



## Town of Alpine Planning & Zoning Commission Minutes

DATE: July 22, 2008

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

**Attendance:** P&Z members present: Pat Marolf, Paula Stevens, Dave Gustafson, Kennis Lutz & John Thomas. Others in attendance: see attached sheet

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**1 - CALL TO ORDER at 7:10pm.**

**2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.**

**3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **Steve Chichinsky**-would like to discuss the possibility of rezoning a portion of Lot 28 RVM along with a donation to the Town for a day care facility. Steve Chichinsky proposed rezoning the section of his lot along River Circle to Commercial in the hopes of providing a space for a day care facility. He would like to keep the existing building envelopes that are on the approved plat map. His biggest concerns are the state requirement for a playground area for the day care and the required parking spaces fitting along River Circle Drive. Steve has spoken with the Home Owner's Association of Riverview Meadows Subdivision. The process for Steve donating that land will follow closely to the process used with the Library. Paula Stevens verified that he wanted to rezone the entire section along River Circle to allow for restricted business activity. Paula also asked how big the building envelopes are to determine if they would work in the zoning restrictions. Steve stated they were approximately 2400sq ft per floor. He does not want to change the foot print of the buildings. Paula is concerned that the lot size requirement for the proposal wouldn't be met and would require a variance. Steve suggested that when it is rezoned to have language tables on the plat that spell out the restrictions for each building envelope. The plat is recorded with townhomes and everything else is common ground. Steve is guessing that the day care will require approximately 12 parking spots. However within the entire side there is a potential for 40-50 parking spots. Paula would like more time to review the proposal. Dave Gustafson suggested that we schedule a workshop following the next Planning & Zoning Meeting. Steve stated he would get a packet together and drop it off at the Town Office for review. Terra Miller will set up a Workshop following the next P&Z meeting.
- **Tim Sweeney: 285 Sawmill Rd**-would like to discuss the possibility of placing a camping trailer on his sister's vacant lot for approximately 3 months. Representative not present.
- **Irish Properties: 3A Palis Park; 65 Hwy 89**-Sign Permit, S-08-08, needs approval. (1 of the signs is up for a variance.) Commission reviewed packet. Pat Marolf asked if there was going to be lighting for Sign B. Neal Zehr, representative, said that there would be lighting similar to the lighting in Sign A. Paula Stevens mentioned that in the new codes all lighting would have to be down lit. Mr. Zehr stated that it wouldn't be a problem to move the lights up the poles. Sign A is the sign up for a variance. Dave Gustafson asked what the entire square footage of the signage would be. Mr. Zehr stated it would be approximately 87 square feet total. Total linear footage along the highway is 80 square feet. They are well within their limit. A sample was brought for material specification. Mr. Zehr showed them that it would be metal with a rock and wood base. **Paula Stevens made a motion to approve Sign B and the 2 signs on the Clock Tower with the condition that the lighting will be down lit and shielded; Pat Marolf seconded it; Vote: 5-Yes, 0-No, 0-Abstain, 0-Absent.** John Thomas pointed out that the main water line along the Greys River Rd will be replaced within approximately 2 years with a 10" line. He wanted them to be aware of the change so that they can place their signs in a position that it won't be damaged. Mr. Zehr asked if there was an easement. Terra Miller explained that the water line is next to their property but that it was extremely close. The plat map for the property was reviewed.
- **Lincoln County Library: 3 Alpine West; 243 Elk Run**-Temporary Sign Permit, S-09-08, needs approval. Bryant Brown, representative, stated the Library has a permanent sign approved but they are unsure of when it will be installed. He would like to provide identification for the building so that people know where the Library is located. Mr. Brown provided a picture of the Temporary Sign. The Commission was concerned that if they allowed the temporary sign to be in place until the permanent sign was in place that the permanent sign would never be installed. **Pat Marolf made a motion to approve the Temporary Sign for 4 months; Kennis Lutz seconded it; Vote: 5-Yes, 0-No, 0-Abstain, 0-Absent.**

