



**TOWN OF ALPINE
PLANNING & ZONING COMMISSION
MINUTES
OCTOBER 12TH, 2004**

The meeting was called to order by Chairman Dave Gustafson at 7:17 p.m. Roll call and quorum established by Tracy Matthews, clerk. P&Z Commission Members Present: Dave Gustafson, Steve Fusco, Scott Reed, Don Sherman, and Paula Stevens. Others present: Catherine Peet

P&Z MINUTES: Sept. 14th, 2004 and September 28th, 2004- TABLED to end of meeting

COUNCIL MINUTES: Council meeting cancelled for October 5th, 2004

I. TONIGHT'S APPOINTMENTS AND NEW BUSINESS:

BOARD OF ADJUSTMENTS- PUBLIC HEARINGS:

PEET, Catherine and Milligan, Patrick (V-06-04) 521 Snake River Dr. Lot #86 RVM: As advertised in the S.V. Independent, Chairman Gustafson opened the meeting for the public hearing for this variance to move an existing 190 sq. ft. building onto a residential lot. The Building is being stored in Jackson and due to the fact the building is over 125 Sq. feet, a variance must be granted in order to move the structure into the town. Don Sherman reviewed written requirements from RVM Homeowner's Association. Ms. Peet advised she is waiting to install her fence until the structure is moved onto the lot if her variance is granted. Clerk inquired whether Ms. Peet had obtained any roofing verification from the builder to which she indicated she hadn't had time yet.

The Commission reviewed the ordinance which requires any move-in structure over 125 sq. feet must have a variance and if approved a performance bond must be provided to the Town of Alpine (192 sq. ft = \$1,920.00 performance bond). Steve Fusco stated his primary issue before the structure is moved is to determine the roof loading as it may not be cost-effective for the owner to move a building which cannot adhere to 100 lb. requirement. Don Sherman suggested the owner contact Bill Neeb of Teton Truss to see if he could supply paperwork documenting the roof loading. Paula Stevens reviewed minimum standards and conditions for variances. Additionally, Stevens advised the bank can issue a surety bond in the form of a guarantee letter for the \$1,920.00.

Dave Gustafson advised the roof loading written documentation would be necessary when the variance is granted and a building permit is needed. Paula Stevens read Wyoming State Statute 15-1-608 which covers statutory requirements which allow the commission to grant a variance.

Paula Stevens motioned to approve the variance (V-06-04) for Catherine Peet's move-on structure with the condition that the performance bond is provided to the Town prior to any approval of a building permit. Don Sherman seconded. VOTE: 5-Yes; 0- No; 0 – Abstain; 0-Absent.

Following the approval of the variance the Commission advised Peet the next step is to seek a building permit which will require roof loading documentation.

REGULAR PLANNING & ZONING MEETING:

- **QUESTION: Five-Star Construction Letter Dtd. 10/04/04—Bob And Jean Reed, Owners, Grey’s River Square Office Building/ Residential Apts.:** On October 5th, 2004, the Town clerk’s office received a written letter from 5- Star Construction which advises a roof beam over one of the apartments has broken and left a sagging roof section. The construction company through this written letters asks for review by the Planning & Zoning Commission and asks to what extent are the owners responsible for the roof improvement. Do the Town’s ordinances only apply solely to the “broken section” or does the whole roof need to be fixed to adhere to the 100# snow loading requirement?

The Planning & Zoning Commission, due to the fact the building permit has not been filed and the lack of information, did not feel they could render any advice as to how to repair the roof at this time. The following was agreed upon by the Commission:

- 1) A structural engineer and the Town’s local UBC Inspector, Lyal Radford, should inspect the building and determine how the roof should be repaired. This is beyond the knowledge of the P&Z Commission.
- 2) Jim Lubing, the Town’s attorney, should review the letter and submit a certified letter to the owners and construction company requesting permission for the engineer and Town inspector to inspect the building. The owner’s would be billed for the expense of both inspectors.
- 3) If in fact the building is deemed a safety hazard, what Town entity (Commission or Council) has the authority to request the building be vacated until it is repaired.

The clerk will contact Jim Lubing and Carter Wilkinson on behalf of the commission.

- P&Z Members attending Council Meetings:

10-19-04: Steve Fusco

11-2-04: Scott Reed

11-16-04: Don Sherman

The Commission discussed concerns that due to the continued growth, and an annexation petition being filed, the “regular” issues faced by the Planning & Zoning are not being dealt with effectively due to the fact the Commission is a volunteer group. Overall, the Commission members agreed to meet at the next Council meeting to discuss these problems. In the mean time, Paula and Dave will draft a letter to the Council addressing the concerns and explaining time is of the essence and a planner is needed to help all areas of the Planning & Zoning.

P&Z MINUTES: Scott Reed motioned to approve Sept. 14th, 2004 minutes, Steve Fusco seconded, Dave Gustafson in favor, Paula Stevens and Don Sherman abstained. Paula Stevens motioned to approve September 28th, 2004 minutes, Steve Fusco seconded, Don Sherman in favor, Dave Gustafson and Scott Reed abstained.

Signed: _____
Dave Gustafson, Chairman

Attest: _____
Tracy Matthews, Clerk