



Town of Alpine Planning & Zoning Commission Minutes

DATE: August 26, 2008

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

Attendance: P&Z members present: Pat Marolf, Paula Stevens, Dave Gustafson, & John Thomas; Kennis Lutz absent and excused.
Others in attendance: see attached sheet

1 - CALL TO ORDER at 7:08pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Margene Jensen: 308 Palis Park; 123 Grey's River Rd-Preliminary Plat review, REP-03-08, needs recommendation for approval.** Karl is available via cell phone. Karl Scherbel was not present. It is the Commission's policy to only decide on permits when a representative is present.
- **Snake River Junction Master Landscape Template-** Lincoln County has requested a letter of recommendation from Alpine concerning their landscape plan. Dave Gustafson handed in a review for Deb Wolfley who is composing the letter. Dave stated the burms constructed do not match what is stated in their template. It does not seem there is irrigation in place as well. It does not appear that they are following their own guidelines.
- **Land Use and Development Code-need to review the revisions suggested by the Town Council concerning when a Minor Construction permit is required.** Also verify the list of revisions that the Commission and Council would like to see to the Code. Commission reviewed list. Terra Miller stated it would be nice to have the Subdivision Process added to the Code so that we have a something in place for plats and replats. Pat Marolf had a question about #10: minimum roof pitch. He had a concern that this included commercial specifically in the MRC zone. Dave Gustafson verified that this would only be for residential structures. A review of #3 was discussed concerning reroofing, residing, and the replacing of windows/doors. Jody Tibbitts' concern for reroofing is that when someone changes the materials or structure of the roof, for example from metal roofing to shingles, that the trusses will not be able to handle the snow load. Dave Gustafson feels that if it is in the code books that the Town has adopted we need to have procedures in place to implement them for legal security. Terra asked if we reworded it to say, "replacing with unlike materials," if that would be substantial. Jody said there are restrictions on the number of layers allowed as well. Concerning the residing there are 20 pages in the code book. Dave Gustafson suggested a letter be generated concerning the conflicts on #3 to pass along to the Council. Jody's concerns with doors are structural if the door is completely new and weather proofing. As for windows, again there are structural concerns, and then egress windows in basements for fire safety purposes. Terra was assigned composing a letter on the justification of why the Commission still thinks that the items in #3 need to be kept under minor construction permits. Deb Wolfley requested that Jody Tibbitts attend the Council meeting. Terra asked if the Commission wanted a permit required for temporary banners or if they just wanted it stated in the codes that they were allowed for a given time frame. Dave Gustafson stated there should not be a permit required but rather allowing temporary banners for seasonal basis. Also to define the difference between temporary signs and seasonal banners.
- **Planning & Zoning Administrator-**Dave Gustafson drafted a letter requesting that the Town hire a Zoning Administrator and that Terra Miller be appointed to the position. Dave thinks that it is important to have a Zoning Administrator to take some of the work load off of the Commission. She could review the building packets and subdivisions in advance to expedite the meetings. Also to provide continuity for the following Commission members with the adoption of the Land Use and Development Codes and the Subdivision Codes. He feels that Terra has done an awesome job with getting the building codes in line and scrutinizing the verbiage of the Codes. He thinks that with a volunteer government you need support people like a Town Administrator, a Building Official and a Zoning Administrator. Dave stated the less we can rely on a Town attorney the cheaper it is going to be for the Town. Also it will be more efficient for Jody while doing plan reviews and inspections. The Zoning Administrator will be able to communicate more effectively instead of waiting for a Commission Member to get a hold of them. Dave asked the other members if they could please review the letter and let him know of any revisions they may have.

