

Zoning Board Meeting

May 13th, 2024, at 7:00pm

Newcomb Community Center

Remote participation via ZOOM: <https://us06web.zoom.us/j/4136159288> Meeting ID: **413 615 9288**

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**AGENDA**

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**1. Call to Order: Chairperson Jesse James Garetson or Vice Chairperson Ed Pinalto**

**2. Public Comments:**

**3. NEW BUSINESS:**

- Discuss and vote to approve minutes of the 4/08/2024 Zoning Board Meeting.
- Discuss and vote on Chairperson and Vice-Chairperson.
- Discuss and possible action of Board of Trustees/Zoning Board of Adjustment Workshop  
*item: To add an item to the ZBA Agenda, please submit it in writing to the Town Clerk at [thetownofpitkin@gmail.com](mailto:thetownofpitkin@gmail.com) no later than Wednesday at 5pm prior to the regularly scheduled meeting. Supporting documentation must also be submitted no later than 5pm on the Wednesday before the meeting.*
- Discuss and vote on Variance Request for 1016 State Street. ***This item contains a public hearing and possible site visit to 1016 State Street.***
- Discuss and possible action on written Progress Report for Building Permits reaching two years without completion for property at 3 River Street and 507 River Street.
- Discuss and possible action on Zoning Code proposal revisions for the recommendation to the Board of Trustees (Limit to 60-minute discussion – ongoing process)
  - Review Fence Permit Form draft proposed 12/18/23 with the addition of site plan drawing.

- Renewal of Building Permits beyond the two-year completion and update Fee Schedule to reflect Building Permit Renewal (Section 17. H) – Tabled from the 2/12/2024 meeting for more research.
- Demolition Permit for the demolition of a structure and update Fee Schedule to reflect fees for a Demolition Permit (Section 17) – Tabled from the 2/12/2024 meeting for more research.
- Update of Appendix “A” International Residential Code version
  - Current Ordinance No. 2, Series 2002 – specifies UBC - 1997
- Section 18: Board of Zoning Adjustment Subsection C – Variances – add verbiage that explains the process of the variance to include first approved/denied by ZBA. Appeal process to the BoT. Also includes variances on Town property.
- Checklists for Building Permit Inspections including Final Inspections and Certificate of Occupancy.
- Section 19: Violations Subsection B. - Clarify responsibility for drafting and mailing of certified letters.
- Section 18: B: Duties and Powers. - Clarify responsibility for drafting and posting of meeting notices.

#### **4. OLD BUSINESS:**

- Discuss and possible actions on the recommendation to the Board of Trustees for the follow up letter regarding Building Permits beyond the Two-Year time period.
- Discuss updates to the Building Permit spreadsheet and update OWTS Data and review any new permits or closed permits.

#### **5. ADJOURN**

If special accommodations or alternative access is required, please contact the Town Clerk at [thetownofpitkin@gmail.com](mailto:thetownofpitkin@gmail.com) or (970)787-0031 at least 48 hours prior to the scheduled meeting.