



Town of Alpine

Planning & Zoning Commission

Minutes

DATE: November 13, 2007 PLACE: Alpine Town Hall ▪ 250 River Circle
TIME: 7:00 p.m. TYPE: Regular

Attendance: P&Z members present: Pat Marolf, Dave Gustafson, & Paula Stevens. Absent & Excused: Kennis Lutz & John Thomas.
Others in attendance: see attached sheet.

1 - **CALL TO ORDER at 7:03pm.**

2 - **ROLL CALL & ESTABLISH QUORUM by Terra Miller.**

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

- **Don Jorgensen: Grid Area; 277 Meadows Dr-Sign Permit, S-16-07, needs approval.** Reviewed Packet. Don Jorgensen requested adding a U-Haul sign to the building which is not included in the packet. Commission verified dimensions of requested signs. Dave Gustafson asked about the lighting on the small sign. Don Jorgensen stated that the lighting is interior and already present. Paula Stevens stated that if the building is less than 55 linear feet you get 80 square feet of signage. Don Jorgensen stated that he would change the sign to be 4x20 so that it would fit the 80 square foot requirement on the painted sign. **Paula Stevens made a motion to approve with the condition that the painted sign be no more than 80 square feet; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Scott Reed: Lot 241 Lakeview Estates A; 708 Terrace Dr-Replat, REP-03-07, would like this to be his Final Review for approval, also would like to discuss fees related to his replat.** Scott Reed stated that the replat was based on replatting the corners along the roads. He also stated that the road widths had never been specified. The Commission reviewed the plat. Scott Reed stated that he would like to expedite the process as much as possible. He also asked if the Commission could alleviate some of the costs. Dave Gustafson stated they would review the plat and then discuss the fees. Dave Gustafson asked if there were any conditions from the previous reviews. Paula Stevens stated the only concern was that the radius on the curve was going to protect the interest of the Town in terms of the roadway width and the corner radius. Scott Reed stated he had Surveyor Scherbel review it before the previous Council meeting and the concern was addressed. Scott Reed stated that in making the road radius acceptable he gave up some property. **Paula Stevens made a motion to recommend approval of the Final Replat to the Council with no conditions; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.** Dave Gustafson stated they could make a recommendation to the Council for relieving some of the fees. Dave stated he personally felt he went above and beyond; the Town is benefiting from what he is doing. Paula Stevens asked if the replat was necessary for him to sell his property. Scott Reed stated he just needed a record of survey but upon doing it there were some discrepancies. He felt the replat was in the best interest for the Town because it created a curve and an easement for fire trucks and the snow plows. The Commission reviewed total costs due at \$850 because of the fact that the Conceptual Step was skipped. **Pat Marolf made a recommendation to the Council to split the fee in half; Paula Stevens seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Bull Moose Saloon: Lot 601 Lakeview Estates C; 91 Hwy 89-concerns on whether or not he needs a remodel permit.** Dave Gustafson stated the reason Jim was asked to be here was because we had heard he was doing some construction and they wanted to figure out if it required a remodel permit. He stated the Commission figured the best way to determine what was going on was to invite him to the meeting. Dave Gustafson stated the \$5000 exclusion was rescinded when the IRC/IBC was adopted last year. Jim Blittersdorf stated he has a permitted lower bar at 14x16 foot that he would like to extend to 14x28, so it is just extending 12 feet of bar. He stated it is nothing structural. Jim stated there is a pine wall that was put in after the liquor license hearing of 2004 when the Town felt that the dining room should be separated from the upper area. Jim continued to state that he has since taken the wall down because nobody liked eating down there after it was closed in, but since they have opened it up people are eating down there. It basically was taking a cosmetic wall down that was put up in 2004. He spoke with Tom Montoya with the Liquor Commission and Tom told him his dispensing area was already permitted and if he wanted to extend it, it was fine with them but it is up to the Town Council to change the dimensions of the dispensing room. Paula Stevens asked if there were new walls, new plumbing, or new electrical. Jim stated he wasn't creating any new spaces or adding any walls. Jim Blittersdorf also stated there was an existing sink he was going to move 6-8 feet and a couple of outlets he will be moving. He spoke with the State Electrical Commission and he was to call them when the electrical items were moved and they would come and inspect them. Dave Gustafson stated there are specific exclusions in the new codes, which Terra Miller provided. Dave Gustafson reviewed the list. Rob Wagner, Building Inspector, asked for clarification that there are no structural elements being moved, no cabinets being added, no electrical being added, and no plumbing being added. Paula Stevens stated there was plumbing that was being moved. Rob Wagner stated moving electrical and/or plumbing would require a permit. Dave Gustafson stated they were working on new codes

