



Town of Alpine
Planning & Zoning Commission Minutes

DATE: *October 9, 2018*
TIME: *7:00 p.m.*

PLACE: *Town Hall*
TYPE: *Regular Meeting*

1. **CALL TO ORDER:** Meeting called to order at 6:59 p.m.

2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Mr. Floyd Jenkins, Mr. Tim Hartnett and Chairman Rex Doornbos. Also present was Mr. Dan Halstead Building Inspector in Training and Code Enforcement Officer. A quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**
 - **Beus, Jade: Lot #26 Greys River Village #2, 289 Sawmill Road** - Multi-Unit Residential Housing Project = 4 Units – (**#R2-01-18, #R2-02-18, #R2-03-18 & #R2-04-18**) - Mr. Jade Beus was in attendance to present and discuss his project to the Commission; Mr. Beus stated he would like to build a four-plex on this property (Lot #26 – GRV #2); in which is one of four that he owns within the Town boundaries. One of his concerns is that area does not have enough employee housing; he further stated it is hard to recruit and maintain employees if there is no housing available for his employees. Ideally he would like something attractive and not have so much density, as to infringe on the neighbors. This project would be apartments with walk out basement on the lower level and the upper units would be accessed on the other side of the property, to offer some resident privacy. Mr. Beus stated he currently lives in this type of complex in Jackson and would like to bring this type of project to the Alpine area. Chairman Doornbos stated that when he was in the office, Ms. Rachel Ravitz dropped off the application and a preliminary set of plans, in which he identified a couple of items that need would need to be addressed, such as; the eave overhang that is regulated in the Land Use and Development Code (LUDC). Mr. Beus stated that new drawings have been brought to tonight's meeting for Commission review and comment. Mr. Doornbos asked if any calculations have been done on the parking requirements. Ms. Christine Wagner, Planning & Zoning Secretary stated that she did a preliminary review of the parking requirements, further stating that there are eight bedrooms, so eight (8) parking spots are required, by the LUDC. Chairman Doornbos asked about the adjoin lots; Mr. Beus stated that there is the potential for additional units on the adjoining properties, but he is taking one project at a time. Working with Ms. Ravitz, her design has the potential for accessing the lower lot #30 off of the upper lot (lot #26); however, he is looking at keeping the deeds for those properties clean and clear. At the current time, he would like to keep his scope small with the one project. Chairman Doornbos stated that the storage area/units need to be within the identified setbacks and the setbacks identified on the preliminary site plan are not within the Town regulations. A brief discussion on the property frontage was identified, along with all the required setbacks for the project. Mr. Beus stated that there are some preliminary structural drawings but the engineered drawings are still getting worked on. Chairman Doornbos asked about a lot line adjustment. Ms. Wagner stated that a simple re-plat would need to be done to change the back lot line; the time frame for the re-plat would be approximately thirty (30) days from submittal for the process to be completed. All in attendance reviewed the concept on how to achieve this project within the allowable setbacks. Chairman Doornbos stated that water and sewer connection fees need to be paid; Mr. Tim Hartnett stated that they also need the engineered/structural drawings to be submitted before approval. Mr. Beus stated that he wanted to review his intent of the project with the Commission, before moving forward. Mr. Beus stated further stated that he has looked at the project across the street and feels that this is a good direction the neighborhood is going. Mr. Beus stated that he only wants one (1) water connection and one (1) water meter. Town Ordinance #245-2016-08 Utility Billing Regulations was discussed on the requirements on water connection and sewer connection fees. Fee requirements were reviewed and discussed; Mr. Beus

asked about the Town of Alpine waving water and sewer connection fees to promote building; it was stated that fees are dictated by ordinance and those ordinances are implemented and regulated by the Alpine Town Council, any petitions would have to be addressed at the Town Council level. So moving forward, setback identification, connection fees, snow storage areas and plan review on the engineered drawings would have to be done. Mr. Beus stated that the hope is that water and sewer lines could be put in before the "No Dig" deadline comes. It was discussed that sewer lines are already within the established lot lines and/or town easement areas. Chairman Doornbos stated for Mr. Beus to get the plans as soon as you can so that a plan review can be completed. Generally speaking with setbacks and site plan established there is a possible the project might be able to start, with the engineering to follow up. The question came up if these units are considered apartments as stated on the preliminary plans; if so the multi units would fall under the International Building Code. Mr. Beus stated that those units are based on the building materials, but, that is a good question for him to address with Ms. Ravitz. He further stated that she feels that since it is a steel building with concrete floors, a sprinkler system would not be needed. The Commission stated that will all be identified in the engineered plans, when a plan review is completed. It was also noted that, if a sprinkler system is required that would change the water connection fees and/or requirements. It was identified that in Ms. Ravitz research one of the units has to be ADA compliant. Chairman Doornbos stated that this is interesting and would be a good project for the area. Chairman Doornbos felt that this is not an actual application submittal but considered a concept review; but suggested this be put on the tabled items list so that it can be identified at a later date.

