



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** March 13, 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 7:05 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 Harnett; Mr. Rex Doornbos will be arriving to the meeting later. Also in attendance was Councilman Jeremy Larsen. A quorum was established. Mr. Harnett, Vice-Chairperson, will be conducting the meeting, until the arrival of Mr. Doornbos.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Harris, Ken & Lisa: #28 Forest Meadows, 535 Forest Circle Drive** – Propane Fireplace Installation - **#MC-02-18** – There was no representative in attendance to present details of the minor construction permit.

**Mr. Floyd Jenkins moved to table permit #MC-02-18 for Ken & Lisa Harris, 535 Forest Circle Drive, Lot #28 Forest Meadows, propane fireplace installation. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.**

- **Jenkins Lumber: #114 Alpine Grid Area, 114 US Highway 89** – Remodel - Building Permit - **#C-01-18** – Mr. Brett Bennett authorized representative for the applicant was in attendance to present the commercial remodel application. The Commission reviewed the plans and application. The project would include an interior remodel of the contractor’s desk area and the shipping/receiving area, formerly the paint area. A plan review has been completed by the Town’s Commercial Building Inspector, with a note identifying a request for documentation, that item is identified as: Automatic fire sprinkler system will be required, modification to this remodel (NFPA 13) to insure proper coverage of remodeled areas; applicant to provide “As-Built” prior to inspection.

**Mr. Floyd Jenkins moved to approve permit #C-01-18 for Jenkins Lumber (Dave Jenkins), 114 US Highway 89, Lot #114 Alpine Grid Area contingent upon the applicant providing the “As-Built’s” for the sprinkler system installation, prior to Town Building Inspection. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried**

- **Brown’s Mercantile, LLC (Ruttenberg/Urlick): #608C Lakeview Estates, 141 US Highway 89** – Sign Installation - **#S-01-18** {Already installed on existing post} – The Commission reviewed the submitted application; however there was no representative in attendance primarily since the sign was already installed. It was determined to confirm the measurements of the sign along with the lineal frontage of the building for permit documentation, along with getting a picture of the sign.

**Mr. Floyd Jenkins moved to approve permit #S-01-18 for Brown’s Mercantile, LLC {as tenant and Ruttenberg/Urlick as property owner} #608C Lakeview Estates, 141 US Highway 89; contingent upon verification from the Town Inspector’s documentation of sign square footage, lineal frontage of the building, along with a picture of the sign to be included in the sign permit packet. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried**

- **Shockey, Robert/Jackie: #611C Lakeview Estates, 171 Alpine Drive** – Wood Burning Stove Installation & Re-Roof - **#MC-01-18** – Ms. Christine Wagner presented the permit application to the Commission for the wood stove installation and the re-roof application for the subject property. The Commission reviewed the presented documentation noting the wood stove specifications need to be submitted to the Town.

Mr. Floyd Jenkins moved to approve permit #MC-01-18 for Robert & Jackie Shockey, #611C Lakeview Estates Subdivision, 171 Alpine Drive; contingent upon the submission of the stove specifications and required clearances. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

**4. TABLED ITEMS: NONE**

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

- **Town Ordinance #177 Ordinance No. 2008-33 (Review & Discussion):** The Commission will need extra time to review the provided ordinance, this is an old ordinance and perhaps is already incorporated into the Land Use and Development Code; therefore it was determined to table this ordinance for additional review and discussion time is available.

Mr. Floyd Jenkins moved to table Commission review of Town Ordinance #177 Ordinance No. 2008-33. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

At 7:45 PM it is noted that Rex Doornbos was in attendance at the meeting.

