



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** *October 23, 2018*  
**TIME:** *7:00 p.m.*

**PLACE:** *Town Hall*  
**TYPE:** *Regular Meeting*

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1. **CALL TO ORDER:** Meeting called to order at 7:03 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Mr. Floyd Jenkins, Mr. Tim Hartnett and Chairman Rex Doornbos. Also present was Mr. Dan Halstead Building Inspector in Training and Code Enforcement Officer. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Sherman, Christopher - Miller, Greg: Lot #14 Palis Park, 169 Parkway Drive** – Single Family Residential Home {Modular} – (**#R1-09-18**) - Mr. Greg Miller, authorized representative for Henry's Fork Homes, was in attendance to present and discuss the project. The Commission members reviewed the supplied documentation. Included in that documentation was all required permit fees; site plan/map footing, preliminary building floor plan and stem wall detail; no structural/engineered drawings have been submitted to date. The applicant identified that those are in the process of being put together by their engineering representative and will be delivered to the Town as soon as they are available, in which is approximately two to three weeks from now; however a letter from the home manufacture was presented to the Commission. It should be noted that a complete plan review has not been done. The Commission discussed the adopted Town ordinance for established digging deadlines in Town right of ways; it was further noted that the connections for this property are in place. The applicant has paid all connection fees and the permit application fees for this project. In addition, the applicant has already lined up the surveyor for the accurate corner identification and the certificate of placement. The applicant is asking for the permission to install the utilities to the property before the established "no dig" deadline. Commission members discussed this project in detail and determined that since the fees have been paid that the applicant could move forward with the utilities and the foundation excavation **ONLY**: however it is noted that the project cannot go any further than that. This project will be discussed and reviewed again at the November Commission meeting.

**Mr. Tim Hartnett moved for partial permit approval for #R1-09-18 for Christopher Sherman (Greg Miller) Lot #14 Palis Park, 169 Parkway Drive for utility line installation and foundation digging only. After inspection and approval of site placement before foundation digging starts; and the applicant will place construction fencing around the excavated site. This project will go no farther than the utilities and foundation digging. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

4. **TABLED ITEMS:**
  - **Beus, Jade: Lot #26 Greys River Village #2, 289 Sawmill Road** - Multi-Unit Residential Housing Project = 4 Units – (**#R2-01-18, #R2-02-18, #R2-03-18 & #R2-04-18**) – Mr. Jade Beus along with his architectural representative Ms. Rachel Ravitz and project manager, Mr. Jim Monger were all in attendance to discuss the project. Changes to the original site plan have been made to identify the correct setbacks. At this time, only a preliminary plan review was conducted, as the applicant has not paid any fees for the project. Upon that preliminary review it was identified that this project will need to

have a fire suppression (sprinkler) system put into place. Once all fees are paid (permit, water and sewer connects) a complete plan review will be conducted. The Town Building Official supplied International Building Code information to the applicants for the sprinkler requirements. Mr. Dan Halstead, Building Inspector in Training reviewed the information with those in attendance (See Attachments). Ms. Ravitz reviewed the documents and stated that as she understands the codes, with the established R-2 building/occupancy into fire areas, she does not feel that a sprinkler system needs to be installed. Ms. Ravitz discussed this requirement in great detail. Commission members identified that they are not as familiar with the International Building Codes as the Town Building Official is and that they rely on his expertise in the building code area. Due to the type of project that this is "Apartments" this falls into the International Building Code requirements. (Please note that many of Ms. Ravitz comments are not audible, due to the fact that she was not directly at the speaker/microphone. Mr. Dan Halstead commented that he believes that the fire separation is not what is in question, but it is the mandated need for a sprinkler system. Conversations with the State Fire Marshall were conducted with the Town Building Official and this is the information that has been discussed and provided, if there is an exception that can be provided; the Town will consider those exceptions. Chairman Doornbos asked what their objective for tonight. Mr. Jade Beus stated that he would like to get the utilities put in. Chairman Doornbos as Mr. Beus if his fees have been paid. Mr. Beus stated no. Mr. Beus asked about the payment for the fees. It was stated by Ms. Christine Wagner, Planning and Zoning Secretary that Town Ordinance states that all fees must be paid upon submittal of the permit application. It was reiterated to the applicant that the procedures for submitting permit applications. It was also discussed the Town Ordinance that established digging deadlines in the Town right of ways; Mr. Beus stated that he could bring a check by tomorrow. However, it was stated that a permit approval would be done at a Commission meeting. Mr. Floyd Jenkins stated that part of the plan review would be that sprinkler identification. In addition the sprinkler system would need an additional water tap for that fire suppression. After much discussion, it was determined that a meeting with the applicant and his representatives, along with the Building Official and Planning and Zoning Chairman would be scheduled to discuss the project and the fire suppression system. Mr. Beus stated that a sprinkler system is a huge expense that they have not figured in and to pay all the fees up front so that he can go through plan review is a big expense that he is not willing to go through. Chairman Doornbos stated that he goes by his plan reviewer recommendation and that he takes his recommendation from him, this preliminary review has been done on his own, without the fees being paid; he has no reason to doubt his recommendation. It is understandable that the project entails costs. Mr. Beus stated that he is willing to pay a plan review fee, but to pay all the other fees is something that he is not willing to do right now. He further stated that the sprinkler system is a deal breaker; they might have to alter their original plans. It was determined to have a meeting to get the parties together to discuss the sprinkler requirements. Ms. Christine Wagner, Planning and Zoning Secretary will coordinate a meeting at the Town Hall with the interested parties to identify the requirements; it was suggested that a meeting would be best suited for the mid-morning hours.

