



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: May 24, 2016
TIME: 7:30 p.m.

PLACE: Town Hall
TYPE: Regular

1. **CALL TO ORDER:** Meeting called to order at 7:25 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Members present were Sam Ankeny, Brett Bennett, Jessica Foster and Chairman Joshua Floyd. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Waclawsky, John (Premium Construction, LLC):** Lot #10, Three Rivers Meadows Subdivision, 438 Meadows Drive – (Garage/Addition) – (#A-01-16) – Mr. Bryan Parker, (Contractor – Premium Construction) was the representative in attendance for the project. The Commission reviewed the submitted application along with the plans. Representative stated the property is ready for the site inspection; and would like to get a list of the required inspections. Those in attendance discussed the requirements on insulation requirements and total (ridge) height of the project.

Mr. Brett Bennett moved to approve permit #A-01-16; for John Waclawsky (Premium Construction), Lot #10, Three Rivers Meadows Subdivision; contingent upon the exterior of the bathroom remodel meets the 2012 adopted codes for insulation and the total height (elevation) of the building is stated on the building plans. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Swan, Tara & Greg:** Lot #22 Riverview Meadows Subdivision, 356 Riverview Drive – (Fence) – (#F-06-16) – Ms. Swan presented the plans for the fence installation, the Commission reviewed the documents and a site inspection will be completed.

Mr. Sam Ankeny moved to approve fence permit #F-06-16; for Tara & Greg Swan, Lot #22 Riverview Meadows Subdivision, 356 Riverview Drive. Ms. Jessica Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Markman, Jason:** Lot #10, Robert Louis Strout Subdivision, 268 Sawmill Road – (Garage/Addition) – (#A-02-16) – Mr. Markman presented the building plans for the garage/shop structure, this will be a detached garage/shop on the back side of the existing home, but within the established setbacks for corner lots. At this point in time they will just be moving forward with getting the structure up; there will be power and water to the new structure. It was suggested that the applicant contact the power company for the particulars on running the power to the new structure.

Mr. Brett Bennett moved to approve permit #A-02-16; for Jason Markman, Lot #10, Robert Louis Strout Subdivision. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Baron/Walton:** Lot #60, Palis Park Subdivision, 208 West Mill Road – (Garage/Addition) – (#A-04-16) – Mr. Todd Baron presented the plans to the Commission for review and consideration. It was discussed

that radon mitigation installation would be needed for any future habitable space. The Town Building Inspector identified a couple of plan corrections that would need to be clarified before the actual building was to start, such as; fire rated door installation and window header sizes identified.

Mr. Sam Ankeny moved to approve permit #A-02-16; for Todd Baron & Wendi Walton, Lot #60 Palis Park Subdivision, 208 West Mill Road, contingent upon the installation of a fire rated door to be installed between the house and the garage, in addition to the identification of the engineered window header identification. Ms. Jessica Foster seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Bennett), 0 absent. Motion carried.

- **Kuznia/Quick:** Lot #620C & 622C, Lakeview Estates Subdivision, 181 Trail Drive Road – (Fence) – (**#F-05-16**) – Mr. Kuznia presented the plans for the fence installation; the Commission reviewed the plans as presented. The property is ready for a site inspection.

Mr. Brett Bennett moved to approve permit #F-05-16; for Toby Kuznia, Lot #620C & 622C Lakeview Estates Subdivision, 181 Trail Drive Road; as stated in the permit application. Ms. Jessica Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Wray, Noel & Anne:** Lot #14, Greys River Village #2 Subdivision, 355 Wooden Spur Drive – (Residential) – (**#R1-03-16**) – Mr. Wray was in attendance to present his plans for Commission consideration and subsequent approval. Mr. Wray is looking at installation of steel beams for hand stacking the roof; however due to costs he is still looking into the pricing of a truss package and will notify the Commission once that final decision has been made. Mr. Wray further commented that all of the construction with be two (2) by six (6) framing. Mr. Wray was eager to get his permit moving, due to the fact that the Town is proposing a cost increase in permit fees. The Commission stated that once Mr. Wray decides on his roofing materials that he could just amend the permit to reflect the accurate materials that he will be using.

Mr. Brett Bennett moved to approve permit #R-1-03-16; for Noel & Anne Wray, Lot #14 Greys River Village #2 Subdivision, 355 Wooden Spur Drive; with the notation that Mr. Wray notify the Commission as to the steel beam vs. truss installation, with verification that the engineering requirements are met for the installation. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Fairhurst, Gary & Michele:** Lot #33 Riverview Meadows Subdivision, 317 Snake River Drive – (Fence) – (**#F-07-16**) – Ms. Fairhurst was in attendance to present the fence permit to the Commission for consideration. The property is ready for the site inspection. The fencing will be six (6) feet high adjacent to the house and will be four (4) feet high in the back as to allow the property owner a view of the lake.

