



Town of Alpine Planning & Zoning Commission MINUTES

DATE: April 27, 2004

Attending: Board members: Billy Esperson, Steve Fusco, Dave Gustafson, Scott Reed and Don Sherman. Planner Paula Stevens. Homeowner: Brian Simmers; Contractors: Todd Hill, Larry Bates, Steve Chichinsky and Town secretary.

- 1 - CALL TO ORDER at 7:02pm
- 2 - ROLL CALL & ESTABLISH A QUORUM
- 3 - P&Z MINUTES: April 13th (Tabled for next mtg.)
- 4 - COUNCIL MINUTES: April 6th Steve Fusco motioned to approve April 6th Council Minutes, Billy Esperson seconded, motion carried and April 20th (Tabled for next mtg.)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **#R1-02-04 Brian Simmers - New Garage Permit** - Brian wants to build a garage. Joe and Lyal have reviewed and approved the plans/site. Town of Alpine had to pay for surveyor to come out and locate this one property marker that was destroyed in a water main break in front of his property. Brian has previously attended a P&Z meeting on March 9th, 2004, regarding his ideas and asked for your input. All was in order, there were no questions. **Billy Esperson motioned to approve #R1-02-04, Dave Gustafson seconded, motion carried.**
- **#R1-03-04 Todd Hill - Single Family Home Building Permit** - Todd wants to build a single family home. Joe and Lyal have reviewed and approved the plans/site. There were notes made and Todd Hill addressed them. Steve asked about the furnace. Todd explained it is 18 inches above the floor in garage. **Steve Fusco motioned to approve #R1-03-04, Billy Esperson seconded, motion carried.**
- **#R1-04-04 Bates Construction - Single Family Home Building Permit** - Larry Bates wants to build a single family home. Joe and Lyal have reviewed and approved the plans/site. Steve asked about a furnace. Larry answered it will be gas and forced air in the utility room. Steve stated the plans did not show it. Larry said it is above ground, on east side of lot# 27, behind the house. Steve wanted to make sure it was per code: 10 ft. from house, 10ft. from property line. Larry explained there will be plenty of room. Dave asked the height of garage. Billy explained it was the same as house and showed were the dimensions were on the plans. He also stated it was an attached garage. All seemed in order and there were no more questions. **Billy Esperson motioned to approve #R1-04-04, Scott Reed seconded, motion carried.**

Larry had a question pertaining to another subject. He would like to make a common lot of lots #30-#31 that he owns. Instead of building 2 2-plexes, he'd prefer to build a 4-plex and get a variance to combine the lots to do so. The lots are awkward sizes, if he made one common driveway that would be easier. He wanted to know how to proceed. Billy advised to bring in a preliminary site plan to give P&Z an idea of what he wanted to do so they can better analyze his situation. Steve said he could vacate the property lines, too. Larry said he'd drop off a plan with the P&Z secretary.

- **#R1-05-04 Steve Chichinsky - Single Family Home Building Permit** - Steve C. wants to build a single family home. These plans are identical plans to a house Steve C. built before in RVM. All information is exactly the same. Joe and Lyal have reviewed and approved the plans/site. Steve asked if it has a furnace. Steve C. said it is a gas stove. He has tank buried. Steve said it has to be 10ft. away if buried, Steve C. replied he has about 70-80ft. Billy asked if he is also duplicating his roofline. Steve C. answered yes. All seemed in order. **Billy Esperson motioned to approve #R1-05-04, Scott Reed seconded, motion carried.**
- **NEW Building Permit Application Checklist draft** – P&Z Secretary has written a detailed but simplified checklist to be given out with the Permit Applications and then will be kept with the Building Packet for easy reference. *Please review, call secretary within the week with any comments, corrections, deletions, etc. If do not hear from you by end of week will assume*

it is okay and will put into effect immediately. Other Checklist drafts will follow for specific items such as decks, fence. etc.

The secretary explained the great need to simplify the process for the contractors as we are seeing some people that possibly have never built before or not having enough knowledge regarding building procedures/codes/processes or simply confusing applications and instructions that are hard to follow. 3 out of 4 plans that were submitted for this meeting were originally not ready because of items such as incomplete packets, wrong setbacks, wrong placement of septic systems, strings & stakes not matching siteplans, property pins not clearly visible, etc. Since it causes such delays and problems for the entire process from the P&Z secretary to the Inspectors, it is crucial that building packets are handed in complete without question. Therefore this checklist will help simplify any questions or concerns of what the Town really needs for a completed building packet and what the builder's responsibility is to go through our process to obtain a building permit and go through the inspection process as the building proceeds.

