



Town of Alpine Planning & Zoning Commission Minutes

DATE: September 22, 2009

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

Attendance: P&Z Members Present: Pat Marolf, Joshua Floyd, Melisa Wilson, & Dave Jenkins. Others in attendance: see attached sheet.

1 - CALL TO ORDER at 7:02pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Shawn Bard: 238 Lakeview Estates A; 795 Terrace Lane-Minor Construction Permit, MC-04-09, needs approval for a shed.** Would like the Commission to review his setbacks again as his lot is less than 10,000sq ft. Terra Miller was incorrect with her calculations. Mr. Bard's property is greater than 10,000sq ft. Terra will call Mr. Bard and inform him of her mistake and offer him the refund.
- **Glen Perrin: 61 Three Rivers Meadows; 427 Meadows Drive-Minor Construction Permit, MC-06-09, needs approval for window additions and chimney removal.** Billy Esperson, representative, was present. He explained to the Commission the work that was being done to the property. **Dave Jenkins made a motion to approve the permit; Melisa Wilson seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Jack DeCou: 62 Palis Park; 224 River Bench Rd-Deck Permit, D-06-09, needs approval.** Commission reviewed Packet. **Joshua Floyd made a motion to approve the permit; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Morning Star Baptist Church: 2 Palisades Heights; 128 Morning Star Drive-Minor Construction Permit, MC-07-09, and Deck Permit, D-07-09, need approval.** Justin Sandner, representative, explained to the Commission he was moving the front entrance door, making the deck handicap accessible and adding a roof to the deck. He would also be bringing the deck up to code. The Commission reviewed the packet and Jody's letter of recommendation. **Joshua Floyd made a motion to approve the permit; Melisa Wilson seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Phase 2 Septic Permits-Approve verbiage for amending the Town Sewer Ordinance.** Commission reviewed the verbiage. **Melisa Wilson made a motion to approve the recommendation; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**
- **Meeting Time: Discussion on changing the meeting start time to 7:30pm.** Dave Jenkins and Joshua Floyd both think it is beneficial to come before the meeting and review the packets. They feel an hour is needed and realize the other two members work in Jackson and cannot arrive earlier than 6:30pm. Therefore they would like to have the meeting start at 7:30pm. Melisa Wilson is concerned this will mean later nights. Joshua believes with the hour review they will be more prepared and therefore have a smoother, quicker meeting in the long run. **Dave Jenkins made a motion to start the meetings at 7:30pm; Joshua Floyd amended the motion to include the pre-meeting review at 6:30pm; Melisa Wilson seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits & Non Compliance Issues: see handouts. Civic Center-**Dave Jenkins informed the other Commission members of the Court proceedings. They will be fined \$1500 for the citations issued to them. It was agreed for future issues the Commission member attending the Court will brief the Prosecuting Attorney further in advance so he knows what they want. Deb Wolfley explained to the Commission the Structural Engineer will be doing his review on Thursday. The non-shrink grout was put in while Jody watched. Jody referred a certified welder who has welded the plates. Terra Miller showed a letter from Jody concerning the cancellation of inspections at the Civic Center. He would like more than a five minute notice when cancelling for scheduling purposes. He would also like more notice for conference calls so he can participate and make informed decisions. The Commission is extremely concerned the structural engineer is willing to take on the liability for the piers and stem walls if they should fail. Melisa Wilson wants to make sure the Town has it writing before Jody signs off on the items in question. **Dan Boggs-Terra** wanted to know if the Commission wanted to put a time limit on the removal of Mr. Boggs' fuel tank. She explained to them he had complied with the other items. They were just waiting on the fuel tank issue. It was agreed a letter be sent requiring him to move it by November 1, 2009. **Monte Davis-Dave Jenkins** asked where in the Town codes was the requirements for a deck permit. Terra read the section in the IRC/IBC with the

requirement and the section in the LUDC. She explained to them there was nothing in the code books at the time of the chimney installation that required the owner to obtain a permit. In the letter it suggested he assure it was up to code but did not require him to get an inspection. The letter did request an application and permit be filed for his deck extension. Joshua Floyd wanted to make sure since he built the deck prior to obtaining a permit his permit fee would be double as required in the LUDC. Jackson Hole Real Estate & Appraisal-they have installed their sign at the 15' height limit. Jody has not yet been called over for the Certificate of Completion. Jerzy Mosynski-it was recently noticed Mr. Mosynski had poured a concrete slab on his property. The complainant was concerned he was building a garage without a permit. A cease and desist order had been issued on Monday. Terra had spoken to Mr. Mosynski earlier today and found out it was only intended to be a slab. When she went to look at it there were no indications it was going to be otherwise. The Commission would like the cease and desist procedures to include an email to all members after speaking with Pat, Chairman. They feel it is in the best interest of the owner and the Town to stop construction as soon as possible until a permit can be authorized so things don't have to be redone. Terra will continue to issue them. Ernie Scott-The Commission agreed the situation needed to be taken care of before the snow started falling this year. He has all the supplies but at this time he is not able to lay the tin himself. Melisa Wilson will arrange a Community Outreach for October 10, 2009 at 10am to help him finish. Dave Jenkins will also attend. Terra Miller will pass the message onto the Council. Deb Wolfley will contact Ernie Scott. Wilderness Roofing-Terra explained there is no building record for the structure so there is no way of telling what has been done to the property. It would be difficult to ask the complainant as he is the one that would be charged for failure to gain a permit. Jody does not feel qualified to verify structural changes to a building. Deb Wolfley looked into the cost of a Structural Engineer. Nelson Engineering would be able to do it but it would cost \$150/hr. The Commission agreed to send Jody in to look for structural integrity and take photos for a record of the property. At this point in time they do not feel they have enough information to fine anyone or make anyone obtain a permit. Terra will write them a letter requesting an appointment be set up with Jody.

- **Open Positions:** *Out-of-Town position (term ends 12/31/10) is still open.* Dave Jenkins knows someone in Nordic Ranches that might be interested in joining. The Commission appreciated the offer but believe he lives too far away.
- **Town Of Alpine-Lift Station: on HWY 89 just out of Town Boundaries-final discussion.** Deb Wolfley stated we are still waiting for some clarifications to the plans from Coast to Coast. As soon as they come in we will get them to Jody for review.

5 - P&Z MINUTES: August 25, 2009; September 8, 2009 need motion to approve. Joshua Floyd made a motion to both meeting minutes; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

6 - COUNCIL MINUTES DISTRIBUTED: August 18, 2009; September 1, 2009; September 2, 2009

- **P&Z ATTENDING COUNCIL MEETINGS:**
1) October 6, 2009-Dave Jenkins 2) October 20, 2009-Pat Marolf

7 - ADJOURN MEETING- Need Motion. Melisa Wilson made a motion to adjourn the meeting at 8:30pm; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

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

- Active Permits Worksheet
- Non-Compliance Worksheet

Items mailed to P&Z before meeting:

- Lincoln County Notice: Salt River Ranch c/o Ted Terry; Forest River Reserve-create an additional lot
- Sewer Ordinance Verbiage



Pat Marolf, Chairman

10-13-09
Date

Attest



Terra Miller, Secretary

10-13-09
Date