
MINUTES

CALL TO ORDER/Roll Call – Chairman Brian Holt called the meeting to order at 7:00pm. Zoning Board members Ramon Reed, James Sharpton, Rodger Lull, Jesse Garetson and Brian Holt were present. Minutes taken by Town Clerk Sara Gibb.

NEW BUSINESS:

- Approve minutes of 11/19/2018 Zoning Board meeting

Motion to approve the minutes of the 11/19/2018 zoning board meeting made by ZB member Jesse Garetson. Seconded by ZB member Ramon Reed. Motion carried 5-0.

OLD BUSINESS:

- Review, discuss and vote on zoning code definitions and section 1 thru 11 of the 2012 zoning code

ZB member Rodger Lull suggested a shorter document. There was discussion about the content of the zoning code. No specific changes were approved.

There was discussion about adding an additional zoning board meeting on January 7th, 2019. No plans for an additional meeting at this time.

- Review, discuss and vote on process for obtaining a building permit

ZB member Jesse Garetson provided a handout with a proposed process for obtaining a building permit and reviewed each step.

ZB member Ramon Reed does not think the Town Clerk should be involved in the building permit process in any way. He asked what a Town Clerk may know about building and building permits. ZB member Jesse Garetson stated that the goal is to improve consistency with charges and permit fees is a mathematical equation.

ZB member James Sharpton said the building inspector should report to the zoning board. ZB member Rodger Lull said that building departments typically have a clerk. He is not opposed to having a clerk assigned to work with the building inspector.

There was discussion about the requirement of engineered plans in the Town of Pitkin. ZB member Ramon Reed pointed out that no such requirement currently exists in the Town of Pitkin.

Discussion will continue when section 17 in the current zoning code is reviewed.

- Review Fence requirements and clarify

ZB members discussed requirements for fences in the Town of Pitkin. ZB member James Sharpton would like to keep the permit requirement for fences. The ZB recommends a fee of \$25. ZB members Rodger Lull and Ramon Reed do not believe fences should require a

permit.

Motion to recommend a \$25 fee with no lineal charges for fences to ensure correct setbacks made by ZB member Jesse Garetson. Seconded by ZB member James Sharpton. 0-5, motion failed.

Motion amended: Motion to recommend that the fence permit remain at \$25 made by ZB member Jesse Garetson. No second, motion died. (Already addressed in section 17 of the 2012 Zoning Code, paragraph K)

There was discussion about accessory buildings of less than 120 sq. ft., which do not require a permit.

ADJOURN: Meeting adjourned at 8:05pm