



**Town of Alpine**  
**Planning & Zoning Commission**  
**MINUTES**

DATE: **January 23<sup>rd</sup>, 2007**

**Attendance:** P&Z members: Pat Marolf, Dave Gustafson, Kennis Lutz & John Thomas. Paula Stevens is absent & excused. Others in attendance: see attached sheet.

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1 - **CALL TO ORDER at 7:02.**

2 - **ROLL CALL & QUORUM ESTABLISHED BY Kimberlee Jansen**

3 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **CHICHINSKY, Steve - Buffalo Sage Townhomes** - Steve C. would like to address the board and keep them up to date on the progress of his development. There is a letter to reference from Steve C. Dave G. confirmed there was a letter in the information they had received tonight. Steve C. explained that he wants to get the project for the town homes up and running, he picked up the application and information needed to obtain building permits. He had some questions regarding the infrastructure; he was advised to contact Leon K (Town engineer). He spoke with Leon K. and the letter references that conversation. Steve C. was here to inform the board of his intentions with the project and get any suggestions he might need to keep the project moving forward. He explained that he had intended to start with certain units, now he has decided to start with the units on the south end of property. He intends to start with 3 buildings for total of 6 units.

There is some information he needs in order to proceed, he needs to find out how many water and sewer taps he will be allowed. The town needs to move the water line and put in a sewer tap; he explained it makes sense to only have to dig the roadway up once. It would not be cost effective to have to keep digging up the area to keep adding taps. Steve C. stated that he would like to get three bids and then present the bids to the Town; he needs to move forward and get his bids out there. He explained that when the snow was gone Surveyor Lloyd (Baker) would stake out the building envelopes, then they will know where the water and sewer taps need to go. Dave G. informed the new board members of the project; he also explained that Steve C. had inquired about pre-purchasing water and sewer hook ups but not finishing all of the development at this time. Dave G. has spoken with Elizabeth K. about the pre-purchasing of hook-ups; she advised that it was a decision for the Town Council.

Steve C. would like to have the infrastructure in place by summer, so he can proceed with the building permits and have the units ready for the 2008 buying season. Dave G. asked if he was set to go to council, he confirmed that he would see the council on February 6<sup>th</sup>, 2007. Steve C. has a timeline he would like to maintain and that involves working with the P&Z. John T. inquired as to how many buildings Steve C. was planning to start with, he replied 3 buildings for a total of 6 units. Steve C. commented that he had some concerns as to how he would need to proceed with the infrastructure; this is a huge financial concern. The board thanked Steve C. for coming and keeping them informed about his development.

- **ANPA SNOWMOBILE TOURS - REZ- 01-07- Lot 11 Louis Strout - 266 Sawmill Road** - As the P&Z Commission had recommended the business owner has applied for a rezoning of the lot from a R-2 to a B-1, review and give recommendation to the town council. Kennis L. had concerns about waiting for input from the public; they have just started to advertise it. Dave G. questioned the process for rezoning; Kimberlee J. informed them that the required advertising time is 2 weeks; the application will be addressed by the Town Council on February 6<sup>th</sup>, 2007. Dave G. stated that as a board they are being asked to recommend or not recommend the rezone to the Town Council. Dave G. asked if there was a copy of the zoning map present, Jim P. (town planner) has a copy of the map and the board reviews the map of surrounding lots. Dave G. confirmed the map as existing zoning. He asked if there was a map of the proposed zoning, Jim P. did not have a map of the proposed zoning. He commented that the area in question is part of the proposed mixed residential/commercial area. Dave G. commented that the area is mixed residential/commercial currently; there is a lot of C-1 in that area.

Dave G. stated that the B-1 code does afford the possibility of people being able to reside on the property and have a business. John T. asked Steve P. if there has been any resistance from the neighborhood towards the business, Steve P. replied that other than the gentleman directly across from the business, the neighbors have been very friendly. The gentleman across the street has had a few negative words. Dave G. asked for a motion, Kennis L. stated that with out having any public input it would be hard to make a recommendation. Dave G. clarified the role of the P&Z board, they are an advisory board and if he were to make a motion he could put forth in that motion that they want to see public comment first. Kennis L. stated that contingent on public comment he was for the rezone. **John T. motioned to recommend approval because the property is in the Master Plan to be rezoned. Dave G. summarized the recommendation, to recommend to the council approval of the rezoning contingent upon public comment that is received. Kennis L. seconded. VOTE: 4- Yes; 0- No;**

**0- Abstain; 1- Absent.** Dave G. informed Steve P. that he would be receiving a letter informing him that the business is non-compliant; he also explained that this was normal procedure.