- **Margene Jensen: 308 Palis Park; 123 Grey's River Rd-***Would like to change her apartment complex into condominiums.* Commission reviewed the proposed plat and Leon's Kjellgren's letter. Paula Stevens asked how they planned on addressing the water and sewer hook ups. Karl Scherbel, representative, stated they would like to keep the one line for each. He suggested that they would form a Home Owner's Association. A concern was brought up that the interior walls would need to be changed in between units for fire repression. Dave Gustafson asked if there are any codes requiring the walls be fire repression walls. Jody Tibbitts said that he would need to look into it. Paula Stevens stated that they would like to see the Home Owner's Association agreement reviewed and recorded and verification that the property is owned out right. Karl also asked what the zoning was for the property. The property is zoned as MRC. Paula asked what the size of the lot is. The entire lot acreage is .31. They will be back at the next meeting for their Preliminary Review.
- **Land Use & Development Code-** Dave Gustafson stated he, Paula, and Terra met last week to look over the code and some things were found that weren't exactly the way that they wanted them. Paula Stevens complimented Terra on the job she had done with the review, the applications, the processes, the maps, and everything else she has done. *Amend Variance Section to reflect the State Statues more clearly.* Dave would like to see the State Statues reflected more clearly in the Code book. The changes that are made will need to be advertised and amended through an ordinance. *Add a Sign Permit Process to the codes.* According to Jim Pedersen he purposely left out the process because the code defines the requirements. Paula Stevens stated she is afraid that someone will come in and install a sign that doesn't meet the regulations. They probably won't want to pull out their sign and will apply for a variance. She as a Commission member doesn't want to feel obligated to approve a variance. Therefore she wants to have a process in place to address the concerns beforehand. Dave Gustafson asked what the process would be. Terra Miller stated that she thought it could be similar to the minor construction permit process. *Amend Accessory Building setbacks.* It was brought to Dave's attention we now require accessory buildings to be 50 feet from the main structure. He feels with the setback restrictions there won't be enough room on most properties. Also he feels we should keep our setbacks consistent throughout and not allow for a deviation of 8' on rear property lines. He would like to preserve our setbacks. John Thomas asked what distance he thought would be appropriate for the distance between an accessory building and the main building. Dave thought it would be up to the property owner. Paula and Kennis agreed it wouldn't need to be regulated. The Commission was in agreement to the changes.

