



Town of Alpine
Planning & Zoning Commission
AGENDA

DATE: **January 27, 2004**
TIME: 7:00 p.m.

PLACE: Riverview Meadows Town Meeting Room
TYPE: Regular

1 - CALL TO ORDER

2 - ROLL CALL & ESTABLISH QUORUM

3 - P&Z MINUTES: January 13, 2004

4 - COUNCIL MINUTES: January 6, 2004 (was tabled), and January 20, 2004 (handed out for next P& Z mtg.)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- *New P&Z Members Oath of Office* – Scott Reed and Don Sherman
- *The Mug Shot SIGN's PERMIT:* Request by owner, Esperanza Truax to add another 2 signs. One is an existing mobile, lighted neon sign rolled out to side of road another is a permanent sign.
- *Review of first 2 Codes/areas in cleaning up P&Z Code book and make a Draft*
NOTE: The process to finalize an Ordinance is approx. 8-10wks.: From P&Z, then to attorney, 2wks to get it advertised, 3 readings with the Public at Council, with 2wks in between each reading.

*The Draft that P&Z members make, then will go to Atty. John Bowers to be reviewed for legal purposes, possibly rewritten again, and then to Council for the 3 readings. Another option, to protect from creating codes that have more loopholes is to discuss hiring a Planner who would review the entire Code book, Ordinance and Resolution books, rewrite the P&Z Code book and forward to Council for the appropriate readings to finalize. As we're close to annexation it is important to get the Codes done right the first time, therefore you would need to work with Council to appropriate funds to hire a Planner, if you so desire this route in cleaning up the Codes.

- If a Planner is not an option, there are 3 Ordinance books and 1 Resolution book that will need to be reviewed along with the P&Z book as there maybe additional information or changes to a P&Z Code that never was changed in the P&Z book. Steve Fusco can do this research. This additional work request will have to go before the Council for funding.
- There also should be a member designated to be responsible to follow up on all/any decisions the P&Z Board makes.

6 - UNFINISHED/ONGOING BUSINESS:

- **CODE NEEDING UPDATED:** A new ordinance or P&Z 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.
- **IBC CODE:** Atty. John Bowers is to Draft an Ordinance to replace the UBC Ordinance.
- **GREATER ALPINE AREA MASTER PLAN:** Ted Smith is out of town until February 4th. He is asking that ANY information be gathered on the sections assigned earlier of the draft master plan outline.
- **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):** The current codes for accessory buildings/ sheds are too vague. A lot of questions have come up recently about 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.

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

1) **January 20th – Steve Fusco** 2) **February 3rd – Dave Gustafson** 3) **February 17th – Scott Reed**

7 - ANNOUNCEMENTS & INFORMATION

- County Commissioner's Meeting will be held on March 25, 2004 at 7pm