



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** July 26, 2016  
**TIME:** 7:30 p.m.

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

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1. **CALL TO ORDER:** Meeting called to order at 7:30 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Brett Bennett and Sam Ankeny, Chairman Joshua Floyd was absent and excused; Councilman Larry Rosenwinkel, authorized Town Council Member was also present. A voting quorum was established. Brett Bennett, Vice-Chairman conducted the meeting.
3. **APPOINTMENTS/NEW BUSINESS:**
  - **Bank of Star Valley: Lot #701 Lakeview Estates Subdivision, 102 Greys River Road – (ATM Relocation) – (#A-06-16)** - Mr. Seth Jenkins presented the plans for the ATM relocation, stipulating that there will be a buried cable/power source done by Star Valley Electric for the relocation and that Kilroy Construction will be doing the work, as well as re-surfacing the concrete parking area and drive through areas. The parking lot drainage was briefly discussed and the Bank representative will speak with the neighboring property owner as well as the contractor to resolve any drainage issues.

**Mr. Sam Ankeny moved to approve permit #A-06-16; for Bank of Star Valley, Lot #701 Lakeview Estates Subdivision, 102 Greys River Road as presented in the permit application. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Corsi, James: Lot #516 Alpine Grid Area, 516 Nelson Lane – (Addition Permit) – (#A-07-16)** – Mr. Corsi presented his plans to the Commission for review and comment. The existing setbacks allow for a twenty-five (25) foot setback, and the proposed structure, as detailed in the permit application, would be within that setback distance. The applicant will review the permit application and see if there is a way to make the project work to fall within the existing setback distance.

**Mr. Sam Ankeny moved to table permit application #A-07-16; for James Corsi, Lot #516 Alpine Grid Area, 516 Nelson Lane. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Rimini/Sherman: #610 Lakeview Estates, 161 US Highway 89 – (Change in Occupancy) – (#MC-08-16)** – Mr. Don Sherman and Ms. LuAnne Rimini presented their application to the Commission for consideration and subsequent approval. The applicant is seeking a change in occupancy from a "B" to an "E" {Education}, as per the State requirements; they have been in continued communications with the State Electrical, State Fire Marshall and the local Fire Inspector on the project and presented the list of items that are required by the State for this project. However, it was stressed by the State Officials, that without the change in occupancy they cannot move forward with the project. There are some additional State jurisdictions that also need to sign off on the project; before their new business can be opened to the public. The Commission discussed the requirements from the State and requested that documentation be submitted to the Town prior to receiving any Certificate of Completion on the project. It was also mentioned that the change in occupancy would allow the applicant to move forward with all the other required items.

**Mr. Sam Ankeny moved to approve permit #MC-08-16; for Don Sherman and LuAnne Rimini for the**

**change in occupancy for Lot #610 Lakeview Estates Subdivision, 161 US Highway 89, contingent upon the applicant submitting all the notes and/or requirements as specified by the State and/or other official departments documenting the reviews that have been done and/or need to be done are submitted to the Town, for their review. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Rimini/Sherman:** #610 Lakeview Estates, 161 US Highway 89 – (Sign Permit) – (**#S-03-16**) – Ms. Rimini presented the sign plans to the Commission for their consideration. The applicant will be using the existing structure on the east side of the property, just adjacent to the building, the property is allowed one hundred ninety (190) square feet of signage. The applicant will be utilizing approximately forty-eight (48) square feet of signage for the new sign. The new sign installation will be done sometime this fall.

**Mr. Sam Ankeny moved to approve sign permit #S-03-16; for Luanne Rimini, Lot #610 Lakeview Estates Subdivision, 161 US Highway 89 as presented in the sign permit application. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Rimini/Sherman:** #610 Lakeview Estates, 161 US Highway 89 – (Banner Application for Record) – Although this is not currently a permitted item; just notification, at the time of the meeting with not costs to the applicant; it was to be put on record that the application was received and installation of the banner will be by mid August.
- **Willson, David & Lori:** #843 Lakeview Estates, 711 Sunset Drive – (Garage Permit) - (**#A-08-16**) – At the time of the meeting the applicant was not ready to move forward with the project, this addition application is valid until January 15, 2017.

**Mr. Sam Ankeny moved to table permit #A-08-16; for David and Lori Willson, Lot #834 Lakeview Estates Subdivision, 711 Sunset Drive until further notice. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **KSW, LLC:** #73 Palis Park, 218 West Mill Circle – (Residential Permit ) - (**#R1-03-16**) – At the time of the meeting the applicant was not ready to move forward with the project, this addition application is valid until January 15, 2017.

**Mr. Sam Ankeny moved to table permit #R1-03-16; for KSW LLC, Lot #73 Palis Park Subdivision, 218 West Mill Circle until further notice. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **KSW, LLC:** #14 Palis Park, 169 Parkway Drive – (Residential Permit ) - (**#R1-04-16**) – At the time of the meeting the applicant was not ready to move forward with the project, this addition application is valid until January 15, 2017.

