



## Town of Alpine Planning & Zoning Commission Minutes

DATE: February 10, 2009

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

**Attendance:** P&Z members present: Carla Stone, Pat Marolf, Kennis Lutz, & Melisa Wilson. Absent and Excused: Joshua Floyd.  
Others in attendance: see attached sheet.

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1 - CALL TO ORDER at 7:05pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Alan Downie: Lot 273 Lakeview Estates A; 705 Sunset Drive-Remodel Permit, RE-02-09, needs approval.** Commission reviewed packet. Jody Tibbitts, Building Official, commented the plumbing needed to be finished, there were a couple of truss clips that needed to be added, and there was a question on the location of the tub because of the necessary tempered glass on the adjacent window. Kennis Lutz asked if there were engineered plans for the roof structure of the dormer. Jody stated the structure of the dormer was sufficient. There will need to be at least one more inspection when everything is completed. **Kennis Lutz made a motion to approve the permit pending the changes be made as Jody indicated; Melisa Wilson seconded it: Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Steve Chichinsky: Portion of Lot 28 Riverview Meadows-Rezone Permit; REZ-01-09, needs recommendation to Council.** Representative not present. **Kennis Lutz made a motion to table rezone permit REZ-01-09 until the next meeting; Carla Stone seconded it: Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **LUDC & Development Standards:** *A few more revisions to review. Pedersen Planning will have the combined draft ready by the next meeting.* When Terra Miller talked with Jim Pedersen on the phone concerning when he could have the draft completed he needed more time than a couple of weeks due to the research the Commission requested on things like the electrical signs. Terra had a few items left to discuss concerning revisions of the Development Standards. A discussion was had concerning the parallel parking distance from a fire hydrant. The Commission felt it was too high and would like to have it changed to 10 feet. If a member of the Fire Department wanted to come and discuss it at the next meeting they would be willing to listen to their reasoning. It was also discussed to charge application extensions \$100 and also limit them to one time extension of 180 days upon showing of justifiable cause. The Commission agreed it should be the same cost and a one time extension as a building permit. Terra presented her research on Replat fees in the surrounding communities as well as Driggs and Teton County Idaho. The Commission would like more time to review them and they will have something ready by the next meeting.
- **Zoning Administrator:** *review job description.* Terra suggested the job description be revised to help them get the Zoning Administrator passed through the Council. Kennis Lutz also suggested in order to help cut expenses to have the Commission meet only once a month unless there is a necessity. He has a concern about how much a Zoning Administrator would cost the Town. Terra stated she currently does most everything the Zoning Administrator does so it would be more of a job title than a new position. If she were selected as the Zoning Administrator and did not have to approve building permits, she wouldn't expect a huge raise. If however she were to approve building permits she would expect more because of the increase in responsibility. Kennis also stated along with a title it would also allow for a person for the public to go to. Pat Marolf felt having a Zoning Administrator would make it easier for Planning & Zoning to make better decisions because of the research done before hand by that person. Terra will work on revising the job description for the next meeting.
- **Jody Tibbitts: Ongoing. Bart Conrad**-his final inspection will be conducted on Friday. **Ryan Hamilton**-passed his framing inspection. **Waste Water Treatment Plant**-the final inspection was conducted about a month ago; their bathroom was not completed; he is waiting for a call to go in and do the re-inspection; the State inspections have been completed. **John Jennings**-left a message asking for detailed construction plans today. **Ernie Scott**-has heard most of the sheathing is up on the trusses; previous inspections have all passed the requirements. **Susan Coert**-most of the deck is buried in snow. He was able to see some of it and could not see a suitable way to attach the joist to the building. Also he could not inspect the footings

properly. Pat Marolf will contact Steve Scofield to have him contact Terra at the office. Terra asked if the inspection could wait until the snow melted to properly verify the footings and joist. It was agreed the owner could wait but he still needed to contact the office.

- **Deb Wolfley: Ongoing.** Deb Wolfley mentioned the concern the Town Council had at their last meeting concerning consistency with building violations and what sort of fines if any were being issued for those individuals who fail to obtain a permit before their construction starts. Mayor DeCora asked if the Commission wanted to start imposing fines through citations. Terra Miller clarified it is up to the Planning & Zoning Commission to impose the infraction. She reviewed how the procedures have been done in the past and asked if this Commission, with so many new members, wanted to change those procedures and involve a more evasive tactic for non-compliant issues. The Commission agreed a letter should be sent to give someone a chance to comply. If they don't respond to the letter within thirty days have the Police Department issue a citation.
- **Active Building Permits & Non Compliance Issues:** Ongoing, *see handouts*. Bob Penny-Kennis tried talking to Mr. Penny but he didn't seem to understand what was being asked of him. Kennis suggested writing him a letter explaining when a permit is required. If he continues to work on the roof this summer we will then proceed with the non-compliant procedures.
- **5 - P&Z MINUTES: January 27, 2009 need motion to approve. Carla Stone made a motion to approve the minutes; Melisa Wilson seconded it: Vote: 3-Yes, 0-No, 1-Abstain, 1-Absent.**

**6 - COUNCIL MINUTES DISTRIBUTED:**

- **P&Z ATTENDING COUNCIL MEETINGS:**

1) February 17, 2009-Melisa Wilson

2) March 3, 2009-Pat Marolf

- 7 - ADJOURN MEETING- Need Motion. Kennis Lutz made a motion to adjourn the meeting at 8:43pm; Carla Stone seconded it: Vote: 4-Yes, 0-No, 0-Abstain, 1-Absent.**

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**8 - Items given to P&Z during tonight's meeting:**

- Letter from Chris & Rosie Rorke concerning Steve Chichinsky Rezone
- Letter from Karl Scherbel concerning Steve Chichinsky Rezone
- Local Area Subdivision/Replat Fee Schedules for LUDC discussion
- Active Permits Worksheet
- Non-Compliance Worksheet

**9 -Items mailed to P&Z before meeting:**

- Secretarial Review for Steve Chichinsky Rezone
- Revisions for Discussion for the LUDC and Development Standards

  
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Pat Marolf, Chairman

2-24-09  
Date

Attest

  
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Terra Miller, Secretary

2-24-09  
Date