



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: June 13, 2017
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 7:28 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members, Floyd Jenkins, Brett Bennett and Rex Doornbos were present. Andrea Baillo was absent and excused. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
❖ **None**
4. **TABLED ITEMS:**
Melvin Brewing Company: 624 County Road #101 – (Sign Permit) – (#S-02-17) – No representative was present to discuss the sign permit. However the Commission discussed the zoning district for the property. When the property was annexation there was no clear determined on what zoning district was established for the property. It was determined to send a recommendation to the Town Council to determine the zoning district for the Melvin property.

Mr. Rex Doornbos moved to send a recommendation to the Mayor and Town Council for their consideration and determination of the property zoning for Melvin Brewing and/or the Town of Alpine property. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

- **Building Permit Application & Check List Revisions:** Residential Permit Applications; has been finalized; copies are available at the Town office.
 - **Sandner, James: Lot #13 Palisades Heights, 168 US Highway 89 (Sign Permit #S-04-16)** A application extension was submitted, application is valid until 10/28/2017.
 - **Bank of Star Valley: Lot #701/702 Lakeview Estates "C", 102 Greys River Road – (Addition #A-01-17)** No updated information is available on this application. The application is valid until 9/20/2017.
 - **Corsi, James: Lot #516 Alpine Grid, 516 Nelson Lane – (Addition #A-03-17)** - No updated information is available on this application. The application is valid until 9/28/2017.
 - **May, Christine: Lot #9 Palis Park, 180 Alpine Grid Area, 60 US Highway 89 – (Minor Construction #MC-01-17)** - The Planning and Zoning Commission received correspondence from Ms. May. The correspondence was read into the record (see attached); the Commission determined to response to the correspondence with a very simple and discrete response. Ms. May was given a one-hundred eight (180) day extension, from the application expiration date. Her application extension deadline is December 2, 2017.
5. **DISCUSSION AND/OR CORRESPONDENCE ITEMS:**
DeMello: Lot #703 Lakeview Estates – 193 Trail Drive Road - (Remodel/Demolition) – (**#RE/A-01-17**) – Mr. Cody McGuffin was in attendance to discuss the project with the Commission; Mr. McGuffin stated that the roof of the existing garage caved in about a week and a half ago, in order to make the property safe for the residents the roof portion of the building was removed. The property owner and/or applicant would like to move forward with changing

the garage structure into storage areas for the renters. The Commission discussed the complete process with Mr. Guffin and stated all of the required information that is needed to move forward with a remodel project of that sort. Mr. Guffin stated that they want to move forward with the demolition of the garage for the safety of the residents and then they will work on the engineering and plan submittal for the remodel of the project. The Commission does not want to hold the removal of the project up. It is with that in mind that they will move forward with approval for the demolition permit.

Mr. Rex Doornbos moved to issue a demolition permit for DeMello/Guffin, Lot #703 Lakeview Estates, 193 Trail Drive Road; permit #DE-01-2017. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Baillo), 0 absent. Motion carried.

- **Thatcher, Donald:** Lot #23 Forest Meadows Subdivision - 513 Three Rivers Drive - (Residential Permit) – (**#R1-01-17**) – Some of the required information has been submitted and the Town building Official is in the process of reviewing the documents; however the insulation schedule needs to be corrected, as per the 2012 IRC; and the basement window information still needs to be addressed.
- **Finalization of Proposed Changes/Revisions to the LUDC** - The Commission reviewed the final changes to the Land Use and Development Code; the final proposed packet will be distributed to the Town Council for their meeting.
- **Correspondence from Christine May** - This item was previously discussed in Section #4, item #6.
- **Pergola Permit Discussion:** Questions were asked if a free standing pergola was a permitted item. It was determined that the pergola would be issued under a shed affidavit or if the pergola is over two hundred (200) square feet, that it would have to be submitted as a Minor Construction permit.

6. UNFINISHED/ONGOING BUSINESS:

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and briefly discussed the current on-going projects.
- **Alpine Chateaus, LLC: (R2-01-16)** – Permit expires October 2017.
- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires May 2017.
- **Baron - Walton: (A-04-16)** – Permit expires May 2017.
- **Broulim Fresh Foods (Alpine Market) – (A-10-16):** Permit expires October 2017.
- **Bunker, Richard: (D-03-16)** – Permit expires August 2017.
- **Carlston, Janice: (MC-04-14)** – Permit expires June 2017.
- **Coco, Daniel & Susan: (MC-12-16)** – Permit expires August 2017.
- **Cook, Sam: (F-02-16)** – Permit expires November 2017.
- **DeCou, Jacques: (MC-02-16)** – Permit expires June 2017; a permit amendment can be made.
- **Deming, Thomas & Cheryl: (MC-05-16)** – Permit expires June 2017.

