



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: November 13, 2018
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 6:59 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Mr. Tim Hartnett and Chairman Rex Doornbos. Mr. Floyd Jenkins was absent and excused from tonight's meeting. Also present was Mr. Dan Halstead Building Inspector in Training and Code Enforcement Officer. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Wierda, Mike & Amy: Lot #222 Lakeview Estates, 759 Terrace Drive:** MC Permit – Deck Installation/Repair – **#MC-10-18** - Mr. Mike Wierda was in attendance to present his deck plans to the commission. This is a repair to an existing deck that is over seven (7) years old. Mr. Wierda was not aware that he needed to permit the project before he started. Town Building Officials have been out to the project to review for compliance and safety. Due to height of this deck project and winter approaching the applicant will be shutting down the project for the winter, the Building Official has made specific requirements before the work is stopped on this project for the safety of the property owner and any of their guests. Those stipulated requirements are:
 - Property owner to install a thirty-six (36) inch high and thirty-six (36) inch width piece of plywood to the door at the top of the deck stairs;
 - Close off the bottom of the stairs to make the stairs unusable;
 - Add a temporary partition to the deck to close off the open space; and
 - Add handrails to the staircase and add temporary plywood to the north side of the staircase.

Mr. Tim Hartnett moved to approve the permit #MC-10-18 for Mr. Mike Wierda, 759 Terrace Drive, with the permit conditions as stated (above) by the Town Building Official. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Star Valley Medical Center: Lot #2 Alpine West Subdivision, 230 Elk Run:** Three Illuminated Wall Sign Installations – **#S-05-18** - Mr. Joel Johnson was the authorized representative for the Star Valley Medical sign project. As stated in the permit packet they will be installing three (3) building signs with a total of 55.6 square feet of signage for the Urgent Care Building. The two (2) bigger signs will be on the east and south side of the building with the smaller sign just above the entrance. All three (3) of the sign will be lighted from behind. Commission members review the permit packet and had no further questions.

Mr. Tim Hartnett moved to approve the sign permit #S-05-18 for Star Valley Medical Center {Urgent Care Building}, Lot #2 Alpine West Subdivision, 230 Elk Run. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Church/Figenshau, Emily {Teton Quality Builders, LLC}: Lot # 26 Palis Park Subdivision, 186 Canyon View Drive – Single Family Residential Structure - **#R1-10-18** – Mr. Glen Bills was the authorized representative for the applicant, this single family residential structure is a Teton Home with

approximately fifteen hundred (1500) square feet of living space with a three (3) car garage; on a corner lot. In Town Building Official has submitted a list of items identified in the plan review for corrections. The Commission reviewed the permit application and site plan, discussing the items identified and the property being a corner lot, which makes the project on the property tight give the regulated setbacks, it was reiterated that a certificate of placement will be needed for the project. Mr. Bills brought in some of the correction identification items in; the only item left on the list is the identification for the rebar for the deck supports.

Mr. Tim Hartnett moved to approve the single family residential permit #R1-10-18 for Church/Figenshau {Teton Quality Builders}, Lot #26 Palis Park Subdivision, 186 Canyon View Drive; contingent upon installation/identification of the rebar for the deck supports. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Cook, Caryn: Lot #6 Palis Park Subdivision, 226 River Bench Road** – Complaint Correspondence – Ms. Christine Wagner, Planning & Zoning Secretary distributed the complaint correspondence letter sent to the property owner located at 226 River Bench Road. The Town will be following the adopted rules and regulations as outline in the Land Use and Development Code, Section 5-203; as stated in the regulations, the complaint to the be placed on the Planning & Zoning agenda, which is why this correspondence is on tonight’s agenda. After notification to the property owner, the property owner has thirty (30) days to submit a written respond to the Zoning Administrator. It is requested that this item be placed on the tabled items list until a resolution is made by the Town.