- **Draft Town Council Minutes of February 20, 2018** – The Commission reviewed the distributed minutes from the February Town Council Meeting.
- **Alpine Meadows – Zoning Map Review & Discussion:** The Commission reviewed the presented zoning map for the Alpine Meadows Annexation proposal. The Commission discussed proposed options in detail and determined it would be best to adopt the same zoning districts that have been established by the Town of Alpine in the Land Use and Development Code Standards that were adopted pursuant to #246 Ordinance No. 2017-01. With that said, the Commission has come up with the following suggestions for the Town Council’s consideration on proposed changes to the draft annexation map. The Commission has identified these changes as:
  - Residential Lot – Highlighted in yellow; be renamed to “R1 – Single Family Residential District” – this would reflect no changes to the proposed map;
  - Open Space Lot – Highlighted in green; be renamed to “RC – Recreation & Conservation District” – this would reflect Lots #168, 169, 170, 171, 172, 173, 174, & 175;
  - Business Park Lot – Highlighted in light blue; be renamed to “MRC – Mixed Residential & Commercial District” – this would reflect Lots # 180, 181, 182 & 183;
  - Commercial Lot – Highlighted in purple; would be dissolved, those lots would be reclassified and/or renamed into the “MRC – Mixed Residential & Commercial District” – This would affect Lots #184, 185 & 186;
  - Utility Lot – Highlighted in dark blue; would be dissolved – this would affect Lot #36;
  - Road Lot – Highlighted in gray; would be dedeued to the Town of Alpine, thereby requiring no zoning district classification – this would affect Lot #187 & 188.

Additional discussion on Town Council consideration would be the classification of the Town owned **Lot #36**, in which the Commission feels that the highest and best use of the property would be **“R1 - Single Family Residential**

**District",** however additional consideration for zoning change of **"R-2 - Multi-Unit Residential District"** such as for the construction of a duplex and/or townhome to be given, this would be if the Town retains the property.

It is also the Commission's suggestion that Lots #176, 177, 178 & 179; be for consideration for the classification of **"L1 – Light Industrial District"**; however if that is not the direction that the Town Council would like to consider, a proposal for those, mentioned lots, would be for them to be placed in the **"MRC – Mixed Residential & Commercial District"**. It is the recommendation of the Planning & Zoning Commission to submit the above described recommendation to the Town Council for their discussion and consideration.

**Mr. Floyd Jenkins moved to send the above described recommendation to the Mayor and Town Council for their consideration and determination on the proposed zoning of the Alpine Meadows properties for annexation into the Town of Alpine. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Land Use and Development Code Review:** Planning & Zoning Secretary, Christine Wagner addressed the Commission members with comments, specific to General Provisions - Article 1 Administration, comments as follows:
  - Section 1-104 – Planning & Zoning Commission Subsection (a) (2) If it is the desire of the Town Council to have a three (3) member board, that will need to be changed; and the identification of residency status of those members;
  - Section 1-104 - Planning & Zoning Commission Subsection (a) (7) Commission meeting schedules to be changed: meet once a month (during November – April) and twice a month (during May – October);
  - Section 1-105 - Board of Adjustment Subsection (4) "meet once a month" to be removed.
  - Section 1-106 - Zoning Administrator Subsection (5); to be reviewed and amended as necessary;
  - Section 1-107 – Building Official - Under consideration would be the change in wording for "Building Official", if it is deemed necessary by the Town Council.

Councilman Larsen addressed the placement of accessory structures, in which is stipulated behind the front plane of the primary structures. He addressed that he has seen that placement has not really be following to the adopted codes, however, he stated he is not sure that when those structures were permitted and if there were special considerations for those structures. He would rather see that property owners are encourage to keep their items in a accessory structure rather than strewn across their property. The Commission acknowledged the issue and that will be something that will be discussed at the next scheduled workshop. That workshop is scheduled for March 27<sup>th</sup> at the Town Hall at 4:00 pm.

- **Planning/Zoning Questions, Concerns and/or Public Comments:** There were no public comments and/or questions.

