



Town of Alpine Planning & Zoning Commission Minutes

DATE: January 26, 2010

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:30 p.m.

TYPE: Regular

Attendance: P&Z Members Present: Pat Marolf, Joshua Floyd, Melisa Wilson, & Dave Jenkins. Others in attendance: see attached sheet.

Note: There is no recording for this meeting due to a malfunction of the microphones.

1 - CALL TO ORDER at 7:35pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Planning & Zoning Budget Review:** *The Commission would like to understand how the P&Z budget works. The Town Treasurer-Brenda has agreed to come and explain it.* Brenda Bennett, Town Treasurer/Clerk, explained the handout to the Commission. Brenda explained their budgeted funds all come from the general account. She stated they had approximately \$13,000 remaining for the fiscal year. This will have to cover their salaries, Jody's inspection fees, part of Terra's wages, and any other expenses such as advertisement of cancelled meetings. The Commission asked where the monies for fines and permits are allocated. Brenda explained fines automatically go into the Court budget. The minute a citation is written all fees/fines go into the court to help cover court costs. As for the permit fees they are estimated when the budget is established. If there are more permits then were initially budgeted for the budget is amended to compensate for the difference. Dave Jenkins asked if it was possible to have a reserve if the P&Z budget came under for the year. Brenda stated she did not think it was possible as P&Z did not have their own savings account. She, however, would check with the State Audit person. Since there is a remaining balance the Commission questioned Brenda if she thought there would be enough money to purchase an additional set of International Code Books. Terra noted an entire set would cost approximately \$400. Brenda thought they would have enough moneys at this point. She also stated she was in the process of adding an additional \$5000 because of the potential of having 2-3 residential building permits turned in for this spring. She also mentioned Jody's inspections for the CDC and Civic Center would be reimbursed. **Dave Jenkins made a motion to purchase a set of 2006 International Code Books to remain in the Town Office; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits & Non Compliance Issues:** *see handouts. Ongoing.* Richard Jenkins-it was noted his sign has been installed and he will be removed from the list. Town of Alpine Emergency Management Sign- During the final inspection of the sign it was noted the sign height from the center of the road was measured at approximately 21 feet. This is higher than the variance was permitted for. Terra stated it was an unintentional error made when the pole was initially measured. The Commission reviewed the tapes from the meetings involving the variance request. It was stated in the first meeting to use the existing pole without alterations. However when the motion was made it was stated to be at 19 feet. The Commission understood it was a mistake but agreed the sign would need to comply with the 19 feet. James stated Ben Taylor owned the pole and did not want to cut it. He asked if there was another possibility. **Joshua Floyd made a motion that an amendment for the variance be submitted for review. The advertisement and certified letters would have to be redone, no additional variance fees would be charged however any added costs such as mailings would have to be paid for; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.** The Commission also asked the sign be turned off unless an emergency arose until the sign became compliant. Civic Center -Dave Jenkins was concerned about the fact the construction company was allowed to use the building furnace during construction in lieu of what the spec books stated. He understood the construction company was paying for the propane and was going to be required to clean them. However, he is still concerned the warranty might be voided as construction debris can damage heating vents and furnaces. He suggested a recommendation be sent to the Council concerning this as well as a suggestion the Town receive a certification from the manufacture stating the cleaning was done to warranty standards. The rest of the Commission agreed. Terra stated she would draft a recommendation and email it to them for their approval for the next Council meeting. It was also suggested the CDC center be added to this in case DeWall Construction has been given the same permission. Dowd-Terra mentioned they received their certified letter and had until February 19, 2010 to respond. Downie-Terra stated they had also received their certified letter and had until their expiration date to submit an extension. Mountain View-it was noted a sign had been posted without a permit at the new organic food store in Roger Brown's office building. The Commission agreed a letter be sent to them requiring a permit be issued.

5 - P&Z MINUTES: January 12, 2010 need motion to approve. Melisa Wilson made a motion to approve the minutes; Dave Jenkins seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

6 - COUNCIL MINUTES DISTRIBUTED: January 5, 2010

• P&Z ATTENDING COUNCIL MEETINGS:

1) February 2, 2010-Dave Jenkins

2) February 16, 2010-Melisa Wilson

7 - ADJOURN MEETING- Need Motion. Melisa Wilson made a motion to adjourn the meeting at 8:31pm; Joshua Floyd seconded it; Vote: 4-Yes, 0-No, 0-Abstain, 0-Absent.

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

- Budget Review Handout-Profit & Loss Budge vs. Actual, Transaction Detail by Account
- Active Permits Worksheet
- Non-Compliance Worksheet
- Letter from USDA concerning Trail Network in Caribou-Targhee National Forest
- Letter from USDA concerning Special Use Permit-Phillips Canyon Snowmobile Hill Climb

Items mailed to P&Z before meeting:

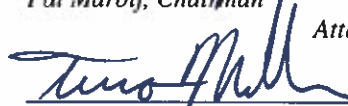
- None

8 - WORKSHOP 6:30PM-LUDC REVIEW-P&Z Members will review Articles 1.1-2.5. Workshop was held. The Commission reviewed Section 1-101 through Section 2-204.



Pat Marolf, Chairman

Attest



Terra Miller, Secretary

2-9-10-
Date

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