Mr. Tim Hartnett moved to accept the complaint and correspondence letter to Ms. Cook as written. The Commission will follow the established guidelines and further follow the recommendations of the Town Prosecuting Attorney for any future correspondence and/or communication to Ms. Cook. Mr. Tim Hartnett further moved to table the complaint against Ms. Caryn Cook, Lot #6 Palis Park Subdivision, 226 River Bench Road, until a written response is received from Ms. Cook. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). 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**) – There was no representative present at the meeting. No structural and/or engineered drawings or fees have been paid or submitted on this project. The Commission determined to keep this item on the tabled items list until the next meeting. If no information is submitted by then the Commission will removed this items from the tabled list, due to the fact that no fees have been paid and it is not considered an active application.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Questions, Concerns and/or Public Comments:**
 - James Bates – Accessory Structure Questions – Mr. Bates was not in attendance at the meeting to discuss his project. Mr. Dan Halstead has met with the property owner to discuss the project and has answered most of his questions regarding the de-attached accessory structure. Should Mr. Bates have any additional questions, he will contact the Town office.
 - Sherman, Christopher - Miller, Greg: Lot #14 Palis Park, 169 Parkway Drive – (**#R1-09-18**) - Mr. Grey Miller was in attendance to ask for a revised motion regarding the excavation and connections for the project. Mr. Miller submitted the foundation drawings for the project and would like to get approval for the footings and foundation installation. Mr. Robert Wagner, Building Official has reviewed the submitted drawings, it was reiterated to Mr. Miller that a certificate of placement is needed for the footings/foundation. Commission members in attendance discussed this portion of the project along with the inspector’s notes. It was determined that Mr. Miller could move forward with the footers/foundation potion of the project.

Mr. Tim Hartnett moved to approve the footing/foundation portion of the project for Mr. Christopher Sherman – Mr. Greg Miller (Henry’s Fork Homes); Lot #14 of the Palis Park Subdivision, 169 Parkway Drive, permit #R1-09-18. The project is now allowed to go to the top of the foundation, only. Noting that additional documents are needed before the project can move forward. It was reiterated that the certificate of placement will need to be received in the Town office, before any additional approvals are given. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Planning/Zoning Correspondence; (if any)**

- **Correspondence from Rick Starkey** – The Town of Alpine Planning Commission, Lincoln County Planning & Zoning Commission and the Lincoln County Commissioners received e-mail correspondence from Mr. Starkey. The e-mail correspondence was reviewed by the Alpine Commission members and a response was discussed in respect to the “Timberview Estates” project located in North Alpine and within the jurisdiction of the Lincoln County Office of Planning and Engineering. A prepared response was drafted and approved the Commission members in attendance; it was further decided that the e-mail correspondence and response will be forwarded to the Alpine Town Council for their acknowledgment and further action, if warranted.

Mr. Tim Hartnett moved to acknowledge receipt of the letter from Mr. Starkey with a written response returned to Mr. Starkey with the letters forwarded to the Town Council for their information and consideration. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **2018 International Building Codes – Draft Ordinances** – Ms. Christine Wagner, P&Z Secretary presented the Commission with draft ordinances for the adoption of the 2018 International Building Codes for review and discussion. The immediate adoption of the 2018 codes at the State level has necessitated the review of our current code for the Town of Alpine, in which we operate under, attached are the proposed ordinances with noted changes as suggested by the Planning & Zoning Commission. Please note all new commercial structures have been mandated to comply with the 2018 building codes immediately when submitting their permit applications to the State.

The Town Building Official has reviewed the 2018 codes identifying the changes from the 2012 adopted codes and has made the recommendation for the Planning and Zoning Commission to move forward with adopting the following building codes:

- 2018 International Building Code;
- 2018 International Fire Code;
- 2018 International Fuel & Gas Code;
- 2018 International Mechanical Code; and
- 2018 International Plumbing Code.

Mr. Tim Hartnett moved to send a recommendation to the Town Council for the adoption of the **2018 International Building Codes**, which encompass the International Building Code, International Fire Code, International Fuel & Gas Code, International Mechanical Code and International Plumbing Code. Along with the 2018 International Residential Code as discussed. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Town Council Meeting Minutes of October 23, 2018** – The Commission members reviewed the provided minutes from the Town Council Meeting. There were no questions and/or comments on the Town Council Minutes.
- **Recommendations for Planning & Zoning Commission Appointments** – Commission terms of Floyd Jenkins and Tim Harnett will be expiring at the end of December; Commissioners were asked if they would like to renew their commitments to the Town of Alpine. Mr. Jenkins

confirmed his commitment to the Town via telephone call and Mr. Hartnett confirmed his commitment at the meeting. A recommendation will be made to the Mayor for a renewed commitment, if it is the Mayor's desire.

Mr. Rex Doornbos moved to send a recommendation to Mayor Lutz for a renewed commitment from Mr. Tim Hartnett and Mr. Floyd Jenkins to continue their appointment to the Alpine Planning and Zoning Commission. Mr. Tim Hartnett seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

6. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits Issued:** Commission reviewed and briefly discussed the current on-going projects.
- **Alpine Fire District/Department: (MC-05-18)** – Permit expires June 2019.

Mr. Rex Doornbos moved to removed permit #MC-05-18 for Alpine Fire District from the active permit list. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Buschow/Taylor: (S-04-18)** – Permit expires July 2019.

