



**Town of Alpine**  
**Board of Adjustment/Planning & Zoning Commission**  
**MEETINGS**

DATE: **March 22, 2005**

**Attending:** Board members: Scott Reed, Don Sherman and Paula Stevens. Business & Property Owner: Dolores Urban. Business Owner: Tom Brown and BoA/P&Z secretary.

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**Board of Adjustment**

- 1 - **CALL TO ORDER at 7:06pm**
- 2 - **ROLL CALL & ESTABLISHED a QUORUM** (*Dave Gustafson absent*)
- 3 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **Dolores Urban rezone request review** - Dolores Urban is requesting the commission look at her rezone again. The secretary mailed a packet with Dolores's information, request letter and copies of prior P&Z and Council meetings regarding this rezone issue last year. This was not a public hearing. This was to decide if the board will go forward with the rezone issue. If so Dolores was advised the rezone will need to be advertised for 2 weeks prior to the public hearing again.

Commission members expressed their opinions that they felt it would be a good idea to rezone the area to B-1 but wanted to hear from all effected and adjacent property owners at the public hearing or by notarized, signed affidavit prior to hearing. Paula advised Dolores that the Town is not wanting to go into spot zoning therefore it would be more effective to do a rezone of an entire area at the same time. All agreed. Dolores knew of a few neighbors who were willing to change to B-1 zone and Commission advised they could rezone at the same time as Dolores. Dolores has decided to go forward with the public hearing and will have it legally advertised and will advise all adjacent neighbors regarding the public hearing.

4- **ADJOURN MEETING**

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**Planning & Zoning Commission**

- 1 - **CALL TO ORDER at 7:20pm**
- 2 - **ROLL CALL & ESTABLISHED a QUORUM** (*Dave Gustafson absent*)
- 3 - **P&Z MINUTES** February 8<sup>th</sup>, March 8<sup>th</sup>, 2005 *Scott Reed motioned to approve February 8<sup>th</sup> P&Z minutes, Don Sherman seconded. All in favor. Don Sherman motioned to approve March 8<sup>th</sup> P&Z minutes, Scott Reed seconded. All in favor.*
- 4 - **COUNCIL MINUTES:** March 1<sup>st</sup>, 2005 *Don Sherman motioned to approve March 1<sup>st</sup> Council minutes, Scott Reed seconded. All in favor.*
- 5 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **Alpine Variety, Inc. Sign permit #S-01-05** - Tom Brown representing Alpine Variety and is part owner. Alpine Variety is requesting a sign permit for technically an existing sign. It was discussed that the sign was 64 sq.ft. leaving only 16 sq.ft. for any other signage. The commission requested Tom inform the property owner, Joan Reed, of the sign codes and the information on the amount of signage left to use for the entire building. A copy of the Sign Codes were given to Tom Brown for Joan Reed and he was advised to tell Joan to call the office if she needed any more information. Paula asked about the lighting that will be used for the sign. Tom said his brother, a licensed electrician, will be doing the work and will supply a drawing of location of lighting and what lights would be used. Paula advised him of the Town's concern of light pollution and requested it not be lit 24/7 as Tom wanted to do. Paula said the Town could not restrict him but simply preferred if a business is not going to be open 24/7 such as the gas stations then there is no need to keep it lit in the middle of night. Tom agreed and advised he could put timers on the lights so they would shut off around 9pm. He also stated the lights will be shining downward. Don explained the lighting could not cast light much past the sign itself to lower light pollution and stay within the required square footage for a sign Don also advised not to install any flashing lights as this is restricted. Paula requested the lighting information be forwarded to the office to be included in the sign permit packet on file. *Don Sherman motioned to approve #S-01-05, Scott Reed seconded. All in favor.*
- **P&Z on new Town website**- Secretary advised commission that she had sent P&Z items to be put on our new Town website. On the website you can now get the fee schedule, required setbacks, deadline and procedure information and all the permit

packets which include the application, instructions, checklist, etc.

