



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: May 26, 2020
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 Administrator established roll call; members present were Mr. Floyd Jenkins, Mr. Tim Hartnett, and Chairman Mr. Rex Doornbos. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was in attendance. A quorum was established.

3. APPOINTMENTS/NEW BUSINESS:

- **King, Carson: Lot #1 Forest Meadows Subdivision, 543 Forest Circle Drive – (#G-01-20)** – Carport Addition – Mr. Carson King was in attendance to present his carport plans to the Commission; Commission members in attendance discussed Mr. King’s proposed plans for which no language has been development for carport installations. Mr. King has been working on this project for quite some time; due to the complexities and lot/road situation those in attendance have come up with a comprise on the installation and/or placement of the carport {See Attached Documentation}. Additional information on the carport needs to be submitted before installation; Mr. King was looking to get the approved placement for the carport before moving forward. The proposed date of installation will be in July.

Mr. Tim Hartnett moved to approved permit #G-01-20 for Carson King, 543 Forest Circle Drive, Lot #1 Forest Meadows Subdivision, CONTINGENTY upon submittal of snow load and structural documents, along with the installation guidelines. Once contingencies are removed and carport is installed the Town Residential Inspector will conduct the proper inspections. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19) {Pergola Installation}** – No new and/or updated information has been submitted on this project. The scheduled court date is June 10th, 2020.
- **Zweig, Katherine: Lot #21 Greys River Village #2 Subdivision, 360 Wooden Spur Drive – (#R2-01-20 & #R2-02-20) (#R2-Multi Family Residential Duplex Buildings (2 Building – 4 Units)** – A basement /storage area layout was provided to the Commission for review and discussion. The proposed plan did not identify enough of the required items for adequate review. The applicant will be notified along with the authorized representative to address the needed items for the next meeting. Those items identified include, but are not limited to:
 - Detailed information on the construction of the division walls for the basement storage; Electrical wiring diagram for the basement/storage area; Specifications – structural details on the doors and structural headers for the door openings for the basement storage; Layout plans for the windows and doors for the basement storage; Basement ceiling details, such as required fire proofing materials and specifications; Sewer line connection identification to each individual duplex unit; Identify window location in basement area with engineering standards/specification for the windows, along with type details; what is the plan for the egress windows under the front porch of Duplex “B”.

The multi-family residential building permit #R2-01-20 and #R2-02-20 for Kathrine Zweig; Lot #21 Greys River Village #2, 360 Wooden Spur Drive, will stay on the tabled items list until the requested information is submitted and further action is taken on this project.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:** There was no items presented for discussion.
- **Planning/Zoning Correspondence:**
 - Town Council Meeting Minutes: February 18th, March 10th, and April 21st, 2020 – Commission members looked over the minutes that were supplied from the last three (3) Town Council Meetings.

6. UNFINISHED / ONGOING BUSINESS:

Active Building Permits Lists: See Handouts, the Commission discussed the ongoing projects, identifying which projects need to have additional correspondence sent to the applicants.

- **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.

Mr. Floyd Jenkins moved to removed permit #R1-02-18 {Garage Portion} for Rhonda Pace from the active permits list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **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.

Mr. Floyd Jenkins moved to removed permit #MC-01-18 for Robert Shockey from the active permits list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2020.
- **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:** March 10th, 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 March 10th, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Planning and Zoning Meeting Minutes:** April 14th, 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 April 14th, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning and Zoning Meeting Minutes:** May 12th, 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 May 12th, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

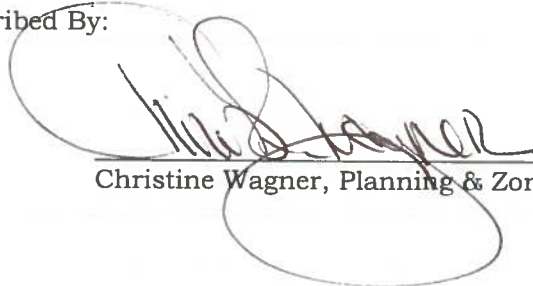
8. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 8:55 pm.


 Rex Doornbos, Chairman

6-9-2020
 Date

Transcribed By:


 Christine Wagner, Planning & Zoning Administrator

June 9, 2020
 Date

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