



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 9, 2011
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **Call to Order:** Meeting to order at 7:31 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. Mr. Seay was welcomed to the Commission.

3. **Appointments/New Business:**

- **Boggs, Dan: #11 Forest Meadows, 519 Three Rivers Drive** – Minor Construction/Attached Garage Permit (Cleary Building) - (MC-04-11) – The Commission review the proposed plans. Upon inspector review there were a couple of items that needed to be addressed, such as; seismic design and roof eaves. Earlier in the day Mr. Boggs submitted the appropriate Seismic Design Category "A", as requested. Mr. Josh Floyd commented on the roof eaves, although there is nothing in the Town LUCD that requires eaves on an accessory building, it is just benefit to the property owner. Mr. Boggs and the Commission discussed the issue and the costs involved with the eave extension. Mr. Boggs and the Commission discussed the difference in the seismic zones. The last issue discussed with the applicant was the required fire break. Mr. Boggs agreed that the required fire break will be installed.

Mr. Joshua Floyd motioned to approve the minor construction permit for 519 Three Rivers Drive. Ms. Wendi Walton seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Hickman, Mike: #14 Forest Meadows, 525 Three Rivers Drive** – Deck Permit (MC-04-11) – The Commission reviewed and discussed the plans. Mr. Joshua Floyd did go out to inspect the site and reported to the Commission that everything was in order.

Mr. Greg Seay motioned to issue a permit for the deck extension at 525 Three Rivers Drive. Ms. Melisa Wilson seconded the motion. Vote 5-0-0-0 – Motion carried.

- **Strickland, Kimball: #708 Lakeview Estates C, 106 Greys River Road** – Mr. Strickland had very preliminary plans of a proposed twelve (12) unit, two (2) story motel project for the Commission. Mr. Strickland would just like to get an idea if this project is feasible, he would like to remodel the building on site, that way he will be able to keep his existing setbacks. Among discussion items, Mr. Strickland talked about the water lines and the sewer lines to the property. The Commission discussed that for the amount of units it would be better to have a two (2) inch water line and the ERU's will be determined by the Town Council. The requirement of engineered plans, by a Wyoming license engineer. Mr. Strickland asked if there is anyone that could meet him at the building to review some of the items discussed. Mr. Wagner agree to meet Mr. Strickland, the applicant was also referred to the State of Wyoming website for State Fire Marshall review. Mr. Strickland further asked about the allocation of parking spaces, requirements for night employees, property signage and landscaping requirements. Mr. Strickland will work on the plans and come back to the Commission at a later date. Ms. Melisa Wilson commended the Commission providing input and working well with the applicant.
- **Hurley, John: #11 Greys River Village #1, 451 Greys River Loop** – Fence Permit Extension (F-05-09, E-06-10 & E-05-11) The Commission review and discussed the change in the fence application. The Commission felt that contact with the applicant regarding the changing of the fence

and issuing a new permit is a wiser solution, this item will be discussed again at the next meeting.

Mr. Joshua Floyd motioned to table the fence permit extension for Mr. Hurley at 451 Greys River Loop, until the next meeting, have the assistant contact the applicant to submit the changes and have them submit a new permit application, due to the changes. Ms. Wendi Walton seconded the motion. 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. The Commission also discussed what lists these applicants should be on.
- **Coffee Cabin:** No contact from applicant and/or bank manager
- **Cope, Steve: RE-05-09 & E-05-10** – Extension application and fees have been received and extension approved.
- **Lanphear, Gary & Marietta: RE-01-11** – A letter written to applicant, was hand delivered at the Town Council Meeting, by Mayor Lutz; as of this date, there has been no response from applicant. Commission discussed the situation and the applicant is currently non-compliant. It was stress that the Commission needs move forward with phone calls and/or correspondence to find out the status of the project. The permit for construction is still good; however, they are currently operating on an expired certificate of occupancy!
- **Matson, Merridee: F-07-10** – In a discussion with Ms. Matson, Ms. Matson commented that she received verbal approval, from Mayor Lutz, to extend out her application with **NO** fees. Ms. Matson was asked to submit this information to the Town.
- **Rocky's Place/Megan O'Rourke: S-08-10** – Messages have been left for applicant, no contact has been made.
- **SALL Enterprises, LLC: F-04-10** – It was determined to send letter to applicant to let them know permit has expired and as the project ended, it is not-compliant.
- **Town Picnic Shelter/Road Abandonment:** Project still pending, should have some information from the Town Surveyor at the next meeting.
- **Smith, Gordon: RE-11-08, E-04-09, E-10-10** - Called for final inspection, contact will be made with Jody Tibbitts for report.

5. *Tabled:*

- **SALL Enterprises, LLC:** Re-Plat for Greys River Cove Subdivision – No information from applicant.

6. *Correspondence: Lincoln County Planning & Development & Surveyor Scherbel, Ltd -*

WindSock Townhomes - The Commission review the correspondence and proposed replat of the project. The Commission would like to recommend a two (2) hour fire break between the units, in addition to the suggestion of developing a homeowners association to deal with water/sewer issues.

Mr. Joshua Floyd motioned to make a recommendation to Town Council for approving the replat for Wind Sock Townhomes, contingent upon a two (2) hour fire break and a recommendation for a homeowners association. Ms. Melisa Wilson seconded the motion. Vote 5-0-0-0 – Motion carried.

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 July 12, 2011. Ms. Wendi Walton seconded the motion. Vote 4 Yes, 0 No, 1 Abstain (Seay), 0 Absent – Motion carried.

8. *Next Scheduled Meeting:*

- August 23, 2011:


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

Meeting Adjourned at 8:24 pm.


Pat Marolf, Chairman

8-23-11
Date

ATTEST:


Christine Wagner, Administrative Assistant

August 24, 2011
Date

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