



Town of Alpine

Planning & Zoning Commission

Minutes

DATE: June 13, 2007

PLACE: Alpine Town Hall ▪ 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

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

1 - **CALL TO ORDER at 7:03.**

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

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

- **Chad Hudson: Lot 621 Lakeview Estates C; 161 Alpine Dr-**Reviewed Packet. The property will contain a duplex with an office in the middle. Chad stated that their intention for the units was for personal living space and office and the other unit would be a rental. Chad had a question about the sewer hook up. Dave reiterated to him that he could move forward with his building but could not hook up to the sewer until the issue with the moratorium was resolved. Chad also asked when his year would start. Terra Miller stated that it would be today, June 13th, 2007. **John Thomas made a motion to approve; Pat Marolf seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Rocky Mtn Rogues: Lot 601 Lakeview Estates C; 89 Hwy 89-**Reviewed Packet. Jim Blittersdorf confirmed that only the letters were lit. **Kennis Lutz made a motion to approve; Pat Marolf seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **SALL Enterprise: Palis Park; 104, 109, 110, 117 Greys River Rd-**Reviewed Packet for conceptual replat. John Thomas stated that he had a concern with the loading and off loading lanes in the rear of the buildings because of the size of the trucks involved. Dave Gustafson stated that he would like to see the fire department review it. It was reiterated again that there was a sewer moratorium. However individuals could continue with their building but could not hook up to the sewer until the moratorium was resolved. Sue Atwood asked if there would be a lift station needed. Dave G. stated that that decision was up to the engineer. John Thomas stated that the current sidewalk should be kept for pedestrian access. Dave Gustafson stated that they should review the minimum lot sizes and setbacks. Dave Gustafson also stated that the parking lot sizes be reviewed. **Kennis Lutz made a motion to recommend to the council contingent on the fire department's review; John Thomas seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **E&D Inc/Robinson LLC: Grid Area; 20 Hwy 89-**Reviewed Packet; includes Yankee Doodle Café, Apartment buildings, and A-frame. They would like to split the property so that each building/business stated is in a separate lot. The new lots have met the B-1 zoning specifications. The minimum lot size width average is 50' for the smallest lot. Dave Gustafson would like that a plat warning be added stating that no further buildings be allowed on the lots. **Pat Marolf made a motion to recommend to the council contingent that the plat warning be added; Kennis Lutz seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Mountain Days Committee: Lot 600 Lakeview Estates C; 111Hwy 89-**Reviewed Packet. Dedicating the town park to Marge Grover; ceremony Friday June 15, 2007 contingent on the approval. Highway department approved that the sign sit in the highway right-a-way. Utilities have been located. **Pat Marolf made a motion to approve; Kennis Lutz seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Review Proposed Draft Ordinance-**Commission would like the following addressed:
 - 1) What can and can not happen in setbacks spelled out
 - 2) Signs-how long temporary signs can be up; balloons, flags, etc allowed under temp sign category; no signs on roof eaves-free standing or on side of building only
 - 3) Need more clarification on what size, types, square footage of decks need a permit (similar to sheds)
 - 4) Accessory Buildings-need setbacks, distances from existing structures, size & height limitations
 - 5) Specifications on when a permit is needed and when not ex. Deck replacement, fence replacement
 - 6) Define temporary buildings; if allowed
 - 7) Define violations-time line and fee schedule

Terra Miller will compile list from the Commission, Town Office, Town Attorney, and Rob Wagner and submit it to Jim Pedersen by Friday June 29th.

- **Non Compliance Issues:** All have been sent letters. Dave Gustafson would like to review all letters before they are sent out since his name is on it.
Charlie Sands; 208 Sawmill Rd-paid permit fees. Betty Momoda; 504 Snake River Dr Unit D-1-has paid fees; we are waiting for pressure tests and appliance specifications; please send a second notice with date. Steve Dicenso; 321 Meadows Dr-paid fees; waiting for structural plans from engineer. Bank of Star Valley; 104 Greys River Rd-final inspection was done; Temporary Certificate of Occupancy issued.

Dave Gustafson stated that if they are willing to work with us, we work with them. Discussed at what time and amount we charge them. It was suggested that we have a time line added to the new ordinance. Dave Gustafson stated that in the letter we send that we need to set a timeline and stipulations for a reply. Pat Marolf stated that a 10 business day then 30 days be a guideline for timelines. John Thomas stated that we also need to be consistent.

4 - UNFINISHED/ONGOING BUSINESS:

- **Tiphany Gayhart: 706 Lakeview Estates C; 185 Hwy 89-Kennis Lutz abstained.** Reviewed Packet. Letter from WYDOT was received and included in the packet. The small parking spaces that were a concern have been eliminated. When building was designed the Fire Marshal was sent plans and any questions. Rob Wagner's inspection notes were reviewed. The plan is to have retail business on the first floor and office space on the second floor. **Pat Marolf made a motion to approve; John Thomas seconded it; Vote: 3-Yes, 0-No, 1-Abstain, 1-Absent.**
- **Building Fees**-Reviewed.
- **Building Permit Handouts**-Reviewed. It was stated that these will help with the step by step process that the Town requires. Commission approved.
- **WAGNER, Rob** - not present.

5 - **P&Z MINUTES:** April 24th, 2007; May 8th, 2007; May 22nd, 2007. **John Thomas made a motion to approve all; Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 1-Abstain-Dave Gustafson, 1-Absent.**

6 - **COUNCIL MINUTES DISTRIBUTUED:** none

- **P&Z ATTENDING COUNCIL MEETINGS:**
 1) June 5th, 2007- *Pat Marolf* 2) July 3rd, 2007-*needs assigned.*

7 - **ADJOURN MEETING-Kennis Lutz made a motion to adjourn the meeting; John Thomas seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**

AFTER MEETING REVIEWS/WORKSHOPS: None

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

- Building Department Fee Schedule; 151-Ordinance No. 2007-07 revised
- "How to Obtain A Building Permit" handout
- "1 and 2 Dwelling Plan Correction List" handout
- Thank you letter from Dotty Urban
- Letter from Steve Chichinsky addressing P&Z concerning project in Riverview Meadows
- Letter from Steve Chichinsky addressing Town Council; cc. P&Z
- Lincoln County Notice-Michele Gagen; Alpine Village Subdivision; T37N, R118W, Section 18
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9 -**Items mailed to P&Z before meeting:**

- P&Z Minutes 24th, 2007; May 8th, 2007; May 22nd, 2007.

Dave Gustafson, P&Z Chairman

Date

Attest:

Terra Miller, Secretary

Date