



Town of Alpine Planning & Zoning Commission MEETING

DATE: May 11, 2004

Attending: Board members: Billy Esperson, Steve Fusco, Dave Gustafson, Scott Reed and Don Sherman. Planner Paula Stevens. Business owners: Jim Blittersdorf & Juline Christofferson, Shawn Bard, Francene Edeson. Contractor/Homeowners: Steve & Carrie Bell. Greys River Ranger District Representative: Charlene Gentry & son Tyler Gentry and Town/P&Z secretary.

1 - CALLED TO ORDER

2 - ROLL CALL & ESTABLISH A QUORUM

3 - **P&Z MINUTES:** April 13th *Steve Fusco motioned to approve April 13 P&Z Minutes, Billy Esperson seconded, All in favor.*

April 27th *Don Sherman motioned to approve April 27th P&Z Minutes, Steve Fusco seconded. All in favor.*

4 - **COUNCIL MINUTES:** April 20th, *Steve Fusco motioned to approve April 20th Council Minutes, Don Sherman seconded. All in favor.* May 4th (*Tabled.*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- Shawn Bard- new business necessities review - Shawn requested advice on what permits, if any, he may need to run his business on his property. He was advised to sketch his siteplan to help explain what his plans are. Shawn has already been advised that a business license will be needed. Shawn did not show a siteplan. Shawn explained it will not be a nursery, it will be a sample yard. They will not sell anything from the lot, will not sell trees. No trees will be stored on the lot either. There will be pipes delivered to them, but it will be covered so it is not visible from the road. It is mostly an advertising area. Paula asked where exactly is the business operated from. Shawn said it is mobile, mostly all out of Afton. Paula also asked if there would be storage of vehicles. Shawn replied no. Shawn needs water installed so he wanted everything straightened out before he paid for the water. Dave asked what the usage area was and Shawn replied it was full residential/commercial. Don said he needed a sign permit. Shawn already knew that but said he didn't have his papers ready in time for this meeting and will file for next meeting. Steve said no permit would be needed for landscaping, but sign is an issue. They discussed his setbacks and where he had to place the signs. Paula said even though he does not need a building permit, we need to know what he is doing in writing to make sure he is in compliance with what he stated at this meeting.
Shawn is to submit a written description of his business/project/occurrences on his lot as he described in this meeting.
- Francene Edeson/Kringles- proposed fence review- Francene requests advice on a proposed new white fence in front of her property. She described the fence as a Home Depot white, prefab fence that stands 3 ft. 5 in. in height. It will enclose a flower garden. The idea to fence off the area came from problems of how customers enter their parking lot as they have 2 driveways. It will be a 20x40 fenced area with a gate. She showed the siteplan that consisted of the Silverstar pedestals in the front along the highway. She will be back behind the Silverstar wiring/pedestals as advised to do by Joe Sender.

Questions came up about the frontage road, Billy advised Francene to voice her opinion on the issue as she would like it eliminated, as it is a no-man's land. Steve said WYDOT is responsible for the frontage road and it is up to them to resolve the issue not the Town of Alpine.

Francene added that Lower Valley came out and her back fence changed because they spotted cable. Billy said she needed to get a locate on the utilities and have Joe Sender check it over. Steve stated that the materials must be as per code Pg. 139, #6, Materials & Design. Don asked a question on snow removal with the proposed fence. Francene said to give her a break, that snow removal has nothing to do with this and the fence will be removed during winter time anyways. Then Steve continued with the subject at hand, regarding the material of the fence. He stated that the Town has already allowed vinyl fencing. So Dave said they could base their decision on precedence. Steve said yes they could and it is new material afterall. Most all agreed since it was new material it would not be an issue with our existing code.

