



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 13, 2015*
TIME: *7:30 p.m.*

PLACE: *Town Hall*
TYPE: *Regular*

1. **CALL TO ORDER:** Meeting called to order at 7:25 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Members Present were Jessica Foster, Brett Bennett, Jeff DuPont and Wendi Walton. Pat Marolf was absent & excused. Vice-Chairperson conducted the meeting. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Corsi, Jim: #516 Alpine Grid Area, 516 Nelson Lane – (A-04-15)** – Mr. Corsi was not in attendance.

Mr. Brett Bennett moved to table permit #A-04-15, for Jim Corsi, #516 Alpine Grid Area, 516 Nelson Lane. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Gieck – Corsi (Cut-Ups of Alpine): #310 Palis Park Subdivision – 127 Greys River Road – (#S-10-15)** – Ms. Corsi presented the Commission with her sign permit plans; the Commission reviewed the plans, stating that the building frontage is thirty-two (32) lineal feet, so the allowable amount of signage for the property is eight (80) square feet. With the installation of a four (4) by eight (8) sign; this sign is well within their allowable square footage for the property.
- **Raver, Jeffrey: #414C Lakeview Estates Subdivision – 187 Trail Drive Road – (#D-04-15)** – Mr. Raver presented the plans for his deck installation, the plans have been reviewed by the Town Building Inspector and it was stated that this deck installation is **not** to be attached to the primary structure, due to the way that this project has been planned; it was also stated that the stairs for this project need to be compliant with the current building codes. There will not be a guard rail installed on this project as the deck is less than thirty (30) inches from the ground, which is compliant with the current codes. The Town Building Inspector will deliver the permit, when the site visit is preformed.

Mr. Brett Bennett moved to approve the deck permit #D-04-15, for Jeff Raver; Lot #414C Lakeview View Estates, 187 Trail Drive Road; CONTINGENT upon the site inspection being completed. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

At this time Ms. Wendi Walton recued herself from the meeting table to present the following permit.

- **McManus - Bleuer: #13 Grandview Enterprises – 684 Overlook Circle – (MC-16-15)** – Ms. Wendi Walton presented the shed permit plans to the Commission for review and discussion. This will be a prefabricated shed with a total square footage of one hundred sixty feet (160). Placement of the shed will be on the back side of the home. The Commission noted the allowable height size of shed installation.

Ms. Christine Wagner, Administrative Assistant, asked for a motion on the permit. Mr. Jeff DuPont moved to approve the shed permit #MC-16-15 for McManus–Bleuer; Lot #13 Grandview Enterprises – 684 Overlook Circle; noting that the property will be strung and staked prior to the site inspection

conducted by the Town Building Inspector. Mr. Brett Bennett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Marolf) 1 recued (Walton). Motion carried.

Ms. Wendi Walton rejoined the meeting table for the rest of the meeting.

- **VonKrosigk, Kent: #645C Lakeview Estates – 146 Trail Drive Road – (#R-04-15)** – Ms. Christine Wagner, Administrative Assistant discussed with the Commission that there was a miss interpretation as to the validity of the residential permit application and/or approval of that permit. At the August 25th meeting date the property owner presented two (2) permits applications; a shed permit and a residential structure permit. The residential structure permit did not have the required stamped engineered drawings at the time of submittal and/or the meeting date; due to the fact that it is a modular home that will be built after the order is placed and then the engineered drawings will be given to the applicant/property owner. There was much discussion on the requirements for a residential permit application, such as; stamped engineered drawings. The applicant stated that they would like to move forward with preparing the site for the shed installation and the footings for the primary structure and would it be acceptable with the Town of start doing the ground preparation work. The Commission stated that it is their land and if they want to move trees and/or dirt on their property, they could certainly do that. However it was mentioned that no concrete work can be done, until the stamped engineered plans are reviewed. The discussion then turned to the shed installation and no motion and/or decision was made on the residential permit, the Commission discussed the shed placement and such and then a contingent approval was made by the Commission on the shed permit. The applicant (VonKrosigk's) promptly left the meeting at that point.

Ms. Christine Wagner, Administrative Assistant, has reviewed the meeting tapes and stated that she believes it is the understanding of the applicant(s) that they received a conditional approval for the residential permit as well as the shed permit. Subsequently the applicant has submitted the stamped engineered plans; the Town Building Inspector has reviewed and approved such plans. The applicants are looking to move forward with the project as the seasons are changing. Ms. Wagner would like to get a permit approval on record, for the Town as well as the applicant. The Commission had not objections to the permit and/or the approval of the permit. Town staff that the applicant believe they received a conditional permit.

