



Board of Adjustments/Planning & Zoning Commission

Minutes

DATE: March 23, 2010

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:30 p.m.

TYPE: Regular

Attendance: P&Z Members Present: Pat Marolf, Joshua Floyd, & Melisa Wilson; Absent & Excused: Dave Jenkins. Others in attendance: see attached sheet.

Board of Adjustments:

1 - CALL TO ORDER at 7:33pm

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ UNFINISHED BUSINESS:

- **Town of Alpine-Emergency Management: Grid; 80 Hwy 89- Amendment to Variance, V-01-09, regarding sign height.** Board of Adjustments reviewed the letter requesting the amendment. They all believed their initial intent was to put it at the top of the existing sign post. They also believed there was no intentional giving of misinformation from Chief Phillips in the initial application. The Commission thanked Chief Phillips for following the necessary procedures they are striving to uphold. **Joshua Floyd made a motion to approve the Variance Amendment; Melisa Wilson seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

4 - ADJOURN MEETING- *Need Motion.* **Joshua Floyd made a motion to adjourn the Board of Adjustment meeting; Melisa Wilson seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

Planning & Zoning Commission Meeting:

1 - CALL TO ORDER all members from previous Board of Adjustments meeting still present.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - UNFINISHED/ONGOING BUSINESS:

- **Jody Tibbitts- Active Building Permits: see handouts. Ongoing. Coffee Cabin-**Jody drove by today and noticed the siding has been applied to a portion of the remodel before their framing inspection. Jody did mention to the person at the coffee shop the workers should stop. John Thomas was not there. Jody would like to know how the Commission would like him to proceed. Josh asked what Jody thought about inspecting what is not covered. Jody had mixed concerns as there may be differences in the nail pattern. Framing inspections are pretty standard and the Commission figured the contractor & owner should have known better. The Commission and Jody agreed he would go over and see what he can & cannot see before making the decision on whether or not the siding has to be removed. Terra Miller asked if they wanted to fine the contractor for failing to call for an inspection as in the past. The Commission agreed a Cease & Desist Order needed to be issued. Also to issue a citation to the contractor as he knows when he is ready for the inspections. There was a discussion on how to change a bond amount as this is a remodel instead of a new structure. Chief Phillips explained the Judge would have to set a different bond amount since it is not stated otherwise in the Ordinance. The Commission determined it would be best to leave the bond amount as is and speak with the prosecuting attorney on a possible settlement in court if asked. **Joshua Floyd made a motion to issue a Cease & Desist Order to the Coffee Cabin and a citation to the contractor for missing an inspection; Melisa Wilson seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.** Terra also noted the electrical plan has not yet been received from the Coffee Cabin. She will try contacting them tomorrow. **Morning Star Baptist Church-**Jody did his final inspection of the project. A Certificate of Completion will be issued. **Civic Center-**Jody went over today with the State inspectors. The State will issue a Certificate of Compliance. The only thing left for the electrical are the speakers. The Fire Marshall items are complete as well as the Code/Safety concerns that fall under Jody's inspections. Joshua Floyd had a question concerning why there were fire rated doors on the electrical area but still exposed framing. Jody explained they probably over ordered on the doors because they were just there to cover up the ugly. Jody mentioned there was some concern on the asbestos abatement letters due to when the abatement company received the mini specs. It was all worked out to both his and the Town Attorney's satisfaction. Melisa Wilson asked about the venting/heating system. Jody stated the reports all came back clean as the asbestos being removed was composite asbestos and therefore not many airborne particles being released. The Certificate of Occupancy was issued on Friday. **Child Development Center-**Jody conducted a final inspection today with the State. There are a few things needing to be changed; seismic straps on the water heater, the water heater leaks, the door into the attic is too small, insulation still needs to be checked, and the State Fire Marshall has to conduct their 24-5 Test to check the fire alarm system. The hatch door will take approximately two weeks due to ordering. Another inspection is scheduled for Friday with the State.

- **Open Positions; Out-of-Town position (term ends 12/31/10):** *Melinda ??? has expressed interest for the open seat; need recommendation for the Town Council.* Terra Miller informed the Commission she had not yet received Melinda's letter of interest. She did try calling her a couple of times and only could leave a message. She has also checked her spam and junk emails. Josh did state he knew she was on vacation. There was some concern Melinda may not want the position anymore. Josh seemed to think she did and probably just forgot to send her letter before she left. Terra suggested they continue with the recommendation because of the last conversation they had; Melinda was going to show up at the Council meeting on April 6th to be sworn in when/if she was accepted by the Council. Terra will forward the letter to the P&Z as soon as she gets it for their review. **Joshua Floyd made a motion to recommend Melinda for the open position contingent on receiving her letter of interest; Melisa Wilson seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

4 - P&Z MINUTES: *March 9, 2010 need motion to approve.* **Melisa Wilson made a motion to approve the meeting minutes; Joshua Floyd seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

5 - COUNCIL MINUTES DISTRIBUTED: March 2, 2010

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

1) April 6, 2010-Melisa Wilson

2) April 20, 2010-Joshua Floyd

6 - ADJOURN MEETING- Need Motion. **Joshua Floyd made a motion to adjourn the meeting at 8:21pm; Melisa Wilson seconded it; Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

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

- Active Permits Worksheet
- Non-Compliance Worksheet

Items mailed to P&Z before meeting:

- Letter from Chief Phillips regarding variance amendment request.

7 - WORKSHOP 6:30PM-LUDC REVIEW-P&Z Members will review Sections 2-301 through 2-501.



 Pat Marolf, Chairman
 Attest

4/13/10

 Date



 Terra Miller, Secretary

4/15/10

 Date