



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** December 13, 2016  
**TIME:** 7:30 p.m.

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

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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 Andrea Baillo, Brett Bennett, Rex Doornbos and Chairman Joshua Floyd were present. Sam Ankeny was absent and excused. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **May, Christine:** Lot #9 Palis Park, 180 West Mill Circle – (Shed Permits) – **(MC-18-16)** - Ms. May was in attendance to present her permits for existing shed installations on her property. With much discussion the small shed is in the correct setback requirements; however the larger shed is not within the appropriate setbacks for the size of the shed and will need to be moved to the correct setback requirements. With the winter months now here the applicant is unable to get the shed moved into the requirements as set forth under the Town regulations and she is unsure if there is enough room on that side of the property for a shed of that size. Ms. May is uncertain as to the exact location of the southwest property corner; so she has asked the Commission for additional time (Spring) to get the shed placed within the required set back regulations. The Commission considered her request and determined that the applicant can have the application timeframe to take care of all her requirements. The applicant will have until April 25, 2017 Planning & Zoning Meeting to take care of the requirements. Her permit will be placed on the tabled list until that meeting date.

**Mr. Rex Doornbos moved to table permit #MC-18-16; for Christine May, Lot #9 Palis Park, 180 West Mill Circle, until the April 25, 2017 Planning & Zoning Commission Meeting to allow the applicant time to move the larger shed into the allowable setbacks as stated by the Land Use and Development Code Regulations. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

- **Mailly, Melissa (The Studio of Alpine):** Lot #11 Palisades Heights, 150 US Highway 89 – (Sign Permit) - **#S-05-16** - There was no representative present to discuss the application/permit.

**Ms. Andrea Baillo moved to table permit #S-05-16; for Melissa Mailly (The Studio of Alpine), Lot #11 Palisades Heights, 150 US Highway 89. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

4. **TABLED ITEMS:**
  - **Willson, David & Lori:** #843 Lakeview Estates, 711 Sunset Drive – (Garage Permit) - **(#A-08-16)** – Application is valid until January 15, 2017.
  - **KSW, LLC:** #14 Palis Park, 169 Parkway Drive – (Residential Permit) - **(#R1-04-16)** – Application is valid until January 15, 2017.
  - **Building Permit Application & Check List Revisions:** Residential and commercial permit applications; this will be a winter time project.
  - **Status of North Alpine Annexation:** Unknown Status; currently on the Town Council tabled items.
  - **P&Z Minutes:** October 25, 2016: Commission members reviewed the minutes as presented.

Ms. Andrea Baillo moved to approve the minutes as written of the Planning & Zoning Commission Meeting for October 25, 2016. Mr. Rex Doornbos seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Floyd), 1 absent (Ankeny). Motion carried.

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

- Chris Towles - Residential Structure on a Property with Three Street Frontages – Mr. Chris Towles addressed the Commission on his property, in which he hopes to build a residential structure. As a point of clarification he would like to address the odd shaped lot and the set back requirements in which will make most of the land unusable for building. The Commission listened to and discussed the regulations with the property owner; identifying that there is room on the property for a structure; however it would have to be on the west side of the property. The applicant could file for a variance; however there is no guarantees made that there would be approval given, it is up to the applicant to make their best case (argument) in stating their objections/position on why the regulations would not apply for that particular property.
- Brady Grohne - MRC Zoning District Allowances – Mr. Grohne submitted an e-mail to the Planning & Zoning Secretary for clarification of businesses that are allow in the Mixed Residential & Commercial District; Mr. Grohne is looking at putting in a type of distillery and/or a manufacturing type of business, however Mr. Grohne was very generic on his type of business for this zoning district. The Commission discussed the inquiry and determined that additional information would be needed, such as: number of employees, parking requirements, what type of traffic volume would this create, would there be residential along with the business, would the future of the business be turned into a type of restaurant and/or tasting room. It was suggested that the secretary contact the individual to elaborate the needs and/or request of the applicant.
- Larsen, Jeremy - Bear Country Builders: Lot#817 Lakeview Estates, 690 Sunset Drive - #A-09-16 (Possible Permit Amendment) – Mr. Jake Taylor and Mr. Jeremy Larsen were in attendance to discuss the permit amendment. The plans call out for fourteen inch I-Beam and they would like to change the product to LVL's (structural engineered wood product); they will be in contact with the Engineer for the approval of the change of materials, the initial design was to accommodate the facia and the proposed change will reflect in a significant saving to the property owner. It was determined that if the engineer of record signs off on the proposed changes the Commission would also agree to the permit amendment; the applicant would just need to submit the recorded changes to the Planning Office for the official record.

**6. UNFINISHED/ONGOING BUSINESS:**

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and discussed the on-going projects.
- **Alpine Chateaus, LLC: (R2-01-16)** – Permit expires October 2017.
- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires May 2017.
- **Avriett - Draper: (D-01-16)** – Permit expires March 2017.
- **Baron - Walton: (A-04-16)** – Permit expires May 2017.
- **Bressler, Eric: (R1-06-16)** – **Contingent permit approved, for this property** – Application valid for 180 days, application expires March 20, 2017.
- **Broulim Fresh Foods (Alpine Market):** 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, Caryn: (RE-02-15)** – Permit expires August 2016. Final inspection completed.