- **Donn Wooden's client property issue-** Donn dropped off a packet of information regarding his client's property: Bruce Cameron, Lot#304 LEB. Secretary advised commission of the events that transpired before the meeting: Bruce had built his deck encroaching the neighbor's property back in 1993. Donn advised he remembered Bruce getting a Variance. Secretary could not find any paperwork that showed a Variance was given therefore requested a copy of the Variance permit or an idea of what date the meeting was to locate the minutes on this issue from Donn/Bruce. Bruce had a written agreement with then neighbor, Alan Johnson, but neither could find the signed agreement. Secretary did speak with Alan Johnson back on 9/13/04 regarding the new owner, Wade Grant, and Alan did advise her that he did indeed sign an agreement to allow Bruce to encroach on his property. There has presently been a replat in process of the area. Bruce was aware of the encroachment and now is trying to sell his property though because of this outstanding issue on his title it needs to be rectified legally through replat or affidavit before he can sell. Donn called day of this meeting and wanted to be put on the agenda. He was advised it was too late to be put on agenda and it was not fair to pressure the Town when his client was aware of his property issue for a very long time. Donn was advised to write up a summary, fax to Town and the information would be given to P&Z to review and then could be put on agenda for next meeting or when Surveyor Scherbel attends with the replat he is working on. The Clerk advised the secretary to advise Donn that in order to do an affidavit, replat, or any type of amendment to property boundaries it would have to be published for two weeks prior to any meeting for public hearing and prior to that would have to go through the procedure of review by Town surveyor, Town Attorney etc. and then it could go to P&Z. Donn was advised of this information. Donn was also told the P&Z could not make any decisions for him on such short notice without a thorough review of the issues, therefore no decision could have been given in this meeting. After hearing the information, the commission members agreed they would need time to read and review the issue before decisions could be made.

#### 6 - UNFINISHED/ONGOING BUSINESS:

- **Request from Bull Moose Motel re Commercial Bldg. Permit #C-02-04- UPDATE:** Jim Blittersdorf sent a letter requesting to install fake dormers on the backside of his motel as he feels they would make the back of building look nicer. After P&Z requested he attend the next meeting with revised plans, Jim missed the meeting. A second letter was sent advised no building of the backside fake dormers could occur until Jim attend a meeting with the revised plans. On 3/21/05 Town office received a letter from Jim advising he will not bother putting the fake dormers on as he cannot afford to revise the plans.
- **Steve Dicenso - residential built inside a commercial building without a building permit issue -ON HOLD w/Town Attorney- Paula will be preparing Draft letter from P&Z - Reference building permits: C-04-01 & C-03-03 regarding Lot# 6 Kilroy Subdivision Storage Units originally owned by Marc Elkins.**
- **Time Line/Procedures for P&Z** was given out again to be reviewed and resubmitted to Council in time for building season. The secretary would like it to be finalized so she can advertise it on the website and in newspaper.
- **P&Z ATTENDING COUNCIL MEETINGS:**  
1) April 5<sup>th</sup> - (no P&Z issues on Council agenda then no need to attend) **Scott Reed** 2) April 19<sup>th</sup> - **Dave Gustafson**

7 - ADJOURN MEETING- *Scott Reed motioned to adjourn meeting, Don Sherman seconded. All in favor.*

#### AFTER MEETING REVIEWS- ENFORCEMENT-

- **Jim Blittersdorf permit # RE-01-03 Deck Enclosure on side-** Final inspection was done; no Certificate of Occupancy was given at that time as Lyal had several notes. A letter was created advising Mr. Blittersdorf that a C.O. was not given due to notes from Lyal. The Commission reviewed it and agreed on one change. Secretary will mail out next day.

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

- Jim Blittersdorf letter re: #RE-01-03 Deck Enclosure C.O.
- Donn Wooden handed in a summary of issues on a client's property
- Procedure Time line schedule from August 2004 to be reviewed and resubmitted to Council

#### *Items mailed to P&Z before meeting:*

- 2/8/05 & 3/8/05 P&Z minutes
- Packet on Dodie Urban's 2<sup>nd</sup> request for rezone with copies of her 2<sup>nd</sup> request letter, pertinent minutes from P&Z/Council meetings and memo from secretary.

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*Paula Stevens, Vice-Chairman*

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*Date*

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*Attest:*

*BofA/ P&Z Secretary*

*Date*