- After discussion on the new building procedure checklist, Don Sherman brought up a situation that happened this week with a building contractor. Don said he overheard Tony Steglich of 5-Star Construction and Todd Hill of Todd Hill Construction talking about the Town's Inspector inspecting for the bank and then for the Town and how he is using the same criteria for both inspections which is not correct. The bank's inspections are a lot more detailed, whereas the Town's is basically going by the UBC Codes. The secretary explained to the other board members the situation that occurred, which was when a 4-plex that Tony Steglich was finished building came up for final inspection, there were questions on the codes and inspection process. Tony was initially denied approval as there were a long list of items that were not complete. Tony argued that the list was for the bank's inspection and should not be used for his Town's inspection. The 4-plex indeed was not ready except for one apartment, which was given a Certificate of Occupancy for ONLY one apartment. The rest of the building was required to finish as per Lyal's notes. Items that were in question were siding, chalking, etc. Don felt that Lyal was combining the inspections and using the same criteria for our Town's Inspections as he did for his bank inspections and that he gets paid for both. Lyal cannot use the same criteria. Billy did add that Lyal is very detailed and that is not always a bad thing. Billy said a home should be totally complete to receive a Certificate of Occupancy.

The secretary agreed there was a problem that came up with Mr. Steglich as she was the one talking to him about his issues on the inspections. The secretary felt that it was not fair to the contractors that know to go by the UBC Codes and then we tell them there are Town Codes too they have to comply with when the contractors are under the assumption that we only go by the UBC codes. To ask them at the end of their building process to adhere to all the codes without giving them the actual Town building codes with their building application in the beginning is not fair to them. Paula explained that we are not under any rule to give out our Town Codes with each building application but we are supposed to have them available for anyone that requests them. The secretary explained that the Town's codes are so hard to understand and so messy that even giving them out could add to the confusion. She explained she did tell Tony the Town is in the midst of cleaning up their codes and that we are aware of the problem.

Regarding Lyal's inspection process, Billy Esperson will speak with him to make sure Lyal understands that the Town's inspections are not like the banks'. He will ask for clarification from Lyal on the inspection process.

The secretary and Don both agreed that the procedure has to be simplified for the contractors as it is not fair to them the way things are now. They need to understand exactly what we want and what their responsibilities are. They need to know and understand our codes, though that is difficult to do with the way the codes are at the present.

- **IBC CODE:** Atty. John Bowers drafted an IBC Ordinance to replace the UBC Ordinance. *Please review, if any questions please call secretary within the week.*
- **(For information Only)** The secretary advised that two letters were mailed out this week on behalf of P&Z.

1- Bryan Pack regarding a fence under construction without a Town building permit. Our inspector, Joe Sender and Steve Fusco noticed a fence under construction and Steve knew there was no permit requested for this fence. He was advised to stop construction until a proper permit was secured.

2- Jim Blittersdorf/Bull Moose Motel, as a followup to issues brought up in the last P&Z meeting that still need addressed plus conversations from Tracy with DEQ and Fire Marshall's offices. Doyle Conklin of DEQ has advised no persons are to call him directly for engineering assistance, that is a service that should be paid for by a potential owner. He agreed with our inspector, Joe Sender, that the water and sewer lines for the proposed motel should be reviewed and designed by a licensed engineer, again this service should be paid for by a potential owner.

- **Variance Permit Change needed** – Dave Gustafson requested discussion on changing the Town's Variance Permit requirements, which is greatly needed. He presented his ideas and a draft on a new Town Code on Variance Permits which was taken from Teton County. He would like if we could set a standard in approving variances, as now they only have the ability to recommend it to continue to council, but not to really stop them. Paula added that the standards should be under the

notion that a variance is given for extraordinary circumstances, therefore only a few are allowed to pass.

There was discussion on the fees and time limits that would need to be applied to a new variance permit. Dave felt \$250.00 for variance fee would be good, some agreed. Secretary advised a filing fee needs to be added and she'll ask the Town Clerk for her input on a fee amount. Additionally, an advertising fee will have to be given. Paula said she could use a template from Teton County for our new Variance permit application form as that will need to be redone. She will email it to the secretary. Then there was discussion on the procedure on how to obtain the ordinance to change the variance process/permit. It was decided to make a cover letter describing the variance problem at present and what the P&Z would like to do, along with a copy of a new variance ordinance made by P&Z/Attorney and submit to Council. This, in a streamline manner, will explain P&Z's thoughts/concerns.

