



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 24, 2017*
TIME: *7:00 p.m.*

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

1. **CALL TO ORDER:** Meeting called to order at 7:28 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members, Floyd Jenkins, Rex Doornbos, Tim Harnett and Brett Bennett were present. Also present was Councilman Jeremy Larsen. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **NONE**
4. **TABLED ITEMS:**
 - ❖ **Larsen, Jeremy:** Lot #817 Lakeview Estates, 690 Sunset Drive – (Extension/Amendment) – (**#A-01-16 & #EA-07-17**) – Mr. Larsen was in attendance to discuss his permit amendment. Mr. Larson would like to extend and amend his existing addition permit to include the installation of two (2) sheds that would be under the three hundred (300) square foot requirements. Mr. Larson would like to place the shed on the Sunset Drive portion of his property. The Commission discussed the regulations, specific to the structures being place at what appears to be in front of his primary structure. Also discussed was the original intent of the placement of the primary structure back in the mid 90’s; and the placement of the front door, in which is commonly known as the front of the property. In reviewing the Land Use and Development Code Regulations specific to corner lots; the address of record will be considered the front of the lot. This requirement and determination of the front yard to be on the street front that is in line with an established pattern of the neighborhood. This situation is like corner lots that have two (2) street frontages. It was determined to complete additional research on the property and to the original intent of the building frontage. Mr. Larsen’s permit extension will be granted; however the shed installations will remain on the tabled items list until that additional research is completed.

Mr. Rex Doornbos moved to keep Mr. Jeremy Larsen’s project amendment on the tabled items list until additional property research has been completed. Mr. Tim Harnett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- ❖ **Sandner, James: Lot #13 Palisades Heights, 168 US Highway 89 (Sign Permit #S-04-16)** Ms. Christine Wagner, Planning & Zoning Secretary is waiting for additional information from the applicant and will address this application at the next Commission meeting.
- ❖ **May, Christine: Lot #9 Palis Park, 180 Alpine Grid Area, 60 US Highway 89 – (Minor Construction #MC-01-17)** - No updated information is available; application valid until 12/2/2017; a letter will be sent to the applicant informing her of the application expiration date, no additional extensions will be granted and should this be taken care of by application date or fines and penalties may be assessed.
- ❖ **Approval of P & Z Minutes from September 12, 2017** – The Commission reviewed the minutes previously presented.

Mr. Rex Doornbos moved to approve the Planning & Zoning Meeting Minutes of September 12, 2017. Mr. Floyd Jenkins seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- ❖ **Approval of P&Z Minutes from September 26, 2017** – The Commission reviewed the minutes

previously presented.

Mr. Floyd Jenkins moved to approve the Planning & Zoning Meeting Minutes of September 26, 2017. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Town Council Minutes of October 17, 2017** – The Commission review and discussed the Council minutes with Councilman Larsen. The three (3) topics of discussion focused on building fee schedule, the cancellation of the “1993 Delegation Agreement” and shed installations (in which was discussed prior to the meeting being called to order).
 1. Councilman Larsen addressed the Commission regarding the letter sent to the County and the State regarding the cancellation of the delegation agreement; with the cancellation of the agreement this will re-leave the liability from the Town on the permitting, installation and inspection of septic systems, by putting that process back at the State and/or County level. This cancellation could be up to a ninety (90) day process. Councilman Larsen stated he will refer all further questions and/or specifics to the Mayor on this issue.
 2. Councilman Larsen mentioned that the Council will be reviewing the current building fee schedule. It was stated that the Town is looking into doing away with the Town doing the project inspections. They have been advised by their legal council that the Town needs to release the liability from the Town by putting together a list of inspectors for the applicants; so that applicants can choose their own building inspectors. The Commission discussed this development and asked that Councilman Larsen keep them posted on any further discussions and/or decisions.
 3. (Notes from pre-meeting discussion with Councilman Larsen) Mr. Floyd Jenkins addressed the Town Council’s question regarding a change to the Land Use and Development Code (LUDC), as stated: “setback requirements of 5’ back and sides for a shed 200 square feet with no engineering required to 15’ side and 20’ rear setbacks for a shed 300 square feet or less with no engineering required”. It was stated by those Commission members present, that it was never the intention of the P & Z Commission to have buildings/structures in excess of 200 square feet to be placed any closer to the property lines than the required setbacks as stated in the individual zoning district of the LUDC.

