



Town of Alpine

Planning & Zoning Commission

Minutes

DATE: July 10, 2007

PLACE: Alpine Town Hall ▪ 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

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

1 - CALL TO ORDER at 7:06

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Steve DiCenso: Lot 6 Kilroy; 321 Meadows Dr-**

Shed: Reviewed Packet. Steve stated that he didn't apply for a shed permit because he planned on moving the shed in 2 years and didn't think one was required for a temporary structure. Paula Stevens asked what the shed would be used for. Steve stated that it was for storage purposes only; no electrical or plumbing. **Kennis Lutz made a motion to approve pending that the shed is moved in 2 years.** Steve asked what would happen if he wanted to leave it there for more than 2 years. Steve was not aware that there was a time frame for a temporary building. Steve asked if he could extend it for 5 years. Pat Marolf stated that the codes require that temporary structures be removed after 90 days. Steve stated that he misunderstood what a temporary structure was. He was under the impression that it was a shed. Paula Stevens stated that a shed is considered an accessory building. Steve stated that he would like to change the definition from a temporary structure to an accessory building on his application then. **Kennis Lutz withdrew his motion to approve the shed pending its removal in 2 years. Kennis Lutz motioned to table the item until the building inspector, Rob Wagner, reviewed the packet as an accessory building; Pat Marolf seconded the motion; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

Fence: Reviewed Packet. **Pat Marolf made a motion to approve the fence permit. Kennis Lutz seconded the motion; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

- **Liz Santangini-Sotheby's International Realty: Lot 13B Palisades Heights; 168 Hwy 89-**Liz apologized for not having a permit before putting up the sign. Reviewed Packet. Liz stated that the current sign was 3x4 with Real Estate Office printed on it, hung by 2 chains, colored blue with white lettering. There is also a 1x3 banner sign on the opposite side of the building near the entrance to the office. The reason they would like the sign is for customer clarification. They like to clarify between the auction Sotheby's and the realtor Sotheby's. Paula Stevens stated that we needed to make sure that the total signage for the building wasn't being exceeded. Paula referenced the code starting at page 150. Liz stated that she would be happy to look up the needed information and return. **Pat Marolf made a motion to table until the next meeting. Kennis Lutz seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

- **Steven Hee: Lot 404 Riverview Meadows; 270 River Circle-**Steven's first concern was the height of the building and what the 2 ½ all included. Paula Stevens stated that the height requirement starts from grade and the half of a story would be for the attic. He then enquired about handicap access. Paula stated what we defer to for that is the building code and that our building inspector would have to answer any questions pertaining to it. He then asked if modular structures are allowed. Paula stated that they are. He then asked if there were siding specifications. Paula stated that all things similar to that would be reviewed during the building permit process. Paula stated that with the lot in question a conceptual approval was given for what could be put in that lot and what the uses could be. She stated that we would have to compare the conceptual approval with what they would be proposing. Steven stated that he had the plans from the conceptual building. He also stated that when he purchased the property they told him he could put in a 2 story building depending on the fire code. Steven stated that what they would like to do is a 2 storey building with a full basement. He would like to submit his own set of plans and not use the already approved conceptual plans. Paula stated that with the total square footage, with basement, of 15000sq ft they would have to put in a sprinkler system. She also mentioned that they would need to make sure, other than the building codes, to meet the setbacks and height requirements for the specific zoning regulations. Steven asked if the porch was included in the square footage. Paula stated that the porch does not count in the floor area. Paula asked what their plans were for the basement. Steven stated that if the new building was used for retail space that their intention for the basement was for storage. Paula stated that the Commission would look at the parking and they would need to know what the basement usage was for in allocating the necessary number of parking spaces required. Steven asked about if they needed an elevator. Paula again stated that they would need to refer to Rob Wagner to answer that question. Steven also asked about the moratorium

concerning the sewer since he bought his property a year ago. Paula stated that he would not be grandfathered in. Terra Miller stated that he would have had to turn in a building permit before the moratorium was issued. She also stated that the worst case scenario would be Fall of 2008 when the new sewer plant is up and running. Steven asked when the Council would next review it. Terra stated that they usually review it at least once a month. Pat Marolf stated that according to the last meeting minutes the sewer was still over its capacity. Steven asked if they had started working on the new plant yet. Paula stated that the funding is taken care of but there are still a few more details that needed to be worked out.