- **PEDERSEN, Jim** - Mr. Pedersen is here to discuss the zoning project and/or town rezoning. Jim P. handed out some information to the board, he explained that the hand out was a working draft. He didn't want to get more detailed until he received input from the board. One of the districts he had questions about was the rezoning issue where ANAP has located their business. He inquired how many of the board members were familiar with zoning ordinances; he explained he would walk the board through an overview of the zoning ordinances. Jim P. started with "Article 1, General Provisions" shows what the legal authority is for zoning and where in the state statutes it is referenced. It also brings together various ordinances. He commented that Paula S. had suggested that the ordinances be put all in one place, this makes the process easier. He commented that one of the functions of a good zoning ordinance will communicate to the applicant what they need to do to get the request approved. Also it will explain what the P&Z will need to process the request. The next part might be the most important part of the ordinance; it talks about the land use plan amendment process, the planned unit development process, the zone change process, the variance process and the building permit process. It talks specifically about what they need to do, he suggested that you could merge the good things that are currently on the books with perhaps the recommendations he has presented. He further explained that the description about how the process works, what is expected and what is not expected both in terms when they come before the P&Z and the Town Council.

Jim P. commented that this process is not "set in concrete"; it is there to show a structure that we can work within. "Article 3" talks about district regulations, he had the board look at the sample on page 24, the sample was for the R-1 residential district. He explained that the "article 2 under section 302" will give the intent and purpose of the district, the intended uses, the residential building standards, and then it differentiates between manufactured housing and stick built construction. It also talks in terms of minimum lot area; he explained that they developed a geographical system for the Town of Alpine. And he used this system to generate the maps used in the Master Plan. This article talks about minimum setbacks and building heights, vehicular parking and storage, fencing, accessory buildings and storage and signs. Jim P. also spoke about consistency being the key to the zoning process. He further discussed the enforcement issue; this gives the building inspector the authority to inspect property when he needs to or if he knows of a violation of the codes. Last to be addressed in the ordinance is the definitions, this will remove many misunderstandings.

Jim P. inquired about the best way to get a hold of the board members to review their comments on this topic, he suggested getting each members phone number or each member passing their comments onto Dave G and Jim P. will then speak with Dave G. Jim P. also discussed "page 1 article 3" which addressed the mixed residential/commercial district. He suggested that the mixed residential/commercial use have on-site housing, if the owner lives where they work they will be more responsive to addressing neighborhood issues. Dave G. inquired if the mixed residential/commercial is intended to replace the B-1 zoning; he explained that there has been controversy about the B-1 zone. Dave G. commented that the B-1 zone served a good purpose because there was potential commercial property being used as a residence; B-1 was created to allow commercial property and also allow someone to live on the property. In Dave's opinion it is not flexible enough, because it specifically states that the residence must be located behind the commercial building and the commercial building must be built first.

Dave G. stated that he was concerned if they designate a district into being mixed residential/commercial; he would not want to see a couple of houses then a business and more houses. Dave G. referred to the rezone from earlier in the evening; he stated he felt it worked because the property to be rezoned was right on the road. Jim P. commented that one approach would be to say that anybody in that district live and work there, in other words a property owner in this district would have to have a certain type of business to reside in this district. He gave some suggestions of businesses for this area, a welder, a carpenter or an accountant. He suggested that the property should not be used for retail businesses; he also commented that developers could purchase the properties and build residential units above business units. He further explained bed and breakfast's might be ideal for this location. Dave G. commented that the definition is an important piece for this area; Jim P. commented that it will be much more defined than the B-1 reference. Jim P. stated that there was little need for a light industrial district, unless the board feels otherwise. Dave G. commented that he doesn't feel there are any areas in town that are conducive for light industrial.

Pat M. pointed out some discrepancies in the draft copy of the ordinance, Jim P. stated that this was a very rough working draft. He explained that he wanted to get general concurrence on the basic structure of the ordinance, there will be detailed changes made to the ordinance. Dave G. asked if the board and the council should review at the same time, Jim P. stated that was done with the Master Plan and it worked well. Dave G. and Jim P. stated that there will be another review process after a real draft is ready. Jim P. commented that this draft will give him an idea of a structure for the draft. He also explained that he will meet with Rob W before he leaves and plans to discuss a zoning administrator; right now the town has a designated building inspector. He feels a zoning administrator is needed to get the processes going in terms of the variance requests. Dave G. commented that currently the office staff processes these requests. Jim P. commented that he is accustomed to seeing a zoning administrator who prepares a staff report to hand to the board when such a request is made.