Mr. Brett Bennett moved to approve permit #F-07-16; for Gary & Michele Fairhurst, Lot #33 Riverview Meadows Subdivision, 317 Snake River Drive. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

At this time Mr. Brett Bennett recused himself from the Commission table, so that he can present the Addition/Remodel permit for Wyoming Investment Enterprises, LLC.

- **Wyoming Investment Enterprises, LLC (Brett Bennett):** Lot #110 Alpine Grid Area, 110 US Highway 89 – (Addition/Exterior Remodel) – (**#A-03-16**) – Mr. Bennett is the authorized representative for the property owner on this project and presented the plans as such. The project is to fix up the front look of the building and to add on a bigger workshop to the back of the property. Mr. Bennett stated that this project will not be starting until early fall but with the proposed increase in permit fees, that is why they have submitted the application at this time. The project will enhance the front of the existing building to look much similar to the building addition that was done last year. The Commission reviewed the plans and commented on the installation of a carbon monoxide alarm/detector for the structure. The

Commission commented that when the project starts a site inspection will be warranted for the addition part of the construction. It was further commented that if changes are to be made in the signage, the applicant might want to consider submitting that application.

Mr. Sam Ankeny moved to approve permit #A-03-16; for Wyoming Investment Enterprises, LLC, Lot #110 Alpine Grid Area, 110 US Highway 89. Ms. Jessica Foster seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Bennett), 0 absent. Motion carried.

- **Walker, Danny:** Lot #263 Lakeview Estates Subdivision, 700 Sunset Drive – (Deck) – (**#D-02-16**) – due to Mr. Walker physical limitations Ms. Christine Wagner presented the permit on behalf of Mr. Walker. The applicant is re-submitting a prior approved permit application for a handicap ramp and deck extension. Everything in the prior application will remain the same, there will be no changes. The applicant will have a site inspection prior to starting the project; the application will also notify the Town to let them know who will be the lead supervisor on the project.

Mr. Brett Bennett moved to approve permit #D-02-16; for Danny Walker, Lot #263 Lakeview Estates Subdivision, 700 Sunset Drive, noting the red lines on the permit application, in addition to waiving the permit fees for this project. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Meeks, Joseph:** Lot #615 Lakeview Estates Subdivision, 189 Trail Drive Road – (Fence) – (**#F-08-16**) – Due to the late submission of the permit application, it was unclear if the applicant would be attending the Commission meeting; the Commission suggested to table the permit until additional information was provided by the applicant.

Mr. Brett Bennett moved to table permit #F-08-16; for Joseph Meeks, Lot #615 Lakeview Estates, 189 Trail Drive Road. Ms. Jessica Foster seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Permit Fee Review from Town Council:** The response was given back to the Commission regarding the proposed fee schedule; the Mayor would like to get some fee back from the Commission regarding the permit fees for large/multi commercial structures. It was determined by the commission any commercial structures over five thousand (5,000) square feet will need to go out an outside plan review. Those costs would be absorbed by the applicant. The costs for commercial buildings would be changed to fifty (.50) cents per square foot. Other items discussed, was the need to incorporate the removal of the permit fees from the Alpine Land Use and Develop Code Ordinance, additional inspections, permit extensions (1st & 2nd extensions) and additional language for the additional fees section.
- **Land Use and Development Code – Deck, Fence and Shed Permit Review as per Town Council Recommendation:** Due to the amount of time spent on tonight's permits, the Commission members will pull together their thoughts and discuss at the next meeting, with a suggested proposal to follow to the Council.
- **Jessica Foster Resignation:** It is with regret that Ms. Jessica Foster has submitted a letter of resignation to the Mayor and the Planning and Zoning Commission; this resignation will be effective at the end of tonight's meeting. Chairman Josh Floyd thanked Ms. Foster for her time and talents that she has given to the Town of Alpine, specifically to the Planning & Zoning Commission.
- **Letters of Interest – Planning & Zoning Commission Openings:** Two (2) letters have been submitted, with one interested party attending the night's meeting. Mr. Kuznia met with the Commission members and discussed the organization of the Planning and Zoning Commission and their tasks and/or duties.

Mr. Sam Ankeny moved to send a recommendation to the Town Council for the appointment of Toby Kuznia to the Planning and Zoning Commission, this would be an in town position. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Status of North Alpine Annexation:** This annexation project is currently on hold.

