



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: June 9, 2015
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **CALL TO ORDER:** Meeting called to order at 7:28 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Members Present were Jessica Foster, Wendi Walton, Brett Bennett and Pat Marolf. Jeff DuPont was absent and excused. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Farnsworth, Adam: #37 Forest Meadows – 505 Forest Circle Drive** – Shed Permit (#MC-08-15) – Mr. Farnsworth presented his shed plans to the Commission for review and consideration, the structure will be made out of corrugated tin; in which is a permitted item. The one hundred ninety-two (192) square foot shed will be placed ten (10) feet from the back property line and placed on four by four treated wood (skids).

Mr. Brett Bennett moved to approve permit #MC-08-15 for #37 Forest Meadows Subdivision, 505 Forest Circle Drive. Ms. Wendi Walton seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

- **Norris, Leticia: #22 Palis Park – 181 West Mill Road** – Fence Permit (#F-05-15) – Mr. James Norris, the authorized representative for the property presented the drawings/plans for a new fence to be constructed on the property. There is a property dispute with the neighbor and the applicant will be having the property surveyed to identify the actual monuments.

Ms. Wendi Walton moved to approve the fence permit F-05-15, #22 Palis Park – 181 West Mill Road contingent upon the survey identification of the property corners; once the survey is completed and the property corners are strung and staked, the Town Inspector will verify the monuments and fence placement. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

At this time, Christine Wagner, Administrative Assistant for the Town recued herself from the meeting table to present the following permits.

- **Town of Alpine: #607 Lakeview Estates – 121 US Highway 89** – Sign Permit – (#S-03-15) – Ms. Christine Wagner, Administrative Assistant presented the plans to the Commission for approval; the signs have already been installed at the property, the Town Inspector is schedule to complete the final inspection to document the sizes for the file.

Ms. Wendi Walton moved to approve sign permit #S-03-15 for the Town of Alpine; #607 Lakeview Estates – 121 US Highway 89; and to waive the permit fees for the sign. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

- **Kinn, Robert: #44 Palis Park Subdivision – 191 West Mill Circle** – Ms. Christine Wagner, Administrative Assistant address the Commission regarding the previous fence permit and the approved extension from 2014.

The permit extension was approved contingent upon the payment of permit fees. At the time, the applicant was unsure of the installation timeframe, it was determined that they would move forward with permitting when they were ready to start the project. The applicant was under the impression that the extension was valid. The Commission determined that if the applicant pays the extension permit fees, the permit would be valid from the date of the approval.

Ms. Wendi Walton moved to approve extension permit #E-04-14 as previously stated contingent upon the payment of the permit fees and the extension permit timeline of August 13, 2015, permit expiration date. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

4. TABLED ITEMS: None

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS: None

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 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.

Ms. Wendi Walton moved to remove permit #S-05-14; from the list, as the file is complete. Ms. Jessie Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

- **Farnsworth, Adam: (F-03-13 & E-02-14)** – Permit expires June 2015; final Inspection has been ordered.
- **Gayhart-Lutz: (MC-07-15)** - Permit expires May 2016.
- **Hardy, Wayne: (MC-06-14)** – Permit expires May 2015; final inspection has been ordered.
- **Jenkins Building Supply: (A-01-14)** – Permit expires June 2015.
- **Jenkins, Dave: (MC-04-15)** – Permit expires May 2016.
- **Jenkins Ace Home Center: (S-02-15)** – Permit expires May, 2016.
- **P. Kay Gibbons: (S-01-15)** – Permit expires May 2016.

Mr. Brett Bennett moved to remove permit #S-01-15; from the list, as the file is complete. Ms. Wendi Walton seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

- **Kinn, Robert: (MC-01-15)** – Permit expires January, 2016.
- **Martin, James C: (D-03-15)** – Permit expires May 2016.
- **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.
- **Rogers, Jim: (A-01-15)** - Permit expires May 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.
- **Walker, Danny: (MC-16-14)** - Permit expires October 2015.
- **Wooden, Pat: (F-03-14)** - Permit expires May 2015.
- **Wyoming Investment Ent. (Black Mountain Rentals): (C-01-14)** – Permit expires October, 2015.

- **Urlik-Ruttenberg (Atkins): (RE-01-15)** – Permit expires May 2016.
- **Urlik-Ruttenberg (Atkins): (S-03-15)** – Permit expires May 2016.
- **Town of Alpine: (MC-05-14)** – Permit expired May 2015; it was determined by the Commission to see what the Town Council would like to do with the Skate Park Gazebo.

Ms. Wendi Walton moved to send a recommendation to the Town Council regarding the placement of the Gazebo that is in the recycling area, in which is permitted for the Skate Park area and the status of that relocation. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

- **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.
- **Harris, Ken: (F-02-13)** - Permit expired; no notification from applicant.
- **Rocky Mountain Rogues: (MC-01-12)** – Permit expired – No notification from Applicant.

7. APPROVAL OF MINTUES:

- **Planning & Zoning Meeting of May 26, 2015** – The Commission reviewed the minutes that were presented.

Ms. Wendi Walton moved to approve of the Minutes as presented for the May 26, 2015 Planning & Zoning Meeting. Ms. Jessie Foster seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Bennett), 1 absent (DuPont). Motion carried.

8. TOWN COUNCIL MEETING ASSIGNMENT:

- **June 16, 2015** – Ms. Wendi Walton will be the representative at the next Town Council meeting.

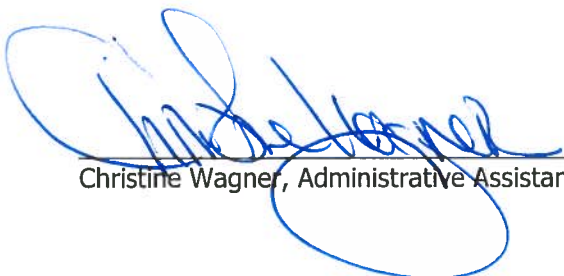
9. ADJOURN MEETING: Mr. Brett Bennett moved to adjourn the meeting. Ms. Wendi Walton seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (DuPont). Motion carried.

Meeting Adjourned at 8:05 pm.


 Pat Marolf, Chairperson

6-23-15
 Date

ATTEST:


 Christine Wagner, Administrative Assistant

June 23, 2015
 Date

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