- **Updates** – Dave asked again about the trailer behind the roofing company near TJ Sports. The secretary advised she had spoken to the Police Chief about it and it's being looked into, and there is a belief that a full-time residence is occurring, which is believed not allowed. Steve added this issue would fall under our codes on Pg. 106, Definitions, Structure Temporary. This will be looked into further and if found that the persons are not complying with Town Codes, P&Z will follow up with a letter advising them.
- **Voting-** Don stated he wanted his vote to be heard separately as he did not agree with Kevin Stringham's deck variance request from a prior meeting. He felt we needed to get our voting process straightened out, as for right now, the voting is a simple motion and second and all agreed type of procedure. Where as Don requested that each member be asked their vote individually so it can be recorded in the minutes as so and that every item be voted on, even voting on adjourning the meetings. (*Note: after meeting: The voting issue was brought to the attention of the Mayor by Don. Mayor Dave said, yes it should be a motion, with a second and then followed by a "all in favor?", "all not in favor?" vote. Members do not have to be called out individually, the minutes just need to show that all were in favor after the motions, with anyone not in favor's name stated separately. The secretary advised the Mayor, that this procedure was never explained to the P&Z chairman. The Mayor will speak with the chairman to straighten out any misunderstanding on the voting procedure.)

6 - UNFINISHED/ONGOING BUSINESS:

- **The Mug Shot SIGN's PERMIT #S-1-04** – On HOLD until Spring
- **Kringle's Fence issue** – On HOLD – Secretary advised owners will most likely be at next meeting as right now they are having surveyor review property marker that was destroyed. Also one part of fencing that was in the complaint was removed as it was temporary fencing. Don said he saw the fence in question was taken down. Secretary advised the main fence still needs a final permit approval which was never completed by prior P&Z board.
- **Permit #C-02-04, Bull Moose Motel/Jim Blittersdorf** – Secretary advised on HOLD until Mr. Blittersdorf submits a completed building packet as specified and advised to Mr. Blittersdorf by Town Clerk and P&Z Commission, plus written approval from Fire Marshall's office and State Engineer for Septic.
- **P&Z ATTENDING COUNCIL MEETINGS:**
1) May 4th – Dave Gustafson 2) May 18th – Billy Esperson

Billy Esperson adjourned meeting at 8:24pm

Code Research Session-

- UNFINISHED - Town Codes Section:

- **Zoning Map** – Need to go through by subdivision to update/redo this map.
- **CODE NEEDING UPDATED:** New ordinance/code updated is needed, to add that New homeowners & businesses need to identify their physical address & they should also call Town to obtain their correct physical address first.
- **GREATER ALPINE AREA MASTER PLAN**
- **CERTIFICATE OF OCCUPANCY PERMITS (TABLED):** Commission has discussed process of issuing certificate of occupancy permits. Some new businesses and residential homes have been issued an occupancy permit without finishing their projects entirely. Dave Gustafson drafted an ordinance, similar to what Jackson utilizes. Currently, for when certificates of occupancy permits are issued. Action needs to be taken to write the draft code and forward to Council.
- **ACCESSORY BUILDING/ SHEDS (TABLED):** Current codes for accessory buildings/ sheds are too vague. Lots of questions re: how big a shed can be, whether it can be placed in setbacks, etc. There is no building permit application for a

shed either. *This code will need to be rewritten/ modified.*

- **COMMERCIAL DEVELOPMENTS/LANDSCAPING PLANS (TABLED):** Commission discussed implementing landscaping plans for commercial and R-2 zoned properties. As many new businesses and R-2 zoned business for rental housing have done a great job completing their proposed landscaping, many businesses and apartment complexes have not. Dave Gustafson agreed to draft proposed landscaping requirements for B-1 and R-2 zoned properties for the August 26, 2003 Planning & Zoning Meeting. Item pending Dave Gustafson's completion of a draft code.

Items Mailed to P&Z prior to tonight's meeting:

none

Items Handed out to P&Z during tonight's meeting:

- P&Z April 13th Minutes
- Council April 20th Minutes
- New Building Permit Checklist draft
- IBC Ordinance by John Bowers
- Copy of existing Variance Request Application

HANDOUTS FOR INFORMATION ONLY:

- Brian Pack no-permit fence issue letter
- Jim Blittersdorf/Rocky Mtn. Rogues followup letter to Building Permit request
- Directory of Business Services printout
- Lincoln Cty. P&Z Staff Report

Billy Esperson, Chairman

Date

Attest:

Town Secretary

Date