



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *March 10, 2020*
TIME: *7:00 p.m.*

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

1. CALL TO ORDER: Meeting called to order at 7:05 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Mr. Floyd Jenkins and Mr. Tim Hartnett. Mr. Rex Doornbos was absent and excused from the night's meeting. Also present was Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer. A quorum was established.

3. APPOINTMENTS/NEW BUSINESS:

- **Star Valley Medical/Health: Lot #186 Alpine Meadows, 37 Wintergreen Drive – Commercial Building – (#C-02-20)** – Mr. Karl Luerchow from Edrman Company was the authorized representative in attendance along with Eli Lainhart to discuss the Star Valley Medical/Health building project. Also, in attendance was Mr. Marlowe Scherbel, Vice-Chairman of the Board of Directors to help answer any questions. Project plans have been reviewed by the Commercial Building Inspector (Rob Wagner) with only one (1) item for further clarification, that being the stairs treads to the basement/mechanical room/area. Both parties are working on a resolution to the requirement. The Commission has reviewed the comprehensive set plans and looked at the parking identifications along with the snow storage requirements. Outstanding business to address is the sewer connection fees, in which will be taken care of prior to permit issuance. Also discussed was the business signage, in which is very ambitious for the Mixed Residential/Commercial {MRC} zoning district. It was suggested to postpone the signage for a while, so that the requirements can be discussed and reviewed further. The last item was the issue date for the permit, applicant requested that an April 1st date be allowed for the project start date. Commission members in attendance has no issues with this request.

Mr. Floyd Jenkins moved to approve permit #C-02-20 for Star Valley Medical/Health; Lot #186 Alpine Meadows on 37 Wintergreen Drive; for a project start date of April 1st 2020 and with the understanding that a permit amendment can be made later for the property signage. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried

- **Sandner, James: Lot #125 Alpine Grid Area, 125 Morning Star Drive - (#C-03-20)** – Mr. James Sandner was in attendance to discuss this project with the Commission members; at this point in time Mr. Sandner would like to move forward with the foundation portion of his project and then return to the Commission when the structural/engineered drawings have been completed. The foundation plans have been reviewed by the Commercial Building Inspector (Rob Wagner) and everything for the foundation is in order. Mr. Sandner stated that water and sewer connection locations will need to be moved, as they are in the proposed street area and by moving them it will avoid any hazardous issues.

Mr. Floyd Jenkins moved to approve permit #C-03-20 for James Sandner; located on Lot #125 of the Alpine Grid Area, 125 Morning Star Drive. This permit issuance is for the excavation/foundation portion of the project only. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried

4. TABLED ITEMS:

- **Broulim Supermarkets: Lot #36 Snake River Junction, 118400 US Highway 26/89 – Commercial Building – (#C-01-19 {PERMIT NUMBER CHANGED TO: #C-01-20})**
Application expiration date is 3/25/2020; there were no representatives in attendance to discuss the project; Mr. Mark Oswald stated that representatives from Bateman-Hall would be in attendance to represent the project. Mr. Marlowe Scherbel of Surveyor Scherbel, LTD., was in attendance and has worked on the re-plat of the Broulim Addition property; Mr. Scherbel was asked if he had any additional information available to the Commission regarding the project. Mr. Scherbel stated he is familiar with the project; but would not be able to provide any technical project details. The Commission members reviewed the provided information as this project has already been reviewed twice by the Town Commercial Building Inspector (Rob Wagner) with just a couple of changes from the initial submittal which was about a year ago. Bateman-Hall was chosen to be the contractor for this project; property owner wants to start the excavation and utility on April 1st. The water and sewer connection fees need to get paid along with the additional permit fee amount, due for the building enlargement. A building permit could be issued with the contingency that all fees will need to be submitted, project start date would be April 1st and that the outdoor lighting will need to be reviewed prior to installation. It was also noted that the application did not include any business signage for the project. Applicants will need to submit the sign application prior to any installations.