Mr. Rex Doornbos moved to removed Caryn Cook, #RE-02-15 from the active permits list; as the project is completed. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.

- **Cook, Sam: (F-02-16)** – Permit expires November 2017.

- **Dailing, Eric & Kris: (F-02-16)** – Permit expires May 2017.

**Ms. Andrea Baillo moved to removed Eric & Kris Dailing, #F-02-16 from the active permits list; as the project is completed. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

- **DeCou, Jacques: (MC-02-16)** – Permit expires June 2017.
- **Deming, Thomas & Cheryl: (MC-05-16)** – Permit expires June 2017.
- **Fairhurst, Gary & Michele: (F-07-16)** – Permit expires May, 2017.
- **Farnsworth, Adam: (MC-09-15)** – Permit expires June 2017.
- **Floyd, Joshua: (MC14-16)** – Permit expires September 2017.
- **Frassinelli/Ferenca: (MC-09-16)** – Permit expires August 2017. A final inspection has been completed.
- **Harris, Ken: (MC-10-16)** – Permit expires September 2017.
- **House, Harold: (R1-01-16)** – Permit expires March 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 2017.
- **KSW, LLC: (R1-04-16)** – Permit expires September 2017.
- **Kuznia/Quick: (F-05-16)** – Permit expires May 2017.
- **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.
- **Marolf, Amy: (MC-05-16)** – Permit expires July 2017.

**Ms. Andrea Baillo moved to removed Amy Marolf, #MC-05-16 from the active permits list; as the project is completed. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

- **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.
- **Meeks, Joseph: (F-08-16)** – Permit expires June 2017.

**Ms. Andrea Baillo moved to removed Joseph Meeks, #F-08-16 from the active permits list; as the project is completed. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

- **Mietchen, Robert & Pat: (A-05-16)** – Permit expires June 2017.
- **Oviedo, Joel & Kelsey: (F-03-15)** - Permit expires April 2017.
- **Oviedo, Joy: (F-02-15)** - Permit expires April 2017. Letter sent; no notification.
- **Raver, Jeffrey: (D-04-15)** – Permit expires October 2016.

**Mr. Brett Bennett moved to removed Jeffrey Raver, #D-04-15 from the active permits list; as the project is completed. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.**

- **Rimini-Sherman: (MC-08-16)** – Permit expires July 2017.
- **Rimini-Sherman: (S-03-16)** – Permit expires July 2017.
- **Rosenwinkel, Larry: (MC-11-16)** – Permit expires August 2017.

Ms. Andrea Baillo moved to removed Larry Rosenwinkel, #MC-11-16 from the active permits list; as the project is completed. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.

- SALL, Inc (Tavern on the Greys): (MC-17-16) – Permit expires November 2017.
- Stasiev, Andrei: (G-01-16) – Permit expires October 2017.
- Town of Alpine: (Civic Center) – Permit expires October 2017.
- Waclawsky, John (Premium Construction, LLC): (A-01-16) – Permit expires May 2017.
- Walker, Danny: (D-02-16) – Permit expires May 2017.
- Wilhite – Nettleton: (F-04-16) – Permit expires May 2017.
- Wray, Noel & Anne: (R1-03-16) – Permit expires May 2017.
- Wyoming Investment Enterprises, LLC: (A-03-16) – Permit expires May 2017.

❖ **NON-COMPLIANT ISSUES:**

- Kelly, Gail: Deck Construction – No permit issued.
- May, Christine: Two (2) Shed Installations; refer to Section 3, item #1.

❖ **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.
- Riverview Meadows Homeowners Association: (FA-04-16) - Permit expires September 2017.

Ms. Andrea Baillo moved to removed Riverview Meadows Homeowners Association, #FA-04-16 from the active affidavits list; as the project is completed. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.

- Rosenwinkel, Larry: (FA-03-16) – Permit expires September 2017.

Mr. Brett Bennett moved to removed Larry Rosenwinkel, #FA-03-16 from the active affidavits list; as the project is completed. Ms. Andrea Baillo seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.

- 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 – November 8, 2016** – Mr. Brett Bennett was the acting chairman as of that meeting date, the Commission members in attendance reviewed the minutes presented and had no changes or corrections.

Mr. Rex Doornbos moved to approve the Minutes of the Planning & Zoning Meeting Minutes for November 8, 2016. Mr. Brett Bennett seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Floyd), 1 absent (Ankeny). Motion carried.

8. **TOWN COUNCIL MEETING ASSIGNMENT:** Ms. Andrea Baillo will be the representative present at the Town Council Meeting on December 20, 2016.

9. **ADJOURN MEETING:** Ms. Andrea Baillo moved to adjourn the meeting. Mr. Brett Bennett

seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 1 absent (Ankeny). Motion carried.


Meeting Adjourned at 9:16 pm.

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Joshua Floyd, Chairman

11/10/17  
Date

Minutes Take and Transcribed By:

  
Christine Wagner, Planning & Zoning Secretary

January 10, 2017  
Date

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