- #S-04-04 Greys River Ranger District Sign Permit - They have 2 signs, one that will be on the building and one by the road. They have already received information from WYDOT and this information is in the building packet. Steve asked if WYDOT gave okay to put in their setback. Charlene said yes. Steve asked if the utilities have been located. Charlene

answered yes. Don asked if it is 15 feet from the sidewalk, does that fall in that 100 foot. Steve answered that Charlene has that letter from WYDOT saying they can put sign in WYDOT's setback. WYDOT is saying in that letter the sign can be put there. Don said therefore that resolves that issue, that we were suppose to contact Montero on this setback issue. Steve stated it is for a government entity. If anyone wants to set sign in setback they'd need to contact WYDOT. Charlene said she already spoke with Montero on the phone several times. Charlene said in case you don't realize, we are in partnership with the Town of Alpine on this. Don said not to get him wrong that he is for this. Dave added that we do appreciate you guys being here. Charlene thanked him. Then she thanked the board. **Don Sherman motioned to approve #S-04-04 Greys River Ranger District Sign Permit, Steve Fusco seconded. All in favor.**

- **#R1-06-04 Steve Bell - Single Family Home Building Permit** - Steve wants to build a single family home. Joe and Lyal have reviewed and approved the plans/site. Steve asked about a furnace, Steve Bell replied will have cope heating. Dave asked if there were any accessory buildings, Steve Bell said no. **Billy Esperson motioned to approve #R1-06-04 Steve Bell Building Permit, Steve Fusco seconded. All in favor.**
- **#R1-01-04 Don Ryan - Single Family Home Building Permit** - Don Ryan's contractor, Dick McKay presented the proposed single family home he wants to build. This permit application was redone per Joe Sender's original notes and advice to Mr. McKay as there were problems with fitting the septic system and his setbacks. All plans have been redone and the property was restaked/restrung for on-site inspection. Joe and Lyal have reviewed and approved the plans/site. Dick explained that they shortened the garage, and made it a single instead of a double car garage to fit the septic system. Don questioned the setbacks and Billy explained them to Don. Dick added that Joe already went through the setbacks and as indicated on Joe's notes the setbacks are okay. Steve asked if there was a furnace. Dick said there will be electric heating. Don started telling Dick that the Town is looking into updating the codes and a new process will be to have an engineer's stamp. Steve interrupted and explained to Don that the Truss Certification deals with that. Steve then continued and asked about the propane that was showing on the plans. Dick said the fireplace is deleted, all propane is deleted. **Dave Gustafson motioned to approve #R1-01-04 Don Ryan's Building Permit, Don Sherman seconded, All in favor.**
- **NEW Building Permit Application Checklist implemented w/ NEW deadline and policy- (For Information Only)** - The P&Z secretary explained there was only one complaint received so far to the deadline change & no guarantee policy: (which came from a builder who in a prior plan review did not have his Building Permit Application complete and after receiving his permit approved, called for his first inspection before he was ready.)
- **Bull Moose Saloon remodeling w/o permit letter- (For Information Only)** - Billy Esperson requested a letter be sent to Jim Blittersdorf as there is work being done on the front of saloon without a permit/inspection as required as per our Snow Load code/resolution. Steve Fusco spoke with Jim first, Jim advised Steve he had already given Truss Certification for the roof work he is presently doing and that it was in his building packet. The present roof work has nothing to do with the deck enclosure permit. Steve and Billy reviewed the existing building permit packet that is solely for the side deck enclosing and came to the conclusion the present work is separate from the existing building permit for side deck enclosure. A letter was mailed to Jim advising him to stop work immediately and obtain a permit application. He has been advised to turn in all paperwork and application required, complete, by May 17th (the new Mondays P&Z deadline) to be put on the May 25th Agenda. Snowload Resolution was included with his letter.
- **Variance Permit Change Update** - Dave Gustafson appeared at the prior Council meeting and will gave the board an update regarding the variance issue. Dave stated that Troy Johnson had an issue with the proposed fee for a variance as he felt it was excessive for someone who wanted to get a variance on a fence. All spoke about the importance of having strong codes, and stopping the variances as it was creating problems and other areas are strict when it comes to getting a variance. Also Dave handed out a draft for the Variance code. Paula Stevens had a draft of the Variance Application Requirements Checklist adopted from Teton County. **(Variance Codes & Variance Application Checklist drafts handed out at meeting- please review before next meeting)**

