



Town of Alpine
Planning & Zoning Commission
AGENDA

DATE: **March 23, 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: March 9th (mailed) *Need motion to approve*

4 - COUNCIL MINUTES: March 16th (*Table approval for next meeting since handed out in this meeting.*)

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- *New P&Z member, Paula Stevens, to take Oath* – Mayor needs to read Oath with Paula Stevens
- *Contractor Todd Rogers for Lee Ritchey #RE-01-04* – Todd was reviewed/approved in March 9th meeting, but in the midst of all the discussion, no motion was made. *Please motion to approve for record/file.*
- **7:10pm** - *Robert Holbrook Fence Permit # F-01-04* – Requesting a fence permit that he originally requested in 2002. For personal reasons he did not build the fence at that time. Now he is able to and requests your approval. Joe Sender already reviewed this site in 2002 and a surveyor had to come out. Please see paperwork in package for info. *Needs motion to approve.*
- **7:20pm** - *Dr. Bruce Thaler Building Permit #RI-01-04* - Contractor Rex Doornbos will present his site plan and info for Dr. Thaler's new home. Lyal reviewed plans on 3/19/04 and okayed with notes as shown on Inspection sheet in package. Rex stated he would make the necessary adjustments as advised by Lyal before this meeting. *Needs motion to approve.*
- **7:30pm** - *Paula Schmidt DDS Building Permit #C-01-04* – Contractor Rob Wagner/R&R Builders will present his site plan and info for Dr. Schmidt's Dental Office. Lyal reviewed and okayed plans on 3/19/04. *Needs motion to approve.*

6 - UNFINISHED/ONGOING BUSINESS:

- **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.
- **IBC CODE:** Atty. John Bowers is drafting an Ordinance to replace the UBC Ordinance
- **The Mug Shot SIGN's PERMIT #S-1-04** – ON HOLD until Spring

- **Zoning Map** – Need to go through by subdivision to update/redo this map.
- **Kringle's Fence issue** – On HOLD until Spring and return of owners.

- **P&Z ATTENDING COUNCIL MEETINGS:** *Need to decide who will attend next meetings*
1) April 6th – 2) April 20th – 3) May 4th –

7 - ANNOUNCEMENTS & INFORMATION

- County Commissioner's Meeting will be held on March 25, 2004 at 7pm

Items Mailed to P&Z prior to tonight's meeting:

- March 9th P&Z Minutes

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

- March 16th Town Council Minutes