**Mr. Sam Ankeny moved to table permit #R1-04-16; for KSW LLC, Lot #14 Palis Park Subdivision, 169 Parkway Drive until further notice. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

#### **4. TABLED ITEMS:**

- **Sandner, James:** Lot #13A Palisades Heights Subdivision, 168 US Highway 89 – (Sign Permit) – (**#S-02-16**) - No representatives were in attendance; this application is valid until December 11, 2016.
- **Marolf, Amy: Lot #7 Robert Louis Strout Subdivision, 269 West Loop Road – (Wood Burning Stove Installation) – (#MC-06-16)** – Ms. Amy Marolf was in attendance to present her plans to the Commission for review and comment. Additional specifications for the stove installation were requested, by the Commission, before installation begins. It is projected to start the project in October; the applicant will have those specifications to the Commission by the end of September.

**Mr. Sam Ankeny moved to approve permit #MC-06-16; for Amy Marolf, Lot #7 Robert Louis Strout**

Subdivision, 269 West Loop Road, contingent upon the submittal of new pictures (specifications) to be submitted to the Town prior to installation. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **David, Dale & Teresa:** Lot #724 Lakeview Estates Subdivision – 724 Stoor Drive (Septic Permit) – (**#SP-01-16**) – This application is valid until December 20, 2016.
- **Building Permit Application & Check List Revisions:** No action was taken.
- **Status of North Alpine Annexation:** No action was taken.

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

**Rosenwinkel, Larry:** Mr. Rosenwinkel wanted to discuss the installation of a concrete patio and the transition from the back door to the patio. He would like to know what is needed as far as height of steps and/or landings required and/or installation of railings, if needed for this project. It was determined that the concrete patio is not a permitted item and for the safety of the transition to the patio, depending upon the height he might need get a permit and/or inspected depending on the total height. Mr. Rosenwinkel would like to get the clarification from the Building Official on the landing requirements.

**Stewart, Mari:** Ms. Stewart wanted to discuss a Non-Conforming Structure at 769 Terrace Drive. The home was placed in what appears to be the setback area; however no back step and/or landing were installed. The house is ten (10) feet from the back property line, with a bay window extending out, making that area about seven and a half (7 ½) feet from the property line. The requirements were discussed as far as height and safety of the egress area. It was discussed that the steps would need to be put to the side of the structure. In addition, Ms. Stewart asked about a fence installation, at that same property. It was discussed that a fence could be installed, as long as it is on their property.

**6. *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.
- **Avriett-Draper: (D-01-16)** – Permit expires March 2017.
- **Baron – Walton: (A-04-16)** – Permit expires May 2017.
- **Carlston, Janice: (MC-04-14)** – Permit expires June 2017.
- **Cook, Caryn: (RE-02-15)** – Permit expires August 2016.
- **Dailing, Eric & Kris: (F-02-16)** – Permit expires May 2017.
- **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.
- **Gayhart-Lutz: (A-01-15)** - Permit expires July 2016; waiting notification on final inspection.
- **House, Harold: (R1-01-16)** – Permit expires March 2017.
- **Green, Rob: (MC-13-15)** – Permit expires September 2016.
- **King, Carson: (F-06-15)** – Permit expires August 2016.
- **Kuznia/Quick: (F-05-16)** – Permit expires May 2017.
- **Markman, Jason: (A-02-16)** – Permit expires May 2017.
- **Mietchen, Robert & Pat: (A-05-16)** – A variance application has been filed; hearing date is scheduled for August 9, 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.
- **Robertson, Joel: (MC-03-16)** – Permit expires June 2017.
- **Swan, Tara & Greg: (F-06-16)** – Permit expires May 2017.
- **SJ Fashions (Melissa Maily): (S-08-15)** – Permit expires September 2016.
- **Urlik-Ruttenberg (Atkins – Delish Donuts): (S-03-15)** – Permit expired May 2016; waiting notification

on final inspection.

- **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: NONE**

7. **APPROVAL OF MINTUES: Planning & Zoning Meeting Minutes – July 12, 2016** – Due to the lack of a voting quorum, it was determine to table this item.

Mr. Sam Ankeny moved to table the minutes of the Planning & Zoning Minutes for July 12, 2016. Mr. Brett Bennett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. **ADJOURN MEETING:** Mr. Sam Ankeny moved to adjourn the meeting. Mr. Larry Rosenwinkel seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting Adjourned at 9:40 pm.

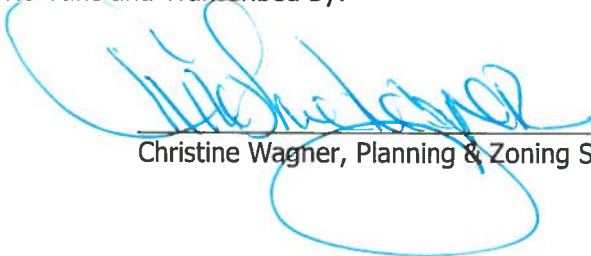
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Brett Bennett, Vice-Chairperson

\_\_\_\_\_  
Date

Minutes Take and Transcribed By:



Christine Wagner, Planning & Zoning Secretary

8/9/2016

\_\_\_\_\_  
Date

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