Mr. Floyd Jenkins moved to approve permit #C-01-20 for Broulim Oswald, LLC Lot #36 Snake River Junction (to be renamed Lot #3 of the Broulim Addition, once the final minor subdivision plat is approved) 118400 US Highway 26/89 with the CONTINGENCY that the additional permit fees are paid, along with the water and sewer connection fees are paid prior to permit issuance, permit issuance date will be April 1st, 2020. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried

- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19) {Pergola Installation}** – Alpine Municipal court was held on February 12th, 2020; in attendance was Town Representatives: Christine Wagner, Zoning Administrator; Dan Halstead, Town Municipal Officer and Rex Doornbos, Planning and Zoning Committee Chairman. Representatives in attendance for Melvin Brewing Company were William Morrow and Travis Scott. Court documents confirm that Melvin’s representatives plead “not guilty” to the charges of the non-compliant structure located at 624 County Road #101; with the understanding that they could change their plea prior to the court hearing date. The Melvin representatives met with the prosecuting attorney (authorized representative from Sanderson Law Offices) regarding the status of the project, in hopes to rectify the situation prior to a scheduled court date. A court hearing date was scheduled for June 10th. Judge Rob Stepan commented on the June timeframe to let the defendants know that fines and/or penalties are accruing every day that the structure is non-compliant; so, addressing the issue sooner rather than later would be in the defendant’s best interest. To date there has been no additional information received. Mr. Dan Halstead, Residential Building Inspector and Municipal Enforcement Officer suggested that a letter be sent to the Melvin notifying them not to use the structure.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Land Use and Development Code (LUDC) Discussion** – Ms. Christine Wagner distributed some proposed changes for the LUDC; some of the proposed changes include:
 - Signage for MRC zoned properties;
 - Snow Storage Requirements;
 - Vehicle Parking Standards;
 - Design Standards and Guidelines: All Districts; and
 - Include Some Additional Definitions.

Commission members review the distributed documents and will review the recommendations and see if there is any additional information and/or changes that are needed at the current time, this will be a project that they Commission will

be working on as time permits.

- **Planning/Zoning Correspondence:**
 - Town Council Minutes of January 21, 2020 and Draft Town Council Minutes of February 18, 2020 – Minutes were distributed to those in attendance.
- **Planning/Zoning Public Comments:** At this time in the meeting there was no public in attendance.

6. UNFINISHED / ONGOING BUSINESS:

Active Building Permits Lists: See Handouts, Ongoing

- **25 US Hwy 89, LLC: (MC-03-19)** – Permit expires May 2020.
- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2020.
- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2020.
- **Birk, Todd: (MC-01-19)** – Permit expires April 2020.
- **Brown, Bryant: (MC-13-19)** – Permit expires August 2020.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2020.
- **David, Dale & Teresa: (R1-05-18)** – Permit expires July 2020.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020.
- **Eklund, Eric: (MC-11-19)** – Permit expires July 2020.
- **Esperson, William: (A-02-19)** – Permit expires May 2020.
- **Flynn, Jeff: (R1-06-19)** – Permit expires November 2020.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020.
- **Jensen, Stephen: (R1-01-19)** – Permit expires April 2020.
- **Kendall {Adams}: (R1-05-19)** – Permit expires May 2020.
- **Larsen, Jeremy: (A-04-19)** – Permit expires October 2020.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Permit expires April 2020.
- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2020.
- **Pace, Rhonda: (R1-02-18)** – Permit expires April 2020.
- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2020.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2020.
- **Rodenbough, Jesse & Karen: (S-05-19)** – Permit expires May 2020.
- **Shockey, Robert & Jaclyn: (MC-01-18)** – Permit expires March 2020.
- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2020.
- **Star Valley Health: (S-08-19)** – Permit expires July 2020.

Mr. Floyd Jenkins moved to removed permit #S-08-19 for Star Valley Health from the active permits list.

Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos).

Motion carried

- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2020.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2019 - New expiration date is December 9th, 2019.
- **Town of Alpine {New Public Works Building}: (C-03-19)** – Permit expires October 2020.
- **Triple JL Companies: (A-03-19)** – Permit expires July 2020.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2020.
- **Weyland, Jordan & Carrie: (R1-04-19)** – Permit expires May 2020.
- **Wierda, Mike & Amy: (MC-10-18)** – Permit expires November 2020.

7. APPROVAL OF MINTUES:

- **Planning and Zoning Meeting Minutes:** February 11th, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

Mr. Floyd Jenkins moved to approve the minutes from the February 11th, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried

8. TOWN COUNCIL ASSIGNMENT: March 17th, 2020 – Mr. Floyd Jenkins will be in attend the Town Council meeting.

9. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried

Meeting adjourned at 9:045 pm.




Tim Hartnett, Vice Chairman

5/26/2020

Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator

May 26, 2020

Date

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