



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** *August 25, 2020*  
**TIME:** *7:00 p.m.*

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

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- 1. CALL TO ORDER:** Meeting called to order at 7:00 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.
- 3. APPOINTMENTS/NEW BUSINESS:**
  - **No New Appointments/Business**
- 4. TABLED ITEMS:**
  - **None**
- 5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**
  - **Planning/Zoning Discussion:**
    - **Chadwick, Garrett (Tyler Pitman): Lot #14 Greys River Village #1 – 442 Greys River Loop** – Site Plan Concept for Single Family Residential Home – Mr. Garrett Chadwick was in attendance to present and discuss the plans with Commission members. Mr. Chadwick stated that the plans are currently at the engineer's office and should be ready for submittal by the end of the week. Mr. Chadwick is concerned because the lot is small, but not small enough for the varied setback. Although this is not a corner lot, it is on a curve, essentially making the property setbacks of front of twenty-five (25) feet with sides of fifteen (15) feet. Commission members along with the applicant discussed the chimney installation in which needs to be inside the setback, as they are making it a part of the foundation. The site plan has identified the utilities, but the connections to the home have not been completed; it was suggested that the applicant contact the power and telephone companies to have those locations identified for the site plan. The site plan appears to be almost complete. It was also stated that this is a smaller lot, so the certificate of placement will be especially important part of the project. Ms. Christine Wagner stated that no formal application and/or permit/connection fees have been paid as of yet. Mr. Chadwick stated that they are hoping to get everything finalized by the end of this week, or on the deadline date of Monday of next week, to get the permit application on the next meeting agenda. Mr. Chadwick stated that he appreciated the Commission spending the time to help facilitate in getting this project put together.
    - **Repeal & Replacement of IBC/IRC Adopted Ordinances:** Expiration Dates – Ms. Wagner presented the Commission is two (2) draft ordinances for their consideration to send a recommendation to the Town Council for the repeal and replacement of the provided expiration dates. Commission members reviewed the presented drafts, in which will delete the time limitation of application and the expiration of permits. This change was reviewed due to a discrepancy in our Land Use and Development Code (LUDC) and the adopted ordinances, as brought to our attention at the last Commission meeting.

**Mr. Floyd Jenkins moved to send a recommendation to the Town Council for the repeal and replacement of the 2018 International Building Code (#258 Ordinance No. 2018-08) and the 2018 International Residential Code (#259 Ordinance No. 2018-09) for their approval as discussed. Mr. Tim Hartnett**

seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Land Use & Development Code Updates** – Ms. Wagner the Commissioners if there were any items that they would like to see reviewed and discussed. Commission members responded that they would still like to see the timelines of Commercial and Residential permit applications, with respect to the percentage of project that needed to have extensions for completion dates. A “draft” of building permit records was distributed (see attached) and Commissioners made a couple of suggestions to get a better representation of the time (months) to complete projects. The spreadsheet will be revised to reflect those suggestions and will be reviewed at the next meeting.
- **Planning/Zoning Correspondence** – There was no correspondence to discuss.

#### **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.

Mr. Floyd Jenkins moved to removed permit #MC-13-19 for Bryant Brown 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.

- **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. Municipal Officer to hand deliver letter.
- **Esperson, William: (A-02-19)** – Permit expires May 2021.
- **Flynn, Jeff: (R1-06-19)** – Permit expires November 2020.

Mr. Tim Harnett moved to removed permit #R1-06-19 for Jeff Flynn 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.

- **Fritz, Justin: (R1-02-20)** – Permit expires April 2021.
- **Gersch, Kate: (R1-06-20)** – Permit expires June 2021.
- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2021.
- **Jensen, Stephen: (R1-01-19)** – Permit expired April 2020.

Mr. Tim Hartnett moved to removed permit #R1-01-19 for Stephen Jensen 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.

- **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.

Mr. Tim Harnett moved to removed permit #R1-02-18 for Mike McDowell {Castle Rock Homes} 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.

- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2021.
- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2020. Sent letter to re-apply.

- 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, project now complete.}

Mr. Tim Harnett moved to removed permit #R1-01-17 for Donald Thatcher 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.

- 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:** August 11<sup>th</sup>, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

Mr. Tim Harnett moved to approve the minutes from the August 11<sup>th</sup>, 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 Harnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 7:59 pm.

  
 Rex Doornbos, Chairman 9-8-2020  
Date

Transcribed By:   
 Christine Wagner, Planning & Zoning Administrator September 8, 2020  
Date

**\*\* Minutes are a brief summary of the meeting \*\***