



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: December 11, 2018

TIME: 7:00 p.m.

PLACE: Town Hall

TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 7:08 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Mr. Floyd Jenkins and Mr. Tim Hartnett. Mr. Rex Doornbos was absent and excused. Also present was Mr. Dan Halstead Building Inspector in Training and Code Enforcement Officer. Vice-Chairman Mr. Tim Hartnett presided over the meeting. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS: NONE**
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. Contact to the applicant on permit application expiration date (January 13, 2019) to given to applicant with notification of meeting attendance.
 - **Cook, Caryn: Lot #6 Palis Park Subdivision, 226 River Bench Road** – Complaint Correspondence – Ms. Christine Wagner, Planning & Zoning Secretary updated the Commission members on the complaint status. A building inspection is scheduled for December 13th; provided the registered return receipt is received for the adequate notice to the property owner. Ms. Wagner is in direct communication with the Town Prosecuting Attorney on this complaint; additional information will be made available at the next Commission. Commission members stated that they had seen the advertisement for the rental of the storage area/rooms and would like the rental area addressed with the attorney due to the current zoning district.
5. **DISCUSSION AND/OR CORRESPONDENCE ITEMS:**
 - **Planning/Zoning Questions, Concerns and/or Public Comments:**
 - There was no public in attendance for questions.
 - **Planning/Zoning Correspondence; (if any)**
 - **Correspondence from Aila Clausen** – The Town of Alpine Mayor, Councilmen and Planning Commission was provided with an e-mail letter from Ms. Clausen regarding the Timberview Estates, Alpine Lakes, American Firewood Factory and the Targhee Place Subdivision. The Commission discussed a response to Ms. Clausen noting that all of the aforementioned projects are 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/or further action, if warranted. In additional a copy of the response was sent to Lincoln County Commissioners and the Planning and Development office.

Mr. Floyd Jenkins moved to acknowledge receipt of the letter from Ms. Alia Clausen with a written response returned to Ms. Clausen with copy of the correspondence forwarded to the Alpine Town Council for their information and/or further discussion. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Small Shed and Fence Affidavit Review Documents** – A draft of the shed and fence affidavit was provided to those present. This affidavit was prepared by the Town Attorney for review; Town Council is looking at streamlining the process for property owners. Commission members reviewed the affidavit and have some concerns with the “Small Shed” definition and the compliance checklist. It was further discussed that an affidavit would be needed for all of the zoning districts, as the regulations are slightly difference in each district. It was further discussed by Commission members that they would like more time to review the affidavit and have the Commission Chairman review and give his input on the affidavit format.

Mr. Floyd Jenkins moved to table the affidavit review until all members of the Commission have time to review the presented affidavit. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- Town Council Meeting Minutes of November 20th - The Commission members reviewed the provided minutes from the Town Council Meeting. There were no questions and/or comments on the Town Council Minutes.

6. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits Issued:** Commission asked to put this on hold until the next meeting.

Mr. Floyd Jenkins moved to table active building permit review until the next Commission meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

7. APPROVAL OF MINTUES:

- **P&Z MINUTES:** November 13th, 2018 – Commission members asked to table the minutes until the next Planning and Zoning Commission Meeting.

Mr. Tim Hartnett moved to table the minutes of the November 13th Commission meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- 8. **TOWN COUNCIL ASSIGNMENT:** December 18th, 2018 – Mr. Tim Hartnett will be the representative present at the next Town Council Meeting.

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

Meeting Adjourned at 8:32 pm.

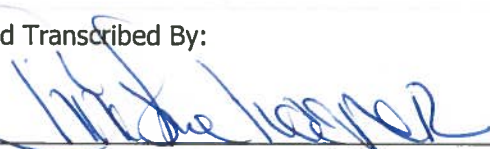


 Tim Hartnett, Vice-Chairman

1-8-19

 Date

Minutes Take and Transcribed By:



 Christine Wagner, Planning & Zoning Secretary

JANUARY 8, 2019

 Date

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