Mr. Dan Halstead, Code Enforcement Officer asked that Mr. Beus to remove the pipes and excess debris from the property, as winter is approaching and there has been complaints filed on the unsightly property.

This project is already on the table items list and as so it will remain on the tabled items list.

##### **5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

- **Planning/Zoning Questions, Concerns and/or Public Comments:** Mr. Dan Halstead, Code Enforcement Officer addressed the Commission on a project on Terrace Drive, which is currently unpermitted. This is a deck project that is approximately eight (8) feet height from ground level. Mr. Halstead stated that due to the complexities of the project, he would like to issue a cease and desist order for this project. First, because it is unpermitted and second, the project appears to be extremely unsafe in its current condition. Commission members discussed the project and review the presented pictures of the project. Chairman Rex Doornbos suggested that Mr. Halstead go by the property to let them know that this is an unpermitted project, hereby giving them the opportunity to come to the Town office to apply for a minor construction permit. It was Mr. Doornbos' suggestion that they get until Monday the 29<sup>th</sup> to submit a permit application and then the project can be reviewed at the next Commission meeting. If the property owner **does not** come in and/or apply for permit by the October 29<sup>th</sup>, then a cease and desist order will be

issued. If that happens the Code Enforcement Officer will move forward with the identified regulations for Enforcement, Violations, Penalties and Remedies as outline in the Land Use and Development Code regulations.

**Mr. Floyd Jenkins moved to authorize Mr. Dan Halstead, Town Code Enforcement Officer to visit the property located at 759 Terrace Drive to inform them of the need for a minor construction permit for their deck project. Property owners have until October 29<sup>th</sup> to submit their permit application to the Town office; if a permit is not received by the specified date; a cease and desist order will be issued to stop project construction; with the citation of the Land Use and Development Code (LUCD) Regulations. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

It was noted that the LUDC, Section 2-302; Identifies the requirements for a minor construction permit application.

The Commission discussed the procedures and process for deck affidavits and minor construction permits. It was determined that this procedure needs to be looked at to identify deck sizes for engineering and allowable height sizes.

In addition the Commission is working on a recommendation for the adoption of the 2018 Code Requirements as mandated by the State. That information will be presented at the next Commission meeting.

It was also noted that the Building Official, Rob Wagner, is very thorough and committed to the Town to help property owners will their projects, he considers all options if there is an exception and they can provide that exception to the codes, he will gladly review the presented documents.

- **Planning/Zoning Discussion:**
  - {Congregated Housing Zoning District and/or Requirements} – This will be discussed after the first of the year, so that the Commission has additional time to prepare and review proposed regulations.
- **Planning/Zoning Correspondence; (if any):** There was not any additional correspondence distributed.

**6. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Harnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

Meeting Adjourned at 8:47 pm.

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Rex Doornbos, Chairman

11-13-18  
Date

Minutes Take and Transcribed By:

  
Christine Wagner, Planning & Zoning Secretary

November 13, 2018  
Date

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