



## Town of Alpine Planning & Zoning Commission MINUTES

DATE: **March 8, 2005**

**Attending:** Board members: Dave Gustafson, Scott Reed, Don Sherman and Paula Stevens. Property Owner: Don Goetz. Contractor: Rex Doornbos. Carl w/Surveyor Scherbel's office. Councilmember Steve Fusco and P&Z secretary.

---

1 - **CALL TO ORDER at 7:06pm**

2 - **ROLL CALL & ESTABLISH a QUORUM**

3 - **P&Z MINUTES** January 11<sup>th</sup> & January 25<sup>th</sup>, 2005 *Don Sherman motioned to approve Jan.11<sup>th</sup> & Jan. 25<sup>th</sup> P&Z minutes, Scott Reed seconded. All in favor. (table- February 8<sup>th</sup> will be mailed, February 22<sup>nd</sup> no meeting/no quorum.)*

4 - **COUNCIL MINUTES:** February 1<sup>st</sup>, 2005 & February 15<sup>th</sup>, 2005 *Don Sherman motioned to approve Feb. 1<sup>st</sup> & Feb. 15<sup>th</sup> Council minutes, Paula Stevens seconded. All in favor. March 1<sup>st</sup> (table- handed out at meeting)*

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

- **Commercial Building Permit C-03-05** - Don Goetz is requesting a commercial building permit to build a 4-plex. Don appeared before P&Z to discuss his land use, parking and other issues pertaining to the 4-plex. He is now returning to go through the permit process. Lyal and Joe both approved. Lyal had one note regarding: Footing to be min. 20"x8". A min. of 36" from finish grade to bottom of footing. 20" width because of 2 story structure. The company building the 4-plex: Sup Modular Systems was advised and a letter was received stating they acknowledged changes. Secretary gave same letter to Don Goetz.

Scott asked about the firewalls, Don G. answered it would be 2x6 firewalls. Don G. explained that it is the same building as existing building behind the Red Baron and the secretary added that it is the same manufacturer that built the JHRE&A office building. Paula asked about access. Don G. explained access will be with the existing access with the other apartment complex. Paula asked about landscaping. Don G. explained he will be putting up trees and bushes and then asked for information on how much and what exactly the Town was looking for. Paula asked if there would be signage, Don G. answered no. Paula asked about exterior lights as the Town has a concern with light pollution. Don G. answered that all lighting would be enclosed/shielded, not bare lights. Paula asked to use glass with more opacity. Scott asked if heating was entirely electrical, Don G. answered yes. *Paula Stevens motioned to approve #C-03-05 on the condition P&Z received a detail of landscaping. Don Sherman seconded. All in favor. Members advised Mr. Goetz of landscaping he should consider.*

- **Commercial Building Permit C-06-04** - Peter Karns is requesting a commercial building permit. He is building a business next door to Town office building. Neighboring property owner, Jeff Dupont is building same building. Lyal and Joe both approved their inspections. Meeting was held 2/2/05 with all property owners to go over CC&R's, P&Z punchlist and any items required before attending this meeting. Paula Stevens attended on behalf of P&Z. *All punchlist items and property owners' approval letter received before meeting.*
- **Commercial Building Permit C-07-04 (same as C-06-04)** - Jeff Dupont is requesting a commercial building permit. He is building a business next door to Town office building. Neighboring property owner, Peter Karns is building same building. Lyal and Joe both approved their inspections. Meeting held 2/2/05 with all property owners to go over CC&R's, P&Z punchlist and any items required before attending this meeting. Paula Stevens attended on behalf of P&Z. *All punchlist items and property owners' approval letter received before meeting.*

Rex Doornbos, contractor for Peter Karns and Jeff Dupont answered various questions from the punchlist the owners received to finalize this permit. Scott asked what type of garage doors would be on the back. Rex said roll up garage doors. Don asked about the heat, Rex answered electric. Rex discussed the cedar fencing that will be used as screening for the rear of the property. There will be no landscaping, just gravel or asphalt in rear. The secretary brought up concern about the vision impairment for drivers coming around the corners and that the Town would have to make sure that the screening proposed would not interfere with drivers on River Circle behind the buildings. Paula agreed and advised to use story poles to see how the screening will work. Rex agreed to use story poles first. Steve Fusco added that there is also a height limit to fences in our codebook. Scott asked about lighting and Rex explained all the lighting of the building, mostly canned lighting underneath the eyebrow.

