



Town of Alpine

Planning & Zoning Commission

Minutes

DATE: June 24, 2008

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

Attendance: P&Z members present: Pat Marolf, Dave Gustafson & John Thomas. Absent & Excused: Paula Stevens & Kennis Lutz. Others in attendance: see attached sheet

1 - CALL TO ORDER at 7:20pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **Chad Hudson**-would like to introduce a new building and the setbacks to the new building. Chad stated since his previous building permit there have been some changes. Due to the zoning change he would like to have only multi-family dwellings, no office space. Chad handed out new plans for review. His biggest concern was with the setbacks and if the rule for lots less than 14,000 sq ft was still in effect. Terra Miller stated she did update the setback sheets and upon reviewing them there saw no guideline for lot size except if it was marked on the recorded plat. Chad stated his building would be approximately 19 inches over. Dave Gustafson suggested that he would need to go for a variance to get the current side setback of 15 ft changed. Dave explained the variance procedure. Dave also stated the conditions to get a variance were pretty stringent and it takes a lot to get a variance approved. Terra gave him an application.
- **Jennifer Karns: Lot 401/402 Riverview Meadows; 290/300 River Circle-Commercial Permit, C-02-08, needs recommendation to Town Council. Continued from last week. Commission wanted more information on roof pitch, State Fire Marshal Review, and missing specs for Jody Tibbitts.** Commission reviewed the updates from the last meeting. Jenny Karns stated that she spoke with the State Fire Marshal office and they will not do an inspection. The only time they would do an inspection is if a tenant upgrades to something on the check list. Dave Gustafson brought up the roof pitch concern. Terra Miller stated the issue with the roof pitch stemmed from a resolution that was adopted stating a 4/12 pitch was required. Since the resolution has never been repealed the resolution is still in effect and the requirement needs to be met. Jenny then mentioned that a variance was approved. Terra commented the issue now was whether or not the variance was still valid. Dave Gustafson asked if there were any time limitations in the codes for variances. Terra stated she could not find anything. Jenny stated the building has just been altered slightly. Dave stated since the applicant is the same and there is no time limitations the variance was still valid. The Commission members present agreed. Jody Tibbitts stated he had received everything that he needed and they looked good. **John Thomas made a motion to recommend approval of the permit to the Town Council with no conditions; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Robin & Shannon Jones: Lot 79 Riverview Meadows; 619 Snake River Dr-Residential Permit, R1-03-08, needs approval.** Rob Wagner was representative present. Commission reviewed packet. Jody Tibbitts is okay with the plans. Rob Wagner stated he added some things to the plans and those things are red lined. Dave Gustafson mentioned under the new codes a land surveyor is required to site the building in before the foundation is poured. Commission reviewed the new code. Terra Miller stated she would make sure it was added to the application and develop a certificate of placement. **Pat Marolf made a motion to approve the permit; John Thomas seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Kerry Friedrich: Lot 632 Lakeview Estates C; 171A Center St-would like to amend his fence permit, F-04-07.** Representative not present.
- **Snake River Junction Fourth Filing-would like a final recommendation to the Town Council for approval. Was given to the Town Engineer and Fire Department for review.** Marlowe Scherbel representing. Commission reviewed plat. Dave asked if there were any changes from the master plan. Marlowe commented, in form it is the same. The Commission compared the master plan to the current plat. Marlowe explained to the Commission what areas, designated in the plat, will be used for. Marlowe stated since Snake River Junction was within a mile of the Town they were looking for a recommendation to give to the County before they approved it. Commission reviewed Leon Kjellgren's, Town Engineer, letter. Marlowe stated the agreement with North Star is still being developed and a condition for approval is understood. Dave stated he was disappointed with the landscaping that has been down to the development. He thought with the type of buildings put in, there would be a higher level of landscaping done. John Thomas agreed. Rob Wagner, Fire Department representative, would like to see the road widths and fire hydrant placements added. **John Thomas made a motion to recommend approval with the following conditions: Issues addressed by Leon as stated in his letter; Fire Department would like road widths and hydrants shown on plat; Show a well developed landscape plan that provides for open space, pathways, sidewalks, etc.; Adequate snow storage and snow removal areas designated; and be in accordance with the County's conditions for the Master Plan approval; Pat Marolf seconded; Vote: 3-Yes, 0-No, 0-Abstain, 2-Absent.**
- **Newell Sundberg-here to update the Commission concerning the Child Development Center and get feedback on what process he needs to follow to proceed.** Newell Sundberg handed out new building plans. Commission reviewed plans. Newell stated the price of steel went up and in order to keep the building within the budget they had to change the plans for a

stick built structure. He mentioned the new plans have been submitted to the state for approval. Dave asked if he had filled out a Town application and if the fees were being waived. Newell stated he had not submitted an application and he believed the fees had been waived since they were a non-profit organization. There was nothing that the Commission could approve without the building permit however they didn't think that there was anything holding up the bidding process. Newell asked if the contractor needed to be state licensed. The Commission agreed that the only state requirement was for the electrical and plumbing. Terra gave Newell a building application to fill out.

