



*Town of Alpine*  
*Planning & Zoning Commission Minutes*

**DATE:** March 12, 2013  
**TIME:** 7:30 p.m.

**PLACE:** Town Hall  
**TYPE:** Regular

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1. **CALL TO ORDER:** Meeting called to order at 7:31 p.m.

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

3. **APPOINTMENTS/NEW BUSINESS:**

- **Alpine Medical Clinic – Star Valley Medical Center: #2 – Alpine West Subdivision – 230 Elk Run - #MC-12-12 – Clinic Remodel –** Mr. Ron Coleman, facilitates director, was present to answer any questions the Commission might have regarding the final Town inspection that was done on March 8<sup>th</sup> and 9<sup>th</sup>, along with the required State inspections on the Alpine Clinic. Upon issuing the permit, the requested contingency information has been received by the Town. Mr. Coleman stated that the State has identified the front and back steps and/or ADA ramp would need to be corrected, he further stated although it is not a requirement, they identified it so that the necessary funds for the replacement would be allocated for the repairs, this is more of a safety issue for the facility than a State permit requirement. Mr. Coleman further stated that the State would turn that portion of the project over to the Town for further inspection and review. Mr. Coleman stated that the front steps and ramp will be done this July (2013) with the back steps and ramp to be done next July (2014). The Commission discussed if this should be part of the existing permit issued by the Town, since it has been identified under the existing building permit issued and has been identified by the State. It was determined that the current permit will be closed out and that the Clinic will be present at the next Commission meeting to issue a new permit for the concrete work for the ADA ramp and steps.

**Mr. Brett Bennett motioned to issue a final certificate of occupancy/completion to the Alpine Medical Clinic/Star Valley Medical Center, #2 Alpine West Subdivision, 230 Elk Run, MC-12-12; pending submission of new concrete ramp application (minor construction permit) to the Town of Alpine. Ms. Wendi Walton seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Nardacci, Tony (Coffee Cabin): #40 Alpine Grid Area - 40 US Highway 89 – #E-02-13 – Extension Permit –** There was no representative present at the meeting.

**Mr. Joshua Floyd motioned to table the extension application for Tony Nardacci (Coffee Cabin): #40 Alpine Grid Area - 40 US Highway 89 – #E-02-13. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Morning Star Baptist Church: #2 Palisades Heights – 156 Morning Star Drive – #RE-02-13 - (Interior Remodel) –** Mr. Rex Litchfield presented the Commission with the plans for the sanctuary remodel. The plans submitted will widen the stage area and remove two (2) non-load bearing walls, to allow for more seating capacity. Mr. Litchfield further stated that the work will be completed by church volunteers, with him overseeing the project. The Commission reviewed the submitted plans. The Commission asked who would be doing the electrical work. Mr. Litchfield stated that Steve Osland, from VP Electric will be the electrical contractor along with the congregational services of Mr. Butch Gosselin; who is a Teton County electrical inspector. All Commission members agreed that the plans looked good.

**Mr. Greg Seay motioned to approve the remodel permit #RE-02-13 for Morning Star Baptist Church, #2 Palisades Heights, 156 Morning Star Drive. Mr. Joshua Floyd seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Robinson – Skilton: #2 Greys River Village #2 – 447 Greys River Loop – RE-03-13 – (Interior Remodel)** – Mr. Robinson and Ms. Skilton presented their plans to the Commission for review. The Commission reviewed the plans, asking about the wall reconstruction and window installation. Mr. Robinson responded that they will be putting in a wall on the south side of the home off the kitchen. The Commission also asked about the addition and/or extension of the back deck and the proposed fence installation. It was determined that since the back deck and fence are not ready for construction, due to the amount of snow, those items would be on separate permits. It was the consensus of the Commission that the applicant can amend the remodel permit to include the deck permit, but they will need to apply for a fence permit, with the appropriate information, as the fence permit fees cover the costs of the inspections. Required inspections were discussed and it was suggested that if some of the inspections were combined and done at the same time, it would save the applicant money, just reminding them that re-inspection fees would be an additional cost to the applicant.