that would allow for Minor Construction permits requiring one inspection. Paula Stevens reviewed the list and stated what Jim was doing doesn't fall under any of the exemptions. Dave Gustafson asked if Jim had any objections to getting a remodel permit. Jim stated that it was fine. Jim requested a copy of the exemption list and a remodel application permit, which Terra provided. Jim asked what the process was. Rob Wagner stated he needed to turn in the application, pay the fees and then he would come and do his inspection. Dave Gustafson stated he appreciated Jim coming in. Jim asked if he had to do a site plan for his remodel application. Dave Gustafson stated he did not as it is just a very minor submission.

- **Recommendations to Council**-*how would the Commission like to change our current process.* Mayor DeCora stated she is ignorant on Town building codes. She stated all of these things are put in front of the Town Council that they don't get until they are put in front of them. There is no heads up, no ability to ask questions, or to get further clarification, so the Council is asking for a simple, informal, written recommendation from Planning & Zoning. Dave Gustafson asked if that was something they would review before the meeting. Decora stated they would like it in their Council packets. Don Jorgensen stated if it is in their packets it is not a surprise to them Tuesday night and they can review it. Shirley Brown agreed with both the Mayor and Don Jorgensen. Dave Gustafson stated this plays well into what the Commission is proposing down the line.
- **Joe Sender: Resignation Letter**-*need to figure out how we want to proceed with Septic and Site inspections. See handout.* Dave Gustafson asked if this was something P&Z took care of or if it was something the Council should do. No one was sure. Terra Miller stated Joe Sender did speak with the County and they were willing to help the Town through the winter in an emergency situation. Dave Gustafson stated in Teton County they are not allowed to dig septic systems after November 15th until April 15th so he feels we are pretty safe. The only thing we need to worry about is property corners and setbacks. Dave Gustafson stated the new codes would address them. However that is a long ways away. Terra Miller stated in Joe's resignation letter it does give them an idea on how they possibly could go ahead with septic inspections in the future. Rob Wagner volunteered to do site inspections. Dave Gustafson stated in the new town building codes it would require a professional surveyor to set the pins. Paula Stevens stated with the small setbacks that we have it is very easy for something to be nonconforming. Don Jorgensen stated he thought septic inspectors needed to be certified by DEQ. Dave Gustafson stated he thought the DEQ just gave the County or Municipality the approval to go ahead and do it. Terra Miller stated the only outstanding septic inspection is the KSL&M permit. It was clarified that there is no digging until April so inspections will have to wait. It will remain on the agenda as ongoing business to find a replacement for a recommendation to the Council.
- **Septic Permits: Proposed Sewer Area**-*discuss at what point we are no longer accepting applications for this area. New Construction*-*discuss if we want to require them to plumb for both sewer and septic.* Terra Miller showed P&Z a map concerning the areas that are going to be on the first stage of the new sewer hook ups. She asked at what point the Commission wants to stop allowing septic permits for the stage 1 area. She understands both sides. One side being it takes about a summer to put in a house and if everything goes smoothly they can hook up to the sewer in the Fall. On the other hand if something goes wrong and we tell them they can't put in a septic permit we have caused an issue. A suggestion was to plumb the house so it worked for both a septic permit and the sewer. Dave Gustafson stated they would probably need an ordinance. Dave Gustafson also stated we would like to leave the possibility open. Paula Stevens asked how much time they have to make a recommendation. Terra Miller stated she is mailing letters out Friday stating the time frame they have on record for hooking onto the sewer and requesting they indicate where they would like their stub to be. The letter was mailed to the lots with homes on them currently. Paula Stevens asked that she be given more time to get more information before making a recommendation. Terra Miller stated she is more concerned with the empty lots. Dave Gustafson stated this is a grey area and we just make the applicant as informed as possible. Terra stated she could get more information from Leon and leave it on the agenda for next time.
- **Miscellaneous Building Fees**-*Discuss what the steps are and when they are required. Deck/Covered Deck Setbacks. Terra is confused.* Reviewed the Building Department Fee Schedule sheet. Terra would like some clarification on when the Miscellaneous Other Charges are required. Demolition Permit-Rob Wagner stated it is for tearing something down. An inspection would be required to make sure the electrical, gas, water, etc is all turned off and to monitor where the debris is going. As for gutting out the interior of the structure it would fall under a remodel permit. Paula Stevens stated the others are rare and they should be addressed in more detail in the new Town Codes. If they do happen to come up before the new code is adopted we will address them at that point in time. Terra Miller asked if the Fee Schedule would be included in the new Town Codes. Paula Stevens stated it would be and it be reviewed on a yearly basis.
- **Mayor DeCora**-*has some procedural issues she would like to discuss.* Question addressed earlier.