6 - UNFINISHED/ONGOING BUSINESS:

- **The Mug Shot SIGN's PERMIT #S-1-04** - Hope has indeed pushed her sign way back from where it was originally.
- **Kringle's Fence issue** - On HOLD- Francene advised that is seeing if she can get it reflagged.
- **Permit #C-02-04, Bull Moose Motel/Jim Blittersdorf** - On HOLD until Mr. Blittersdorf submits a completed building packet as specified and advised to Mr. Blittersdorf by Town Clerk and P&Z Commission, plus written approval from Fire Marshall's office and State Engineer for Septic.

(Mr. Blittersdorf showed up without prior notice to the P&Z secretary, to advise her he would be attending tonight's meeting. If he would have given notice, as is normal meeting etiquette for anyone, he would have been placed on the active agenda and given a time when to attend or advised he was not ready to attend as he did not have all the required information that was requested of him in the

prior meeting.)

Paula asked if there was only one copy of siteplan as there should be three. Jim said yes only has one. The parking issue came up, and Juline advised they plotted 75, though 66 were calculated as needed spaces. Jim said they have 4 ADA parking lot spaces, he added that 2 is enough for ADA persons. Greenspace: Paula asked what the proposed greenspace. Jim said low lying shrubs. He added that the greenspace is 10 feet behind and if the bank builds were it proposes to, they are not building in back of their lot, which will give more space. Juline asked is it open space or green space. Dave said he was not sure but will check the codes. Jim said that the grocery store has no green space. Steve said in Section 504, the information on greenspace is under Landscaping Requirements. Juline said they did not receive a copy of that. Don said that others do not have much greenspace such as Jenkins Lumber, etc. etc. Paula asked if it was estimated parking or assumed on Jim's siteplan. Juline said they did not assume any shared parking. Juline said they are fully surrounded by a Town Park, so they do not need any more greenspace, they need parking. Paula advised that the Town Park is separate from business landscaping and businesses are required to have a certain amount of greenspace. Jim said the Town is choked because there is not enough parking and went into explaining why he thinks so.

Dave asked if the setbacks were okay. Steve said they were fine. Dave asked about the dimensions, if all was identified. Yes. Easements? **Have no easements, A statement is needed that all in the Town's Right of Way.**

Dave asked re parking, and said all showed on plans now. Billy asked about access. Jim said there is 20 foot travel lanes, and they have no issue on travel lane because he spoke with the Fire Dept. and the fire truck won't sit in between 2 buildings, they would be on the Town road. Dave asked if okay on egress and ingress. All okay. Greenspace: Billy asked if they were well within the percentage per the Town's Codes per motel only. Dave said it was okay. Snow Storage: is identified on plan. All agreed snow is a problem all over in Town for businesses. Discussion began on snow removal and storage issues for business owners. Dave then added that right now Jim was plowing his snow over to the area where the motel is proposed to go though. Steve said that the Town is looking to allow a place for businesses to truck snow to in the Town's greenspace. Paula said realistically where is the place for snow storage, the area to push snow to is the area that will be built on. Jim said that they have flexibility in winter as there is as much business.

Dave asked about trash enclosures. Jim said there is a brand new, concrete bunker with propane at the restaurant. Dave said okay. Dave asked about a sign for motel. Jim said they are not making a new sign, they will put it on the existing bar sign. Dave said okay, but added that if sign dimensions change they would need to look at it.

