



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: April 10, 2012
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **CALL TO ORDER:** Meeting to order at 7:20 p.m.

2. **ROLL CALL & ESTABLISH QUORUM:** Town Administrative Assistant Christine Wagner conducted roll call: Present: Brett Bennett, Joshua Floyd, Pat Marolf, Wendi Walton and Greg Seay. A quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**

- **Jeffs, Jared: Relocation of Buildings from Alpine Village Discussion** - Mr. Jeffs presented his request to the Commission; he also presented pictures of the proposed buildings he wishes to relocate along with the street map of the lots in where he wishes to place the buildings. The Commission reviewed the pictures and maps, the Commission asked Mr. Jeff's how old the buildings are. Mr. Jeffs stated that the building are in good condition and they are approximately seven (7) to eight (8) years old, currently on foundations in Alpine Village Subdivision and new garages would be built with the relocation. The Commission discussed the Building Design Standards and Guideline as stated in Article 4.5, Section 4-501 (e) of the adopted Land Use and Development Code (LUDC). Mr. Jeffs has not had an opportunity to review the standards and he was under the impression that buildings of the age of three (3) years and younger could be moved into the town. The Commission commented, as per the LUDC, that the relocation of old or used single-family home structures into the Town of Alpine is prohibited. The Commission further stated that Mr. Jeffs would have to apply for a variance in order to move forward with this project. The Commission commented that there are state regulations that would have to be followed and there are four (4) items that would need to be proved to grant a variance as per the Statutes. The Commission along with Mr. Jeffs discussed the variance process and procedures. Mr. Jeffs asked about the proposed changes to the LUDC and if this was an item that would be changed; the Commission responded that at the current time that is not one of the proposed changes to the LUDC. The Commission mentioned that because of the age of the buildings, if allowed, would be setting a presidency of what could potentially happen if these buildings were allowed to be brought into the Town. Mr. Jeffs mentioned that these building have to be moved off the air park, because the air park does allow manufactured homes. The Commission referred to the LUDC and commented on the old vs. used portion of the language. Commission commented that the building project would have to have the buildings inspected. Mr. Jeffs commented that he knew that he would have to move forward with a variance, but just wanted to get a feeling from the Commission on how they would respond to such a project/variance. The Commission commented on the procedure and should variance not be approved, there is an appeal process to the Town Council. Mr. Jeffs thanked the Commission for their time and he will consider applying for a variance.
- **Downie, Alan: #273 Lakeview Estates "A" – 707 Sunset Drive - (RE-01-12)** – Mr. Downie addressed the Commission regarding his project; this is a new application, but the continuation of an old project. New plans and application was submitted. The Commission reviewed the application and the plans that were provided. It was further stated to the applicant that in discussion with the Town Inspector and the discussion held at the previous meeting of the re-inspection fee charge that he will not be charged for that fee.

Ms. Wendi Walton motioned to approve the remodel permit for #274 Lakeview Estates, Sunset Drive, permit application #RE-01-12. Mr. Brett Bennett seconded the motion. Vote 5-0-0-0 – Motion carried.

It was further commented that there are some proposed changes/revisions to the LUCD and the proposed change, when approved, would be that when the maximum amount of extensions were granted, and the project is not completed, the applicant would have to reapply for a permit and that permit would be granted for only one (1) year, showing justifiable

cause to the Commission.

4. **UNFINISHED/ONGOING BUSINESS:**

- **Active Building Permits & Non Compliance Issues:** Commission reviewed and discussed the on-going projects in the Town. There are currently no projects on the Non-Compliant list.
- **Alpine Market: (S-06-11)** - Permit expires December 2012.
- **Bennett, Brett: (MC-02-12)** - Permit expires January, 2013.
- **Bohne, Joseph & Nancy: (MC-02-11)** - Permit expires May 2012; Send letter to Applicant.
- **Cope, Steve: (RE-05-09, E-05-10 & E06-11)** - Permit expires August 2012.
- **Daigle, Josh: (F-05-09, E-06-10 & E-05-11)** – Permit expires June 2012.
- **Downie, Alan: (MC-03-10 & RE-01-12)** – Remove old permit from the list and put new permit on.
- **Floyd, Joshua: (RE-04-09 & D-01-11)** – Permit expires June, 2012 and July 2012.
- **Hurley, John: (F-02-11)** - Permit expires October 2012.
- **Jennings, John: (RE-01-09)** – Permit expires April 2012. No notification from the applicant.
- **Murphy, Brian & Janice: (MC-05-11)** – Permit expires February 2013.
- **Rocky Mountain Rogues: (MC-01-12)** - Permit issued with stipulations of inspections needed, prior to work being covered up, permit expires January 2013.
- **Wilson, Josh & Melisa: (MC-08-11)** - Permit expires October 2012.
- **Taylor, Beau: (MC-04-12)** – Permit expires February 2012.
- **Town of Alpine, Alpine West Subdivision (Road Abandonment): (RE-Plat -01-11)** – Ordinance passed on 3rd and final reading, project completed. Removed from the list.

Ms. Wendi Walton motioned to remove permit #RE-Plat 01-11 from list. Mr. Joshua Floyd seconded the motion. Vote 5-0-0-0 – Motion carried.

5. **CORRESPONDENCE:**

- **Gertch** – Re-roof building in Lakeview Estates – A phone call was received on the need for a permit for removing composition shingle roof and replacing with a metal roof and the need to have a permit. The Commission discussed the number of allowable layers on the existing roof; as per the IBC code, in which has been adopted by the Town. Correspondence and/or discussion with the property owner will take place regarding the number of layers and the addition and/or removal of any layers.
- **Resolutions:** The Commission reviewed the approved resolutions.
- **Town Ordinance:** #208 Ordinance 2012-01 – The Commission reviewed the approved ordinance.
- **Town Council Minutes:** March 6, 2012 – The Commission reviewed the approved minutes.
- **Town of Alpine** – CDC – Radon Installation/Vapor Barrier project has been started, the inspector as requested inspected the vapor barrier, and it was found that no vapor barrier has been installed as per the approved specifications. The Commission discussed the project requirements.

6. APPROVAL OF P&Z MINUTES: Planning & Zoning Meeting of March 27, 2012 – The Commission reviewed the minutes presented. **Mr. Joshua Floyd motioned to approve of the minutes of the Planning & Zoning Meeting of March 27, 2012. Mr. Brett Bennett seconded the motion. Vote 5-0-0-0 – Motion carried.**

7. WORKSHOP DATES: The Commission discussed workshop dates and determined that Tuesday, April 17th at 7:00 pm was a date and time agreeable by all Planning & Zoning Members and Town Council Members, next projected date would be Tuesday, April 24th at 6:30 pm, this date and time will be confirmed at the 17th meeting.

8. ADJOURN MEETING – **Mr. Greg Seay motioned to adjourn the meeting. Ms. Wendi Walton seconded the motion. Vote 5-0-0-0 – Motion carried.**

Meeting Adjourned at 8:14 pm.

Pat Marolf
Pat Marolf, Chairman

4-24-12
Date

ATTEST:


Christine Wagner, Administrative Assistant

4/25/2012
Date

** Minutes are a brief summary of a tape recorded meeting **