



Town of Alpine  
Planning & Zoning Commission Minutes

DATE: April 14, 2015  
TIME: 7:30 p.m.

PLACE: Town Hall  
TYPE: Regular

1. **CALL TO ORDER:** Meeting called to order at 7:30 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Members Present: Jessica Foster, Wendi Walton, Brett Bennett and Pat Marolf. Jeff DuPont was absent and excused. Also present was Mayor Kennis Lutz. Quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Wilson, Joshua & Jessica: #21 Palis Park Subdivision – 179 West Mill Circle** – Retaining Wall & Fence (#MC-02-15) – Mr. Wilson presented his project to the Commission for review and discussion. The two projects have been combined into one permit; the retaining wall will be located on the back property line, with a six foot high fence surrounding the entire property; it was noted that the front fence will not extend any farther than the front edge of the home.

**Mr. Brett Bennett moved to approve permit #MC-02-15 for Josh & Jessica Wilson contingent upon inspection of the property monuments by the Town Inspector. Ms. Wendi Walton seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

- **Shervin’s Independent Oil: Alpine Grid Area – 190 US Highway 89** – Fence Permit – (#F-01-15) – Ms. Kay Shervin presented the fencings plans to the Commission for review and discussion. The lodge pole fence will only be installed on the back (north) property line to separate the two lots and will be approximately five feet high. Project is ready for inspection.

**Ms. Wendi Walton moved to approve permit #F-01-15 for Shervin’s Independent Oil. Ms. Jessie Foster seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

- **Hunn, Stephen:** Alpine Grid Area – 332 Meadows Drive – Minor Construction – (#MC-03-15) – Mr. Hunn presented his plans to the Commission for review and discussion. It was discussed that this project will require an additional sewer connection for the RV dump, since this will be used as an additional residence from the existing residence. It was further discussed will all in attendance that this would most likely not be a viable project for this property, due to the current zoning. Ms. Hunn stated that he will think about the costs and let the Town know if this is something that he would like to pursue.
- **Oviedo, Joy (Tiphany Gayhart):** #31 Grandview Enterprises – 637 Mountain Drive - Fence Permit – (#F-02-15) – Ms. Gayhart presented the plans for a lodge pole perimeter fence on the southwestern property line. The fence that will be installed will be approximate five feet high. This project is being done primarily to separate the two adjoining property, to clearly identify the property boundaries.

**Ms. Wendi Walton moved to approve permit #F-02-15 for Joy Oviedo. Ms. Jessie Foster seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

- **Oviedo, Joel & Kelsey (Tiphany Gayhart):** #227 Lakeview Estates – 744 Pinecrest Circle – Fence Permit –

(#F-03-15) - Ms. Gayhart presented the plans for another lodge pole perimeter fence on the northwestern portion of the property line. Again, this fence will be installed at approximate five feet high. However, the fence cannot be installed right away, due to the fact that the neighboring property owner has items located on her lot (#227). Ms Gayhart asked those in attendance how can this property owner move forward with this project. Mayor Lutz commented that the Town would notify the neighboring property owner, since there has been a complaint and ask that the items be removed from the lot; they will be allowed a specified amount of time to remove the items.

**Ms. Wendi Walton moved to approve permit #F-03-15 for Joel & Kelsey Oviedo. Mr. Brett Bennett seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

- **Waclawsky, John: #10 Three Rivers Drive – 438 Meadows Drive** – Extension of Deck Permit – (#E-01-15 for #D-01-15) – Ms. Christine Wagner, Administrative Assistant commented that Mr. Waclawsky was unable to attend, further stating that Mr. Waclawsky is having a little problem getting the original contractor to come back to complete the project; a permit extension has been filed to get a little more time for completion. If the original contractor (**Serenity Development**) is unable to complete the project, Mr. Waclawsky will hire another contractor to get the project to final completion.

**Ms. Wendi Walton moved to approve extension permit #E-01-15 for John Waclawsky, with the contingency that the permit extension will be from the original expiration date of September 24, 2014. Reiterating that this permit extension will be good until September 24, 2015. Ms. Jessie Foster seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

- **Kailebe, Ted: #22 Greys River Village #2 – 362 Wooden Spur Drive** – MC Permit {Shed} – (#MC-19-14) – Ms. Christine Wagner, Administrative Assistant addressed the Commission on this project. Mr. Kailebe was notified by the Town Council regarding the change in setbacks for structures under two hundred square feet; as per his protest to the Council. The structure was already installed prior to the setback protest and now it is just the formality of having the shed permitted. Mr. Kailebe did not feel that he needed to attend the Commission meeting, due to the fact that the shed is already installed and the change in setbacks was granted. The Town has had the Town inspector go out and verify the placement of the shed. This project is basically completed.