Mr. Rex Doornbos moved to removed Thomas & Cheryl Deming, #MC-05-16 from the active permits list; as the project has been completed. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

- **Farnsworth, Adam: (MC-09-15)** – Permit expires June 2017; this project will be done by the end of June, the Commission will address this permit at the next meeting.
- **Floyd, Joshua: (MC14-16)** – Permit expires September 2017.
- **Harris, Ken: (MC-10-16)** – Permit expires September 2017.
- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2017.
- **Hurley, John: (R1-07-16)** – Permit expires November 2017.
- **Jenkins, Rilanne: (R1-02-16)** – Permit expires April 2018.
- **KSW, LLC: (R1-04-16)** – Permit expires September 2017.
- **Kuznia/Quick: (F-05-16)** – Permit expires May 2017. Certified letter to be sent.
- **Lanier, Kyle (Kathleen Betsch): (F-03-16)** – Permit expires May 2017; final inspection to be completed.

Mr. Floyd Jenkins moved to removed Kyle Lanier (Kathleen Betsch), #F-03-16 from the active permits list; as the project has been completed. Mr. Rex Doornbos seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

- Larsen, Jeremy: (A-09-16) – Permit expires September 2017.
- Larsen, Jeremy: (SP-02-16) – Permit expires November 2017.
- Lees, Brian & Joan: (MC-07-16) – Permit expires July 2017.
- Marquis, Ben: (R1-08-16) – Contingent Permit Approved; application valid for 180 days; May 1, 2017.
- Martin, Jim: (F-09-16) – Permit expires July 2017.
- Mietchen, Robert & Pat: (A-05-16) – Permit expires August 2017 (Variance Approval Date).
- Munson, Vickie: (S-01-17) – Permit expires May 2018.
- Reilly, Nicholas: (R2-01-17 & R2-01-17) – Permit expires April, 2018.
- Sandner, James: (S-04-16) – Permit expires November 2017.
- Schultz, Jerry: (A-02-17) – Permit expires April 2018.
- Stasiev, Andrei: (G-01-16) – Permit expires October 2017.
- Taylor, Ben/Beau: (MC-01-17) – Permit expires April 2018.
- Town of Alpine: (Civic Center) – Permit expires October 2017.
- Waclawsky, John (Premium Construction, LLC): (A-01-16) – Permit expires May 2017; applicant has been granted a thirty (30) day extension – Permit expires 6/24/2017.
- Walker, Danny: (D-02-16) – Permit expires May 2017.

Mr. Rex Doornbos moved to removed Danny Walker, #D-02-16 from the active permits list; as the project was never started and has since expired. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

- Snow Peak Properties (formerly known as Wyoming Investment Enterprises, LLC): (A-03-16) (Extension Number to be Assigned) – Permit expires May 2018.
- ❖ NON-COMPLIANT ISSUES:
 - Kelly, Gail: Deck Construction – No permit issued.
 - May, Christine: One (1) Shed Installation has been completed and one (1) {larger} is still in the application process. New application expiration date is 12/2/2017; refer to Section 4, item #6.
- ❖ AFFIDAVITS ISSUED:
 - Anderson, Robert: (SA-01-16) - Permit expires August 2017.
 - Green, Eric: (SA-03-16) – Permit expires August 2017.
 - Green, Eric: (FA-01-16) – Permit expires August 2017.
 - Huckin, Neil & Laura: (FA-02-16) – Permit expires September 2017.
 - Norris, Angelina: (SA-04-16) – Permit expires September 2017.
 - Swan, Tara & Greg: (SA-05-16) – Permit expires September 2017.
 - Zvegintzov, Lyudmila: (FA-05-16) – Permit expires October 2017.

7. **APPROVAL OF MINTUES: Planning & Zoning Meeting Minutes – May 23, 2017** – The Commission reviewed the minutes that were previous distributed. However, there was not a voting quorum present to approve the minutes; it was determine to table the minutes until the next Planning and Zoning Commission meeting.

Mr. Rex Doornbos moved to table the May 23, 2017 Minutes of the Planning & Zoning Meeting. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

- 8. **TOWN COUNCIL MEETING ASSIGNMENT:** Mr. Brett Bennett will be the representative present at the Town Council Meeting to be held on June 20, 2017.

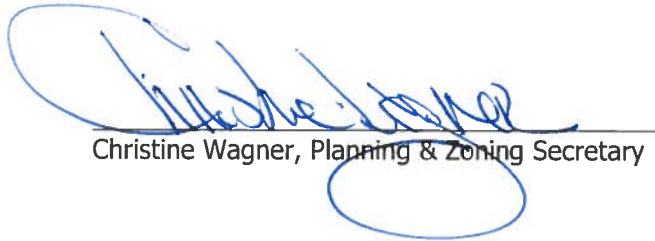
9. **ADJOURN MEETING:** Mr. Rex Doornbos moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 1 absent (Baillo). Motion carried.

Meeting Adjourned at 9:20 pm.


Brett Bennett, Chairman

6.27.2017
Date

Minutes Take and Transcribed By:


Christine Wagner, Planning & Zoning Secretary

June 27, 2017
Date

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