4 - UNFINISHED/ONGOING BUSINESS:

- **Town Codes: Subdivision Codes-** Review Preliminary Subdivision Process; Jim Pedersen met with Val Jensen, Alpine Maintenance, on August 19, 2008 to discuss water, sewer, and road restrictions/guidelines. Terra asked if the Commission could please review the process and let her know of any changes to pass along to Pedersen Planning. **GIS System-waiting for approval from Council to move forward.**
- **Jody Tibbitts: Ongoing.** Brian Schreiber got ahead of himself and poured the foundation walls without an inspection. They came up with a solution. Brian is going to add a window to the basement. He has ICF blocks, so if he takes out a 3 feet section with a 16x16 grid in it, there will be enough exposed to review.
- **Active Building Permits & Non Compliance Issues: Ongoing, see handouts.** Brian Simmers-after the last letter was sent to Mr. Simmers requesting an additional inspection with the revised set of building plans he basically told the Town to pack sand. Dave Gustafson suggested turning it over to the Town Attorney. Stacey Britton-replied to the letter requesting a permit is filled out for reroofing. She stated in her letter that she didn't understand why she needed a permit because "all she was doing was fixing her leaks." Terra asked if she needed more information from Stacey or a permit. John Thomas asked who the contractor was. According to the letter it was Mike. It was discussed to what extent the roof was repaired and if the shingles were repaired with like materials to determine whether or not the project falls under maintenance. Jody Tibbitts suggested getting a letter from Mike to see what exactly was done to the roof. John Thomas will contact Mike to ask him to write a letter concerning her roof. Susan Coert-a letter was never mailed because she came in to discuss her decks. At that time Susan stated that she would contact her contractors to find out the details and get back to the Town. The Town has not heard from her. It was decided to mail her a letter requesting information on the decks to determine if a permit was required. Alan Downie-Alan never picked up his certified letter and has not responded since the letter was served to him by Chief Phillips. Dave suggested serving him another letter warning him of the non-compliance fines. Jon Kindzerski-according to Mr. Kindzerski the house has always been that way. It was decided that more research had to be done to determine at what point there was an apartment added on. Bob Moss- has constructed a deck without a permit. It was decided that a letter should be sent. Bob Penny-after receiving his letter he contacted the Town stating that the roof repair was in the original agreement of purchase. At that point Terra requested he send the Town a letter stating what was in the agreement. A letter has never been received. It was agreed that another letter be mailed requesting the information that was done on the roof to determine if it was maintenance related. Gordon Smith-has extended his roof line and added a deck underneath. It was agreed a letter be sent. Texaco-did respond and has paid his fees. Terra is waiting on some missing information. Greg Wilding-came in with his application filled out. He did not enclose the porch he only added windows. The Town Attorney was contacted. He did not think that Mr. Wilding needed a permit after the conversation Council had the previous Tuesday. He was not charged for his permit. Donn Wooden-Jody Tibbitts and Terra tried to figure out what the definitions were for rear, side, and front lot lines. Currently Donn Wooden's setbacks may not be correct for his shed permit. The Commission agreed that the driveway is the front side of the property. Therefore in Donn's case the front of his property would be the side facing the highway. Terra will contact Donn Wooden concerning the setback.

5 - P&Z MINUTES: July 22, 2008; August 18, 2008 need motion to approve. July 22, 2008-John Thomas made a motion to approve; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent. August 18, 2008-Pat Marolf made a motion to approve; John Thomas seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.

6 - COUNCIL MINUTES DISTRIBUTED:

- **P&Z ATTENDING COUNCIL MEETINGS:**

1) September 2, 2008-Pat Marolf

2) September 16, 2008-John Thomas

7 - ADJOURN MEETING- Need Motion. John Thomas made a motion to adjourn the meeting; Pat Marolf seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent

8 - WORKSHOP:

- *Steve Chichinsky's proposal for Lot 28 of Riverview Meadows.* Neither the Town nor Steve has heard from River View Meadows Home Owner's Association. Steve will try and speak with Mary Flowers. After speaking with her he will contact the Town to be put on the agenda.

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

- Active Permits Worksheet
- Non-Compliance Worksheet
- Land Use and Development Code revision list
- Fire Departments recommendation letter concerning eave heights

10 -Items mailed to P&Z before meeting:

- P&Z Minutes July 22, 2008 and August 18, 2008
- Declaration of Covenants, Conditions and Restrictions for Margene Jensen Condominiums
- Articles of Incorporation for Margene Jensen Condominiums
- Snake River Junction Master Landscape Template

Dave Gustafson, Chairman

Date

Attest

Terra Miller, Secretary

Date