



Town of Alpine
Board of Adjustment / Planning & Zoning Commission
MINUTES

DATE: August 24, 2004

Attending: Board members: Dave Gustafson, Scott Reed, Don Sherman, and Paula Stevens. Business owners: Jeanne Barr, Aron Kendall, Wendy Hunt, Alana Rohde; General Contractors: Steve Landis; Representatives: Barney Haggberg; Home/Property Owners: Darlene Gardner, Jim Martin, Stacy Gries, and BofA /P&Z secretary.

Board of Adjustment MINUTES

- 1 - **CALL TO ORDER** at 7:05pm
- 2 - **ROLL CALL & ESTABLISHED a QUORUM** - *Steve Fusco was absent*
- 3 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **PUBLIC HEARING for Variance Permit #V-05-04-** Aron Kendall and Jeanne & Tom Barr (property owners) will discuss a proposed plan for a living area in or above existing business building. Regarding: Lots# 55 & 56 PalisPark Subdivision. Variance would be necessary, as this is a B1 zone. The board discussed the parking and backing up onto Greys River Rd. Paula advised that is not allowed. Dave asked if it will have building equipment outside, Aron answered no. Paula stated the Ordinance 89-2003-2, that it has to conform with the variance application. Dave said in our codes about on B1 lots, it states if you have a single family structure than you need a variance, than another code states any residential usage shall be restricted to the back of the lot, therefore Aron would not need a variance. So Aron falls under the Town's ordinance. Paula said it's not just clear cut that he can have residential on business lots, it states the front portion has to be for commercial and living quarters are in back. This is only one item they have to conform to per the ordinance. Paula added they have to make all three findings to approve a variance. Don read section B of 15-1-608 to Aron. All members reviewed the findings needed and felt Aron met them all. Don added it is a minimal adjustment. *Don Sherman motioned to pass/approve Variance #V-05-04, allowing Aron to build a residential unit on back of the building. Paula Stevens seconded adding as being able to make the findings as per W.S.S. 15-1-608, All in favor.*

- 4 - **ADJOURNED MEETING-** at 7:25pm *Don Sherman motioned to adjourn meeting, Paula Stevens seconded. All in favor.*
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Planning & Zoning MINUTES

- 1 - **CALL TO ORDER** at 7:26pm
- 2 - **ROLL CALL & ESTABLISHED a QUORUM** - *Steve Fusco was absent*
- 3 - **P&Z MINUTES:** July 27th, 2004 & August 10th, 2004 *Tabled.*
- *****NOTE-** *June 8th will have to be back up for approval as they were tabled due to no quorum on 7/13/04 meeting- Tabled.*
- 4 - **COUNCIL MINUTES:** August 3rd, 2004 *Tabled.*
- 5 - **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **Alpine Trees & Landscapes Sign Permit #S-11-04** Barney Haggberg represented business owner Martin McIntyre's request for a sign for his business. Paula asked if they had a business license, secretary answered yes. Barney said he had a change to the typestyle and showed members. All discussed the square footage. Barney explained sign will be double faced, Scott asked if there would be any lights. Barney answered no. *Don Sherman motioned to approve Sign permit #S-11-04, Scott Reed seconded, All in favor.*
- **Kevin Gries Deck Permit #F-09-04** - Requesting a deck permit. Originally requested last year, but was unable to build. Joe approved onsite inspection. Don asked if there would be any electricity, Stacy answered no. Don asked if there would be any plumbing, Stacy answered no. Don explained they needed to ask these types of questions, because of past problems/issues on other permits. *Scott Reed motioned to approve Deck permit #F-09-04, Don Sherman seconded, All in favor.*
- **Julia Shirk Residential Building Permit #R1-12-04** - General Contractor Steve Landis of Select Builders will be representing client Julia Shirk for a single family home building permit. Lyal has approved pre-plan review with notes. Steve

already made the required changes on all plans. Joe approved setback, septic, onsite inspection. Scott asked about the water entrance to the lot. Steve explained Val, Town Maintenance, advised it would be best to bring water on from Sunset. Don asked what the overall height was as it showed different elevations but did not continue with an elevation up to the top of the roofline. Steve advised it would be 25ft. Don asked about the basement. Steve advised the redline on the plans shows the grade. The basement is no longer existent, but there will be a crawl space. Don asked if this was a 2 story, Steve answered he calls it a 1 ½ story. He added the one dormer has no living space, it is open, the other dormer has living space. Paula asked if it was vaulted ceilings, Steve answered yes. He also said he added two feet to width of home. Scott stated when he built his house Lyal made him do a double layer of 5/8s. Steve explained it is dictated by spacing of trusses. Scott said just so you know to adjust. Steve explained septic has been approved by Joe as he worked with Jim Sandner of Northstar Construction. He said there would be a propane fire place and asked about any codes regarding propane tanks or burying tanks. Members didn't feel there was anything in particular. Paula asked what roofing material would be used. Steve said it would be cedar shake or asphalt. Don said it is a nice looking house. Steve added for their information, so not to slip anything by the commission, he wanted to advise them that the roof system is changing. It was stick and now will be trussed. Plans are at Teton Truss, they also will be duplicating dormer on back. Also items are being designed at Boise Cascade. **Paula Stevens motioned to approve Residential building permit #R1-12-04, Scott Reed seconded, All in favor.**

