



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

DATE: **March 28<sup>th</sup>, 2006**

**Attendance:** P&Z members: Dave Gustafson, Don Sherman, Scott Reed, and Paula Stevens. Others in attendance: see attached sheet.

---

1 - **CALL TO ORDER at 7:00pm**

2 - **ROLL CALL & ESTABLISHED QUORUM BY TRACY MATTHEWS**

**Paula Stevens motioned to table P&Z Minutes and Council Minutes until later in the meeting. Don Sherman seconded.**

**Vote: 4-Yes; 0-No; 0- Abstain; 0- Absent**

3 - **P&Z MINUTES:** January 24<sup>th</sup>, 2006 and February 28<sup>th</sup>, 2006- requires motion (March 14<sup>th</sup>, 2006 No Quorum).

4 - **COUNCIL MINUTES:** February 7<sup>th</sup>, 2006; February 13<sup>th</sup>, 2006 Special Council Meeting/ SLIB Grant; March 7<sup>th</sup>, 2006. Minutes distributed for P&Z Review: March 21<sup>st</sup>, 2006

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

- **RAVER, Jeff & Marilyn - Lot # 616 C - LEC - 187 Trail Drive - RE-03-06 and SP-01-06:** Remodel application for a garage addition with a future, mother-in-law living area. Both Rob Wagner and Joe Sender have approved the application for P&Z review. An additional 20 ft. of leach field is needed and a new septic permit was required and reviewed/ approved by J. Sender. Paula Stevens inquired as to the size of the lot; owner stated it was almost a 1/3 of an acre. Scott Reed asks Jeff Raver to explain the layout of the addition over the garage, he also questions the truss plans. Don Sherman asks Jeff Raver to point out the distances from home and addition. Paula Stevens questions that without a dimension site plan, does the owner still have enough room to add the addition and still meet the required set backs, owner states that the site is already staked out and Joe Sender has looked at it and approved. Don Sherman asks Jeff Raver to point out where the septic tank is located at. Jeff Raver points out he is adding an extra 20 feet to the existing leach field. Don Sherman also questions the size of the project and how it can fit on this lot, the clerk points out that the lot has been staked out and site has been approved by Joe Sender. After being questioned about the garage floor drains, Jeff Raver says they will be french drains. Scott Reed clarifies that the mechanical is located in the garage. Scott Reed has a problem with the drawing of the truss, Rob Wagner said he has pointed this out in the drawing and spoken with both Jeff Raver and Tim Raver (the contractor on the project). They have said they will use a different truss, most likely an H-1. Don Sherman questions the electrical capacity. Jeff Raver states he has a 200 amp currently and if needed he will upgrade to a 300 amp, the addition will have gas heat and a gas water heater. Jeff Raver is going to relocate the propane tank to accommodate the addition. Don Sherman asks if Jeff Raver is on the town water system, he is. Don Sherman questions if the water line can accommodate two households, the town clerk states to her understanding a 3/4 inch line can service the households. **Paula Stevens motioned to approve the building permit. Don Sherman seconded. VOTE: 4- Yes; 0- No; 0- Abstain; 0- Absent**
  
- **MARTIN, James - RE-02-06 - Lot # 30 GRA - 629 Grandview Drive:** Kitchen and bathroom remodel. Existing perimeter of the home will not change. Rob Wagner reviewed and approved on 3-9-06 for P&Z review. Don Sherman asked James Martin the approximate cost of the remodel, James Martin answered he would like to keep it under \$30,000.00. James Martin explains the current and new floor plans to the commission. Dave Gustafson questions Rob Wagner if James Martin can do electrical work himself, Rob Wagner replies yes he can. Rob further explains that according to the state fire marshal, if a home owner does the wiring themselves they must therefore live in the house for a year before selling the home. Rob Wagner states he has not been to the home, but he has viewed the plans with James Martin. Rob Wagner explains that he has pointed out to James Martin that he needs to move the headers for the door and window as the wall in question is a load bearing wall. This wall also supports the floor of the upper level, Rob Wagner and James Martin spoke previously of this issue. Rob Wagner has also discussed with James Martin the placement of smoke detectors and that there can be no gas dryer in the mudroom/bedroom. Scott Reed would like to see the owner make sure that the remodel does not take away from the structure, and make sure there is a point load for the first floor and under the first floor. James Martin is planning on "beefing up" the structure while he is remodeling. Paula Stevens inquires as to how many inspections the remodel will have. Rob Wagner states that before James Martin covers the interior walls he will do an inspection as well as a final inspection. **Don Sherman motioned to approve building permit. Paula Stevens seconded. VOTE: 4- Yes; 0- No; 0- Abstain; 0- Absent**