**6. UNFINISHED/ONGOING BUSINESS:**

- **Active Building Permits Issued:** The Commission briefly reviewed the on-going projects. It was also determined that since the Commission will be starting their bi-monthly meeting, active permits will be discussed and reviewed at the second meeting of the month.
- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires May 2018.
- **Bank of Star Valley: (A-01-17)** – Permit expires August 2018.
- **Bunker, Richard: (D-03-16)** – Permit expires August 2018.
- **Corsi, James: (A-03-17)** – Permit expires August 2018.
- **DeMello, John: (DE-01-2017)** – Permit expires June 2018.
- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2018.
- **Jenkins, Rilanne: (R1-02-16)** – Permit expires April 2018.

**Mr. Floyd Jenkins moved to removed Rilanne Jenkins, #R1-02-16 - #EA-01-17 from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried**

- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2018.
- **Marquis, Ben: (R1-08-16)** – Permit expires November 2018.
- **Mietchen, Robert & Pat: (A-05-16)** – Permit expires August 2018.
- **Moszynski, Jersey: (MC-01-17)** – Permit expires June 2018.
- **Munson, Vickie: (S-01-17)** – Permit expires May 2018.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018
- **Peichel, Mitchell: (SP-01-17)** – Permit expires September 2018
- **Perez-Nardacci: (MC-02-17)** – Permit expires November 2018.
- **Quinnabella: (Alpine Adventure Rentals) - {G-01-17}** – Permit expires July 2018.
- **Reilly, Nicholas: (R2-01-17 & R2-01-17)** – Permit expires April, 2018.
- **Sandner, James: (S-03-16/EA-10-17)** – Permit expires November 2018.
- **Snow Peak Properties {New Jenkins Storage Building}: (C-01-17)** – Permit expires June 2018.
- **Stasiev, Andrei: (G-01-16)** – A permit extension was approved; permit expires October 2018.
- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2018.
- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2018.
- **Thrall, Clarita: (R1-05-17)** – Permit expires October 2018
- **Towles, Chris: (R1-03-17)** – Permit expires October 2018

❖ **AFFIDAVITS ISSUED:**

- **Brackin, Matt: (FA-01-17)** – Permit expires May 2018.
- **Chay, Alex {Riley Gardner}: (SA-05-17)** – Permit expires September 2018.
- **Cook, Caryn: (SA-03-17)** – Permit expires June 2018.
- **Cook, Caryn: (FA-03-17)** – Permit expires June 2018.
- **Dwyer, Steven: (FA-02-17)** – Permit expires May 2018.
- **Jenkins, Richard: (FA-06-16/EA-07-17)** – Permit expires October 2017.
- **Kuznia/Quick: (F-02-17/EA-09-17)** – Permit expires May 2018.
- **Oviedo, Joel & Kelsey: (FA-03-15/EA05-17)** – Permit expires April 2018.
- **Sandner, James: (FA-06-16)** – Permit expires November 2018.
- **Sheue, Shanna & Adam: (FA-01-2018)** – Permit expires March 2019.
- **Snow Peak Investments {Jenkins Back Lot}: (FA-04-17)** – Permit expires September 2018.
- **Star Valley Medical: (BA-01-18)** – Banner expires April 1, 2018.
- **Star Valley Medical: (BA-02-18)** – Banner expires April 15, 2018.
- **Worthington, Robert & Anne: (FA-05-17)** – Permit expires September 2018.
- **Wray, Noel & Anne: (SA-01-17)** – Permit expires May 2018.

7. **APPROVAL OF MINTUES: P & Z Minutes – February 13, 2018** – The minutes were reviewed by those present.

**Mr. Tim Hartnett moved to approve the minutes as written. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

8. **TOWN COUNCIL ASSIGNMENT: March 20, 2018:** Mr. Tim Hartnett will be the representative present at the meeting.

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

Meeting Adjourned at 9:14 pm.

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Rex Doornbos, Chairman

4-10-18  
Date

Minutes Take and Transcribed By:

  
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Christine Wagner, Planning & Zoning Secretary

April 10, 2018  
Date

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