Councilman Larsen stated that it was his impression, when passing the LUDC regulations that a shed at the size of 300 square feet or under would have an allowable setback of five (5) feet on the side and five (5) feet on the rear. It was understood by him that by eliminating the engineering element, that the setbacks were changed.

It was the intention of the Commission to remove the engineering element from buildings/structures between 200 square feet and 300 square feet; with the intention that the size is a determining factor on the setback placement, with regards to the size and snow release within a close proximity to neighboring lots. While this engineering element was removed, it was the intention that this type of permit would still fall under a minor construction permit application. Keeping in mind that sometimes these buildings/structures are not necessarily a garden and/or storage shed; they are sometime presented as, carports and/or lean-to type of buildings/structures. Those that were present were referred to the LUDC regulations as stipulated in Section 2-301 (b) (1); Any new building that contains equal to or greater than 300 square feet. Anything under 300 square feet, refer to minor construction permits, located under Section 2-302 - Minor Construction Permits and Shed Affidavits, located under Section 2-303 - Affidavit Process; would be accurate. However, then referring to Section 2-302 – Minor Construction Permit subsection (b) (1) “Sheds, which contain less than 300 square feet without electrical or plumbing”. This statement should have a caveat stating sheds which contain over 200 square feet but less than 300 square feet; would fall under this permitting process. Furthermore, Section 2-303 - Affidavit Process, subsection (a) (2) “Construction of sheds equal to or under 300 square feet”. Is clearly a blatant “Type-O”; in which the planning clerical staff will take full responsibility for and should clearly state **“Construction of sheds equal to or under 200 square feet”**.

It was determined that the Commission will address a statement to the Town Council identifying their intention of the requirements at the next Commission meeting.

6. UNFINISHED/ONGOING BUSINESS:

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and briefly discussed the current on-going projects.
- **Alpine Chateaus, LLC: (R2-01-16)** – Permit expires October 2017.

Mr. Rex Doornbos moved to removed Alpine Chateaus, LLC, #R2-01-16 & #R2-02-16 from the list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires May 2018.
- **Bank of Star Valley: (A-01-17)** – Permit expires August 2018.
- **Brackin, Matt – (A-01-17):** Permit expires June 2018.
- **Broulim Fresh Foods (Alpine Market) – (A-10-16):** Permit expires October 2017.

Mr. Floyd Jenkins moved to removed Broulim Fresh Foods (Alpine Market), #A-10-16 from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried

- **Bunker, Richard: (D-03-16)** – Permit expires August 2018.
- **Cook, Sam: (MC-15-16)** – Permit expires November 2017.

Mr. Tim Hartnett moved to removed Sam Cook #MC-15-16 from the list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **DeMello, John: (DE-01-2017)** – Permit expires June 2018.
- **Harris, Ken: (MC-10-16)** – Permit expires September 2017. – Move to the non-compliant list.

Mr. Rex Doornbos moved to move Ken Harris, #MC-10-16 to the non-compliant list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2018.
- **Hurley, John: (R1-07-16)** – Permit expires November 2017.
- **Jenkins, Rilanne: (R1-02-16)** – Permit expires April 2018.
- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2017; permit extended to September 2018.
- **Marquis, Ben: (R1-08-16)** – Permit expires November 2018.
- **Mietchen, Robert & Pat: (A-05-16)** – Permit expires August 2018.
- **Moszynski, Jersey: (MC-01-17)** – Permit expires June 2018.
- **Munson, Vickie: (S-01-17)** – Permit expires May 2018.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018
- **Peichel, Mitchell: (SP-01-17)** – Permit expires September 2018
- **Reilly, Nicholas: (R2-01-17 & R2-01-17)** – Permit expires April, 2018.
- **Sandner, James: (S-04-16)** – Permit expires November 2017.
- **Sandner, James: (S-03-16)** – Permit expires November 2017.
- **Sandner, James: (S-02-16)** – Permit expires April 2018.
- **Schultz, Jerry: (A-02-17)** – Permit expires April 2018.

