



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

DATE: August 10, 2004
TIME: 7:00 p.m.

PLACE: Riverview Meadows Town Meeting Room
TYPE: Regular

Board of Adjustment
AGENDA

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

- **Variance Request- This is only a review.-** 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. *Public Hearing is being advertised for August 24th, 2004.*

- 4- ADJOURN MEETING- *Need Motion.*

Planning & Zoning
AGENDA

- 1 - CALL TO ORDER
- 2 - ROLL CALL & ESTABLISH QUORUM
- 3 - P&Z MINUTES: June 22nd & July 13th, 2004 *Need Motions.*
- 4 - COUNCIL MINUTES: June 15th, 2004; July 6th, 2004 & July 20th, 2004 *Need Motions.*

*****NOTE- motions should not have been made on these as it said they were tabled due to waiting on approval of June 22nd, Dave just approved and secretary mailed to P&Z on 7/28/04, Steve needed to sign off on 7/13/04, therefore no P&Z had reviewed these yet to be able to make a motion, that's why they were given to you at the meeting to be approved on next meeting) **June 8th will have to be back up for approval as they were tabled due to no quorum on 7/13/04 meeting)**

- 5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:05pm – Dave Pellagatto Shed Permit #R1-11-04-** Requesting a building permit for a 12x16 shed with a lean to. Joe approved onsite inspection. *Need Motion.*
- **Proposed Ad for P&Z-** Don Sherman would like to discuss putting an ad in the newspaper advising the public regarding lengths of time for acquiring a commercial and residential permit.
- **Information Only-** New permit checklists to be given for fence, deck and sign permits. Secretary needs to know if there is any changes/corrections/deletions/additions you feel need to be on these checklists.

- 6 - UNFINISHED/ONGOING BUSINESS:

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) August 17th - Scott Reed 2) September 7th - 3) September 21st -

- 7 - ADJOURN MEETING- *Need Motion.*

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

- **P&Z Procedures** - Continuing
 - **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 for corrections/deletions/changes
- June 22nd, 2004 P&Z Minutes
- Drafts for Fence, deck, sign permit checklists
- November 2003 P&Z/Council minutes regarding JHRE&A old parking variance
- Annexation statutes