- **Tan-A-Rama Tanning & Boutique, Inc. Sign Permit #S-12-04** - Wendy Hunt and Alana Rohde requested a sign permit. Leasing building from Dodie Jordan. Don asked if there was water, electric or lights. Wendy and Alana said no. Wendy asked if they have a banner that measures 4x4 can they put it across the fence. It will say Wolff Tanning Beds. Don asked which way will the sign be. Alana answered will face towards main street. Dave found on pg. 148, Section 502; if have more than one sign, cannot have a banner. Paula asked if the sign will be affixed to the building. Wendy answered yes. Wendy also advised that they will eventually change the sign and have three businesses on one. Don advised when they go for the change with the signs they will have to come back to P&Z and also Town will have to send Joe Sender to make sure posts are in the right place. **Scott Reed motioned to approve Sign permit #S-12-04, Don Sherman seconded, All in favor.**
- **Jim Martin Remodel Permit #RE--04-04** - Jim Martin requested a remodel permit for repair work on his roof along with the addition of a dormer. He began work without a permit as he was not aware it was an addition and needed a permit. He has spoken directly to Lyal to verify that what he is doing is correct per construction guidelines. Secretary advised him he could continue repairing the roof as it is leaking and he lives in the building but must submit all plans immediately and be put on following agenda. He was also advised if it was found he did not build in compliance with our codes it would have to be redone. He understood. Don stated our 100lbs. snowload ordinance, which would include his dormer roof. Jim said the building has existing trusses. Dave asked for dimensions. Jim said he does not have any specifications. Don said how do they know it is 100lbs. snowload. Scott added that Jim will have to prove the dormer is 100lbs. snowload, but he is grandfathered in for the other part of the roof. Dave said that he didn't want to stop Jim from his repair work as he is totally exposed to the elements.

Don said Jim has to provide them with the formula. Jim said he had talked to Jenkins Lumber already, but they don't have anything like that. Don added Jim could go to Teton Truss and they can give him the specifications. All agreed he should have that information before Lyal does his first inspection. Jim then explained that he may need a variance on the dormers as they are not 18" and does not think he can make them be as per Town code. Paula advised him he would have to formally request a variance. Scott and Don explained to Jim possible ways of building it to get the 18". **Paula Stevens motioned to approve Remodel permit #RE-04-04 with 2 conditions: 1.- precede with re-roofing home, 2.- certification be provided before 1st inspection by Lyal, Don Sherman seconded, All in favor.**

- **Chairman Vote** - Chairman Billy Esperson will not be returning until February 2005. He has advised the secretary he will not be able to continue as chairman, but would like to come back to the commission as a member next year if possible. He felt Dave Gustafson would be the correct person to be chairman, since he has already been doing such a great job. Steve Fusco signed a letter advising he too endorses Dave Gustafson to be the chairman. Per Town Code a vote must occur to make Mr. Gustafson officially the chairman. **Vote: 5 Yes, 0 No: Billy Esperson (by phone), Steve Fusco (in writing), Scott Reed, Don Sherman, and Paula Stevens all in favor.**
- **Non-compliance** - Don requested secretary research the building permit of Rigo Chaparro's twinhomes on Alpine Drive regarding the fence. On all units there is a small white fence. The last building has now a 6ft. cedar fence. It is not believed that a fence permit was given nor that it was requested along with the original building permit. Don questioned the contractor and was told that he doesn't know what the owner does. Don also brought up this scenario to show the need to make sure contractors are accountable and responsible just as the owners are regarding the building permits.

6 - UNFINISHED/ONGOING BUSINESS:

continued...

- **P&Z ATTENDING COUNCIL MEETINGS:**
1) September 7th - **Steve Fusco** (meeting regarding P&Z procedures letter- all should attend if possible)

2) September 21st - Paula Stevens

2) October 5th - Don Sherman

Secretary advised will be out next 2 meetings, for medical reasons.

7 - ADJOURN MEETING at 8:30pm, *Don Sherman motioned to adjourn meeting, Paula Stevens seconded, All in favor.*

-CODES/PROCEDURES RESEARCH SESSION- (After Meeting Session)

- **P&Z Procedures** - Procedure for permit process time frame. Review Dave Gustafson’s letter. Steve Fusco advised secretary he okayed draft.
- **Non-Compliance letters** - non-compliance letters to be finalized after answering Paula’s questions (marked on letters)
- **ON-HOLD- Proposed Ad for P&Z** -ad in the newspaper advising the public regarding lengths of time for acquiring a commercial and residential permit after approval of the procedure. *On hold until approval from Council on time frames.*
- **Zoning Map** - Paula requested discussion on the zoning map.

- 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 Board of Adjustment/P&Z prior to tonight’s meeting:

- July 27th, 2004 Board of Adjustment/P&Z Minutes
- August 10 P&Z Minutes
- Draft- Procedure on Time frame from Dave Gustafson

Items given to Board of Adjustment/P&Z during tonight’s meeting:

- Letter from Ted Smith regarding Mike Halpin project; Alpine Meadows
- *Updated* Draft- Procedure on Time frame from Dave Gustafson
- *Updated* Version re: Proposed Annexation of Alpine Meadows Project Public Notice

Items given to acting Chairman, Dave Gustafson during tonight’s meeting:

- Copies of non-compliance letters with Paula Steven’s input/questions on them

Dave Gustafson, Chairman

Date

Attest:

BofA/ P&Z Secretary

Date