



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: July 28, 2020

TIME: 7:00 p.m.

PLACE: Town Hall

TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:04 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; a quorum was established. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was also in attendance.

3. APPOINTMENTS/NEW BUSINESS:

- **25 US Hwy 89 LLC: Tract 2A, Palis Park Subdivision, 25 US Highway 89 – (#C-04-20)** Commercial Bath House – Mr. Dan Halstead discussed the permit application and plans with the Commission members. Commission members reviewed the provided application and project plans. It was requested by the Commission members to have the engineer of record identify the correction size water line, it was stated that the applicant would like a 1½ inch water line, however the plans call out for a 2 inch water line, clarification from the project engineer needs to be made and if there is a change in the water line, the submitted structural and site plans needs to be amended accordingly. Chairman Doornbos requested that the Zoning Administrator get clarification and/or confirmation on the sewer connection fees for the project. A portion of the project fits into the scheduled exhibit that accompanies #245 Ordinance "Connection Fees – Requirements & Collection Policies" however the shower/toilet and sink facilities portion of the business is not clearly identified.

Upon review of the aforementioned ordinance item #3 states: For customer categories not listed in the table above the wastewater capacity fee amount shall be assigned by the Town of Alpine or by calculation of plumbing fixture values for the facility in question. It was determined by the Commission that the plumbing fixtures would be the shower, toilets, and sinks. It was also discussed that the ERU determination would/could be reviewed after two (2) years of water usage has been accumulated and that monthly user fees shall be adjusted accordingly. However final confirmation needs to come from the project engineer and/or the Town Council. It was determined by Commission members that the additional information and/or clarification of connection fees, site plan amendment, if needed, and the payment of fees need to be taken care of before issuing a permit, therefore the permit will be tabled until that information is made available.

Mr. Tim Hartnett moved to table permit # C-04-20 for 25 US Hwy 89, LLC: Commercial Bath House project at: 25 US Highway 89 until clarification of the water and sewer connection fees are identified and paid; along with any amendments to the site plan are made if the project is to be downsized to a 1 ½ inch water line. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS: NONE

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Correspondence:**
 - **Mr. Stephen Jensen, 132 Aster Loop, Lot #80 Alpine Meadows** – Appeal Permit Expiration Decision - Ms. Christine Wagner, Zoning Administrator responded to Mr. Jensen's request for review of his permit expiration. Mr. Jensen's assertion is that since that after his permit issuance

and/or after commencement of work has started and if no more than 180 days passes between inspections, that his building permit is not expired. Ms. Wagner responded to Mr. Jensen that the Land Use and Development Code states that permit are valid for one (1) years from issuance and that the Town allows for permit extensions, upon showing justifiable cause, therefore his assertion that the permit is still valid was denied; Permit issuance expired on April 9th, 2020. Mr. Jensen asked for a reconsideration to the denial; again, asking to review his assertion that his building permit is still valid and does not require an extension, as he referenced the International Building Code. Ms. Wagner asked the Commission to review Mr. Jensen's e-mailed correspondence for their input and comments. Commission members reviewed the presented e-mail correspondence and their response to Mr. Jensen's request was that if the applicant would like to appeal the decision, he would need to appeal to the Town Council. The LUDC does not make provisions for the Commission to waive any fees, ordinances are determined/approved and dictated by the Alpine Town Council and if the applicant wants to appeal any decision of the Commission they would need to move forward with the appeals process as outlined in Chapter 5 of the LUDC.

- **Planning/Zoning Discussion Items:**

- **Land Use & Development Code Updates** - Chairman Mr. Rex Doornbos re-addressed his previous thoughts/discussion on creating a disclosure and/or requirement for all properties purchased within the Town's jurisdiction have the property corners marked/monumented prior to purchase. Mr. Doornbos discussed this at the last Town Council meeting; and it was stated that this would have to be implemented by a Town Ordinance. Commission members felt that this is a good idea, since the LUDC dictates that the initial structure is to have a certificate of placement upon completion of the forming of the foundations/stem walls of the structure is issued and submitted to the Town. By having the certificate of placement, this ensures that the building is placed within its allowable setbacks; and will release the liability of the Town for identifying the on-site inspections, in which is very archaic. It was suggested that contact with the Town Attorney should be made regarding implementation and enforcement.
- **Minor Construction Permits for Stove Installations** – Ms. Christine Wager discussed with the Commission if they wanted to implement fireplace/stove installations on an affidavit process, as previously discussed; Commission member determined that they would like to installations to stay on a Minor Construction Permit; as there are inspections that need to be done for correct pipe installation and necessary clearance parameters.

6. UNFINISHED / ONGOING BUSINESS:

Active Building Permits Lists: See Handouts, the Commission discussed the ongoing projects.

- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2020.
- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2021.
- **Broulim Oswald, LLC: (C-01-20)** – Permit expires March 2021.
- **Brown, Bryant: (MC-13-19)** – Permit expires August 2020.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2021.
- **Draskovich, Joe: (R1-03-20)** – Permit expires May 2021.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020. Continued work on notification.
- **Eklund, Eric: (MC-11-19)** – Permit expires July 2020. Project to be completed by end of July.

Mr. Floyd Jenkins moved to removed permit #MC-11-19 for Erik Eklund 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.

- **Esperson, William: (A-02-19)** – Permit expires May 2021.
- **Flynn, Jeff: (R1-06-19)** – Permit expires November 2020.
- **Fritz, Justin: (R1-02-20)** – Permit expires April 2021.
- **Gersch, Kate: (R1-06-20)** – Permit expires June 2021.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020. Project has been ready for Final.

Mr. Tim Hartnett moved to removed permit #MC-02-19 for Peter & Victoria Guzman from the active permits list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2021.
- **Jensen, Stephen: (R1-01-19)** – Permit expired April 2020. See Appeal of Permit Expiration.
- **Jones, Dusty: (R1-06-20)** – Permit expires July 2021.
- **Larsen, Jeremy: (A-04-19)** – Permit expires October 2020.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Repeat Final Inspections have failed; Permit expires April 2021.
- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2020.
- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2020.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2021.
- **Sandner, James: (C-03-19)** – Permit expires May 2021.
- **Severson, Mark: (R1-02-20)** – Permit expires April 2021.
- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2021.
- **Star Valley Health (Medical): (C-02-20)** – Permit expires March 2021.
- **Thatcher, Donald: (R1-01-17)** – Permit expires June 2020. {Applicant passed-away} Dan Halstead working with contractor.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2020.
- **Town of Alpine {New Public Works Building}: (C-03-19)** – Permit expires October 2020.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2020.
- **Wierda, Mike & Amy: (MC-10-18)** – Permit expires November 2020.
- **Zweig, Katherine: (R2-01-20 & R2-02-20)** – Permit expires June 2021.

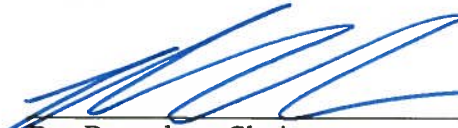
7. APPROVAL OF MINTUES:


- **Planning and Zoning Meeting Minutes:** July 14th, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

Mr. Tim Hartnett moved to approve the minutes from the July 14th, 2020 Planning and Zoning Commission Meeting. Mr. Floyd Jenkins 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 8:17 pm.


Rex Doornbos, Chairman


Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

** Minutes are a brief summary of the meeting - No meeting recording is available **