



**Town of Alpine**  
**Board of Adjustment / Planning & Zoning Commission**  
**AGENDAS**

DATE: July 27, 2004  
TIME: 7:00 p.m.

PLACE: Riverview Meadows Town Meeting Room  
TYPE: Regular

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**Board of Adjustment**  
**AGENDA**

- 1 - CALL TO ORDER
- 2 - ROLL CALL & ESTABLISH QUORUM
- 3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **REZONE procedure**- Please discuss and read Paula Stevens email regarding rezone procedure.
- **7:05pm – Regarding: #V-04-04/REZ-01-01**- Please discuss: 1.- Dolores Urban letter to members, 2.- Secretary's letter re: property owner Jeff Raver. (*mailed prior to meeting*)
- **7:05pm – Variance or Rezone permit #V-04-04/REZ-01-01**- *This item was tabled from the July 13<sup>th</sup> meeting, until further information could be received regarding rezone procedure and Joe Sender's inspection.* Dolores Urban is requesting a rezone or variance to be able to have a second business on her property. Primary preference is to have a Rezoning of her property to a B1. If not possible then she would like to request a variance to run a business in R1/R2 area. *Joe approved; verified building size, all property corners were located, he did request Board of Adjustment verify the parking spaces. Need Motion.*

- 4- ADJOURN MEETING- *Need Motion.*

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**Planning & Zoning Commission**  
**AGENDA**

- 1 - CALL TO ORDER
- 2 - ROLL CALL & ESTABLISH QUORUM
- 3 - P&Z MINUTES: June 22<sup>nd</sup> (*tabled-waiting for approval*) & July 13<sup>th</sup>, 2004(*tabled-handed out at this mtg.*)
- 4 - COUNCIL MINUTES: June 15<sup>th</sup>, 2004 & July 6<sup>th</sup>, 2004(*handed out at prior mtg.*) *Need Motions.*  
July 20<sup>th</sup>, 2004 (*table-handed out at mtg.*)

- 5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:20pm – David Silva Fence Permit #F-10-04**- Requesting a fence permit. He is adding to an existing fence. Joe approved onsite inspection. *Need Motion.*
- **7:25pm - Terry Weber Residential Building Permit# R1- 10-04**- Kallal Construction, on behalf of Terry Weber, is requesting a permit to build a single family home. Has Riverview Meadows approval. Pre-plan review and on-site review were approved by Inspectors. *Need Motion.*
- **7:30pm - Paydirt/Jackson Hole Real Estate & Appraisal Commercial Building Permit# C- 04-04**- Requesting a permit to build a modular commercial building. Pre-plan review and on-site review were approved by Inspectors. Inspector Radford did have concerns regarding the flooring on second floor, please see notes. They have not received Fire Marshall's approval at this time. Mayor allowed to go to P&Z prior to the July 20<sup>th</sup> Council meeting that discussed Fire Marshall's approval procedure for the Town. (*New procedure is for P&Z to review first, then applicant is to receive Fire Marshall's approval, then applicant must return to P&Z for a decision, then to Council for final decision*) *\*Please, correct if wrong*

*continued...*

- **7:45pm - Paydirt/Jackson Hole Real Estate & Appraisal Sign Permit# S-10-04**- Requesting a sign permit for their commercial building (*Permit#C-04-04*). ***Need Motion.***
- **Information Only**- Secretary needs to be advised when to schedule Ofcr. Phillips regarding his helping P&Z with the penalties, fees, etc. regarding Planning & Zoning ordinances/codes. I advised him we are extremely busy with permits as it is building season, but I would like to get him scheduled for a future meeting.
- **Information Only**- Secretary has created new permit checklists to be given for fence, deck and sign permits. They will be mailed to all members this week for your review. Please call secretary with any changes/corrections/deletions/additions you feel need to be on these checklists or call to advise you approve. A building permit checklist was already created and is in force which used the original building permit instructions.

**6 - UNFINISHED/ONGOING BUSINESS:**

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*  
 1) August 3<sup>rd</sup> - Paula Stevens                      2) August 17<sup>th</sup> - Scott Reed                      3) September 7<sup>th</sup> -

**7 - ADJOURN MEETING- *Need Motion.***

**-CODE RESEARCH SESSION- After Meeting Session**

- **P&Z Procedures** - Dave Gustafson requested a discussion on how to proceed with making P&Z/BofA procedures. As discussed in the Town Personnel Meeting, procedures are greatly needed. These procedures should be created by P&Z.
- **Bull Moose Saloon sign** - A sign has been attached to the front roof structure without a sign permit. Also it is lit, and Mr. Blittersdorf specifically stated in writing there would be no electrical. Whether it is lit by an extension cord from another part of the building, it is still putting electric onto the roof structure & was not approved in the roof structure **Permit# RE-03-04**.

**- 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 prior to tonight’s meeting:***

- Letter from secretary regarding Jeff Raver’s phone call on the rezoning issue
- Letter from Dolores Urban/Journeys regarding information on her rezoning permit request

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

- July 13<sup>th</sup>, 2004 Board of Adjustment/P&Z Minutes
- July 20<sup>th</sup>, 2004 Council Minutes