Mr. Floyd Jenkins moved to removed Jerry Schultz, #A-02-17 from the list. Mr. Rex Doornbos the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried

- **Snow Peak Investments {New Jenkins Building}: (C-01-17) – Permit expires June 2018.**
- **Snow Peak Investments (formerly known as Wyoming Investment Enterprises, LLC) – {Black Mountain Building}: (A-03-16 & EA-02-17) – Permit expires May 2018.**
- **Stasiev, Andrei: (G-01-16) – Permit expires October 2017' a thirty (30) extension was given November 2017.**

Mr. Tim Hartnett moved to give Andrei Stasiev #G-01-16 a thirty (30) day permit extension. Permit expiration date is now November 10, 2018. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Stringham, Jeff & Ashley: (R1-02-17) – Permit expires June 2018.**
- **Thatcher, Donald: (R1-01-17) – Permit expires May 2018.**
- **Thrall, Clarita: (R1-05-17) – Permit expires October 2018**
- **Towles, Chris: (R1-03-17) – Permit expires October 2018**
- **Quinnabella: (Alpine Adventure Rentals) - {G-01-17} – Permit expires July 2018.**

❖ **AFFIDAVITS ISSUED:**

- **Anderson, Robert: (SA-01-16) - Permit expires August 2017. Need Contact with Applicant.**
- **Brackin, Matt: (FA-01-17) – Permit expires May 2018.**
- **Cook, Caryn: (SA-03-17) – Permit expires June 2018.**
- **Cook, Caryn: (FA-03-17) – Permit expires June 2018.**
- **Dwyer, Steven: (FA-02-17) – Permit expires May 2018.**
- **Ehresman, Josh: (SA-02-16) – Permit expires August 2017.**

Mr. Rex Doornbos moved to removed Josh Ehresman, #SA-02-16 from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Green, Eric: (SA-03-16) – Permit expires August 2017.**

Mr. Rex Doornbos moved to removed Eric Green, #SA-03-16 from the list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Green, Eric: (FA-01-16) – Permit expires August 2017.**

Mr. Rex Doornbos moved to removed Eric Green, #SA-03-16 from the list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Huckin, Neil & Laura: (FA-02-16) – Permit expires September 2017.**
- **Jenkins, Richard: (FA-06-16) – Permit expires October 2017.**
- **Marolf, Amy: (SA-02-17) – Permit expires June 2018.**
- **Norris, Angelina: (SA-04-16) – Permit expires September 2017.**

Mr. Floyd Jenkins moved to removed Angelina Norris, #SA-04-16 from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Sandner, James: (FA-06-16) – Permit expires November 2017.**
- **Swan, Tara & Greg: (SA-05-16) – Permit expires September 2017.**

Mr. Floyd Jenkins moved to removed Tara & Greg Swan, #SA-05-16 from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Wray, Noel & Anne: (SA-01-17) – Permit expires May 2018.
- Zvegintzov, Lyudmila: (FA-05-16) – Permit expires October 2017.

❖ **NON-COMPLIANT ISSUES:**

- Carlston, Janice: (MC-04-14):
- Kelly, Gail:
- Kuznia/Quick: (F-05-16):
- May, Christine: (EA-01-17):
- Farnsworth, Adam: (MC-09-15):

Mr. Floyd Jenkins moved to removed Adam Farnsworth (MC-09-15) from the non-compliant list, as the project has been inspected and is complete. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Lees, Brian & Joan: (MC-07-16):

Mr. Floyd Jenkins moved to removed Brian & Joan Lees, (MC-07-16) from the non-compliant list, as the project has had its re-inspection and is complete. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

7. **APPROVAL OF MINTUES: P & Z Minutes – October 10, 2017** – The Commission reviewed the minutes that were distributed prior to the Commission meeting.

Mr. Floyd Jenkins moved to table the Planning & Zoning Meeting Minutes of September 26, 2017. Mr. Tim Harnett seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

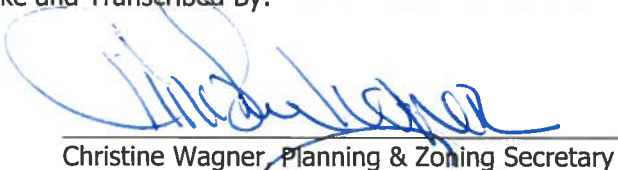
8. **ADJOURN MEETING:** Mr. Rex Doornbos moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. Vote: 4 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting Adjourned at 9:10 pm.


Brett Bennett, Chairman

12.12.2017
Date

Minutes Take and Transcribed By:


Christine Wagner, Planning & Zoning Secretary

12/12/2017
Date

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