



Town of Alpine Planning & Zoning Commission AGENDA

DATE: April 13, 2004
TIME: 7:00 p.m.

PLACE: Riverview Meadows Town Meeting Room
TYPE: Regular

1 - CALL TO ORDER

2 - ROLL CALL & ESTABLISH QUORUM

3 - P&Z MINUTES: March 9th (*Previously Tabled*) and March 23rd (*Mailed prior, requesting input from members*)

4 - COUNCIL MINUTES: March 16th (*Previously Tabled*) and April 6th (*Handed out at mtg, Table for next mtg.*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- New P&Z member, Paula Stevens - Paula will be participating in the discussions but cannot vote until a 6-member ordinance is based. Council has approved Paula's joining, simply an ordinance needs to be passed first.
- **7:10pm** – #V-02-04 Kevin Stringham - Variance Request for deck. Wants to put his deck 1 ft. from property line, in his setback. His neighbor is his brother and approves the deck being built into the setback. **(If okay, P&Z will then need to motion to transfer to Council for Variance approval).**
- **7:15pm** – #C-02-04 Rocky Mtn. Rogues - Bull Moose Motel Building Permit. Jim Blittersdorf is requesting approval on his building permit for a new motel and to have okayed to transfer onto the next Council meeting. ****Letter from the Town Clerk's Office needs to be reviewed prior to discussion on this Permit.** Lyal Radford reviewed plans and had a few notes, **(please review inspection record in package)**. Joe Sender inspected site, he has submitted several issues P&Z needs to review and address on this permit, **(please review your handouts and the info in package)**
- **7:25pm** – #RE-02-04 Donn Wooden – Remodel old Post Office Roofline and Canopy. Donn Wooden will present a roofline addition to the old Post Office building along with remodeling of the canopy of the old gas island next to the old Post Office. Lyal Radford reviewed, only question was the footings which he spoke directly to Mr. Wooden about **(please review inspection record in package)**.
- Sign letter sent to businesses - (For Information Only) The letter was sent out on March 18 to Alpine businesses and put in the Post Office and Civic Center. This letter was advising business owners of the Town codes regarding lights and setbacks for their signs along with WYDOT setbacks.
- Codes & Laws pertaining to ethics – (For Information Only) Several handouts have been given to P&Z members tonight regarding ethics while being on the P&Z Commission. Please read and if you have any questions, please submit them to the P&Z secretary so it can be answered or discussed prior to next meeting or put on agenda for the following meeting if absolutely necessary, otherwise it should be self-explanatory.

6 - UNFINISHED/ONGOING BUSINESS:

- **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.
 - **IBC CODE:** Atty. John Bowers is drafting an Ordinance to replace the UBC Ordinance
 - **The Mug Shot SIGN's PERMIT #S-1-04** – ON HOLD until Spring
 - **Zoning Map** – Need to go through by subdivision to update/redo this map.
 - **Kringle's Fence issue** – On HOLD until Spring and return of owners.
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- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) April 6th – Scott Reed 2) April 20th – 3) May 4th –

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

- Building Permit draft from Steve Fusco

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

- April 6th Council Minutes
- Town Clerk's letter – re: Bull Moose Motel Permit
- Joe Sender's submittal- re: Bull Moose Motel Permit
- Joe Sender's submittal- re: Inspection Process for Building Permits
- Building Permit draft from Steve Fusco (in case members didn't receive)

HANDOUTS FOR INFORMATION ONLY:

- New Town of Alpine Lot # and Street Maps (For information only)
- Lincoln County P&Z new requests for building near areas surrounding Town of Alpine (For information only)
- Pertaining to Ethics - Ordinance No. 1991-07
- Pertaining to Ethics: - Title 9: Chapter 13- Article 1 –
 - 9-13-103- Use of Title and Prestige of public office
 - 9-13-105- Misuse of Office
 - 9-13-106- Official decisions and votes