



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

DATE: August 24, 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 - *Steve Fusco will be 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. ***Need Motion***

- 4 - ADJOURN MEETING- ***Need Motion***

Planning & Zoning AGENDA

- 1 - CALL TO ORDER
- 2 - ROLL CALL & ESTABLISH QUORUM - *Steve Fusco will be absent*
- 3 - P&Z MINUTES: July 27th, 2004 & August 10th, 2004 ***Need Motions.***

******NOTE- June 8th will have to be back up for approval as they were tabled due to no quorum on 7/13/04 meeting***

- 4 - COUNCIL MINUTES: August 3rd, 2004 ***Need Motion.***

- 5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:25pm – Kevin Gries Deck Permit #F-09-04** - Requesting a deck permit. Originally requested last year, but was unable to build. Joe approved onsite inspection. ***Need Motion.***
- **7:30pm – Alpine Trees & Landscapes Sign Permit #S-11-04** Barney Haggberg will be representing business owner Martin McIntyre's request for a sign for their business. ***Need Motion.***
- **7:35pm – 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. ***Need Motion.***
- **7:40pm – Tan-A-Rama Tanning & Boutique, Inc. Sign Permit #S-12-04** - Wendy Hunt requesting a sign permit. Leasing building from Dodie Jordan. ***Need Motion.***
- **7:45pm – Jim Martin Remodel Permit #RE--04-04** - Jim Martin is requesting a remodel permit for repair work on his roof along with the addition of a dormer. He began work without a permit and was advised to follow the permit procedure. 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. ***Need Motion.***
- **8:00pm – 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. Tonight a vote needs to be taken to finalize. *continued...*

6 - UNFINISHED/ONGOING BUSINESS:

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next 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 -

7 - ADJOURN MEETING- *Need Motion.*

-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