



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *April 23, 2019*
TIME: *7:00 p.m.*

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

1. **CALL TO ORDER:** Meeting called to order at 7:01 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Secretary established roll call; members present were Mr. Floyd Jenkins and Mr. Tim Hartnett; Chairman Mr. Rex Doornbos was absent and excused. Mr. Tim Hartnett will be presiding over tonight’s meeting. Also present was Mr. Dan Halstead, Municipal Enforcement Officer. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Tribitt, John: Lot #18 Riverview Meadows, 349 Riverview Drive – Single Family Residential Structure – (#R1-03-19)** - Mr. John Tribitt presented his building plans to the Commission for review and discussion. The building plans have been reviewed by the Town Building Official with the note that the structural design plans list 2012 IBC in which the 2018 codes have been adopted. The applicant has submitted a letter from the engineer to satisfy the requirement; otherwise everything in the permit application is in order and all fees have been paid.

Mr. Floyd Jenkins moved to approve John Tribitt permit #R1-03-19; 349 Riverview Drive, Lot #18 Riverview Meadows Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

Mr. Tribitt has an additional item that he would like to briefly discuss with the Commission; this would be a multi-unit project on Alpine Drive in the Lakeview Estates Subdivision, this project will be very similar to the one that he did on Trail Drive Road. This property is under ten thousand (10,000) square feet in size therefore it would have the smaller setbacks for the property. Mr. Tribitt just wanted to see if this project would be allowable on that property and if there were any additional items needed and if the Commission had any comments/thoughts on this prior to completing the permit application. The Commission reviewed and discussed the proposed project, it was reiterated that the project just needs to make sure there is adequate parking for the project. The overall comments by the Commission were that they are in favor of the project,

- **Shockey, Jaclyn & Robert: Lot #611 Lakeview Estates, 171 Alpine Drive – Commercial Structure – (#C-02-19)** – Ms. Christine Wagner, Planning & Zoning Secretary will be the authorized representative tonight for this project. This will be a new commercial building situated behind an existing structure located on the property. This will be a Fifty Three Hundred (5300) square foot building; this building will be for equipment storage and a small office for the business, there will be no manufacturing at this location. The applicant is looking for a conditional permit to allow for the ten (10) foot setback on the south property line, this would be upon the passage of the Land Use and Development Code that will be having it 3rd and final reading at the May Town Council Meeting. The applicant is looking for that conditional permit as the Town is planning on changing the required setbacks for the commercial to mixed residential property setbacks to ten (10) feet, upon passage of the ordinance. The applicant is looking at making the best usage of their property and having the change in setback will allow for additional usage. Commission members reviewed and discussed the building plans. The one item that the Commission members would like addressed is the drainage on the south side of the property line, where the proposed setback will be closer to the adjoining property. The Building Official has completed the plan review and

everything structurally was found to be in order. The site plan is reflective of the change in setbacks; if the LUCD is not passed the applicant will have to amend the site plan to reflect the current (fifteen {15} foot) setback. It was determined that a conditional permit would be issued as follows:

- Permit Approval is contingent upon submittal of a drainage plan for the property; and **NO** work and/or excavation to be done (initiated) until the final passage of the Land Use and Development Code amendments; which would allow for the ten (10) foot setback on the south side of the property line. Permit approval shall be as of the date of final LUDC Ordinance passage.

Mr. Floyd Jenkins moved to give Robert and Jaclyn Shockey a conditional permit for Lot #611 Lakeview Estates Subdivision, 171 Alpine Drive; permit #C-02-19 with the contingencies as stated above. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Birk, Todd: Lot #10 Grandview Estates, 630 Grandview Drive – Re-Roof & Deck Cover - (#MC-01-19)** – Mr. Eric Feusse was the authorized representative for the project and presented the application and plans to the Commission for review and discussion. The Commission reviewed the submitted plans for the project. The project consists of a structural re-roof to the existing home, in which will have an additional roof over the existing roof and then the roof will extend over the back portion of the existing back deck. Plans have been reviewed by the Building Official with notes and conversation with the property owner on an item of concern; which is if the existing footers will support the weight of the new structure; engineering notes/document will be supplied to document the structural application. An item to be noted is the final building height from finished grade of this project; other than those notations, the Building Official feels that the permit application was in order.

Mr. Floyd Jenkins moved to approve Todd Birk permit #MC-01-19; 630 Grandview Drive, Lot #10 Grandview Estates; contingent upon the identification/documentation from the Building Official's notes/review on the footing and piers. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Guzman, Peter & Victoria: Lot #63 Three Rivers Meadows, 429 Meadows Drive – Roof Structure - (#MC-02-19)** - Mr. Eric Feusse was the authorized representative for this project as well. Mr. Feusse presented the application and plans to the Commission for review and discussion. The Commission reviewed the submitted plans for the project; the roofing project will be metal roofing and will leave the existing carport in its current place. This is a pretty simple, straight forward plan to replace the roof that collapsed in early spring. The required engineering has been completed for this project. The applicant will get the Commission/Office a full size copy of the structural plans for the file.

