



Town of Alpine
Planning & Zoning Commission
Minutes

DATE: October 28, 2008

PLACE: Alpine Town Hall • 250 River Circle

TIME: 7:00 p.m.

TYPE: Regular

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

1 - CALL TO ORDER at 7:02pm.

2 - ROLL CALL & ESTABLISH QUORUM by Terra Miller.

3 - TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **Erica Smith: Lot 1 Grand Lake Addition; 711 Sunset Dr-Remodel Permit, RE-11-08, needs approval.** (Note: There was a correction on the address/lot) Commission reviewed packet. Gordon Smith explained that he is adding shed roofs, basically for snow deflection. A portion of the deck was removed and the roof line extended so that everything is covered. He will be adding stairs as indicated. Jody Tibbitts stated it looked good. **Kennis Lutz made a motion to approve with the condition that the legal is clarified; Pat Marolf seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Morning Star Baptist Church: Lot 2 Palisades Heights; 156 Morning Star Dr-Minor Construction Permit, M-01-08, needs approval.** Commission reviewed packet. Justin Sadner, representative clarified it was the interior door leading into the Pastor's Office was that is being modified. Jody verified the header height and okayed the plans. **Pat Marolf made a motion to approve; Kennis Lutz seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Ryan Hamilton: Lot 33 Three Rivers Meadows; 536 Forest Circle Dr- Building Permit, R1-04-08, needs approval.** Commission reviewed packet. Dave Gustafson asked if the certificate of placement had been done. Terra Miller stated it was completed today. Jody Tibbitts stated one of the side setbacks was off but he couldn't confirm if it was just the string they used blowing in the wind. He verified it with the concrete company that strung it. There is plenty of room. Jody Tibbitts also stated the plans were complete except for the radon mitigation system was missing. There were a couple of discrepancies on the insulation and ventilation. Aron Kendall, representative, told Jody that he would review the information online and make sure they meet the Town Codes. **Pat Marolf made a motion to approve; Kennis Lutz seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**
- **Development Standards-Needs recommendation for Council.** Tabled for further review.
- **Open P&Z Seat-Council would like to review all applications before approval. Council did not approve Kathy Perks. Mayor DeCora wants to discuss alternative recommendations with the Commission.** Mayor DeCora thanked the Commission for what they did. She informed them their recommendation for Kathy Perks was rejected 3 to 2. She was there looking for alternate recommendations and or feedback to take to the Council. Dave Gustafson stated he had nothing against Carla Stone he just thought that Kathy Perks would have filled the spot giving the Commission a more rounded view point. He thought she had more planning experience and was not mixed up on the politics that can go around. Kennis feels that Carla has vested interest in the Town and that she is part of the Community. Deb Wolfley asked if the Commission would like to re-advertise or go with the remaining candidate. **Kennis Lutz made a motion to recommend Carla Stone for the open-out of Town seat; Pat Marolf seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.**

4 - UNFINISHED/ONGOING BUSINESS:

- **Zoning Administrator: at this time the Council does not feel that one is necessary.** Dave Gustafson wanted to throw out a few more things in reference to why we need a zoning administrator. He thinks that setbacks can be verified by that person, it streamlines processes, it would make things more efficient, and provide a base line when the annexation takes place. Mayor DeCora stated that she agreed with their suggestion but she is only one vote. Dave suggested that it be brought up again at the beginning of next year.
- **Town Codes: Amendments-Town Attorney, Stefan Fodor, has reviewed and recommended some changes.** Terra Miller stated that there were some legal rewordings that made sense that they could review if they would like. The major change that he wanted to make was to remove the Zoning Administrator section because of the Council's decision. Terra asked that instead of removing it completed to add a statement in there having the Commission act as such until one can be appointed. Dave Gustafson, Mayor DeCora, and Deb Wolfley all would like to keep it in there. Stefan also wanted to know if the Town

wanted to allow old or used siding, ref: barn wood. Pat Marolf thought that it should be in there because it is used siding. Terra stated that barn wood is more expensive than regular siding. It was agreed to not worry about it. Another question was concerning abandoned vehicles at the Fire Hall. It was stated the cars are used for practice. Terra asked how we wanted to differentiate between the two. Kennis Lutz doesn't think that this applies. It was agreed that it should be reworded to allow for training purposes only in the PCF zone. Under the RC zone there is some confusion on the maximum height of structures. It was agreed to change the height to 35 feet. The last thing reviewed were the fees for replats so they better reflect the proposed subdivision codes. Terra and Deb will do some research and get back to the Commission.

- **Jody Tibbitts: Ongoing.** Jody updated the Commission on Ernie Scott. The Scotts are backfilling the footers and the foundation. Ernie is hoping that he will have some assistance that can help him get the posts up. The Council has given them an extension. Bob Moss' deck look like it was built to his plan specifications. Footer depths and sizes were installed before the permit was issued. It looked like a sound structure. Upon Brian Schreiber's septic inspection it was discovered that he didn't have the correct number of infiltrators. He has since then done an additional perk test and moved his septic to a lower elevation lowering the necessary number of infiltrators.
- **Deb Wolfley: Ongoing.** The Waste Water Treatment Plant is right on target and should be turned over to the Town the third week in December. The Civic Center grants came through. The final design should be completed the end of November, beginning of December with bids going out in January. There is an issue with the zoning of the adjacent lot. In order to get enough parking spaces we need to extend further east. Dave Gustafson suggested that instead of rezoning the adjacent lot re-adjust the boundary lines with a replat.
- **Active Building Permits & Non Compliance Issues: Ongoing, see handouts.** Apostolic Church-Terra wanted to know where they are on their shed. Jody stated that the last thing done was a framing inspection. Susan Coert-She has still not turned in her application for her deck. It was agreed that a reminder letter should be sent. Alan Downie-He was informed via phone that he needed to fill out an application. A message was left. It was agreed that a letter be sent responding to his letter instead of relying on a phone message. Jon Kindzerski-Jody did get a chance to inspect the property. There are two separate kitchens, living spaces, etc., and no internal door between them. Jody was informed by the owner that the previous owner bought it that was as well. Stefan advised that we get something in writing. Terra stated that there is no initial building permit or remodel permit. Pat Marolf believes that the people who modified it did it only for a spare bedroom for the mother-in-law. Jody will speak with the previous owner to see what changes he made to the property if any. Bob Penny-still has not provided an explanation of the construction on his roof. Kennis explained that the current status of the roof is under legal issues because of the way it was initially built. At the moment the roof has sheeting over shingles because of leaks. It was agreed that an additional letter be sent requesting his intentions on his roof construction.

5 - P&Z MINUTES: September 23, 2008 need motion to approve. Pat Marolf made a motion to approve the minutes; Kennis Lutz seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.

6 - COUNCIL MINUTES DISTRIBUTED:

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

1) November 6, 2008-Kennis Lutz

2) November 18, 2008-Pat Marolf


7 - ADJOURN MEETING- Need Motion. Pat Marolf made a motion to adjourn the meeting at 8:07pm; Kennis Lutz seconded it: Vote: 3-Yes, 0-No, 0-Abstain, 1-Absent.

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

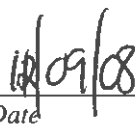
- Active Permits Worksheet
- Non-Compliance Worksheet

9 -Items mailed to P&Z before meeting:

- Recommended Development Standards



Dave Gustafson, Chairman

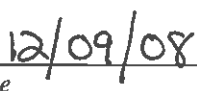


Date

Attest



Terra Miller, Secretary



Date