agreed upon by Commission members that issuing a permit with three pages of conditions/contingencies will not be conducive to the applicant and what is stipulated in the Land Use and Development Code.

It was agreed that if the process is followed there should be no problems with getting this project permitted. It was agreed to get the letter out before the next meeting, that way there will be plenty of time to get a response back. The Commission felt that these items were discussed and they were under the impression that it was understood, but perhaps there is some type of misunderstanding and/or miscommunication.

The Commission strongly feels that a conditional permit is not warranted, due to the fact that it would have too many conditions. Providing a list will help streamline the process and getting a building permit that they can actually build with, is the way to go.

- Discussion on Applicant attendance at Planning & Zoning meetings for applications. It was determined that the Commission will keep the process the same, thereby requesting the applicant to attend the Zoning meeting.
- Parking Motor Homes (RVs) on Town Properties – It was discussed by the Commission that this is an RV, further reviewing to the Alpine Land Use and Development Code; Article 3.2 - District Regulations; Section 3-202- Single Family Residential District; Sub-Section (h) Vehicle Parking and Storage, item #2 - Recreational vehicles (RV's) and travel trailers shall be parked as not to obstruct the view of traffic; item #3 - Parking of any vehicle which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street that adjoins an R-1 District. So, parking a motor home and/or fifth wheeler on your property is allowed by the Town of Alpine. Further noting that should a resident want to hook into the Town Water and/or Sewer systems that resident will need to pull the appropriate permits. At that time, the motor home and/or fifth

wheeler would require additional review and/or proceed with the permitting process. It is the intent of the Town of Alpine Development Standards to improve the quality of design and construction of future land use development in the Town of Alpine; help sustain property values, as well as enhance the quality of the built environment.

- Fall/Winter Meeting Schedule – It was determined to keep the schedule as it is now and move to a reduced meeting schedule in November.
- Business banners will be reviewed at the next Planning & Zoning Meeting; it was determined to review the business license ordinance, so that the Commission is clear as to the regulations for multiple businesses under one or more entities.

**7. TOWN COUNCIL ASSIGNMENT:**

September 3, 2013 Meeting – Mr. Greg Seay

**8. ADJOURN MEETING: Ms. Wendi Walton motioned to adjourn the meeting. Mr. Larry Rosenwinkel seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

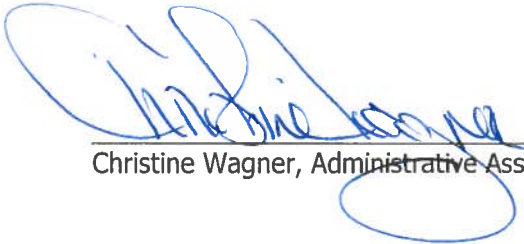
Meeting Adjourned at 9:01 pm.

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Pat Marolf, Chairman

9-10-13  
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Date

ATTEST:

  
\_\_\_\_\_  
Christine Wagner, Administrative Assistant

Sept. 10, 2013  
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Date

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