Mr. Brett Bennett moved to approve the residential permit #R-04-15, for Kent VonKrosigk; Lot #645C Lakeview View Estates, 146 Trail Drive Road; as the engineered plans have been submitted as requested and the Town Building Inspection and the Commission has reviewed those documents. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

4. TABLED ITEMS:

- **Faries, Traci (John Clark): #1 Alpine Pines – 610 Pine Court – (#SP-01-15)** – Mr. Clark was in attendance to discuss the septic permit plans. It was noted that the Town Building Inspection has reviewed the submission and made some changes to permit calculations. The applicant and the contract will receive copies of the changes. It was stated that the permit will be delivered at the time of the site inspection.

Mr. Jeff DuPont moved to approve septic permit #SP-01-25; for Traci Faries Lot #1 Alpine Pines, 610 Pine Court. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Jenkins, Rilianne (Luthi Construction): #64 Palis Park Subdivision – 222 River Bench Road – Residential Building Permit – (#R-03-15)** –Application valid until December 29, 2015.
- **Willson, David & Lori: #843 Lakeview Estates Subdivision – 711 Sunset Drive – Addition (Garage) Permit – (#A-03-15)** – Application valid until February 19, 2016.
- **Mietchen, Robert: #4A Lakeview Estates – 785 Terrace Drive – Minor Construction Permit (Re-Roof) – (#MC-15-15).**

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- Hourany, Dennis – Buffalo Sage Townhomes – Forty (40) Units – Mr. Hourany was not in attendance at the meeting to discuss his proposed plan; however it was discussed that this property is currently platted for twenty (20) units, if an additional twenty (20) units are to be added there would need to be a re-plat done on that property. It was determined that if there is additional questions and/or information needed that Mr. Brett Bennett would be the point person on this project.
- Tribitt, John – 144 Trail Drive Road – Two (2) four (4) plexs – Mr. Tribitt was not in attendance at the meeting to discuss his proposal; however, Ms. Wendi Walton has been in contact with Mr. Tribitt and the project will be downsized to one (1) four (4) plex on that property, with possible tenant storage. Ms. Walton discussed the project with the Commission further stating that this will be brought to the Commission in June of 2016; Ms. Walton will continue to be the point person on this project.

6. UNFINISHED/ONGOING BUSINESS:

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and discussed the on-going projects.
- **Atkins, Skylar: (F-05-15)** – Permit expires May 2016.
- **Avriett - Draper: (F-05-14)** – Permit expired August 2015.

Mr. Brett Bennett moved to remove permit #F-05-14 from the active permit list as the project is complete. Mr. Jeff DuPont seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Aznoe, Kevin: (MC-17-14)** - Permit expired September 2015.

Mr. Jeff DuPont moved to remove permit #MC-17-14 from the active permit list as the project is complete. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Bostner, Joe: (MC-18-14)** - Permit expired September 2015.

Ms. Jessie Foster moved to remove permit #MC-18-14 from the active permit list as the project is complete. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Carlston, Janice: (MC-04-14)** – Permit expires June 2016.
- **Cook, Caryn: (RE-02-15)** – Permit Expires August 2016.
- **Dowd, Sam: (MC-08-15)** – Permit expires July 2016.
- **Farnsworth, Adam: (MC-09-15)** – Permit expires June 2016.
- **Gayhart-Lutz: (MC-07-15)** - Permit expires May 2016.

Ms. Jessie Foster moved to remove permit #MC-07-15 from the active permit list as the project is complete. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Gayhart-Lutz: (A-01-15)** - Permit expires July 2016.
- **Green, Rob: (MC-13-15)** – Permit expires September 2016.
- **Harris, Ken: (F-02-13)** – Permit expires May 2016.
- **Huckin, Laura: (MC-11-15)** – Permit expires August 2016.
- **Jenkins Building Supply: (A-01-14)** – Permit expires June 2016.
- **Jenkins, Dave: (MC-04-15)** – Permit expires May 2016.

Mr. Jeff DuPont moved to remove permit #MC-04-15 from the active permit list as the project is complete. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf).

