



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: July 23, 2019

TIME: 7:00 p.m.

PLACE: Town Hall

TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 6:58 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Secretary established roll call; members present were Mr. Floyd Jenkins and Mr. Tim Harnett; Mr. Rex Doornbos was absent and excused from tonight's meeting. Also present was Dan Halstead, Building Inspector/Municipal Enforcement Officer. Mr. Tim Harnett will be the acting chairman for tonight's meeting. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **25 US Hwy LLC (Greys River Saloon & Grill): Lot #25A Palis Park, 25 US Highway 89 – (#S-07-19)** {Sign Installation} – Mr. Dan Halstead presented the sign permit application and the associated documents. Commission members reviewed the permit application and sign drawings; calculating the square footage of the round signs for installation. It was determined that the roof sign could be as big as a twelve (12) feet by twelve (12) feet, if that is the size that the applicant desires; the building sign can be ten (10) feet by ten (10) feet; a combination of sign sizes were calculated for the applicant. It was stated that the applicant will need to determine what sizes they would like and notify the Commission/Office on the size dimensions.

Mr. Floyd Jenkins moved to approve the sign permit for the Greys River Saloon & Grill, Lot #25A Palis Park Subdivision, 25 US Highway 89. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Three River Motel (Briggs Roofing Company): Lot #60 Alpine Grid Area, 60 US Highway 89 – (#MC-09-19)** {Commercial Re-Roof} – There was no representative in attendance and the plan review identified additional information was needed before permit approval was given.

Mr. Floyd Jenkins moved to table permit #MC-09-19 for Three Rivers Motel (Briggs Roofing Company), Lot #60 Alpine Grid Area, 60 US Highway 89. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Alpine Apartments – Tyler Davis (Teton Roofing, LLC): Lot #26 Alpine Grid Area, 26 US Highway 89 – (#MC-10-19)** {Multi Unit/Commercial Re-Roof} - There was no representative in attendance; plan review identified the need for additional information was needed before permit approval was given, it was suggested to contact the applicant to get that information.

Mr. Floyd Jenkins moved to table permit #MC-10-19 for Alpine Apartments – Tyler Davis (Teton

Roofing, LLC), Lot #26 Alpine Grid Area, 26 US Highway 89. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Eklund, Erik: Lot #27 Forest Meadows, 533 Forest Circle Drive – (#MC-11-19)** {Roof Addition} – Mr. Erik Eklund was in attendance to present and discuss his roof addition plans with the Commission. Commission members reviewed the presented plans. Mr. Eklund stated that he needs to get working on this project for the safety of his family and that he will have to accomplish this project in stages; first the concrete this fall and then the rest of the construction to be completed next spring. There were no additional questions from the Commission members.

Mr. Floyd Jenkins moved to approve the roof addition (minor construction) permit #MC-11-19 for Erik Eklund, Lot #27 Forest Meadows Subdivision, 533 Forest Circle Drive. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19)** {Pergola Installation} – Mr. Dan Halstead discussed the current project at the Melvin Brewing, which is on Town property. The pergola installation has begun at the Melvin property, prior to submitting any permit application and/or received construction approval from the Town of Alpine. Once it was identified that a permit for construction was needed, the applicant submitted a permit application, however all the necessary information (engineering) was not submitted. It was stated that they will be getting the engineering information and any other pertinent installation documents to the Town office. They were informed by Mr. Halstead that they could keep moving forward with their project. However, as of the date of the meeting, no additional information has been submitted. It was determined to allow additional time for documentation submittal, until the next meeting date, to have the required information in to the Town. If the information is not received, the permit will be denied; and the Commission will move forward with a recommendation for legal action due to the disregard for Town procedures/regulations.

Mr. Floyd Jenkins moved to table the Town of Alpine/Melvin Brewing Co., permit #MC-08-19 for at the Melvin Brewing Property, 624 County Road #101 until the requested information is received. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Star Valley Medical Center (Star Valley Health): Lot #2 Alpine West Subdivision, 230 Elk Run – (#S-08-19)** {Name Change} – Ms. Christine Wagner presented the sign permit application to the Commission for review and discussion. It was noted that the freestanding sign will remain the same size and there will be no additional signage placed on the building/buildings. This application is for a logo and name change only. Commission members reviewed the submitted application and had no comments.

Mr. Floyd Jenkins moved to approve the sign permit application for Star Valley Health, permit #S-08-19 for Star Valley Health, Lot #2 Alpine West Subdivision, 230 Elk Run. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

4. TABLED ITEMS:

- **Broulim Supermarkets: Lot #36 Snake River Junction, 118400 US Highway 26/89 – Commercial Building – (#C-01-19)** The State Fire Marshall's notes were made available, however due to Chairman Doornbos absence this item will be discussed at the next Planning and Zoning Commission Meeting.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Correspondence, Questions, Concerns and/or Public Comments:**
There was no correspondence to distribute and there was no one in attendance for public comments.
- **Planning/Zoning Discussion:**
 - **Demolition Affidavits** – The Commission discuss putting something simple together to address safety issues and a project timeline; this information will be put together and made available at the next meeting.
 - **Town Council Draft Meeting Minutes of July 16, 2019** – The Commission reviewed the distributed minutes and has no comments.

6. APPROVAL OF MINUTES:

- **P&Z MINUTES:** July 9th, 2019 – Commission members reviewed the draft minutes that were provided prior to the meeting.

Mr. Floyd Jenkins moved to approve the minutes of the Planning and Zoning Commission Meeting of July 9th, 2019, as written. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- 7. ADJOURN MEETING:** Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

Meeting Adjourned at 8:31 pm.



Tim Hartnett, Vice Chairman

8/13/19

Date

Transcribed By:



Christine Wagner, Planning & Zoning Secretary

August 13, 2019

Date

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