



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 8, 2019*
TIME: *7:00 p.m.*

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

1. **CALL TO ORDER:** Meeting called to order at 6:57 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Secretary established roll call; members present were Mr. Floyd Jenkins, Mr. Tim Hartnett and Mr. Rex Doornbos. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Moss, Robert H. & Patricia R.: Lot #834 Lakeview Estates, 734 Pinecrest Circle – Re-Plat #02-19** {Lot Combination to be known as Lot #855 Lakeview Estates, 23rd Addition} – Mr. Karl Scherbel, the authorized representative for Mr. & Mrs. Moss was in attendance to present the re-plat application and property map. This is a simple subdivision application consisting of the combination of three (3) lots into one (1) larger parcel. The Moss family has recently acquired the two (2) lots that were previously identified as a Ten Thousand Four Hundred, Seven (10,407) square foot lot and a Eighty-Nine Thousand Sixty-Three (8,963) square foot lot in SW4SE4 of Section 29 Township 37N, Range 118W; by combining the lots this will given the properties a clean and clear title of record. This will also reduce the density in that area by the lots combination and give the lots the physical address on Pinecrest Circle. The prepared staff report was read into the record, identifying no written comments and/or objections received.

Staff Report from the Zoning Administrator

Application form and related filing fees have been submitted and processed by the Town of Alpine. All prepared forms have been deemed acceptable.

The Preliminary Plat has been submitted with applicant's lot boundaries lines identified. New lot number has been identified as lot #855 – Lakeview Estates Subdivision, 23rd Addition. The preliminary plat has been deemed acceptable.

All property Owners within the five hundred (500) foot radius have been notified of the proposed boundary line amended, ample opportunity has been given to respond to the mailing. Response deadline was established as October 8th, 2019 by 4:00 PM.

The notification radius identified Eight-One (81) property owners, eighteen (18) of the mailing were to duplicate property owners; of which the applicant owns a total of four (4) lots in the notification radius. The Town has received not received any returned mailing and has received two (2) telephone responses from area property owners. The inquiries are as follows:

1. "What is the applicant doing?"
 2. "What is the location of the Re-Plat?"
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Although no public hearing will be required for a simple (subdivision) re-plat, property owners shall have fifteen (15) days to submit their comments. A Commission meeting will be held to review and receive any further comments from area property owners, review the advanced plat map and the submitted application. A determination of approval, approval with conditions and/or modifications, or deny the proposed plat, will be made by the Commission members at that meeting. A recommendation will be made to the Town Council; any appeals to the decisions by the Commission shall be made to the Town Council.

A recommendation for **approval** of the re-plat has been made by the Zoning Administrator.

There were no questions and/or comments from the Commission members and there was no public in attendance to object to the replat.

Mr. Tim Hartnett moved to send a recommendation to the Mayor and Town Council for their approval and signature of the re-plat for the property located at 734 Pinecrest Circle, now known as Lot #855 Lakeview Estates Subdivision, 23rd filing, within the incorporated limits of the Town of Alpine, Lincoln County, Wyoming. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Larsen Jeremy: Lot #817 Lakeview Estates, 690 Sunset Drive – #A-04-19 {Garage/Deck Addition – Continuation of Permit #A-09-16}** The permit application was reviewed, along with the original plans that were submitted; Mr. Dan Halstead, residential building inspector has reviewed the building permit packet and stated that there is nothing new going on with this project. Mr. Larsen has experienced some timing issues with the previous building contractor and that is why the permit is being re-applied for.

Mr. Floyd Jenkins moved to approve permit #A-04-19 for Jeremy Larsen, Lot #817 Lakeview Estates, 690 Sunset Drive. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Town of Alpine: Alpine Light Industrial Area: 289 Buffalo Drive - #C-03-19 {New Public Works Building}** Ms. Christine Wagner, requested that this permit application be tabled until the next commission meeting, when additional information for a completed building packet will be available for Commission review. Chairman Rex Doornbos stated for the record that his company, "New West" will be submitting a bid on this project and that he will be abstaining from voting on this project.

Mr. Floyd Jenkins moved to approve table permit application for the Town of Alpine, permit #C-03-19 289 Buffalo Drive. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Acosta, Ricky: Lot #19 Greys River Valley, 319 Greys River Road: #MC-13-19 {Interior/Deck Remodel = Fire Repairs – Continuation of #MC-04-14 Permit}** Ms. Christine Wagner, stated that this permit application is much like Mr. Larsen's permit application and this is a continuation of a project that has been going on for over the last four (4) years; which and due to extenuating circumstances the project has not able to be completed. The Town of Alpine thought in the best interest of the applicant that a new permit be issued, thereby taking the project off the non-compliance list, so that the project can get a fresh start with defined timelines. Mr. Dan Halstead, residential building inspector has reviewed the building permit packet and stated that there is nothing new going on with this project.

Mr. Floyd Jenkins moved to approve permit #MC-13-19 for Ricky Acosta, Lot #19 Greys River Valley, 319 Greys River Road. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Winfrey, Michael: Lot #39 Riverview Meadows, 339 Snake River Drive: #MC-14-19 {Stove Installation}** - Mr. Winfrey submitted a minor construction application for the stove installation, it was stated that the stove would be installed by Leisure Time out of Idaho Falls and the manufactured specification will need to be followed for the stove installation. Mr. Winfrey had numerous questions for the residential building inspection, in which he wanted to speak personally regarding the installation and the required inspection. It was suggested that contact be made with the applicant for those questions and letting him know his permit will be approved.