4 - UNFINISHED/ONGOING BUSINESS:

- **Town Code**-*review and discuss.* Jim Pedersen, Paula Stevens, and Dave Gustafson met the night before to review. They are planning on having the Code completed in early December. Dave Gustafson asked how they would like to proceed with the public comment period. It was suggested by Jim Pedersen that the Council review it along with himself and the Commission. Then it would be advertised for a month for public review and a public hearing would be held at the end of that month for final approval from the Council. Paula Stevens stated they probably only need to see it at one more meeting and then make a recommendation and move it along. Jim stated the final draft for the Commission will be ready by the end of November.

- **WAGNER, Rob:** *on going.* No new updates.
- **Active Building Permits & Non Compliance Issues:** *on going. See handouts.* KSLM-the plumbing inspection needs to be finished; Terra Miller will send a letter requiring the inspections. Ernie Scott-Dave Gustafson stated the last that we heard someone was trying to intervene and do something. He stated the Town is incurring some liability if we don't take any action. He asked about the letter that we are waiting for from Stefan, Town Attorney. Terra Miller stated the last time she asked him for the letter he stated he heard some people in the community were trying to help so he wanted to hold off on writing it. Mayor Decora understands the concern but is unsure on how to handle it. She does think that we need to get a letter together. Dave Gustafson stated the Town has set precedents in the past. He also stated we need to get a letter off to protect our liability, usually from the Planning and Zoning Commission first. Mayor DeCora suggested we did get a letter from Terri Potter, Fire Chief, concerning the building. Paula Stevens asked if the Commission had the support of the Council to send out a letter. Mayor DeCora stated she didn't know about the Council but P&Z has her support. Dave Gustafson stated in the past they hadn't needed that. However it would be nice to have. Dave Gustafson stated he would contact Stefan for the letter. Kennis Lutz-has 3 signs without permits; Terra Miller will send out a letter. Jonathan Kirchner-have not heard back in response to the letter mailed previously concerning his roof; Terra Miller will send out a second letter. Sotheby's-letter sent requesting an update, have not heard back from them; Terra Miller will send out another letter and copy Jim Sandner, owner.

5 - **P&Z MINUTES:** September 25, 2007; October 9, 2007; October 15, 2007; October 23, 2007. **Paula Stevens made a motion to approve the meeting minutes for September 25, 2007 and October 23, 2007; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.** A quorum was not available to approve the October 9, 2007 or October 15, 2007 minutes.

6 - **COUNCIL MINUTES DISTRIBUTUED:** August 29, 2007; September 18, 2007; October 2, 2007; October 16, 2007.

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

1) **November 20, 2007-Dave Gustafson**

2) **December 4, 2007-Pat Marolf**

7 - **ADJOURN MEETING- Need Motion.** Paula Stevens made a motion to adjourn the meeting; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.

AFTER MEETING REVIEWS/WORKSHOPS: None

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

- Joe Sender Resignation Letter
- Active Permits Worksheet
- Non-Compliance Worksheet

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

- **P&Z minutes for:** September 25, 2007; October 9, 2007; October 15, 2007; October 23, 2007

Dave Gustafson, Chairman

Date

Attest:

Terra Miller, Secretary

Date