



Town of Alpine
Planning & Zoning Commission
MINUTES

DATE: April 25th, 2006

Attendance: P&Z members: Dave Gustafson, Scott Reed, and Paula Stevens; Don Sherman absent & excused. Others in attendance: see attached sheet.

1 - CALL TO ORDER at 7:00pm

2 - ROLL CALL & ESTABLISHED QUORUM BY KIMBERLEE JANSEN

Dave Gustafson motioned to table P&Z minutes and Council minutes until the end of meeting. Paula Stevens seconded.

3 - P&Z MINUTES: April 11th, 2006

4 - COUNCIL MINUTES: April 4th, 2006

5 - TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **STONE, Carla -S-01-06 -Lot #611 LEC- 171 Alpine Drive:** Carla has applied for a sign permit to attach a 4'x6' sign to the front of the Land Title Building. Dave G. clarified that Carla Stone has applied because she owns the building, and the renters are from Jackson. Paula S. asked if the sign will be lit, Carla Stone stated the sign will not be lighted. Paula S. also questioned if the sign will project above the building since it will be placed on the rafters in front of the door. Carla Stone replied it will not project above the building. **Paula S. motioned to approve sign permit with condition that there be no lighting of the sign without prior approval from the town of Alpine. Scott R. seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**
- **TOWN OF ALPINE -Pre-review for Storage Sheds -C-01-06 & C-02-06 - Lot 7 & Lot 281 of the Alpine West Subdivision:** The town would like to put an 8'x12' storage shed on each one of these lots. Both sheds will be placed on skids so they will remain portable. Dave G. stated that this is only a pre-review to make sure the town is in compliance and if they need to fill out building permits and pay the required fees. Brenda Bennett is representing the Town of Alpine. Brenda B. explained the location on each lot that the sheds will be placed. She had previously spoken to Joe Sender about a setback inspection, Joe S. had been to the lots just last year and he will not need to do a site inspection for the sheds.

Dave G. asked what the cost of the two sheds will be, Brenda B. stated the sheds will be used for storage (to store the bleachers and other equipment for the ball field, and the other will store holiday decorations) the town is currently paying \$60.00 an month on storage shed for these items. The cost of each shed is \$1552.95, and Mac & Val will assemble and install both sheds. Brenda B. also stated that a grant will help pay the costs of both sheds.

The committee questioned what the property is zoned so they can get the correct setbacks, both lots are zoned B-1. Paula S. listed the required setbacks for the sheds; Brenda B. stated that both sheds will meet the setbacks required and neither shed will have water or power hooked up. Dave G. would like to have Joe S. do a setback inspection once they are established to ensure that everything is done correctly. Brenda B. questioned how she should proceed. Paula S. recommended that the town proceed with the permit application and have Joe S. check the setbacks, Scott R. agreed. Dave G. would like to see that Joe S. has signed off on everything. Brenda B. confirmed that she will continue on with the permit process and pay the required fees.

Brenda B. asked what the fees would be for the sheds. Carter Wilkinson stated the sheds should not be referred to as temporary structures, because according to the town ordinances temporary structures have a time limit not to exceed 90 days. Rob W. stated that in the I.B.C. codes, temporary structures have a time limit not to exceed 180 days. Rob W. suggested that in the master plan that Mr. Pedersen is working on; sheds be referred to as accessory buildings. Tracy M. stated that with the current permit fees the sheds would be considered an addition, Scott R. suggested only one inspections should be needed, Tracy M. stated the permit fees will be \$130.00 per structure. Brenda B. will follow through and bring a finished permit application to the committee at the next meeting.

- **P&Z MINUTES: April 11th, 2006 -Scott R. motioned to approve minutes, Paula S. seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

- **COUNCIL MINUTES: April 18th, 2006 -Paula S. motioned to approve minutes, Scott R. seconded. VOTE: 3-Yes; 0-No; 0-Abstain; 1-Absent.**

6 - UNFINISHED/ONGOING BUSINESS:

- **DICENSO, Steve - Pending Case for Non-compliance/ Town Code Violation - Failed to obtain approved building permit** -Mr. Dicenso built a residential apartment/ loft inside a commercially zoned, storage unit building. The loft is occupied currently without a certificate of occupancy as well; the code violations are being addressed by the Town's legal counsel. *Review letter and information from Carter Wilkinson.* Dave G. asked if the members received the draft letter from Carter W., everybody had. Paula S. wanted to clarify that all inspections fees and legal fees are covered in the fine; she does not feel that the town should have to lose money because of this issue. Brenda B. will check into the inspection fees, she will also add time the Town Clerk and secretary spent on this issue. Rob W. believes it will take 1 to 3 inspections.

