



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: July 24, 2012
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **CALL TO ORDER:** Meeting to order at 7:28 p.m.

2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Present: Brett Bennett, Joshua Floyd, Wendi Walton, Greg Seay and Chairman Pat Marolf. Quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**

- **Kendall, Craig & Wendy: 18 Grandview Estates, 679 Overlook Circle – (#A-02-12)** – Amendment to Addition Permit (Carport Enclosure) - Mr. Aaron Kendall was present to represent the changes to the permit. The project is to include the enclosure of the carport portion of the garage. The Commission reviewed and discussed the amendment to the permit. The additional enclosure of the square footage is allowable under the new Land Use and Development guidelines. The Town Inspector has reviewed the enclosure and recommended the addition of Anker bolts to be placed in the foundation walls.

Mr. Joshua Floyd motioned to approve the amendment to the addition permit located at 18 Grandview Estates, 679 Overlook Circle, contingent upon the addition of the Anker bolts and their verification by the Town inspector. Ms. Wendi Walton seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Surveyor Scherbel, Ltd: #104 Alpine Grid Area/Lakeview Estates Tract F – 104 US Highway 89 – (RE/PL-02-12)** – Mr. Karl Scherbel represent Ms. Wooden on the Replat. Mr. Scherbel commented that the intent of the subdivision is to divide the original house tract into two (2) separate legal parcels, for estate planning. The division falls under the allowable simple subdivision guidelines, they will include the other parcel (Lot #3) to make it a cleaner legal description for the future. All the existing setbacks will stay in place. The Commission reviewed and discussed the requirements for the simple subdivision, with the verification of the required setbacks.

Mr. Greg Seay motioned to approve the simple re-plat #02-12; of 104 Alpine Grid Area/Lakeview Estates; Mr. Joshua Floyd had an addition to the motion to include the verification of setbacks of the existing building and contingent upon any negative comments received during the comment period on the re-plat process. Mr. Brett Bennett seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Grand Teton Realty: #608 Lakeview Estates “C” – 141 US Highway 89 (MC-08-12)** – Proposed Doors, Window & Electrical Changes - Mr. Michael Simmons presented the Commission with the preliminary proposed changes and future changes to the Greys River Square building. The proposed change is in the electrical panel to be moved to the front of the building, where there is existing electrical, they would like to put in a 220 volt outlet. That would be it for electrical. Then they would like to change the doors to swing out; they are currently **NOT** to code. There are additional items that they would like to complete now and additional items which would be phase two of the project; such as opening up the old stair case; converting the upstairs apartment back into the original commercial usage; (See permit packet).

The Commission reviewed and discussed the plans with Mr. Simmons. It was brought to Mr. Simmons attention that project will need to have structural plans, prepared by a Wyoming licensed architect, with a Wyoming certified engineers stamp. The Commission also discussed the need to see a fire break between the commercial and the residential spaces.

Mr. Greg Seay commented that he would like Mr. Simmons to be aware of the current construction between the commercial space and the residential space. Mr. Simmons commented that he wants to move forward and get the project done right and bring the building into compliance. Mr. Simmons commented that they have already done some of the clean up at the building, however, there has not been any structural changes done, no electrical, no plumbing, they have been fixing them up to make them easier and nicer to rent out. Mr. Joshua Floyd commented that there have been inquiries; the project was brought to his attention at the July 3rd Town Council meeting. Upon his preliminary review of the site he did not see anything going on; however on Monday July 16th he did notice "TLC" Electric working on the electrical panel. Mr. Simmons stated that they were looking at the panel, no work has been done, and they were out to consult on the work that will be done in the future.

Mr. Simmons feels that everyone is on the same page; we want to get the project done and done right. The Commission reiterated that structural drawings need to be submitted prior to work starting. Also, the Town inspector needs to review the plans; and possibly the state electrical inspector will most likely need to be brought in to check out the electrical due to the occupancy. Mr. Simmons commented that if there is anything that can get approved tonight, it would be greatly appreciated. However he understands the requirement of getting structural plans. It was discussed that changing the swing of the doors is not a structural change and that could be done without a permit. Ms. Wendi Walton discussed whether this falls under a minor construction permit or an addition permit or a regular building permit. Mr. Floyd commented that he feels it would be remodel/addition permit. It was determined that the permit application needs to be changed. In addition to getting the engineer to stamp the structural and then get back to us at the next meeting, hopefully everything will be completed at the next meeting, scheduled for August 14th. Ms. Walton noted that any subcontractors will need to make sure they get a town business license.

