



Town of Alpine
Planning & Zoning Commission
MINUTES

DATE: **May 9th, 2006**

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

1 - **CALL TO ORDER at 7:10pm**

2 - **ROLL CALL & ESTABLISHED QUORUM BY KIMBERLEE JANSEN**

Dave Gustafson called for a motion to table P&Z minutes and Council minutes until the end of meeting. Scott R. motioned to table minutes. Don S. seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.

3 - **P&Z MINUTES:** April 25th, 2006

4 - **COUNCIL MINUTES:** April 18th, 2006

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

- **REED, Cassie - S-02-06 - Lot #611 Lakeview Estates C - 171 Alpine Drive:** Cassie Reed is applying for a sign permit to attach a 2 1/2' x 3 1/2' sign to a temporary structure. *Unable to establish a quorum, tabled until next meeting.*
- **MARINO, Elio -Western Wyoming Horseman Co. - S-03-06 - Lot # 612 Lakeview Estates C- 173 Hwy. 89:** Elio Marino is applying for a sign permit. Mr. Marino is planning to install a freestanding sign with down lighting and attach a sign to the front of the building. Joe Sender approved. Mr. Marino stated that he would like to install the listed signs and maybe a couple of temporary banners. Scott R. questions if there is currently electricity to the site, Mr. Marino stated no. Don S. questioned the size of the signs. Dave G. asked where the signs will be placed at, and made sure they are not in the right of way. Mr. Marino stated he was lining the freestanding sign up with other business signs along the roadway.

Don S. questioned the height of the sign, he also clarified with Mr. Marino that the sign did not go over 15 feet, and also that the electrical work needs to be done by Wyoming Licensed Electrician. Dave G. asked what type of lighting he was going to use, Mr. Marino stated it would be a spot light type of lighting. The committee would like it to be noted that Mr. Marino is installing two signs the freestanding and the one attached to the building. **Don Sherman motioned to approve sign permit. Scott Reed seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

- **SAWDY, Kent - 311 Grey's River Road - Town Abandon Easement:** Request for the Town of Alpine to abandon access/easement to the Children's Park near his home on Grey's River Road. (see attached drawing - approximately 30 ft. wide) Don S. stated that he would like to go and look at the property that Mr. Sawdy would like to purchase from the town. Mr. Sawdy stated that he is currently using the easement as the drive way to his property; he has a half acre lot. Mr. Sawdy stated that a 30 foot easement is not needed to access the park, a paved pathway with landscaping would be sufficient. He also stated that the fence bordering his property and that of his neighbor's property is pathetic. Mr. Sawdy stated that it does not look like a park but a dump; his goal is to plant 30-35 blue spruce trees along the border of the park. He would also eventually put in a garage.

Tracy M. stated that the council has tabled this issue for further review, and to get the input of the P&Z Commission. Mr. Sawdy informed the committee that the easement was placed there because the town did not have another access to the park; the town has since purchased a lot and created a parking lot and access to the park. Mr. Sawdy claimed that since 2002 he has paid for road maintenance and lawn care. Don S. informed Mr. Sawdy that there would be surveyor costs if the town were to sell this easement and if Mr. Sawdy would be willing to help pay for those costs. Mr. Sawdy stated that he would, but would like to the town to keep in mind that for the last several years he has paid at least \$100.00 a month for a period of 3-5 months for snow removal; add this up over 4 years. Mr. Sawdy has also had the expense of lawn care for the easement. Mr. Sawdy does not want to be reimbursed but would like work it out or do a trade for the work and money he has put into the easement area.

Scott R. questioned using the easement for a driveway; Don S. had concerns regarding the vacant lot if Mr. Sawdy purchased the easement area. Don S. stated that the committee needs to consider the effects the sale would have on the neighboring lot. Don S. suggested that Mr. Sawdy and the neighboring lot split the 30 foot easement, that way both parties have equal access.