It was discussed and agreed that there will be separate building permits for each business as this original building is simply an open shell inside. All items on the punchlist were questioned and answered. On parking it was approved as the plat shows it at this time, but there will be a follow up to the parking with each building permit submitted on these buildings to make sure at all times there will be sufficient parking available depending on what types of businesses will reside in these buildings. Snow removal and costs will have to be discussed between the property owners. The area next to the Town office cannot be relied on to use as it will be built upon eventually by the Town. Paula requested that before a Certificate of Occupancy is given the landscaping responsibility of common areas will need to be finalized and that landscaping be already put in with these two buildings.

***Paula Stevens motioned to approve with one stipulation that the screening be story-poled and then inspected by a Town official, Scott Reed seconded and added that the screening not obstruct driver's views. All in favor.***

- ***Marlowe Scherbel to discuss replat for Hunsaker property*** - Review of new plat for Lot #716 and #717 of LEC. Hunsaker property, vacating lots #602, 603, 605, 606, 649, 652, creating Lot #716 where the Alpine Market sits and Lot #717 to hold the First Interstate Bank building that is to be built this year. Public Hearing set/advertised with Council on March 15<sup>th</sup>. The secretary advised she spoke with Jim Montuoro of WYDOT regarding the existing approach between Hunsaker and Bull Moose Saloon. A letter was received from WYDOT stating "approval on the use of the existing approach for First National Bank, according to the latest site plan which shows the drive-up windows on the south side of the building (assuming highway runs east-west)". This will be included with their building permit packet when received. Jim Montuoro also advised the secretary that Jim Blittersdorf advised in writing a few weeks ago that he wanted to close that highway access. Jim Montuoro advised that Mr. Blittersdorf had signed an agreement with the Hunsakers to a shared access. WYDOT has sent Mr. Blittersdorf a letter advising him he cannot close that access as they are holding him to his agreement with the Hunsakers as using it as a shared access. Paula had great concern over the access through Rocky Mtn. Rogues property and the ability for cars to do a full circulation on the bank's own property. The entrance from US Hwy 89 is very tight regarding the property line of Rocky Mtn. Rogues. Dave also spoke of concerns of it not being plausible. Discussion continued with great concern of how the bank proposed to sit on the lot and the access, ingress and egress. Paula advised it will need an access easement. When the building permit comes in then these issues will need to be addressed. Commission also requested that the replat not show buildings as they are not approving location of the bank by any means, that they are only approving the lot division and replat of the lots. Discussion did come up about the parking. The secretary did receive notes from Surveyor Scherbel that were done with Steve Fusco last year in calculating parking spaces. This is also an issue that will need to be discussed during the building permit process. ***Don Sherman recommended allowing the replat for #716/717 to go forward to Council, Paula Stevens seconded and added that the need for access easement must be addressed. All in favor.***
- ***Question for property owner:*** (mailed question prior to meeting) Nancy Rigelhof would like to know if there is anywhere in our R1 codes that prohibits a garage being built prior to the home construction? Commission advised she check with her CC&Rs, and that a siteplan of all building, primary and secondary, septic, etc. be received first with a time schedule to building plus a possible bond for other buildings. There were too many questions regarding if this is strictly to be a garage or would it be an accessory building, if the building is a secondary structure, should be planned out with original structure to show that setbacks are being made, water/utilities access is correct. The Commission did not feel it should be allowed as it could change the usage of the property. Paula added zoning usage/zone would change only if for commercial use.

Dave advised it does not conform to zoning usage of R-1. Paula said she'd like to know what the intent is in building a garage prior to the primary building. She was concerned it could be for storing a boat or something like that. Paula brought up our codes, and that it has to have a primary building to have an accessory building. ***Secretary will call Nancy and advise her it does not really conform with the zone but if she insists then she will have to give a full siteplan with all other buildings, water, utility, septic, etc. showing plus a bond will have to be kept and time schedule set.***

#### 6 - UNFINISHED/ONGOING BUSINESS:

- ***Request from Bull Moose Motel re Commercial Bldg. Permit #C-02-04-*** Jim Blittersdorf sent a letter requesting to install fake dormers on the backside of his motel as he feels they would make the back of building look nicer. Because they were not drawn on the original blueprints/plans that were approved with this permit Dave G. has requested he attend this meeting to review the possibility of allowing him to make this change. Jim Blittersdorf was faxed/mailed a response letter advising him to attend this meeting with a revised set of plans showing the proposed fake dormers on the back of motel building before any building of such dormers could occur. ***\*Cannot allow change in design without requested revised plans.***

Jim Blittersdorf did not show for the meeting. A letter from P&Z will be sent advising Jim that he cannot build anything other than what was approved on his building permit until he attends the next meeting which he is still on the agenda under ongoing business.