- OHANESIAN, Patsy (C.L. Stewart Estate) - FINAL PLAT REVIEW - Replatting Lot # 646 of LEC - 144 Trail Drive- Karl Scherbel on behalf of Surveyor Scherbel, LTD and the owner will be present:** Replatting effort which dedicates a portion of Sunset Drive to the Town of Alpine as the Town's road currently crosses the owner's property. The property was rezoned to a B-1 within the last year and the owner needs a new plat to clean-up the property boundaries in order to sell the lot. Tonight's review is a final review of the plat as Surveyor Scherbel LTD (The Town's surveyor) has drafted the plat and it is a minor boundary change rather than a major subdivision. Marlowe Scherbel is speaking regarding Pasty Ohanesian and Sunset Drive. Sunset drive has never been platted and is not legally a town street; the Ohanesians are willing to dedicate this to the Town of Alpine. Marlowe Scherbel states that 50 ft. will work to dedicate to the road, the Ohanesians property will then be reduced to 3/10<sup>th</sup> of an acre. Marlowe Scherbel is waiting on a quiet title action from the title company; this is just a clean up issue and has been discussed with previous councils. The Ohanesians are interested in selling this lot, and this issue is preventing a sale of the property. The Ohanesians have recently rezoned the property. **Paula Stevens motioned to approve for the final plat to go before the council. Don Sherman seconded. Vote: 4- Yes; 0- No; 0- Abstain; 0- Absent** Marlowe Scherbel informed the council that Karl Scherbel is now working at a branch office here in Alpine.
- ROB WAGNER, Town Building Inspector - P&Z Issues:** Adopting the IBC Code - See various Town of Jackson IBC Ordinances. Dave Gustafson would like to talk to Rob Wagner about the IBC Code. Don Sherman questioned if that was something for Mr. Pedersen, Paula Stevens agrees with this. Rob Wagner has provided the commission with some information from Jackson, regarding how they have adopted some of the IBC Codes and thinks some of it could apply to the Town of Alpine. Rob Wagner gives some examples of items in the information he has given to the commission. Don Sherman asks Rob Wagner if he still is in favor of having a Town Engineer, this is something that Rob Wagner is very much in favor of. Don Sherman states that this issue had been turned over to Carter Wilkinson the town attorney, the commission states they have had no further information since then. The town clerk asks what actions the board would like to take to resolve this issue. Don Sherman and Rob Wagner point out that an engineer will remove some of the liability from the Town of Alpine and the P&Z Commission, an engineer's role would be to certify the plans as being a sufficient and safe project. Paula Stevens thinks the commission is in agreement that this is an issue they have discussed previously and would like to see resolved. Paula Stevens suggests rather than going through the town clerk to relay information between Carter Wilkinson and the commission, she would like to have the clerk invite Carter Wilkinson to come and discuss this issue with the commission. Dave Gustafson questions if a town engineer is a separate issue from adopting the new IBC Codes. Rob Wagner feels that it is inline with adopting the IBC Code. Rob Wagner explains that the IBC and IRC Codes state that if you have a ground snow load that exceeds 70 pounds you have to engineer it; this area has a ground snow load of over 70 pounds. Dave Gustafson has some additional information from the previous building official in Teton County; he will print out and bring it to Rob Wagner. Dave Gustafson states that there are a lot of different discussions going on; he would like to have Carter Wilkinson come in and speak to the commission about the engineering aspect. Dave Gustafson next addresses the IBC, and is curious as the scope of work that the consultant was assigned. Dave Gustafson suggests they check with the consultant and find out if the IBC Code was to be included in his work, if it was not his responsibility then it is an issue the commission needs to address. Rob Wagner suggests that if this is the consultant's area, amendments should be made to fit the town. Rob Wagner inquires as to when Mr. Pedersen was supposed to be done with the comprehensive plan, Don Sherman believes it is supposed to be within a 6 month period. Paula Stevens does not believe the date was what they were going to adhere to as much as getting the work done; although the intention was to get the work done in 6 months. Paula Stevens states that the first logical step was to set up a master plan and updated zoning ordinance follows from that. Paula Stevens explains the policy document must be in place first and then work on the ordinance that implements the policy document. The clerk is going to get the information as to what the scope of work was that the consultant was going to do. Paula Stevens suggests that after the commission has read the comprehensive plan that they have a meeting with Jim Pedersen and discuss revisions the commission might have. Dave Gustafson would like to set a date for this review, the board decides on the last meeting in April to further discuss this matter. Dave Gustafson clarifies that the commission has plans regarding the engineer, the IBC and for reviewing the draft. Dave Gustafson thanks Rob Wagner for his work and for keeping the committee on their toes. Don Sherman asks Rob Wagner if adopting the IBC will be helpful for his inspections, Rob states that yes it will. Dave Gustafson asks Jeff Raver his opinion what the consensus among the builders would be having that requirement for an engineer. Jeff Raver replies that the quality builder won't have a problem with it and they would probably embrace the idea. Jeff Raver further explains that the contractors who like to cut corners would most likely not like the idea of an engineer. Don Sherman asks if this might raise the quality of the shady builder, Jeff Raver says it could either raise the quality of the builder or they will go elsewhere, but it will raise the quality of the buildings being built here. **The commission would like Carter Wilkinson invited to the next meeting to further discuss these issues.**
- APPOINTING P&Z REPRESENTATIVE FOR BUDGET PROCESS:** At the 2/28/06 meeting the commission decided to appoint a P&Z representative who will track the P&Z budget. This person will be responsible to contact the treasurer monthly and also work with the council liaison for the P&Z division. Quarterly budget reports will be supplied to the entire P&Z Commission as well. Dave Gustafson suggested a policy and procedures outline is created which dictates steps to follow before contacting the Town's attorney for P&Z matters in hopes of reducing legal costs and staying within the budget. Dave Gustafson states that his biggest concern was the attorney's fees incurred over the Steve Dicenso issue. Dave Gustafson suggests the commission set aside 15 minutes during each meeting to review the budget information as a group. Paula Stevens requests the budget for the two previous years, then as a group the commission can review the information. After this the commission will assign a member to keep a monthly account of the P&Z Budget. **The commission has requested the past budget information be mailed to them.**

