



## Town of Alpine Planning & Zoning Commission MINUTES

DATE: October 26, 2004

**Attending:** Board members: Scott Reed, Steve Fusco, Don Sherman, and Paula Stevens. Business owners: Joan & Bob Reed, Jim Sandner. Homeowners: David Silva, Curtis May, Guy Williamson and BofA /P&Z secretary.

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### Board of Adjustment MINUTES

- 1 - CALL TO ORDER at 7:10pm
- 2 - ROLL CALL & ESTABLISHED a QUORUM, *Dave Gustafson not present, Steve Fusco is acting chairman.*
- 3 - TONIGHT'S APPOINTMENT:
  - **PUBLIC HEARING for Variance Permit #V-06-04** - David Silva wants to have a computer service business run out of his home. He is requesting to have a business in a residential zone. Steve wanted to make sure there was no issue on parking. They asked if David would have any employees. He answered no. He also advised there would be no extra traffic or parking needs. *Paula Stevens motioned to approve Variance permit #V-06-04 as per findings by State Statute with the conditions that there will be no outside employees, and no extra parking, Don Sherman seconded. All in favor.*
- 4- ADJOURN MEETING- *Paula Stevens motioned to adjourn Board of Adjustment meeting, Scott Reed seconded. All in favor*

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### Planning & Zoning MINUTES

- 1 - CALL TO ORDER at 7:20pm
- 2 - ROLL CALL & ESTABLISHED a QUORUM *Dave Gustafson not present, Steve Fusco is acting chairman.*
- 3 - P&Z MINUTES: October 12<sup>th</sup>, 2004 *Tabled as need Dave Gustafson's approval first*
- 4 - COUNCIL MINUTES: September 7<sup>th</sup>, 2004 & September 21<sup>st</sup>, 2004, (October 5<sup>th</sup>- no meeting) *(Handed out at this meeting) Tabled until next meeting*
- 5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:
  - **REVIEW ONLY - Curtis & Ann May - Roof Issue** - The Mays would like to change their roof as heat is escaping. They are also having ice damming problems. They would like to add 2x4's and plywood to the roof. Shingles will be removed and replaced. They are requesting information on how to proceed per Town Codes and procedures. Don asked how much the remodel would cost. Curtis said around \$2,000-\$3,000. Don asked if he would resheet and reshingle. Curtis answered yes. Don said if it is just a cold roof he has no problem with that and felt it was a good idea.  
  
Steve stated that if the repair/remodel is under \$5,000 as Curtis stated, and it does not involve the structure, then he does not need a building permit. *Conclusion is that the Mays do not need a building permit if the expense is under \$5,000 and there are no structural issues.*
  - **Guy Williamson Addition Permit #A-01-04** - Guy is requesting a permit for extending his garage and adding a second floor. Lyal did pre-plan review, approved w/notes. Guy has been advised of notes. Joe Sender approved onsite inspection/setbacks. Don asked where the septic system was. Guy advised he is building to the opposite side of where his septic system is. Don asked if he read all of Lyal's notes. Guy answered yes. After Guy advised he has purchased new trusses for one area but borrowing from the other part of building, Don stated the Town needed something to guarantee the 100 lbs. on the moved trusses. Steve added we needed something in writing verifying the snowload. Don advised Guy to call Teton Truss and have him write up the necessary information. Secretary asked how many inspections would be needed. After all members discussed it, it was concluded 2 inspections were needed. Guy has already paid for 2 inspections. *Don Sherman motioned to approve Addition permit #A-01-04 with the condition that the Town receive proper notification that the specified borrowed*

*trusses will carry the Town Code's required 100 lb. snowload, Paula Stevens seconded. All in favor.*

- ***Jim Sandner plat question*** - Jim Sandner, owner of Gunnar's Pizza, has questions on his 1999 final plat for the property: Lot #'s 13a & 13b in Palisades Heights Subdivision. He is looking to sell and wants to make sure all easements are adequate as the easements are shared between 13a & 13b. Jim explained the current map does not even show a lot "a" or "b", but the Town Clerk is aware of it as he wanted to make sure the Town recognized the two lots. Don asked if Jim was concerned what the easements said. Jim said no, the point is that the Town recognize as adequate and also if WYDOT recognized it as adequate. Don said that P&Z has no problem if this is what is recorded with the county clerk's office. Jim said that Tracy, the Town's clerk advised him to make sure P&Z okayed it. Jim added if he has a business on other lot and shares the easement is that okay with WYDOT and coming to this meeting, does that okay that also. Paula advised that P&Z cannot speak for WYDOT as they have their own standards. Jim said that the properties were platted as two separate lots with two separate entries. Paula advised Jim he needed to call WYDOT directly and discuss this matter. ***The Town of Alpine Planning & Zoning Commission recognizes the shared access easement as presented in this meeting. They also recognize the two lots.***
- ***NOT ON AGENDA- Joan & Bob Reed's broken beam issue at Grey's River Square*** - (This is a continuation from a prior meeting. The Reeds were advised to bring their engineer and submit drawings and paperwork from the engineer prior to this meeting so they could be put on the agenda. The Town has not received any paperwork or drawings before this meeting. The engineer did not appear at this meeting.)