Mr. Floyd Jenkins moved to table the Palisade Apartment Project located at 289 Sawmill Road, Lot #26 Greys River Village #2 for Mr. Jade Beus. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- None

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Questions, Concerns and/or Public Comments:** Mr. Noel Wray was in attendance as the authorized representative for Rhonda Pace and Richard Pack. Ms. Wagner read the following letter into the record:

Ref: 194 Canyon View Drive (Lot #30 Palis Park SD)

Whom it May Concern:

The above reference property was recently purchased by Rhonda S. Pace of PO Box 1483, Laramie, WY 82076 (see attached), who by this letter is requesting the transfer, to her name, of the following:

- (1) Town of Alpine Building Permit #R1-02-18 issued to the Seller(s) of the above reference lot, and;
- (2) The Town of Alpine Water and Sewer hook-up Permits, for the above referenced lot, issued to and paid for by the Seller(s) and included in the Sales Transaction (see attached).
- (3) Any and all other documents relevant to the above referenced property included in the Building Permit file.

Thank you for your consideration and cooperation in the transfer and reassignment of these documents.

Sincerely

Noel Wray

(for Rhonda S. Pace)

Ms. Wagner identified that she has been in contact with Mr. Pack and has received e-mail correspondence regarding his authorization for the transfer of all permits and connection fees in regards to the aforementioned property. The Commission members reviewed the correspondence; Ms. Wagner stated that as per the LDDC regulations Article 2.5, Section 2-501 (i) Permit fees are transferable as long as the application and/or the permit has not expired. The Commission discussed the permit transfer for Ms. Pace. It was agreed that all the transfer documents are in order and the original permit expiration date of April 24, 2019 would apply.

Mr. Tim Harnett moved to approve the transfer of permit fees and connection fees from Richard and Barbara Pack to Rhonda S. Pace; permit #R1-02-18 for 194 Canyon View Drive, Lot #30 of the Palis

Mr. Tim Harnett moved to approve the transfer of permit fees and connection fees from Richard and Barbara Pack to Rhonda S. Pace; permit #R1-02-18 for 194 Canyon View Drive, Lot #30 of the Palis Park Subdivision, as per the Alpine Land Use and Development Code Ordinance. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning/Zoning Discussion:**
- **{Congregated Housing Zoning District and/or Requirements}** – The Commission has not had any additional time to prepare and/or review any proposed regulations.
- **2018 International Code Adoption** – Information from the Wyoming Department of Fire Prevention & Electrical Safety was provided to the Commission for the adoption of the 2018 Building Codes. The Commission discussed the requested mandate from the State regarding adopting the International Fire Code, Building Code, Fuel & Gas Code, Mechanical Code and the Existing Building Code. It was determined that the Existing Building Code has not been adopted by the Town and as such the 2018 code will not be in consideration for adopting. The requested mandate is adoption by December 1, 2018. The Town of Alpine is working on purchasing the code commentary for the changes in the 2012 and 2018 codes. Once received the Building Official will review the codes to make their recommendation to the Commission and the Town Council. It is the hope of the Commission to have a recommendation available at the November meeting for presentation to the Town Council. It will also be the consideration of the Building Official to review the International Residential Code for those updates as well.

Mr. Floyd Jenkins moved to move forward with the purchase of the 2018 International Building Codes books for the review and consideration of possible amendments to the aforementioned Building Code updates. Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning/Zoning Correspondence; (if any):** Correspondence from the Town Council to Lincoln County Commissioners was distributed regarding the Town Council recommendation on the Timber View Estates project in north Alpine.

6. APPROVAL OF MINUTES:

- **P&Z MINUTES:** September 25th, 2018 - Commission members reviewed the meeting minutes that were previously distributed.

Mr. Tim Harnett moved to approve the minutes of the September 25th, 2018 Planning and Zoning Commission meeting, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

7. **TOWN COUNCIL ASSIGNMENT:** October 16th, 2018 - Commission member Tim Harnett will be the representative at the Town Council meeting.

8. **ADJOURN MEETING:** Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Harnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

Meeting Adjourned at 8:08 pm.



Rex Doornbos, Chairman

11-13-18
Date

Minutes taken and transcribed by:


Christine Wagner, Planning & Zoning Secretary


Date

** Minutes are a brief summary of a recorded meeting **