**Mr. Brett Bennett moved to approve permit #MC-19-14 for Ted Kailebe; #22 Greys River Village #2 – 362 Wooden Spur Drive, based on the information received from the Town inspector for the verification of the existing placement of the shed on the property. Ms. Wendi Walton seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

#### **4. TABLED ITEMS:**

- **Jennings, John: # 213/214 Lakeview Estates A - 794 Terrace Lane** – Deck Permit - (D-01-15) – Mr. Jennings presented his deck drawings to the Commission for review and discussion, the drawings have also been sent to the Town Inspector for review and comment. It was discussed that a permit date would be from submission of the deck permit application, January 18, 2015.

**Mr. Brett Bennett moved to approve deck permit #D-01-15 for John Jennings; #608C Lakeview Estates – 794 Terrace Lane, with the condition that the permit timeframe will start from the permit submittal date of January 18, 2015. Ms. Wendi Walton seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.**

#### **5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

- **Mayor Lutz Addressed the Commission** – Mayor W. Kennis Lutz addressed the Commission members regarding the need to stream line the permitting process. It has been the discussion with the Town Citizens and Town Council members that the process seems to be intimidating for property owners that are applying for minor construction permits such as; sheds, fences, decks and also sign permits; when they need to come in front of the Commission to discuss their projects. It would simplify the process if the applicants were able to come into the Town office and receive their permits right there, rather than waiting to attend a Commission meeting. Mayor

Lutz also stated that permits would still be contingent upon Town inspector's plan and site reviews. It was commented that perhaps the Commission would still meet, as needed, for the bigger permit applications, such as; commercial, residential, multi unit projects. Mayor Lutz stated that no definite decisions have been made at this point and will let the Commission know when the proposed changes will occur.

**6. UNFINISHED/ONGOING BUSINESS**

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and discussed the on-going projects.
- **Amborski, Dan & Kilee: (F-04-14)** – Permit expires July 2015.
- **Atkins, Skylar: (MC-11-14)** – Permit expires July 2015.
- **Avriett - Draper: (F-05-14)** – Permit expires August 2015.
- **Aznoe, Kevin: (MC-17-14)** - Permit Expires September, 2015.
- **Bostner, Joe: (MC-18-14)** - Permit expires September 2015.
- **Carlston, Janice: (MC-04-14)** - Permit expires June 2015.
- **DeCou, Jacques: (S-05-14)** – Permit expires May 2015.
- **Farnsworth, Adam: (F-03-13 & E-02-14)** – Permit expires June 2015.
- **Foppiano, Tim: (A-01-13 & E-03-13):** Permit expires June 2015.
- **Hardy, Wayne: (MC-06-14)** – Permit expires May 2015.
- **Harris, Ken: (F-02-13)** - Permit expires May 2015.
- **Jenkins Building Supply: (A-01-14)** – Permit expires June 2015.
- **Kinn, Robert: (MC-01-15)** – Permit expires January, 2016.
- **Martinez/Lopez/Guzman: (MC-09-14)** - Permit expires August 2015.
- **Meyer, Scott: (MC-13-14)** - Permit expires July 2015.
- **Morning Star Baptist: (F-07-14)** - Permit expires August 2015.
- **Stone-Byan: (D-02-15)** - Permit Expires March, 2016.
- **Wooden, Pat: (F-03-14)** - Permit expires May 2015.
- **Wyoming Investment Enterprises (Black Mountain Rentals): (C-01-14)** – Permit expires October, 2015.
- **Town of Alpine: (MC-05-14)** – Permit expires May 2015.
  
- **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.
- **Kaliebe, Ted:** Refer to Section #3, item #7.
- **Rocky Mountain Rogues: (MC-01-12)** – Permit expired – No notification from Applicant.
- **Waclawsky, John: (MC-12-13)** – Refer to Section #3, item #6.

**7. TOWN COUNCIL MEETING ASSIGNMENT:**

- **April 21, 2015** – Mr. Pat Marolf will be the representative at the next Town Council meeting.

**8. APPROVAL OF MINTUES:**

- **Planning & Zoning Meeting of March 10, 2015** – The Commission reviewed the minutes that were presented.

**Ms. Jessica Foster moved to approve of the Minutes as presented for the March 10, 2015 Planning & Zoning Meeting. Mr. Pat Marolf seconded the motion. Vote 2 yes, 0 no, 1 absent (DuPont), 2 Abstain (Bennett & Walton). Motion carried.**

- **9. ADJOURN MEETING:** Ms. Wendi Walton moved to adjourn the meeting. Ms. Jessica Foster seconded the motion. Vote 4 yes, 0 no, 1 absent (DuPont). – Motion carried.

Meeting Adjourned at 9:37 pm.

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Pat Marolf  
Pat Marolf, Chairperson

5-12-15  
Date

ATTEST:

Christine Wagner  
Christine Wagner, Administrative Assistant

May 12, 2015  
Date

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