Joan Reed told P&Z her engineer emailed or faxed drawings and info to the Town. Secretary advised the Town has not received anything from her engineer and that all info was to be submitted before this meeting. Joan said they need to have this taken care of now. She said the insurance will give them money to bring up to code. She proceeded to describe what the engineer's idea was to fix the broken beam. Don advised that he would like the engineer to be here to answer questions. Joan said she had his information and gave P&Z a letter from her engineer that explained what he advised to do. She continued to explain the process of fixing the beam with gluelam beams. She added that the building was built in 1983 before the Town was established and we cannot make her tear it down.

Don asked if the Reeds have people in the building. Joan answered yes. Don asked does that scare you. Joan answered no. Paula advised she was not comfortable making any decision on this issue without more info. Joan asked if the P&Z was expecting them to go through every item to bring it to code. Don said what I am recommending is you get the tenant out where the beam broke. Joan said that is not what the engineer said. Bob Reed said it was a laundromat. Don said it is a commercial building. Don added his concern asking how far is it effected, just in that area or has it moved. The engineer needs to present this and prove to P&Z that the roof has 100lb. snowload. Joan asked what about being grandfathered in. Joan added are you going to do this to everyone in Town. Steve Fusco interrupted and said lets deal with the issue at hand. ***Steve continued with the items the P&Z needs. He said P&Z needs a drawing of location as they have no idea where the beam is located. They need specifications, will the wall support it, what materials will be used. The location- they need a detailed drawn set of plans, anything that shows the structure. He requested a side view and top view.***

Joan said bottom line is P&Z is going to make them go up to code. Don said they do need to know exactly what the engineer is doing. He needs to be here to explain. Paula added that the Reed's engineer's letter says there is a drawing. Joan said the engineer will fax it. Steve said if work needs to go further than beam then P&Z needs to know that. Don added that P&Z only received a vague letter from Joan's contractor; 5-Star Construction. Don asked Joan how did she notice the beam broke. Joan said it started cracking.

Paula stated we (P&Z) are being clear as to what we needed. We need details from ES2 (engineer) and the context. If there are other issues, they need to be addressed so we do not have a safety issue. We do not know what we are dealing with here. Steve added that we need John Faris (5-Star Construction) here and the engineer. Scott said all John (Faris) let us know is the insurance will cover it and it was a necessity. Don questioned is the building still structurally sound? Did the break have a ripple effect? Joan said since the Town wants us to have an engineer would the Town of Alpine pay for half. The secretary said no. Paula agreed and said no. Joan then requested all the P&Z member's names.

Joan then requested a special meeting. Steve stated he'd meet at anytime to get this taken care of as it was a necessity. Other members agreed to meet for a special meeting only if both Joan's engineer and contractor would be present. Also legal issues were brought up and P&Z needed to speak with the Town's attorney prior to any new meeting on this issue. There was question to the fee for a special meeting. The secretary advised she would ask the clerk and get back with the Reeds. The secretary requested that Joan call her as soon as possible so the meeting could be setup as soon as she was able to schedule her engineer for a meeting.

***\*\*It was also decided that the plans for this emergency remodel received from the Reed's engineer should contain an engineer's stamp.***

**6 - UNFINISHED/ONGOING BUSINESS:**

- **P&Z ATTENDING COUNCIL MEETINGS:**  
 1) November 2<sup>nd</sup> - Scott Reed                      2) November 16<sup>th</sup> - Don Sherman
- **ANNEXATION WORKSHOP:** Postponed to after November 9<sup>th</sup> P&Z meeting.

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

**-CODES/PROCEDURES RESEARCH SESSION- (After Meeting Session) - none tonight**

**- UNFINISHED - Town Codes Section:**

- **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**
- **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 letter presented to Council on 10/12/04 re: Hiring Fulltime Planner

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

- Final Plat of Lot#'s 13a & 13b of Palisades Heights Subdivision, re: Sander/Gunnar's Pizza property
- September 7<sup>th</sup>, 2004 Council Minutes
- September 21<sup>st</sup>, 2004 Council Minutes

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*Steve Fusco, (Acting Chairman)*

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*Date*

*Attest:*

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*BofA/ P&Z Secretary*

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*Date*