**Mr. Greg Seay motioned to approve the remodel permit #RE-03-13 for 447 Greys River Loop. Mr. Joshua Floyd seconded the motion. Ms. Wendi Walton amended the motion to include the approved permit will not include the deck and fence permits. Mr. Joshua Floyd seconded the amended motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

#### **4. PUBLIC COMMENT:**

- Mr. Gordon Smith was in attendance and had some questions for the Commission regarding an upcoming detached garage permit (approximate size will be 24' x 32') and the items that are needed for submission of that permit. The Commission discussed the required items. Mr. Smith plans on completing his plans and presenting them to the Commission at the April 9, 2013 Commission meeting. It was determined that there will be approximately four (4) inspections for this project, however, it was stated that there will be as many inspections as necessary for the project. However, should there be any re-inspections the applicant will be charged the additional costs.

#### **5. 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.
- **Downie, Alan: (RE-01-12)** – Permit expires April 2013; notification of the permit expiration has been sent.
- **Field, Rhonda: (MC-08-12)** – Permit expires September 2013.
- **Jennings, John: (RE-01-09)** – Permit expires May 2013.
- **Kendall, Craig & Wendy: (A-01-12)** - Permit expires May 2013.
- **Murphy, Brian & Janice: (MC-11-12)** - Permit expires November 2013.
- **Nardacci (Coffee Cabin): (MC-04-12)** – Permit expired February 14, 2013; fees were received, however no representative was attended the meeting. (See Section 3, Item #2).
- **Nardacci (Coffee Cabin): (S-06-12)** – Permit expires September 2013. Applicant needs to come in and amend their sign permit.
- **Nye, David: (A-02-12)** – Permit expires October 2013; need to check on the status of this project.
- **Rocky Mountain Rogues: (MC-01-12)** - Permit expires January 2014.
- **Town of Alpine/Alpine Medical Clinic (Star Valley Medical Center): (MC-12-12)** – (See Section 3, Item #1).

**Mr. Greg Seay motioned to remove the Alpine Medical Clinic's permit #MC-12-12 from active permits list. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.**

- **Wooden Re-Plat: (Re-02-12)** – Project is on hold, additional easement research is needed. Would like to have this removed from list because if this project moves forward, the project will have to go back out for public comment.

Ms. Wendi Walton motioned to remove the Wooden Re-Plat from list. Greg Seay seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

**6. TABLED ITEMS:**

- **Cowboyz Bistro: #608C Lakeview Estates – 141 US Highway 89 – #S-01-12 – Free Standing Sign Permit Proposal.**

Mr. Joshua Floyd motioned to remove Cowboyz Bistro’s proposed free standing sign permit from the list. Mr. Brett Bennett seconded the motion. Vote 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

**7. CORRESPONDENCE:**

- Alpine Town Council Minutes for October 2<sup>nd</sup>, November 6<sup>th</sup> and 15<sup>th</sup>, December 4<sup>th</sup> and 20<sup>th</sup>, 2012 were distributed to Commission members.

**8. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of February 12, 2013 – The Commission reviewed the minutes presented.**

Ms. Wendi Walton motioned to approve of the Minutes of the Planning & Zoning Meeting of February 12, 2013; with the following word addition under section four (4); paragraph two (2) for sentence completion ... the Alpine Market was not clearly identified. Mr. Joshua Floyd seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

**9. TOWN COUNCIL ASSIGNMENT:**

- April 2, 2013 Meeting – Ms. Wendi Walton.

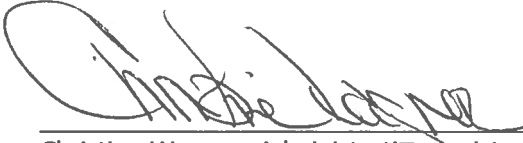
**10. ADJOURN MEETING:** Mr. Joshua Floyd motioned to adjourn the meeting. Ms. Wendi Walton seconded the motion. Vote: 5 yes, 0 no, 0 absent, 0 abstain – Motion carried.

Meeting Adjourned at 8:38 pm.

  
Pat Marolf, Chairman

4-9-13  
Date

ATTEST:

  
Christine Wagner, Administrative Assistant

4/9/2013  
Date

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