#### 4 - UNFINISHED/ONGOING BUSINESS:

- **Jody Tibbitts: Ongoing. Bank of Alpine**-Jody stated they are in the middle of their stage 3 inspection. He has gone over several times to check various things. Cheeseburger Factory-turned in their plans. Jody stated he will not be able to see what they did because it is covered. He stated they basically redid the floor with 2x6s on top of the existing floor to add the grease trap. They also had a fire repression system put in that the State inspected. Paula asked if there were any issues with the grease trap. Terra stated Val had gone in to check it. Ernie Scott- The Scotts are going to go with the pole barn. Jody stated the trusses have been ordered and they have started gutting the additions. Jody did say he was able to inspect the exterior portion of the master bedroom area Ernie would like to be able to keep. He has yet to see the interior. He does not see any current structural issues. Terra brought up a concern from Joe Sender concerning the setbacks. Ernie's residence currently sits approximately 4' from Joe's property. Mr. Sender is concerned with further encroachment. Mr. Sender's argument is since the Scotts are amending their property they must follow the setback rules. Paula asked if the building was going be closer to his property. Jody stated it wouldn't be any closer. Dave Gustafson stated this was an emergency situation that the Town is requiring him to amend; referenced Article 2.3 Section 2-301.e. Jody stated he Scotts are selling the old vehicles on his lot.
- **Terra Miller: Minor Construction Permit Application and attached fee**-*would like a recommendation for approval for the Town Council.* The changes were made to the original per Paula's request. Terra asked what fee they would like to recommend to the Council. Jody charges \$100 for each inspection. Paula suggested we add an administrative cost as well. Dave Gustafson suggested \$150. The Commission agreed. Certificate of Placement-*would like approval.* Karl Scherbel stated he liked the certificate. The Commission agreed. Basic Deck Guidelines-*would like to add this to the deck permit applications.* Jody Tibbitts would like to see the load requirement changed on the deck to 100lb snow load. Kennis Lutz asked if the deck needed to be attached to the structure. Terra said no and she would change the verbiage so it reflect as such.
- **Active Building Permits & Non Compliance Issues: Ongoing, see handouts. Brian Simmers**-Commission reviewed plans that were submitted by Brian to see if they were sufficient for the changes made. Dave asked if when the permit was issued if engineered plans were required. Terra stated no. However the permit has gone through 4 years of extensions. Dave stated the issue here was whether or not the Town should issue him Certificate of Occupancy with the current information that the Town has. Paula asked if it could be inspected sufficiently to issue a Certificate of Occupancy. Jody stated he could spend some time and due calculations. He thinks that the log structure looked like it was in compliance to those he has seen in Jackson. He does have engineered trusses. The Commission agreed that Jody needed to do a thorough inspection of the structure before a certificate could be issued. Alan Downie-never picked up his certified letter at the same address he picks up his water bill. Paula suggested that the letter be served as in accordance to Section 4-303 of the new code. The Commission agreed. Rocky Mountain Rogue-Jody met with Mr. Blittersdorf. According to Jody's conversation with him it sounds like he is planning on doing more than what his permit is issued for. Also none of the items on the permit have been changed yet. Dave stated we need to give him the benefit of the doubt that he will come in for a new remodel permit for the

other items mentioned. When the current permit reaches the expiration date send him the normal notice. Stacey Britton, Susan Coert, Bob Penny, Texaco, Gregg Wilding-all have minor constructions going on without permits. Commission agreed to send them letters.

5 - **P&Z MINUTES:** *April 22, 2008; May 13, 2008; May 27, 2008; June 10, 2008; June 24, 2008 need motion to approve.*  
April 22, 2008- Paula Stevens made a motion to approve; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 2-Abstain, 0-Absent. May 13, 2008-Pat Marolf mad a motion to approve; Kennis Lutz seconded it; Vote: 4-Yes, 0-No, 1-Abstain, 0-Absent. May 27, 2008- Paula Stevens made a motion to approve; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 2-Abstain, 0-Absent. June 10, 2008- Pat Marolf made a motion to approve; Paula Stevens seconded it; Vote: 4-Yes, 0-No, 1-Abstain, 0-Absent. June 24, 2008- Pat Marolf made a motion to approve; John Thomas seconded it; Vote: 3-Yes, 0-No, 2-Abstain, 0-Absent.

6 - **COUNCIL MINUTES DISTRIBUTED:** September 27, 2007; July 1, 1008

• **P&Z ATTENDING COUNCIL MEETINGS:**

1) August 5, 2008-Dave Gustafson

2) August 19, 2008-cancelled for Primary Election

7 - **ADJOURN MEETING-** *Need Motion.* Pat Marolf made a motion to adjourn the meeting at 9:00pm; Kennis Lutz seconded it; Vote: 5-Yes, 0-No, 0-Abstain, 0-Absent.

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8 - **Items given to P&Z during tonight's meeting:**

- Active Permits Worksheet
- Non-Compliance Worksheet
- Letter from Leon Kjellgren concerning Margene Jensen Plat

9 -**Items mailed to P&Z before meeting:**

- Council Minutes September 27, 2007; July 1, 1008
- Plat for Margene Jensen Condominiums
- Letter from Jim Pedersen concerning Subdivision Codes
- Basic Deck Guidelines



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Dave Gustafson, Chairman

8-26-08

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Date

Attest



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Terra Miller, Secretary

8-27-08

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Date