



## Town of Alpine Planning & Zoning Commission AGENDA

DATE: **May 11, 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:** April 13<sup>th</sup> (*Tabled*) April 27<sup>th</sup> (*mailed prior to mtg*)

4 - **COUNCIL MINUTES:** April 20<sup>th</sup> (*Tabled*) May 4<sup>th</sup> (*Table, handed out at mtg.*)

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

- **7:05pm** – Shawn Bard- new business necessities review - Shawn requests 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.
- **7:10pm** – Francene Edeson/Kringles- proposed fence review- Francene requests advice on a proposed new white fence in front of her property.
- **7:15pm** – #S-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. **Need Motion.**
- **7:20pm** – #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. **Need Motion.**
- **7:25pm** – #R1-01-04 Don Ryan - Single Family Home Building Permit - Don Ryan's contractor, Dick McKay will present 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. **Need Motion.**
- **NEW Building Permit Application Checklist implemented w/ NEW deadline and policy**– (*For Information Only*) - Only one complaint was 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 17<sup>th</sup> (the new Mondays P&Z deadline) to be put on the May 25<sup>th</sup> Agenda. Snowload Resolution was included with his letter.
- **Variance Permit Change Update** – Dave Gustafson appeared at the prior Council meeting and will give the board an update regarding the variance issue. Also he has a draft for the Variance code. Paula Stevens has 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*)

continued....

## 6 - UNFINISHED/ONGOING BUSINESS:

- **The Mug Shot SIGN's PERMIT #S-1-04** – On HOLD until Spring
- **Kringle's Fence issue** – On HOLD until owners have surveyor review property marker that was destroyed.
- **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.
- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*  
1) May 18<sup>th</sup> – Billy Esperson                      2) June 1<sup>st</sup> –

## 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 27<sup>th</sup> Minutes

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

- Council May 4<sup>th</sup> 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*