- **P&Z MINUTES:** January 24<sup>th</sup>, 2006 and February 28<sup>th</sup>, 2006- requires motion (March 14<sup>th</sup>, 2006 No Quorum) **Scott Reed motioned to approve these minutes. Don Sherman seconded. VOTE: 4- Yes; 0- No; 0- Absent; 0- Abstain**
- **COUNCIL MINUTES:** February 7<sup>th</sup>, 2006; February 13<sup>th</sup>, 2006 Special Council Meeting/ SLIB Grant; March 7<sup>th</sup>, 2006 **Don Sherman motioned to approve these minutes. Paula Stevens seconded. VOTE: 4- Yes; 0- No; 0- Absent; 0- Abstain**

**6 - UNFINISHED/ONGOING BUSINESS:**

- **DICENSO, Steve - Pending Case for Non-compliance/ Town Code Violation - Failed to obtain approved building permit -** Mr. Dicenso built a residential apartment/ loft inside a commercially zoned, storage unit building. The loft is occupied currently without a certificate of occupancy as well; the code violations are being addressed by the Town's legal counsel. (see attached e-mail dated 3/27/06 from Carter Wilkinson) **The commission would like Carter Wilkinson to be invited to the next meeting to further discuss this issue.**
- **P&Z ATTENDING COUNCIL MEETINGS:**  
 1) April 4<sup>th</sup>, 2006 - Paula Stevens                      2) April 18<sup>th</sup>, 2006 - Dave Gustafson

**7 - ADJOURN MEETING- Dave Gustafson called for a motion to adjourn. Paula Stevens motioned to adjourn the meeting. Don Sherman seconded. VOTE: 4- Yes; 0- No; 0- Absent; 0- Abstain**

**Items mailed to P&Z before tonight's meeting:**

- **P&Z BUDGET:** Treasurer's report to P&Z Chairman, Dave Gustafson - Profit & Loss Budget vs. Actual dtd. 7/1/05 - 3-7-06; Transaction Detail by acct. dtd. 7-1-05 - 3-7-06 (P&Z inspection out-side) ; Transaction Detail by Acct. 7-1-05 - 3-7-06 (P&Z Personnel costs); Transaction Detail By Acct. 7-1-05 to 3-7-06 (P&Z expenditures); Transaction Detail 7-1-05 - 3-7-06 P&Z Office expenditures)
- **SNAKE RIVER JUNCTION (Damien Mavis & Brad Vernon):** Notice from Lincoln County Commissioners for conditional use application - Hearing 3-8-06 at 9:00 a.m., Kemmerer
- **TONY NARDACCI, APPLICANT:** Notice from Lincoln County Planning for public hearing regarding variance request
- **KATRINIA HOXIE, APPLICANT:** Notice from Lincoln County Planning for public hearing regarding proposed subdividing of 13.25 +/- acres into 2 lots with an average size of 6.63

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

- P&Z Minutes: 3-14-06
- COUNCIL MINUTES FOR REVIEW: March 21<sup>st</sup>, 2006
- TONY NARDACCI - LINCOLN CTY. PLANNING VARIANCE REQUEST -Hearing Date: 3-29-2006 (File # 301 PZ 06)

\_\_\_\_\_  
*Dave Gustafson, P&Z Chairman*

\_\_\_\_\_  
*Date*

*Attest:*

\_\_\_\_\_  
*Kimberlee Jansen, Secretary*

\_\_\_\_\_  
*Date*