



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

DATE: April 26, 2005

**Attending:** Board members: Dave Gustafson, Don Sherman and Scott Reed. Property & Business Owners: Dodie Urban and Jordan Urban, Jeff Raver and secretary.

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1 - **CALL TO ORDER at 7:06pm**

2 - **ROLL CALL & ESTABLISHED a QUORUM** , *Paula Stevens absent*

3 - **P&Z MINUTES** April 12<sup>th</sup>, 2005 (*mailed prior to meeting*) **Tabled**

4 - **COUNCIL MINUTES:** April 5<sup>th</sup>, 2005 (*handed out at prior meeting*) **Scott Reed motioned to approve April 5<sup>th</sup> Council minutes, Don Sherman seconded. All in favor.**

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

- **Rezone of Dodie Urban, Jeff Raver, Skip Songer, Laurie Vasko properties to B-1 zoning** - (*info packet from Dodie mailed prior to meeting*) Revisiting the rezoning issue for Dodie Urban and neighbors to a B-1 zone. P&Z reviewed the issue again and concluded that rezoning this area was a very good idea for the Town as the Town needs more business lots. It also makes sense since most of the lots in the area are already zoned B-1. Commission requested secretary create a map enlarging the area and labeling what zoning each lot was in that area to give to Council. **Don Sherman motioned to recommend to Council to rezone lots 616S, 616N, 615 and 614 to B-1, Scott Reed seconded. All in favor.**
- **Adjusting Fee Schedule** - Secretary supplied copies of Driggs, Jackson and Cody's fee schedules for review. Commission decided to review it and discuss at next meeting.
- **Rough-in Electrical info on Town's Inspection Sheet** - Discussion to remove this section on Town's Inspection Sheet. Fire Marshall's office felt that this wording needs to be deleted. Secretary advised commission that she spoke with Lyal and he explained why it is on the sheet and he was to speak with the Fire Marshall's office. Possibly simply changing the verbage would be sufficient.
- **Building Permit Time lines** - Dave provided Council with this information again to be reviewed and approved so P&Z can begin advising and advertising this information. Providing this info in advance lessens questions or concerns on possible lengths of time to obtain a building permit from the Town. **Dave advised he spoke with Council and handed out the paperwork again and Council advised they would review and make a decision the following meeting.**

6 - **UNFINISHED/ONGOING BUSINESS:**

- **Steve Dicenso - residential built inside a commercial building without a building permit issue** - *Waiting on info from Steve Dicenso. P&Z's recommendation letter is forwarded to Council and certified mail to Steve Dicenso on April 21<sup>st</sup> - Reference building permits: C-04-01 & C-03-03 regarding Lot# 6 Kilroy Subdivision Storage Units originally owned by Marc Elkins. Certified letter mailed April 21<sup>st</sup>, was picked up April 25<sup>th</sup>. Steve has been advised twice, once in person, once by phone message that P&Z's recommendation is in letter he picked up. Also as of today P&Z has not received the requested closing documents from Steve that the Town Attorney requested in a letter in March. Steve advised he never received this letter. Secretary advised Steve if that is the case he can still send in the copy of the closing documents since the secretary advised him of Attorney's request. Steve has filed for a variance which secretary advised him twice a variance request has nothing to do with the issues that have already taken place, such as the building residential in a commercial, building without a building permit, occupying without a certificate of occupancy. He said he understood but wanted to get his variance going. He is on the agenda for public hearing for his variance request on May 10<sup>th</sup>. **Update:** Steve called secretary today, April 26<sup>th</sup> explaining his situation; he again stated did not receive any letter re: closing documents but will be dropping them off prior to tonight's meeting. He also said he talked to his realtor and his realtor would either appear May 10<sup>th</sup> or write a letter on*

Steve's behavior stating he got the information from the Town office that Steve could get a variance no problem. Steve expressed he wanted to work with P&Z and the Town and he felt Paula was under the impression that he was planning this building all the time and had been lying. Secretary advised him he could speak more to P&Z when he appeared for his variance hearing. **UPDATE:** Prior to tonight's meeting, secretary received the Land Title folder with some closing documents but obviously not a complete copy. Also in the folder was 2003 letters from Town Clerk to Marc Elkins, Marc Elkin's septic application; 10/8/03 #1 Inspection Record sheet for Marc Elkins with Steve Dicenso listed as contractor; copy of Resolution 182 No. 1-05-08-02 re: snowload requirements; copy of DEQ letter handed out with our Septic applications, actual C.O. with Marc Elkins name, Escrow Closing/Collections information, Commitment of Title Insurance plus a few pages of the financial paperwork of the loan. Most of this information would not have been given to Steve by Land Title Co. Scott Reed questioned even if the building is placed on the correct footprint that was planned. He felt it might not be and that would need to be checked. P&Z decided to review the old Marc Elkins building packet paperwork prior to Council's meeting. ***P&Z decided they wanted an executive session with Council before Council made any decisions regarding this issue.***

• **P&Z ATTENDING COUNCIL MEETINGS:**

- 1) May 3<sup>rd</sup> - All members                      2) May 17<sup>th</sup> - Dave Gustafson

7 - **ADJOURN MEETING-** *Don Sherman motioned to adjourn meeting at 7:50pm, Scott Reed seconded, All in favor.*

**AFTER MEETING REVIEWS-**

**ENFORCEMENT-**

- ***Bull Moose Saloon- Remodel Bldg. Permit #RE-03-04 re: non-permitted lights-*** Jim Blittersdorf sent another letter on 3/20/05 stating he would not remove lights as George Smith indicated the lights were required. 3/28/05 Dave G. sent letter on behalf of P&Z stating that P&Z needs to see the Electrical Code that would show Jim's lighting is required. Also George Smith did advise he did not say "required" lighting just that it would be a good idea. He was advised not to illuminate until Town received the actual Electrical Code. If there is a Code than we again requested revised electrical plan for the Town's files as originally requested twice before. 3/30/05 Jim sent letter questioning who was doing the P&Z correspondence, implying that a Town employee, namely the P&Z secretary was writing the letters on her own. *(This was after the secretary spoke with George Smith, attempting to get the information P&Z requested in prior meeting, to find out what George actually said to Jim about the lighting)* The letter also stated Jim misquoted George Smith but claimed that George has the right to approve electrical changes. 4/1/05 Dave sent out another letter advising Jim of our correspondence procedure and again requesting the Electrical Code and to advise that it is disingenuous to now claim a safety issue as justification for installing the lighting without the required permit. Dave also advised again the Town's procedures and that no matter what the Fire Marshall's office says Jim still needs an approved permit/plans from the Town. Jim was advised that based on his letter refusing to remove the unpermitted soffitt lighting the matter is now forwarded to the Town Attorney. During Lyal's second final inspection of the deck enclosure Jim advised Lyal that his insurance company requires the lighting. ***Letter sent to Blittersdorf requesting written information from his insurance company that states it is required lighting.***

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

- Legal Notice for block rezone
- Voting spreadsheet on block rezone from adjacent property owners
- Noncompliance issues list with pictures
- Copies of Jackson, Driggs, and Cody building fees

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

- 4/12/05 P&Z minutes
- Dodie Urban's letter plus prior P&Z/Council meeting minutes re: the rezone issue

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*Dave Gustafson, Chairman*

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*Date*

*Attest:*

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*BofA/ P&Z Secretary*

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*Date*