Mr. Joshua Floyd motioned to table the permit application for Grand Teton Realty: #608 Lakeview Estates "C" – 141 US Highway 89 until the Town building inspector has time to go over the plans, for the applicant to submit structural drawings and changing the permit application. Ms. Wendi Walton seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Grand Teton Realty: #608 Lakeview Estates "C" – 141 US Highway 89 (S-05-12)** – Repair/Replace Free Standing Sign – The Commission reviewed the proposed drawings. Mr. Simmons stated that he will be using the existing poles and the existing sign board; he will be repainting the sign. The sign is eighty-two (82) inches in diameter. Mr. Greg Seay commented on the issue if it is a new sign or not. This was discussed among Commission members and was the general consensus of the Commission that this is a resurface of the existing sign.

Mr. Greg Seay motioned to approve the sign permit application for 141 US Highway 89 (#608C Lakeview Estates) as a resurfacing of the existing sign and waive the permit fee. Mr. Brett Bennett seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

Mr. Simmons briefly discussed the allowable limits of signage in the Town limits for additional signage and the possibility of applying for a variance for additional building signage.

4. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits & Non Compliance Issues:** Commission reviewed and discussed the on-going projects in the Town. There are currently no projects on the Non-Compliant list.
- **Alpine Market: (S-06-11)** - Permit expires December 2012.
- **Cope, Steve: (RE-05-09, E-05-10 & E06-11)** - Permit expires August 2012, no notification from applicant as of the date of the meeting.
- **Daigle, Josh: (F-05-09, E-06-10 & E-05-11)** – Permit has expired; Administrative Assistant will work on this.
- **Downie, Alan: (RE-01-12)** – Permit expires April 2013.
- **Floyd, Joshua: (RE-04-09 & D-01-11)** – Permit expires July 2012; final inspection has been scheduled.
- **Hurley, John: (F-02-11)** - Permit expires October 2012; Administrative Assistant will work on this, report at next meeting.
- **Jackson Hole Real Estate Associates: (S-01-12)** - Permit expires May 2013.
- **Jennings, John: (RE-01-09)** – Permit expires May 2013, still waiting for architectural/structural drawings,

discuss at next meeting.

- **Kendall, Craig & Wendy: (A-01-12)** - Permit expires May 2013; amendment to permit has been approved.
- **Moss, Robert: (MC-06-12)** - Permit expires May 2013; request for final inspection was made by applicant.

Mr. Joshua Floyd motioned to removed from list. Ms. Wendi Walton seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

- **Murphy, Brian & Janice: (MC-05-11)** – Permit expires February 2013. Administrative Assistant will contact applicant, for inspection.
- **Rocky Mountain Rogues: (MC-01-12)** - Permit issued with stipulations of inspections needed, prior to work being covered up, permit expires January 2013.
- **Wilson, Josh & Melisa: (MC-08-11)** - Permit expires October 2012.
- **Nardacci/Taylor: (MC-04-12)** – Permit expires February 2013. Greg Seay asked for correction on report.
- **Town of Alpine: (S-03-12)** – Permit expires June, 2012. Project has not been started yet. Administrative Assistant will find out when project will get underway.

5. CORRESPONDENCE/PUBLIC COMMENT:

- **Banner Application** – Grand Teton Realty has submitted a temporary banner application, the Town has the application on file should there be any questions.

6. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of June 26, 2012 – The Commission reviewed the minutes presented. **Mr. Brett Bennett motioned to approve of the minutes of the Planning & Zoning Meeting of June 26, 2012. Mr. Greg Seay seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

TOWN COUNCIL ASSIGNMENT:

- July 3, 2012 Meeting - Mr. Pat Marolf, Chairman.

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


Meeting Adjourned at 8:29 pm.



 Pat Marolf, Chairman

8-14-12

 Date

ATTEST:


 Christine Wagner, Administrative Assistant

August 14, 2012

 Date

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