



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: December 13, 2011
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. Call to Order: Meeting to order at 7:05 p.m. (The meeting was called to order early to accommodate Mr. Scherbel's schedule.)

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. A quorum was established.

3. Appointments/New Business:

- **Surveyor Scherbel/Tim & Cindy Haberberger: Replat/Boundary Adjustment – Three River Meadows & Alpine Grid Area – (Re-Plat 02-11)** - Mr. Scherbel presented the proposed re-plat of the two (2) properties, in which constitutes a simple subdivision. The sole purpose of the re-plat is to adjust the boundary line between Lot 2 and the adjoining tract of land in order to create two (2) lots that are more evenly proportioned in size. All lot owners within a five hundred (500) radius have been notified and as per the Alpine Land Use and Development Code, no public hearing is required for a simple subdivision. Subsequently the Planning and Zoning Commission shall approve, approved with conditions or deny the proposed subdivision upon hearing comments from the public. There is a twenty (20) foot recorded easement on the property that accesses Greys River Road. The public comment period is until December 28, 2011.

Mr. Joshua Floyd motioned to approve the re-plat of the boundary adjustments of the Three Rivers Meadows and Alpine Grid Area Subdivisions, contingent upon receiving no negative public comments by the deadline date of December 28, 2011. Ms. Melisa Wilson seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Surveyor Scherbel/Town of Alpine: Elk Run, Alpine West Subdivision - Replat/Road Abandonment – Alpine West Subdivision – (Re-Plat 01-11)** – Mr. Scherbel presented the proposed re-plat of the road vacation of the northern portion of Elk Drive and the combination of Lots 7 and 8 (picnic shelter) in the Alpine West Subdivision. The Commission reviewed the proposed plat map depicting the lot combination, with the installation of a cul-de-sac, in which will take a portion of lots 4 and 5, this will result in the lot numbers changing to lots 10 and 11; along with the combined lot to be known as lot 12. The Commission asked about the size of the cul-de-sac, Mr. Scherbel responded that it meets all the legal requirements for County and Town standards for turnarounds. Mr. Scherbel further stated the recorded easements will be retained; there will just not be any road in that area. Commission like the map and decided to move for with the re-plat. It was noted that simple subdivision do not require public hearings, but dealing with public roadways requires a Town ordinance to vacate any portion of a public roadway, as per state statutes 15-4-305. This will allow for plenty of public notification on the vacation and the ordinance. The Commission will make its recommendation to the Town Council, to move forward with the ordinance and the recording a new plat map.

Ms. Melisa Wilson motioned approve and move forward with the re-plat of the Alpine West Subdivision, lot combination and road abandonment, pending public notification, input and Council review. Mr. Joshua Floyd seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Alpine Market: 761 Lakeview Estates “C” Subdivision, 100 Greys River Road – Sign Permit - (S-06-11)** – Mr. Scott Harris presented the Commission with the planning and pictures of the proposed sign. The Commission reviewed the application. Mr. Harris stated that when he was previously at the Commission if they used the existing pole, reducing the square footage, he could use the existing height of the sign and that would be an allowable sign. It was also previously mentioned that having two (2) poles would be better for snow removal and stability, the second pole would be towards the highway. Mr. Harris stated that the sign height, sign size and sign lighting will remain the same. The old sign is in need of repair and will be cleaned up to look nicer and will be able to use the reader board on the sign. The Commission discussed the use of the existing sign pole to keep the existing height of the sign, if any new pole is installed, it will change the sign height. It was stated by the Commission that using the existing pole will determine the height of the sign, it was further mentioned that if the existing pole was cut and/or another pole added that would change the existing allowances for the sign. The overall size of the sign is 191 square feet. They will only need one (1) inspection (final) unless it does not pass the final inspection.

Mr. Joshua Floyd motioned to approve the sign permit; contingent upon design staying with a singular pole. Ms. Melisa Wilson seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Star Valley Medical Center: #2 Alpine West Subdivision, 230 Elk Run – Sign Permit – (S-07-11)** – The applicant submitted a permit for resurfacing their sign located at the Alpine Medical Clinic, the sign has already been installed and upon contact by the Town, the applicant was expedient to comply with the Town regulations. The sign is a name change only, no owners have changed hands. Applicant stated that they did not know that a permit was needed. The Commission discussed the applicant and reviewed the pictures, the Commission stressed to the applicant that should any further work be done on the property, as they are proposing this spring, they need to pull permits.

Ms. Wendi Walton motioned to approve the sign resurfacing permit for Star Valley Medical Center. Ms. Melisa Wilson seconded the motion; with notification to the applicant to check into permits before any construction is done. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

At this time Ms. Melisa Wilson recued herself from the meeting.

- **Wilson, Melisa & Josh: 13 Greys River Valley, 331 East Mill Road – Minor Construction (MC-08-11)** – Amendment to Permit, this is a continuation from the last meeting, for the dormer/cricket on the back roof. The Commission discussed the proposed project, they further discussed the nailing (perimeter/field); ridge support also mentioned was rafter support at the ridge. The Commission discussed the needed support of the dormer/cricket.

Mr. Brett Bennett was in attendance and the Commission asked if they had any thoughts on the ridge support. Mr. Bennett provided some input on the support needed, from his architectural experience. Ms. Wilson will bring in a better drawing of the framing. There will be three (3) inspections done on the property, rough framing, plywood inspection and a final inspection.