Mr. Sawdy thinks it would make the area more attractive if the lots shared a driveway, and would consider this as an option. Mr. Sawdy stated that in the future he would like to purchase the vacant half acre lot and tree it in and close off the access, unless he and the town can come to an agreement about a pathway. He would like the pathway to be paved and have landscaping.

Scott R. stated that the town has created equal sized lots in the area. Don S. questioned that in the future if the town were to get rid of the park and build a building there, then the easement would be needed for access to the rear of the building, in case of a fire for example. Mr. Sawdy stated that if that was the case he would not have a problem with granting access through his lawn if he was able to purchase the easement. Dave G. stated that this was a matter for the town attorney and the council; the P&Z committee can make a note of the issue, in regards to the master plan. Tracy M. informed the committee that this was only a courtesy presentation, to inform the P&Z committee of the issue. Mr. Sawdy asked what his next course of action should be; Tracy M. informed him that it will be placed on the agenda as an ongoing issue until the council tells her to remove it. Mr. Sawdy asked when the next council meeting is, and was given the information.

- **HARTENSTEIN, Larry - R1-03-06 & SP-02-06 - Lot #72 Palispark - 216 W. Mill Circle:** Larry Hartenstein is requesting a residential single family house permit. Rob Wagner approved, and Joe Sender approved setbacks and septic with conditions. The secretary informed the committee of Joe S. conditions. Joe S. wants to inspect the leech field after it has been dug and before the gravel is put in, because this is a small lot. There was some discussion about the fact that the neighbors have built a fence over a corner of Mr. Hartenstein's lot, Mr. Hartenstein stated that he and his neighbors have come to an agreement and have decided to leave the fence as is.

Don S. asked what the total height of the house will be; Mr. Hartenstein stated that it is about 13 feet. Rob W. stated that there were some things that were not on the plans and he spoke with the builder and those items were faxed to the office. Scott R. had several questions about the roof trusses and the floor trusses, Mr. Hartenstein and Rob W. answer his questions. Don S. discussed how the two halves will be connected once the home is set on the foundation. **Scott Reed motioned to approve building permit and septic permit. Don Sherman seconded, with the condition Mr. Hartenstein comply with changes and have them sent to Rob Wagner. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

- **TAYLOR, Diana - 153 A Alpine Drive:** Ms. Taylor wrote a letter inquiring if she needed a fence permit; she intends to install a small picket fence (3 ft. high) in her front yard. The fence will run down the middle of the front yard of units A & B from the house to the present fence in the front yard. *Please see letter for more information.* Don S. would like to have the corners marked and checked by Joe S., because he believes that the other duplexes have placed the fences in the easement area. Don S. asked if there was a packet and was informed that this is more of an inquiry. Scott R. stated that he does not believe she needs a fence permit for a 3 foot decorative fence. Don S. disagreed and stated that yes she does need a permit. Scott R. referred to the ordinances; Dave G. read aloud what Scott R. was referring to in the ordinances. Dave G. stated that she does need a fence permit, Don S. also agreed.
- **BENNETT, Brenda - Town of Alpine Treasurer - Ms.** Bennett would like to speak to the commission regarding the budget. Brenda B. discussed the fees for work that Mr. Pedersen is doing and continuing to do. She also informed the committee about the letter of request for Mr. Pedersen to present before the Lincoln County Commissioners the master plan that he is working on for the Town of Alpine. Brenda B. informed the committee of the proposed budget for the coming year was \$53,000.00; this includes expenses, salaries, inspections, etc. Brenda B. stated that when the master plan is finished it will be available on the website, it will include codes, fees etc.