4 - UNFINISHED/ONGOING BUSINESS:

- **Town Codes: Land Use & Development Code**-Pedersen Planning working on Final Copy. **Subdivision Codes**-in progress. **GIS System**-waiting for approval from Council to move forward.
- **Jody Tibbitts:** Ongoing. No updates.
- **Active Building Permits & Non Compliance Issues:** *Ongoing, see handouts.* **Cheeseburger Factory**-Jody updated the Commission on what he observed was redone: shuffled a temporary wall, added an elevated floor, and he recommended that Mr. Finck come in and get a permit. Terra stated she has not seen him. Commission agreed a second letter be mailed out. **Ernie Scott**- Jody stated some of the volunteers are not as interested anymore. Ernie has been making some dump runs and calls to junk vehicle purchasers. Jody stated Ernie is very hesitant on removing some of the addition. However Jody has not been let in to inspect the master bedroom area. Jody suggested a fundraiser be set up to help. He stated Harold Sauer was going to be coming out in the next couple of weeks. Deb Wolfley commented that the Council was proceeding with the abatement process on July 1, 2008. **Minor Constructions**-Terra suggested coming up with a minor construction permit for things like re-roofing that is cheaper, more in line with the deck permits. The Commission agreed since there are restrictions in the IBC that need to be followed. Terra would make a draft and bring it back for review and a recommendation for the Council. **Rocky Mountain Rogue**-Deb Wolfley updated the Commission. He went to introduce himself to Mr. Blittersdorf. While he was there Mr. Blittersdorf mentioned he was adding stairs. According to his current remodel permit RE-01-08 the addition of stairs was not mentioned. The Commission agreed to send Jody Tibbitts in for an overview. **Apostolic Church**-Terra stated they would like to add a 21x8 shed on the side of the building. They will be submitting plans. Terra was asking if they could amend their current permit and if there are any charges. Dave Gustafson stated they didn't need to come back but if an additional inspection was conducted they would need to pay for that inspection. The Commission was in agreement.
- **Civic Center:**-John Thomas asked for an update. Deb Wolfley stated they were in the process of working on the grant. The approval of the grant has to go through 2 boards. One meets in August and the other in October. At that time we will know how much money we will get. Deb continued to explain the plans of the new Civic Center. He mentioned according to the new codes there will be some parking concerns that will need to be addressed.
- **American National Park Adventures**-ANPA has applied for a business license. Mayor DeCora would like the Commission to review the use of the business to assure that it meets the zoning regulations. The lot is currently zoned as MRC. The Commission reviewed the new codes. Dave Gustafson stated he didn't see any violations but can foresee noise complaints. Pat Marolf believed under the codes that an individual had to be living on the premises. Dave referenced the Land Use & Development code and explained that the items listed were not combined. The Commission agreed they meet the guidelines under the MRC zoning. However they still have a concern about the noise.

5 - P&Z MINUTES: April 22, 2008; May 13, 2008; May 27, 2008; June 10, 2008 need motion to approve. Quorum not present to approve minutes.

6 - COUNCIL MINUTES DISTRIBUTED: May 20, 2008; May 29, 2008; June 3, 2008

• P&Z ATTENDING COUNCIL MEETINGS:

1) July 1, 2008-Pat Marolf

2) July 15, 2008-Kennis Lutz

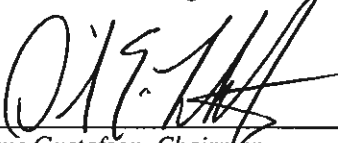
7 - ADJOURN MEETING- Need Motion.

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

- Letter from Leon Kjellgren concerning Snake River Junction Fourth Filing
- Active Permits Worksheet
- Non-Compliance Worksheet

9 -Items mailed to P&Z before meeting:

- P&Z Meeting Minutes: May 13, 2008 & June 10, 2008
- Council Meeting Minutes: May 20, 2008; May 29, 2008 & June 3, 2008

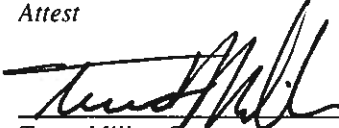


Dave Gustafson, Chairman



Date

Attest



Terra Miller, Secretary



Date