



Town of Alpine
Planning & Zoning Commission
AGENDA

DATE: April 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: April 13th (*Handed out at mtg, table for next mtg.*)

4 - COUNCIL MINUTES: April 6th (*Tabled*) and April 20th (*Handed out at mtg, table for next mtg.*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **7:05pm – #R1-02-04 Brian Simmers - New Garage Permit** - Brian wants to build a garage. Joe and Lyal have reviewed the plans/site. Town of Alpine had to pay for surveyor to come out and locate this one property marker that was destroyed in a water main break in front of his property. Brian has previously attending a P&Z meeting on March 9th, 2004, regarding his ideas and asked for your input. *Need Motion.*
- **7:10pm – #R1-03-04 Todd Hill - Single Family Home Building Permit** - Todd wants to build a single family home. Joe and Lyal have reviewed the plans/site. There were notes made and Todd Hill addressed them. *Need Motion.*
- **7:20pm – #R1-04-04 Bates Construction - Single Family Home Building Permit** - Larry Bates wants to build a single family home. Joe and Lyal have reviewed the plans/site. *Need Motion.*
- **7:30pm – #R1-05-04 Steve Chichinsky - Single Family Home Building Permit** - Steve wants to build a single family home. Joe and Lyal have reviewed the plans/site. *Need Motion.*
- **NEW Building Permit Application Checklist draft** – P&Z Secretary has written a detailed checklist to be given out with the Permit Applications and a copy will be kept with the Building Packet for easy reference. *Please review, call secretary within the week with any comments, corrections, deletions, etc. If do not hear from you by end of week will assume it is okay and will put into effect immediately.* Other Checklist drafts will follow for specific items such as decks, fence, etc.
- **IBC CODE:** Atty. John Bowers drafted an IBC Ordinance to replace the UBC Ordinance. *Please review, if any questions please call secretary within the week.*
- **(For information Only)** 2 letters were mailed out this week on behalf of P&Z.
 - 1-** Bryan Pack regarding a fence under construction without a Town building permit. Our inspector, Joe Sender and Steve Fusco noticed a fence under construction and Steve knew there was no permit requested for this fence. He was advised to stop construction until a proper permit was secured.
 - 2-** Jim Blittersdorf/Bull Moose Motel, as a followup to issues brought up in the last P&Z meeting that still need addressed plus conversations from Tracy with DEQ and Fire Marshall's offices. Doyle Conklin of DEQ has advised no persons are to call him directly for engineering assistance, that is a service that should be paid for by a potential owner. He agreed with our inspector, Joe Sender, that the water and sewer lines for the proposed motel should be reviewed and designed by a licensed engineer, again this service should be paid for by a potential owner.
- **Variance Permit Change needed** – Dave Gustafson requested discussion on changing the Town's Variance Permit requirements, which is greatly needed. He will present his ideas and a draft on a new Town Code on Variance Permits.

6 - UNFINISHED/ONGOING BUSINESS:

- **The Mug Shot SIGN's PERMIT #S-I-04** – On HOLD until Spring
- **Kringle's Fence issue** – On HOLD until owners have surveyor review property marker that was destroyed. Also one part of fencing that was in the complaint was removed as it was temporary fencing.
- **Permit #C-02-04, Bull Moose Motel/Jim Blittersdorf** – On HOLD until Mr. Blittersdorf submits a completed building packet as specified and advised to Mr. Blittersdorf by Town Clerk and P&Z Commission, plus written approval from Fire Marshall's office and State Engineer for Septic.
- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) April 6th – Scott Reed 2) April 20th – Steve Fusco 3) May 4th – Dave Gustafson

Code Research Session-

- 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 P&Z prior to tonight's meeting:

none

Items Handed out to P&Z during tonight's meeting:

- P&Z April 13th Minutes
- Council April 20th Minutes
- New Building Permit Checklist draft
- IBC Ordinance by John Bowers

HANDOUTS FOR INFORMATION ONLY:

- Brian Pack no-permit fence issue letter
- Jim Blittersdorf/Rocky Mtn. Rogues followup letter to Building Permit request
- Directory of Business Services printout
- Lincoln Cty. P&Z Staff Report