Mr. Floyd Jenkins moved to approve Peter & Victoria Guzman permit #MC-02-19; 429 Meadows Drive, Lot #63 Three Rivers Meadows Subdivision. Applicant is to submit the required size of structural plans. 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)** – Ms. Christine Wagner stated that she spoke with Mr. Mark Oswald this afternoon and he stated that they have not gotten their application back from the State and that they are still working is the Snake River Junction Property Owners Association on the project. They should be ready to finalize their permit at the May 14th Commission meeting. This project will stay on the table items list until that date and/or the permit application expiration date.

Mr. David Lee from YESCO Signs, was in attendance to discuss signage for the "Broulim" property project, in which they have been contracted to design the property signage. They would like to have two (2) free standing signs on the property, one at each entrance, due to the size of the property. In addition they would like to have the building signage; Mr. Lee presented drawings of the overall signage concept for the project. YESCO is willing to work with the Town regarding the signage regulations. Commission members and staff in attendance discussed large property signage, in which could result in some minor changes to the current business signage requirements/allowances. Mr. Dan Halstead suggested that YESCO put together a presentation for the Alpine Town Council for their consideration for increased and/or amended property signage. More information will be made available at a later date for sign installation.

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

- **Planning/Zoning Questions, Concerns and/or Public Comments:** It was no additional public comments.
- **Planning/Zoning Correspondence:**
 - High Country Behavioral Health & Dogone Salon– Sign/Banner Installation – Both business’s have submitted a banner affidavits for their new town business, in which will be located at 186 US Highway 89 in the same building. These should actually be a sign permit applications, however the applicant thought and/or were informed that since this is door and banner signage, an affidavit would be warranted. In addition, High Country Behavioral Health will have window signage with the business installing the logo on the free standing sign. Everything for a sign permit application was deemed acceptable. Commission members gave the approval for the sign to be issued under a banner affidavit.
 - Race, Rhonda: 194 Canyon View Drive – (#R1-02-18) – Garage Engineering – The engineered garage plans were submitted, this was part of the original contingency on the permit approval that was given earlier in the year. However due to the size submitted they are difficult to read, it was requested that the applicant submit larger plans, so that adequate review and be completed.

Mr. Floyd Jenkins moved to table the garage engineering for the Rhonda Pace at 194 Canyon View Drive, permit #R1-02-18; until larger plans are made available. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- Land Use and Development Review and Discussion – Commission members in attendance reviewed and discussed a proposed amendments for the LUDC, those amendments include:
 - Live work units to be in the commercial zoned district; this proposal was discussed a length and was determined additional work and/or research needs to be put together and this proposal should be done on a future amendment to the LUDC.
 - Free Standing Signs on larger properties were discussed. It was determined that properties in excess of four (4) acres would be allowed to have additional signage for the primary commercial building frontage, this would apply to the Commercial District **ONLY**. It was determined that the following verbiage would be used:
 - ❖ Commercial Properties in excess of four (4) acres will be allowed to construct and/or install four and a half (4.5) square feet of business building signage for every lineal foot of primary (anchor store) commercial building frontage.
 - ❖ Only one (1) freestanding sign is allowed per primary street frontage, except that one (1) additional freestanding sign will be allowed for properties with four hundred (400) feet or more of street frontage. Approved freestanding signs are strongly encouraged to have the primary (anchor) commercial building signage above and include any additional multi-tenant signage below.
 - ❖ Multi-tenant signage not to exceed eight (8) square feet per business. Total multi-tenant signage not to exceed a total of sixty-four (64) square feet.
 - It was also determined; to include the following verbiage in the proposed amendments, this would be put in Article 4.8 – Signs, under Section 4-801 General; adding item #6, which would read:
 - ❖ All nonconforming signs in existence before the effective date of this Land Use and Development Code may continue to be used provided they are maintained in a safe

- manner and are kept in good repair. Maintenance of a nonconforming sign is allowed.
- Business Banners were discussed and it was determined that each business property would be allowed to have up to three (3) permanent business banners per property, so long as they do not exceed fifty (50) square feet. All Commission members agreed to the proposed amendment to the LUDC.

Mr. Floyd Jenkins moved to accept the approved verbiage for the proposed amendments to the Land Use and Development Code for Town Council's consideration and approval for the Land Use and Development Code. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- Non-Conforming Structure Enlargement – Commission members reviewed and discussed the regulations already in place, as stated in the LUDC. It was determined that a non-conforming structure could be enlarged, so long as the structural integrity to the structure is not comprised and the project does not exceed the twenty (20%) percent enlargement, as stated in the LUDC.

6. UNFINISHED / ONGOING BUSINESS:

- **Active Building Permits, Non-Complaint Projects, Affidavit & Banner Lists:** See Handouts, Ongoing – Due to the length of the meeting, this item was tabled until the next Commission meeting.

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

Meeting Adjourned at 10:24 pm.


Tim Hartnett, Vice - Chairman

5-14-19
Date

Transcribed By:


Christine Wagner, Planning & Zoning Secretary

May 14, 2019
Date

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