Dave G. stated that Rob W. should be getting paid for showing up at the meetings and assisting the committee in adopting the new codes. Brenda B. stated that grease traps need to be addressed because of a recent issue. Dave G. again asked if Rob W. costs were properly addressed, Brenda B. stated that Rob W. has not even used half of what was budgeted last year. Brenda B. would like to leave things as they are, mostly likely she will have to cut some things anyway. Don S. suggested that it should be advertised when Mr. Pedersen goes before the commissioners; Brenda stated that Mr. Pedersen will handle the advertising. The timeline regarding the master plan has been extended after Mr. Pedersen met with the town. **Don Sherman motioned to present the budget to the council for review. Scott R. seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

- **P&Z MINUTES:** April 25th, 2006 -**Scott Reed motioned to approve minutes. Don Sherman seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**
- **COUNCIL MINUTES:** April 18th, 2006 -**Don Sherman motioned to approve minutes. Scott Reed seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

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. . *Review revised letter and information from Carter Wilkinson.* Brenda B. stated that if the fine was collected before the end of the fiscal year the money can be deposited into the P&Z budget. Don S. and Scott R. have

read the letter and both approved of it. **Scott Reed motioned to approve sending letter Mr. Dicenso. Don Sherman seconded. VOTE: 3- Yes; 0- No; 0- Abstain; 1- Absent**

- **ROB WAGNER, Town Building Inspector - P&Z Issues: Discuss recommendations with the committee regarding adopting the IBC Codes.** Dave G. asked Rob W. how the codes were coming along, Rob W. asked if everybody has had a chance to look over the stuff he brought to the last meeting. Don S. questioned Rob W. about the codes and his requested feed back. Rob W. suggested discussing the building fees, Tracy M. stated that currently an issue that needs to be addressed is re-platting. Brenda B. pointed out that with sign permits for freestanding signs the applicant needs to call and get locates before digging. Rob W. again discussed the permit fees, he stated that the IBC has a valuation for each state and then the fee is determined by the IBC valuation times the square footage of the proposed building. Don S. would like to see the fees kept reasonable; if the fees are too high it could slow down future construction. Rob W. also spoke about the 45' building height; the fire department does not have a ladder that can reach a pitch height of 45'. The Jenkins building and the Bull Moose Hotel were some examples given in regards to the building height issue. Rob W. stated that the fire department could access the roof of the Jenkins building but not he roof or even the third floor of the Bull Moose Hotel, the fire department has a 35' ladder.
- **Jim Pedersen, Planner -** Mr. Pedersen is requesting approval from the P&Z Commission to go before Lincoln County Commissioners, Lincoln County Planning & Zoning and Ray Saracletti of the Wyoming Business Council for a presentation of the Draft Master Plan. (per phone call with Tracy Mathews, Town Clerk) **The committee approves Mr. Pedersen to present the Master Plan Draft to the Lincoln County Commissioners.**

• **P&Z ATTENDING COUNCIL MEETINGS:**

1) May 16th, 2006 - Scott Reed

2) June 6th, 2006 - Need to Assign

7 - **ADJOURN MEETING-** Dave Gustafson called for a motion to adjourn meeting. **Scott Reed motioned to adjourn the meeting. Don Sherman seconded. VOTE: 3- Yes; 0- No; 0- Abstain; 1- Absent**

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

- P&Z MINUTES: April 25th, 2006
- Carter Wilkinson revised letter & legal information to Steve Dicenso regarding his remodel.
- Matrix Evaluation of Community Development Priorities for the Town of Alpine.
- Pedersen Memo RE: Municipal Master Plan & Zoning Ordinances Revision Coordination w/ Lincoln County & WBC.
- Lincoln County Planning & Development Public Lands Policy Final Draft.

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

- COUNCIL MINUTES FOR REVIEW: May 2nd, 2006 Draft
- DAVIS, Eugene - *Proposed rezoning application* - The applicant requests rezoning of three lots currently zoned R-1 to B-1. This item will be on the agenda for May 23, 2006.
- WILSON, Todd - Lincoln County Planning & Development Notice regarding Etna Trade Park I & Etna Trade Park II.
- SCAFFIDE, SALVATORE et al - Lincoln County Board of Commissioners variance request hearing date and Lincoln County Planning & Zoning Commission meeting hearing date.

Dave Gustafson, P&Z Chairman

Date

Attest:

Kimberlee Jansen, Secretary

Date