- **Sarah Neumann-Real Estate of Jackson Hole: Lot 609/651 Lakeview Estates C**-passed out a packet reviewing what their plans are. Sarah stated that after speaking with Dave Gustafson that the structure in question would not meet the temporary guidelines. That the structure would be a pre-fabricated structure for approximately 2 years. Sarah stated that they were aware of the sewer moratorium in affect. Their proposal was to have 2 units of portable restrooms on the south/rear side of the building out of view of the main parking area and Highway 89. Sarah also stated that she spoke with the Wyoming Highway department. They told her that she would need to use existing accesses points. Sarah concluded that she would follow up with this and get permission form the adjoining properties. Sarah stated that the front part of the lot would be gravel and used for parking. The issue with snow storage for the winter would need to be looked at. Paula stated that the last time we discussed this proposal was that our concern was whether or not we could allow port-a-johns. Paula questioned if Terra Miller had spoken to Rob Wagner on this subject. Terra stated that the only thing we could find in the IBC was pertaining to temporary structures. Sarah stated again that they would be leaving the structure up for at least 2 years. Paula asked if the agency ever had the intention of putting in real permanent structure with permanent facilities. Sarah stated that not in these lots. Paula stated that she has a concern regarding the safety and welfare concerning the outside restroom facilities especially with the current sewer concern. She fears that they would start sprouting up all over town. She stated that we still need to speak with Rob Wagner and the Department of Environmental Quality. Sarah stated that the main reason that they were here was to look to the Commission to see if they should go through the building permit application. Paula stated that she couldn't give her an answer tonight but that she would contact a supervisor that used to work for the Department of Environmental Quality for the basic requirements for a business similar to hers concerning bathroom facilities. Terra Miller stated that she would contact Rob Wagner for building code regulations. Kennis Lutz stated that we like to be able to let people due what they like with their properties but we don't want a bunch of port-a-potties all over town. He also requested that they present a site plan to the Commission. Paula asked if they could we meet again at the next meeting to discuss this further after the Commission had a chance to speak with the necessary people and if they could bring back the site plan. Sarah asked if they could use the facilities at one of the adjoining business with their permission. Kennis stated that the Town was trying to reduce the volume that is going into the Sewer plant so the suggestion probably wouldn't work. **Kennis motioned to table the item until the next meeting; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Ladd Burmaster: Lot 16 Greys River Village; 350 Wooden Spur Dr.**-Mrs. Burmaster stated that when the adjoining property owner decided to sell their lot they located the property pins and discovered that the Burmasters had built their home on their property. So to help make things easier the Burmasters decided to purchase the lot. Mrs. Burmaster was asking that in the future could she readjust the property lines, how much will it cost, what does it all entail, and does she have to do it right now. Kennis Lutz asked how much of their house was encroaching on the neighboring lot. Mrs. Burmaster stated that it was about 24'. Paula Stevens asked what property pins were involved in the confusion. Mrs. Burmaster stated it was the ones behind them. Paula stated that there shouldn't be multiple pins. Reviewed lot lines on Town map. Mrs. Burmaster wanted to make sure that she had in writing that they could change the lot line. Paula stated that the Greys River Subdivision was under a Plan Unit Development (PUD) so the Commission would need to review the PUD for lot size regulations to give her an approval. Mrs. Burmaster stated that she would probably cut the pie shape up; she was unsure of the new lot sizes. Kennis Lutz suggested that they draw up the properties and how they would like to divide them so that they could determine if the division was possible. Mrs. Burmaster stated that she felt it was the Town's responsibility since they issued a permit. Paula stated that it is ultimately the property owner's responsibility. The best advice that the Town could give her was to submit a plan like Kennis suggested. Mrs. Burmaster would like to know now without any future legal hassles. Paula stated that they could potentially create a lot that is not buildable or sellable depending on how they divide the lots. She also stated that we needed to see the PUD and to see where they plan on dividing the lots so that the Commission could make a determination. Mrs. Burmaster asked what was the cost and procedures would then be. Paula stated that she would need to apply for a Replat. They reviewed the Town Cost sheet. Mrs. Burmaster stated that it boils down to being their fault. Kennis explained how our inspections work; Joe Sender doesn't read the pins, he just looks at the string line for setbacks. Kennis stated that a surveyor has to identify the pins not the Town Inspector. Paula stated that if Mrs. Burmaster wants to try and remedy the situation by moving the lot line, the Commission needs to know how much smaller the other lot is going to be so we can make sure that it meets the regulations. Mrs. Burmaster asked if there were any time restraints on the replating of the lots. Kennis Lutz stated that there was not. Mrs. Burmaster stated that she would contact Terra Miller at the Town Office when she would like to come back to a meeting.

4 - UNFINISHED/ONGOING BUSINESS:

- **Review Proposed Draft Ordinance-**Commission agreed to send current list of amendments and that they would add any future changes to the next draft.
- **WAGNER, Rob:** not present.
- **Active Building Permits & Non Compliance Issues:** Reviewed lists. Josh Daigle added a covered deck that wasn't on the original blue prints. Terra asked what the next step was for the three outstanding expired permits. Kennis Lutz stated that a follow up letter stating that we will start fining according to the Town Code and give them 2 weeks to respond. Also in the future add it to the first letter.

5 - **P&Z MINUTES:** June 13, 2007; June 26, 2007; June 28, 2007. Didn't have a quorum to approve.

6 - **COUNCIL MINUTES DISTRIBUTUED:** June 5th, 2007; June 19th, 2007

- **P&Z ATTENDING COUNCIL MEETINGS:**

1) **July 17th, 2007-Pat Marolf.**

2) **August 7th, 2007-Kennis Lutz.**

7 - **ADJOURN MEETING-** Kennis Lutz made a motion to adjourn the meeting at 8:26pm; Pat Marolf seconded it; **Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**

AFTER MEETING REVIEWS/WORKSHOPS: None

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

- Active Permits Worksheet
- Non-Compliance Worksheet

9 - **Items mailed to P&Z before meeting:**

- Special Meeting minutes for June 28th, 2007

Paula Stevens, Vice Chairman

Date

Attest:

Terra Miller, Secretary

Date