The Mayor likes the sample ordinance because it puts a process in place; she sees a lack of procedures in writing. Dave G. commented that the P&Z tries really hard to be consistent and follow codes, to make the process the same for everybody. Dave G. challenged the board to review the draft ordinance and have comments by the next meeting. Jim P. explained that

there were some inserts that are color coordinated in regards to the process an applicant will follow. The Mayor commented that she had a conversation with Jim P. about a zoning engineer; she had suggested that he might be able to assist the town with this. Dave G. agreed with this and commented that other counties have staff that prepares the staff reports. The mayor informed the board of the planned "round table meeting", the board agreed with the idea.

- **BENNETT, Brenda** - Brenda asked that the Profit & Loss Budget vs, Actual for June 2006 through June 2007 be distributed so the board can start working on next year's budget. The profit & loss statement was passed out to each board member. Dave G. explained the process and why the board is actively involved in the planning of the P&Z budget. Kennis L. and John T. volunteered to review the budget and comeback at the next meeting with comments. Dave G. commented that Brenda B. can provide a break down and more itemized figures if they need to review them.
- Discuss and make changes to the fee schedule, Brenda Bennett would like approval to raise the building fees. Kimberlee J. reminded the board that they had reviewed the fees before. Dave G. commented that with the current fee schedule the town is not even covering their costs. Rob W. commented now that we require an engineer stamp on the plans his review process should be easier and quicker. Kimberlee J. added that there were some areas that needed some extra attention. Dave G. stated that the council has to approve the final fee schedule. John T. suggested the board members review the fee schedule and present comments at the next meeting.

#### 4- UNFINISHED/ONGOING BUSINESS:

- **WAGNER, Rob - Building Inspector** - Discussion purposes. Rob W. had some suggestions of documents that we could hand out with the building permit applications. He used a form from Green River as an example. One of the documents is titled "What I need for a building permit". There is also a check list that the applicant has to fill out and sign, this way they will know if they have gathered all the information that is required.
- **GUSTAFSON, DAVE**- Dave G. explained that there is an issue with the Bullmoose Saloon Motel building permit and extension. He addressed the issue of how non-compliance issues are handled; typically a letter is drafted in the office and Dave G. reviews and approves the letter. He asked if the board would like to review the letter that will be drafted concerning the current issues with the Motel. Kennis L. would like to review the letter before it is sent out. Dave G. commented that they are not out to fine everybody, they have only fined one person so far. He worked with the town and an agreement was reached, it is when they are faced with someone who is not willing to work with the town that they are faced with having to issue fines.

Rob W. stated that Jim B. was at a meeting a few months ago and he agreed to address the discrepancies in his plans, he also was informed that he could not cover the bathroom fans. Kimberlee J. had a copy of the letter to the Bullmoose for the board to review. The board approved that the letter be sent to the Bullmoose.

- **BECKSTEAD, Diane - F-05-06 - 170 Trail Drive - Non compliance issue - Ms. Beckstead is applying for a fence permit. She is unable to attend tonight's meeting. Tabled.**

#### 5 - P&Z MINUTES: None

#### 6 - COUNCIL MINUTES DISTRIBUTED: None

#### P&Z ATTENDING COUNCIL MEETINGS:

1) February 6<sup>th</sup>, 2007 Kennis Lutz

2) February 20<sup>th</sup>, 2007 Paula Stevens

#### 7 - ADJOURN MEETING - Kennis L. motioned to adjourn the meeting at 8:23 PM, John T. seconded. VOTE: 4- Yes; 0- No; 0- Abstain; 1- Absent.

#### AFTER MEETING REVIEWS/WORKSHOPS: None

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

- **P&Z Minutes:** January 9, 2007.
- Profit and Loss Budget vs. Actual from Brenda Bennett.
- Proposed Fee Schedule for Building Dept.
- Letter from Steve Chichinsky regarding Buffalo Sage Town Home building permit.
- Lincoln County P&Z Hearing Notice for Feb. 7, 2007 RE: Broken Ski Pole Subdivision

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

- Draft Ordinances deleting the IEBC from the IBC & the IRC

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*Dave Gustafson, P&Z Chairman*

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*Date*

*Attest:*

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*Kimberlee Jansen, Secretary*

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*Date*