Dave asked Jim why they wanted to proceed if they cannot build until they get the Fire Marshall's approval anyways. Juline advised that they have a construction loan, To access and keep the loan they have to have it triggered or else it will be revoked on June 1st. Therefore they need a building permit from the Town to trigger the loan so they do not lose the construction loan money. Billy asked how long have the Fire Marshall's had the paperwork. Juline said 3 weeks and that the only process left is regarding the sprinklers. Steve said that P&Z had asked them for an Electrical Plan. Jim said they do not have time to wait to go to Council, they have to go right after this P&Z meeting the following week to make the construction loan deadline. Steve said we are not experts on electrical that is why we have others review it, such as the Fire Marshall's. Jim said the Fire Marshall's don't care where GFI's are located. Don asked if there was a way we can issue the permit with notes saying we need completed items. Jim said the board would have nothing to review after the Fire Marshall's review/approval. **Don Sherman motioned to approve #C-02-04 Bull Moose Motel Building Permit with a punchlist, no second occurred. Dave said what basis do we have to approve. Don said Jim simply needs a permit for financing not building and that there is a motion on the floor. Dave said he can approve a building permit with contingencies. Jim said he was leary about stipulations on a permit approval, that it would create problems with the loan and did not want any stipulations placed on his permit approval. Dave said well we need them, and we do that all the time, placing stipulations on a permit approval. Dave said the condition is that the State recognizes that he cannot build until Jim has the Fire Marshall's approval. Don again said there is a motion on the floor. Dave said we need to rephrase the motion. Daon said that we are approving, recommend this permit with the conditions per state statutes per building not the permit process prior to condition. Steve added that the Fire Marshall's approval is the condition. Dave Gustafson seconded.**

Don then requested the P&Z secretary advise Tracy, (Town Clerk) to make sure to put Jim on Council next week. The secretary advised Don that she does speak with Tracy every morning after the P&Z meetings to go over any pertinent items that will need to proceed to Council.

Steve asked about the fees, that they will need to be adjusted as he paid for a 1in and 4in but now he is showing from the engineer's paperwork he needs a 2in. and 6in. Jim said he would bring in the difference this week. Steve also advised Jim that he needed a one year extension as his other remodel permit is expired, and that it is up to him to keep it current. Jim said he'd come in to get his extension permit. (Note: As of this printing, additional monies have been received and Jim has not come in for an extension permit)

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

- 1) May 18th – Billy Esperson
- 2) June 1st – Don Sherman

Billy Esperson adjourned meeting at 9:15pm

Code Research Session-

- UNFINISHED - Town Codes Section:

- **Zoning Map** – Need to go through by subdivision to update/redo this map.
- **CODE NEEDING UPDATED:** New ordinance/code updated is needed, to add that New homeowners & businesses need to identify their physical address & they should also call Town to obtain their correct physical address first.
- **GREATER ALPINE AREA MASTER PLAN**
- **CERTIFICATE OF OCCUPANCY PERMITS (TABLED):** Commission has discussed process of issuing certificate of occupancy permits. Some new businesses and residential homes have been issued an occupancy permit without finishing their projects entirely. Dave Gustafson drafted an ordinance, similar to what Jackson utilizes. Currently, for when certificates of occupancy permits are issued. Action needs to be taken to write the draft code and forward to Council.
- **ACCESSORY BUILDING/ SHEDS (TABLED):** Current codes for accessory buildings/ sheds are too vague. Lots of questions re: how big a shed can be, whether it can be placed in setbacks, etc. There is no building permit application for a shed either. *This code will need to be rewritten/ modified.*
- **COMMERCIAL DEVELOPMENTS/LANDSCAPING PLANS (TABLED):** Commission discussed implementing landscaping plans for commercial and R-2 zoned properties. As many new businesses and R-2 zoned business for rental housing have done a great job completing their proposed landscaping, many businesses and apartment complexes have not. Dave Gustafson agreed to draft proposed landscaping requirements for B-1 and R-2 zoned properties for the August 26, 2003 Planning & Zoning Meeting. Item pending Dave Gustafson's completion of a draft code.

Items Mailed to P&Z prior to tonight's meeting:

- P&Z April 27th Minutes

Items Handed out to P&Z during tonight's meeting:

- Council May 4th Minutes
- Blittersdorf/Bull Moose Motel remodeling- noncompliance letter/stop work notice
- Variance Code draft from Dave Gustafson
- Variance Application Requirements Checklist draft from Paula Stevens

HANDOUTS FOR INFORMATION ONLY:

none

(Billy Esperson, Chairman)
Dave Gustafson, acting Chairman

Date

Attest:

Town/ P&Z Secretary

Date