Mr. Tim Hartnett moved to removed permit #S-04-18 for Lynn Buschow and/or Ben Taylor from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2019.
- **Corsi, James: (A-03-17)** – Permit expires August 2018. Commission members requested this to be put on the non-compliant list and file a lien on the property for the non-payment.

Mr. Tim Hartnett moved to place James Corsi, permit #A-03-17 on the non-compliant list and further moved to place a lien on the property for the non payment of fees. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **David, Dale & Teresa: (R1-05-18)** – Permit expires July 2019.
- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2019.

Mr. Tim Hartnett moved to removed permit #MC-13-16 for Stephen Hunn from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2019.
- **Leonard, Elizabeth: (R1-04-18)** – Permit expires May 2019.
- **Jenkins Lumber (Ace Home Center): (RE-01-18)** – Permit expires March 2019.
- **Marquis, Ben: (R1-08-16)** – Permit expires November 2018.

Mr. Tim Hartnett moved to removed permit #R1-08-16 for Ben Marquis from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Melvin Brewing Co.: (MC-07-18)** – Permit expires May 2019.
- **Morgan, Richard & Susan: (MC-04-18)** – Permit expires August 2019.

Mr. Tim Hartnett moved to removed permit #MC-04-18 for Richard Morgan from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Morning Star Baptist: (RE-02-18)** – Permit expires August 2019.

Mr. Tim Hartnett moved to removed permit #RE-02-18 for Morning Star Baptists Church from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Moszynski, Jersey: (MC-01-17)** – Permit expires June 2019.
- **O'Brien/Manna: (R1-07-18)** – Permit expires September 2019.
- **Pack, Richard & Barb: (R1-02-18)** – Permit expires April 2019. It was acknowledged by the Commission members that there is a name change on this permit, due to the approved request to transfer the active permit; this permit will now be known as: **Pace, Rhonda S.: (R1-02-18)**
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018.
- **Peichel, Mitchell: (SP-01-17)** – Permit expires September 2018.

Mr. Tim Hartnett moved to removed permit #SP-01-17 for Mitchell Peichel from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Quinnabella: (Alpine Adventure Rentals) - {G-01-17/EA-04-18}** – Permit expires July 2019.
- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2019.
- **Sandner, James: (S-03-16/EA-10-17)** – Permit expires November 2018.
- **Shapovalov-Pak: (R1-03-18)** – Permit expires May 2019.
- **Shockey, Robert & Jaclyn: (MC-01-18)** – Permit expires March 2019.
- **Snow Peak Investments {New Jenkins Storage Building – Phase 1}: (C-01-17/EA-05-18)** – Permit expires August 2019.
- **Star Valley Medical Center: (C-03-18)** – Permit expires August 2019.

Mr. Tim Hartnett moved to removed permit #C-03-18 for Star Valley Medical Center from the active permit list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2019.
- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2019.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2019.
- **Town of Alpine: (MC-04-18)** – Permit expires May 2019.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2019.
- **Weesen, Drew & Brandi: (R1-06-18)** – Permit expires August 2019.
- **Wyss, Kenny & Diane: (MC-08-18)** – Permit expires May 2019.

7. APPROVAL OF MINTUES:

- **P&Z MINUTES:** October 9th, 2018 – Commission members reviewed the distributed minutes of the October 9th Planning and Zoning Commission Meeting. Identifying the incorrect spelling of Mr. Hartnett's name, asking for the correction to the minutes.

Mr. Tim Hartnett moved to approve the minutes of the October 9th Planning and Zoning Commission

meeting, with the corrections identified. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **P&Z MINUTES:** October 23rd, 2018 - Commission members reviewed the distributed minutes of the October 23rd Planning and Zoning Commission Meeting. Identifying the incorrect spelling of Mr. Hartnett's name, asking for the correction to the minutes.

Mr. Tim Hartnett moved to approve the minutes of the October 23rd Planning and Zoning Commission meeting, with the corrections identified. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

8. **TOWN COUNCIL ASSIGNMENT:** November 20th, 2018 – Mr. Floyd Jenkins will be the representative present at the Town Council Meeting on November 20th.

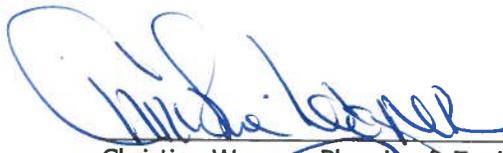
9. **ADJOURN MEETING:** Mr. Tim Harnett moved to adjourn the meeting. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

Meeting Adjourned at 8:40 pm.


Rex Doornbos, Chairman

1-8-19
Date

Minutes Take and Transcribed By:


Christine Wagner, Planning & Zoning Secretary


Date

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