Dave G. stated that per Carter W's letter, Mr. Dicenso can be charged \$750.00 for each day that the violation continued or be charged for the fines as well as costs the town has incurred, Dave G. feels it should be either \$750.00 per violation or the maximum. Carter W. stated that it could be put in the agreement that any costs incurred by the town through inspections, administrative time, or town attorney time above and beyond the \$3750.00 would be the responsibility of Mr. Dicenso. Dave G. asked if the codes would support this, Carter W. stated that if Mr. Dicenso were to not sign the agreement and the issue went to court then it could be worded that the fines as well as inspection costs and any other recommendations the town were to have could be included.

Paula S. asked how the letter would be sent; Carter W. stated it could be sent certified mail. The committee agreed this was how they wanted it delivered. Carter W. clarified that the intent was to ask for the penalty and the costs incurred by the town, pertaining to inspections, administrative and legal fees. Dave G. would like the reference to the HGTV show that featured the property in question be removed from the letter. Tracy M. would like it referenced that he was in violation of the 89 Ordinance when he started construction. Paula S. would like the last paragraph to be worded slightly stronger. A deadline of June 1, 2006 was given as the date to have a response form Mr. Dicenso regarding the letter. Brenda B. informed the committee of the usual billing procedures for the administrative fees (3%-5%) depending on how much work was involved. Carter W. will make revisions to the letter and legal document and get approval from the committee before mailing.

- **ROB WAGNER, Town Building Inspector - P&Z Issues: Discuss recommendations with the committee regarding adopting the IBC Codes.** Rob W. asked if the committee had received their copies of the information he left, they had. Rob W. started out with a list of work exempt from a permit that the I.B.C. codes call out, he suggested when the I.B.C. codes are adopted that exemptions can be deleted from the codes so they will meet town requirements. The committee addressed the accessory structures they agreed this is an issue that needs to be more defined; Paula S. stated she will research the current codes and make some notes and recommendations to discuss with the committee. Rob W. also suggested putting a size limit on accessory buildings.

Rob W. next addressed temporary Certificate of Occupancies, Tracy M. stated that currently the town will issue a Certificate of Occupancy with exceptions and a bond is required until work is completed. Paula S. pointed out that C of O with an attached bond is likely to cause more paperwork administratively, while a Temporary C of O does not guarantee the work will be completed. The committee agreed to address a Temporary C of O vs. a C of O with a bond attached at the next meeting.

Rob W. also brought up the issue of putting a time limit on building permits and extensions maybe even fines if work is not completed on time. Tracy M. suggested that this is an issue that also needs to be defined better in the codes. She went to explain that the ordinances need to call out the consequences if an ordinance is violated, other towns have done this. Currently the towns' ordinances are missing that clause.

Rob W. moved onto ground snow load, he referred to how Teton County has a table with each subdivision having a required ground snow load. For Alpine he thought the 100 pound load was sufficient, except maybe requiring a heavier snow load in areas around the hills and trees, the committee agreed. Tracy M. suggested addressing the snow load requirements by zoning. Rob W. also addressed the propane ordinance, Paula S. pointed out that when the new I.B.C. codes are adopted they will supersede the current codes. The committee will continue with the review at the next meeting.

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

1) May 2nd, 2006 - Don Sherman

2) May 16th, 2006 - Scott Reed

7 - **ADJOURN MEETING-** Dave Gustafson called for a motion to adjourn. Paula Stevens motioned to adjourn the meeting. Scott Reed seconded. **VOTE: 3- Yes; 0- No; 0- Abstain; 1- Absent**

Items mailed to P&Z before tonight's meeting:

- P&Z MINUTES: April 11th, 2006
- North Alpine Area Workshop Minutes: April 10th, 2006
- Carter Wilkinson letter & legal information to Steve Dicenso regarding his remodel.

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

- COUNCIL MINUTES FOR REVIEW: April 18th, 2006 - Draft
- SALVATORE A. SCAFFIDE, et al: Lincoln County Planning & Zoning Commission Staff report for public hearing regarding variance request.
- SHIRLEY BROWN Letter & newspaper articles RE: Lincoln County Economic Development
- INFORMATION FROM ROB WAGNER: Regarding recommendations for adopting the IBC Codes (Ordinance L #762; Ordinance H #760; Requirements for a Temp. Certificate of Occupancy; Table 3 Building permit fees)
- INFORMATION RE: Codes and resolutions that will need updating when adopting the IBC/IRC -***see e-mail & attachments***
- Transaction by Detail Account -July 1, 2005 through April 25, 2006 -RE: P&Z salaries, P&Z Office & Inspections

Dave Gustafson, P&Z Chairman

Date

Attest:

Kimberlee Jansen, Secretary

Date