Mr. Tim Hartnett moved to approve permit #MC-14-19 for Michael Winfrey, Lot #39 Riverview Meadows Subdivision, 339 Snake River Drive. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Peterson, Dale (Rene Hernandez): Lot #5 Three Rivers Meadows, 446 Meadows Drive – #MC-15-19 {Re-Roof}** - Mr. Rene Hernandez submitted the minor construction permit application on behalf of Mr. Peterson; this project was started prior to a permit being issued, Mr. Dan Halstead, Municipal Enforcement Officer spoke with the property owner regarding the requirements for a re-roofing project issued on a minor construction permit application and that once the permit is issued there is not much in the way of inspections, so he recommended approval of the above-mentioned permit application. It was further identified that when Mr. Peterson requested the permit application, he expressed his verbal dissatisfaction of the needless rules and regulations that have been adopted by the Town of Alpine. It was addressed that since the contractor took immediate action on behalf of the applicant that no violations and/or fines would be imposed on this permit application.

Mr. Floyd Jenkins moved to approve permit #MC-15-19 for Dale Peterson, Rene Hernandez Roofing, Lot #5 Three Rivers Meadows Subdivision, 446 Meadows Drive. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Broulim Supermarkets: Lot #36 Snake River Junction, 118400 US Highway 26/89 – Commercial Building – (#C-01-19)** Notification was given to the Commission members that the current application has been extended out by the Alpine Town Council, the new application expiration date is 3/25/2020.
- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19) {Pergola Installation}** – Ms. Christine Wagner updated the Commission on the information she received from the Town Clerk regarding recommendation from the Commission to the Town Council; regarding the removal of the pergola made at their September 10th meeting. The Town Council motioned to demand removal of the Melvin Brewing pergola unless the requisite engineering of the project is completed; submission of a minor construction building application in its entirety and the requisite permit fee is paid to the Town of Alpine by October 10th, 2019. As previously requested by the Commission the commercial building inspector go out to look at the pergola and provide a report on the pergola (installation) with the inspection findings to be provided to the Commission; the narrative was provided and it was requested by Mr. Halstead that the narrative be typed up and then provided to the Town Council for their next meeting. It was also suggested that the Commission be notified of any changes by the October 10th deadline date.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Correspondence:** There was no correspondence to distribute.
- **Planning/Zoning Discussion:** There was no additional discussion item for tonight's meeting.
- **Planning/Zoning Public Comments:** There was no public in attendance and/or questions or additional concerns.

- 6. **UNFINISHED / ONGOING BUSINESS: Active Building Permits Issued:** Commission reviewed and briefly discussed the current on-going projects.

- **25 US Hwy 89, LLC: (MC-03-19)** – Permit expires May 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.
- **Davis, Tyler {Alpine Apartments}: (MC-10-19)** – Permit expires August 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. * The Town Municipal Code Enforcement Officer will contact the property owner regarding the shipping container that is in the Town right-of-way, in which shipping containers are not allowed in residential districts or in the right-of-way.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020.
- **Haberberger, Tim & Cindy: (R1-08-18)** – Permit expires September 2019. Project has been completed; a certificate of occupancy needs to be issued.
- **Jensen, Stephen: (R1-01-19)** – Permit expires April 2020.
- **Kendall {Adams}: (R1-05-19)** – Permit expires May 2020.
- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2019.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Permit expires April 2020.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018; final inspection has been scheduled.
- **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.
- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2020.
- **Snow Peak Investments {New Jenkins Storage Building – Phase 1}: (C-01-17/EA-05-18)** – Permit expires August 2020.
- **Star Valley Health: (S-08-19)** – Permit expires July 2020.
- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2020.
- **Teton Quality Homes: (R1-10-18)** – Permit expires November 2019.
- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2020.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2019. Mr. Towles has requested a sixty (60) day extension. If granted new expiration date would be December 9th, 2019.

Mr. Floyd Jenkins moved to approve a sixty (60) day permit extension for permit #R1-03-17 & EA-08-18 for Chris Towles, Lot #718B Lakeview Estates, 176 Trail Drive Road. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Tribbit, John: (R1-03-19)** – Permit expires April 2020.
- **Triple JL Companies: (S-04-19)** – Permit expires April 2020.
- **Triple JL Companies: (A-03-19)** – Permit expires July 2020.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2019. Certified Letter has been sent.
- **Weyland, Jordan & Carrie: (R1-04-19)** – Permit expires May 2020.
- **Weesen, Drew & Brandi: (A-01-19)** – Permit expires April 2020.
- **Wierda, Mike & Amy: (MC-10-18)** – Permit expires November 2019.

7. APPROVAL OF MINUTES:

- **Planning and Zoning:** September 24th, 2019 – Commission members reviewed the draft Planning and Zoning Meeting minutes that were distributed prior to the meeting time.

Mr. Floyd Jenkins moved to approve the minutes from the September 24th, 2019 Planning and Zoning Commission Meeting as written. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. **TOWN COUNCIL ASSIGNMENT:** October 15th, 2019 – Mr. Tim Hartnett will be the representative in attendance at the next Town Council Meeting.


9. **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 7:53 pm.


Rex Doornbos, Chairman

10-22-19
Date

Transcribed By:


Christine Wagner, Planning & Zoning Secretary

10/22/2019
Date

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