*continued...*

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

1) March 15<sup>th</sup> - Paula Stevens                      2) April 5<sup>th</sup> - Scott Reed

- **Steve Dicenso - residential built inside a commercial building without a building permit issue** - This issue has been discussed in prior P&Z meetings. Steve wanted to address the commission on wanting to know how they would like him to proceed. *Reference* building permits: C-04-01 & C-03-03 regarding Lot# 6 Kilroy Subdivision Storage Units originally owned by Marc Elkins. Steve Dicenso is listed on all inspection sheets as contractor on second phase by our inspector Lyal. He is now the owner.

**UPDATE:** The secretary advised the Commission that Steve Dicenso called the office requesting a meeting with the Mayor. Secretary spoke with him and advised him the Mayor could not answer any of his P&Z questions or make any promises regarding his present P&Z issue. He was also told that the Mayor would simply refer any P&Z matters/questions back to P&Z. He was told to call the Town Attorney with any questions regarding the present issue on the residential in a commercial building. The secretary updated the Mayor on this issue and requested he not answer any questions and refer Steve D. back to P&Z if he attempts to talk to the Mayor about this issue. Steve D. cancelled his meeting with the Mayor later that week. The secretary requested the Attorney ask Steve Dicenso for his closing documents to possibly show any proof either he was aware or not aware of the commercial/residential issue when buying the building. Steve D. later spoke with our Town Attorney, whereas the attorney advised him that the Town needed proof that he did not know he could not build residential in a commercial zone and requested the closing documents. At this time there have been no phone calls or paperwork from Steve Dicenso.

Paula stated she would prefer not waiting for Steve Dicenso to someday furnish the closing documents, as a deadline needs to be given to him and action needs to be taken. Paula will draft a letter regarding the residential building in a commercial zone and building without a building permit and action that needs to be taken. Don added that the Town's maintenance personnel was inside the storage building last year and said there was two apartments instead of one. The secretary advised that she heard that Steve D. was indeed renting the storage area out and he specified in the last P&Z meeting that he attended that he was not or would not rent the building out as he uses it for his own masonry equipment storage. Dave advised the Commission that Steve Dicenso has been calling him several times on his cell phone and he has advised him that the Commission is working to come to a conclusion on how to handle the issue and what the options will be.

7 - **ADJOURN MEETING-** *Paula Stevens motioned to adjourn meeting, Scott Reed seconded. All in favor.*

## **AFTER MEETING REVIEWS-**

### **ENFORCEMENT-**

- **Jim Blittersdorf permit # RE-01-03 Deck Enclosure on side-** Final inspection was done, no Certificate of Occupancy was given at that time as Lyal had several notes. Top floor is not finished. A letter was to be created advising Mr. Blittersdorf that a C.O. was not given due to notes from Lyal. ***Jim has mailed a letter dated 2/22/05 requesting info on this issue. The letter along with copy of inspection sheet was faxed to Dave Gustafson.***
- **Jim Blittersdorf permit # RE-03-04 Roof Structure-** A letter from P&Z was sent certified mail to Jim requesting he remove his lighting within 30 days. There was no electrical in the building permit.

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

- copy of new plat for Lot #716 and #717 of LEC. Hunsaker property, vacating lots #602, 603, 605, 606, 649, 652 and creating the Lot #716 where the Alpine Market sits and Lot #717 to hold the First National Bank building that is to built this year.
- Budget reports from Treasurer to Don Sherman and Scott Reed
- Lincoln County Land Use Resolution full copies

### ***Items mailed to P&Z before meeting:***

- 2/1/05 & 2/15/05 Council minutes
- Packet on Dodie Urban's 2<sup>nd</sup> request for rezone with copies of her 2<sup>nd</sup> request letter, pertinent minutes from P&Z/Council meetings and memo from secretary.
- Nancy Rigelhof's question

*continued...*

\_\_\_\_\_  
*Dave Gustafson, Chairman*

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

*Attest:*

\_\_\_\_\_  
*P&Z secretary*

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