Mr. Grey Seay motioned to approve the amended permit. Ms. Wendi Walton seconded the motion. Vote 4 yes, 0 no, 0 absent, 1 abstain (Wilson) – Motion carried.

- **Permit Replat/Lot Combination – Palis Park Subdivision – (Re-plat 03-11)** – No representative was in attendance; application was received, however no plat map was submitted, identifying the property boundaries. The Commission asked the assistant to send a letter to the applicant, asking for the required application items; such as survey map with property dimensions and identification.

Mr. Joshua Floyd motioned to table the replat/lot combination for Mr. Ward Testerman; until

more information is submitted. Ms. Wendi Walton seconded the motion. Vote 5 yes, 0 no, 0 absent, 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.
- **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)** – Continue contact them regarding their project.
- **Downie, Alan: (MC-03-10)** – Permit expires in February, 2012, send reminder letter to applicant.
- **Floyd, Joshua: (RE-04-09 & D-01-11)** – Permit expires June, 2012 and July 2012.
- **Jennings, John: (RE-01-09)** – Permit expires April 2012.
- **King, Carson: (MC-06-10)** – Permit expires March 2012; applicant called regarding inspection and asked about the scope of the permit with regards to the change in the permit regarding the stairs relocation. It was determined that Mr. Joshua Floyd would contact the applicant regarding this issue.
- **Murphy, Brian & Janice: (MC-05-11)** – Keep on list, possible issues at property; no permit has been issued, send cease and deist construction letter.
- **Patterson/Wranick: (RE-07-08, E-08-09, E-07-10)** –Need to have contact with applicant; they are requested to come to the next Commission meeting to discuss the expired permit.
- **Rocky’s Place/Megan O’Rourke: (S-08-10)** – The Commission discussed the banners and signs at the property; it was decided to ask for Council direction on this issue.

The Commission’s discussed this issue at length, the Commission is trying to make the temporary banner requirement equally for everyone, and it was further mention to encourage businesses to have permanent signs.

- **Town of Alpine:** Extension permit applied for, as stated earlier in the evening working on the project. Permit expires November 2012.
- **SALL Enterprises, LLC: (F-04-10)** – Permit expires February 2012.
- **401 Greys River Road:** Non-Conforming Unit – In discussions with the Mayor regarding the conversion to make this property a single family residence, which would bring the property back into the current zoning, it was determined that the property would have to removed the cooking unit, in one of the existing portions of the home. The property owner is currently being charged two (2) ERU’s, as per the Town ordinance. In review with the LUCD, Article 3.2 District Regulations, Section 3-202 (b) (2) Owners may provide room and board for up to three (3) persons, **provided no separate kitchen is provided.** Upon review of the 2006 International Residential Code, which the Town has adopted, the Town asked them to remove the stove from one (1) of the units, in which would again refer back to the LUCD. The new property owner complied with the request, and upon review and/or inspection of the Town inspector the unit was removed, in which the Town feels that it is now a conforming structure for the current zoning. The Commission discussed this issue at length referring to the adopted Town codes and the International Residential Codes. The Commission commented that there needs to be provisions so that things such as this do not happen again. The Commission discussed having a guest housing within the incorporated boundaries of the Town of Alpine and what is allowable in the LUCD. It was determined to contact the legal property owner and advise them of the Town permitting regulations.

5. Correspondence: None

6. Opening Planning & Zoning Seat: Letters have been sent to the previously interested individuals, **no** response has been received from those individuals. Mr. Bennett’s interest in serving on the Commission was discussed and decided to make a recommendation to the Council.

Mr. Josh Floyd motioned to make a recommendation to Mayor and Town Council, for Mr. Bennett to be appointed to the Planning and Zoning Commission. Ms. Melisa Wilson seconded

the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

Ms. Melisa Wilson motioned to made recommendation to the Mayor and Town Council for the continued appointment of Mr. Joshua Floyd to the Planning and Zoning Commission. Mr. Greg Seay seconded the motion. Vote 4 yes, 0 no, 0 absent, 1 abstain (Floyd) – Motion carried.

6. Tabled Items:

- **Patterson/Wranick: Lot #841 Lakeview Estates Subdivision, 714 Sunset Drive – (MC-09-11)** - No representatives were in attendance, please refer to the unfinished/ongoing business, item #8.

7. P&Z Minutes Approval: Planning & Zoning Meeting of November 8, 2011 – The Commission reviewed the minutes presented.

Ms. Melisa Wilson motioned to approval of the minutes of the Planning & Zoning Meeting of November 8, 2011. Mr. Joshua Floyd seconded the motion. Vote 5-0-0-0 – Motion carried.

8. Town Council Meeting Assignment: Mr. Greg Seay will represent the Commission at the January 3, 2012 Council Meeting.

Ms. Melisa Wilson motioned to cancel the next Planning and Zoning Commission Meeting, scheduled for December 27, 2011. Mr. Greg Seay seconded the motion. Vote 5-0-0-0 – Motion carried.

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

Mr. Joshua Floyd commented on behalf of all of the Commission members, they wanted to express their sincere thanks to Ms. Melisa Wilson for all her hard work and dedication to the Commission during her time on the Planning and Zoning Commission.

Meeting Adjourned at 8:46 pm.


Pat Marolf, Chairman

1-10-12
Date

ATTEST:


Christine Wagner, Administrative Assistant

1/11/2012
Date

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