Motion carried.

- **Jenkins Ace Home Center: (S-02-15)** – Permit expires May 2016.
- **King, Carson: (F-06-15)** – Permit expires August 2016.
- **Kinn, Robert: (MC-01-15)** – Permit expires January 2016. Project Completed.

Mr. Brett Bennett moved to remove permit #MC-01-15 from the active permit list as the project is complete. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Martin, James C: (D-03-15)** – Permit expires May 2016.
- **Matson, Merridee: (R-02-15)** – Permit expires June, 2016.
- **McCormick, Christina: (S-05-15)** – Permit expires August 2016.

Mr. Brett Bennett moved to remove permit #S-05-15 from the active permit list as the project is complete. Mr. Jeff DuPont seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Norris, Leticia: (F-05-15)** – Permit expires June 2016. Re-inspection fees need to be paid.
- **Nye, David: (MC-10-15)** – Permit expires July 2016.

Mr. Jeff DuPont moved to remove permit #MC-10-15 from the active permit list as the project is complete. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Oviedo, Joel & Kelsey: (F-03-15)** - Permit expires April 2016.
- **Oviedo, Joy: (F-02-15)** - Permit expires April 2016.
- **Pearce, Brian: (MC-05-15)** - Permit expires May 2016.

Mr. Brett Bennett moved to remove permit #MC-05-15 from the active permit list as the project is complete. Mr. Jeff DuPont seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Rogers, Jim: (A-01-15)** - Permit expires May 2016.
- **Sandner, James (Our Valley Pharmacy): (C-01-15)** – Permit expires June, 2016.
- **Sinclair, Alex: (F-04-15)** – Permit expires May 2016.
- **Tibbitts, David: (R1-01-15)** - Permit expires May 2016.
- **Waclawsky, John: (D-01-13 & E-01-15)** – Permit expires September 2015.

Mr. Brett Bennett moved to remove permit #D-01-13 & E-01-15 from the active permit list as the project is complete. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Walker, Danny: (MC-16-14)** - Permit expires October 2015.
- **Walters, Dave: (MC-14-15)** – Permit expires June 2016.

Mr. Jeff DuPont moved to remove permit #MC-14-15 from the active permit list as the project is complete. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

- **Wilson, Joshua: (F-02-15)** - Permit expires April 2015.
- **Wyoming Investment Ent. (Black Mountain Rentals): (C-01-14)** – Permit expires October, 2015.
- **Urlik-Ruttenberg (Atkins): (S-03-15)** – Permit expires May 2016.
- **VonKrosigk, Kent: (MC-12-15)** – Permit expires August 2016.
- **Town of Alpine: (MC-05-14 & E-02-15)** – Permit expires May 2016.
- **NON-COMPLIANT ISSUES:** Commission reviewed/discussed the non-compliant issues.
- **Cowboyz Bistro: (MC-01-14)** – Property Sold; New Owner advised of advised of non-compliant lighting.
- **Rocky Mountain Rogues: (MC-01-12)** – Permit expired; No notification from Applicant. It was determined to bring this project up to the Town Council for consideration.

7. APPROVAL OF MINTUES:

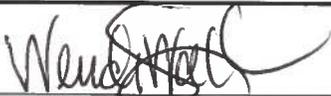
- **Planning & Zoning Meeting of August 25, 2015 Meeting Minutes Amendment.**

Mr. Brett Bennett moved to table the Amendment to the August 25 2015 Planning & Zoning Meeting Minutes along with the Planning & Zoning Meeting Minutes of September 22, 2015. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

8. TOWN COUNCIL MEETING ASSIGNMENT: October 20, 2015 – Mr. Jeff DuPont.

9. ADJOURN MEETING: Mr. Brett Bennett moved to adjourn the meeting. Mr. Jeff DuPont seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Marolf). Motion carried.

Meeting Adjourned at 8:44 pm.

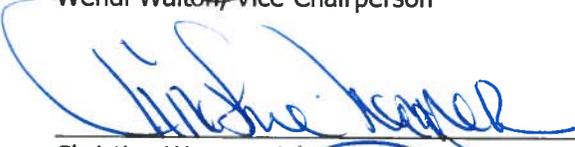


 Wendi Walton, Vice-Chairperson

10/27/15

 Date

ATTEST:



 Christine Wagner, Administrative Assistant

October 27, 2015

 Date

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