5. **UNFINISHED/ONGOING BUSINESS:**

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and discussed the on-going projects.
- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires May, 2017.
- **Atkins, Skylar: (F-05-15)** – Permit expires May 2016. They are ready for their final inspection.
- **Avriett-Draper: (D-01-16)** – Permit expires March, 2017.
- **Carlston, Janice: (MC-04-14)** – Permit expires June 2016.
- **Cook, Caryn: (RE-02-15)** – Permit expires August 2016.
- **Dailing, Eric & Kris: (F-02-16)** – Permit expires May, 2017.
- **Farnsworth, Adam: (MC-09-15)** – Permit expires June 2016.
- **Gayhart-Lutz: (A-01-15)** - Permit expires July 2016.
- **House, Harold: (R1-01-16)** – Permit expires March, 2017.
- **Green, Rob: (MC-13-15)** – Permit expires September 2016.
- **Harris, Ken: (F-02-13)** – Permit expires May 2016.
- **Huckin, Laura: (MC-11-15)** – Permit expires August 2016.
- **King, Carson: (F-06-15)** – Permit expires August 2016.
- **Martin, James C: (D-03-15)** – Permit expires May 2016; Project complete.

Mr. Brett Bennett moved to removed James Martin, #D-03-15 from the list; as the project is completed. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent.

- **Matson, Merridee: (R-02-15)** – Permit expires June 2016.
- **Oviedo, Joel & Kelsey: (F-03-15)** - Permit expires April 2017.
- **Oviedo, Joy: (F-02-15)** - Permit expires April 2017.
- **Raver, Jeffrey: (D-04-15)** – Permit expires October 2016.
- **Rogers, Jim: (A-01-15)** - Permit expires May 2016.
- **Sinclair, Alex: (F-04-15)** – Permit expires May 2016.

Mr. Sam Ankeny moved to removed Alex Sinclair, #F-04-15 from the list as per their previous request. This project was never started. Mr. Brett Bennett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent.

- **SJ Fashions (Melissa Maily): (S-08-15)** – Permit expires September 2016.
- **Urlik-Ruttenberg (Atkins – Delish Donuts): (S-03-15)** – Permit expires May 2016.
- **Town of Alpine: (MC-05-14 & E-02-15)** – Permit expires May 2016. As documented at the last Town Council meeting, the Gazebo will be left in its current position and in its current state.

Mr. Brett Bennett moved to remove the Town of Alpine, #MC-05-14 & E-02-15 from the list; as documented by the Town Council Meeting, the Gazebo will be left in its current position and in its current state. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent.

- **Wilhite – Nettleton: (F-04-16)** – Permit expires May 2017.

- **NON-COMPLIANT ISSUES:** None.

6. **TABLED ITEMS:**

- **Planning & Zoning Meeting Minutes: December 8, 2015** – As per previously documented, those in attendance approved the meeting minutes. Due to the expiring terms of Commission members (Marolf & Walton) and those absent (Foster) at the meeting. The remaining members (Bennett & DuPont {prior to his resignation}) of the Commission voted to approve the minutes by e-mail proxies.
- **Planning & Zoning Meeting Minutes: March 8, 2016:** The meeting minutes were review by Commission members.

Ms. Jessica Foster moved to approve the Minutes of the March 8, 2016 Planning & Zoning Commission. Mr. Brett Bennett seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Ankeny), 0 absent.

7. APPROVAL OF MINTUES:

- **Planning & Zoning Meeting Minutes – May 10, 2016** - The Commission reviewed the minutes presented.

Mr. Brett Bennett moved to approve the minutes of the Planning & Zoning Minutes for May 10, 2016. Mr. Sam Ankeny seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Foster), 0 absent. Motion carried.

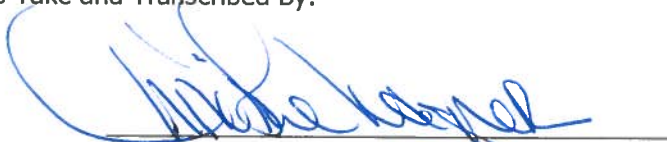
- 8. ADJOURN MEETING:** Ms. Jessica Foster moved to adjourn the meeting. Mr. Sam Ankeny seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting Adjourned at 9:38 pm.


Joshua Floyd, Chairperson

6/14/16
Date

Minutes Take and Transcribed By:


Christine Wagner, Planning & Zoning Secretary

6/14/2016
Date

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