



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:**        *October 27, 2020*  
**TIME:**        *7:00 p.m.*

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

---

**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. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was also in attendance.

**3. APPOINTMENTS/NEW BUSINESS:**

- **Tholen, Preston & Calee: Lot #8 Greys River Village #2 – 367 Wooden Spur Drive – (#R1-10-20)** – Single Family Residential Structure – Mr. Tholen was in attendance to present his single-family residential permit application to the Commission for review and discussion. The plan review has been completed and it was identified that the placement for the project is tight and it will be especially important to get the certificate of placement in the Town office. A couple of additional items were identified and have already been addressed; the project will begin this springtime unless the weather in November allows for an opportunity for excavation.

**Mr. Tim Hartnett moved to approve permit number R1-10-20 for Preston and Calee Tholen, Lot #8 of the Greys River Village #2 Subdivision, 367 Wooden Spur Drive. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Town of Alpine: Lot #406 Riverview Meadows Shopping Area, 250 River Circle – Minor Construction (#MC-05-20)** Warming Hut Installation - Mr. Dan Halstead, Residential Building Inspector addressed the Commission regarding the permitting and installation of a warming hut located at the Town office (ice rink location). Mr. Halstead has completed his review; the updated information is to be submitted so that the hut will meet the required snow and wind loads for our area. Those specifications should arrive by tomorrow morning, otherwise the project is good to go. Commission members discussed that need for the snow to be cleared from the structure on a routine basis, in addition the facilities manager (Parks and Recreation Committee) needs to put some sanitation protocols into place, during the COVID health care crisis, for public safety.

**Mr. Floyd Jenkins moved to approve the permit #MC-05-20 Town of Alpine, Warming Hut Installation for 250 river Circle, Lot #406 Riverview Meadows Shopping Area: CONTINGENT upon submittal of the corrected specifications (wind and snow load requirements) for the project. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

**4. TABLED ITEMS:**

- **Quinbella, LLC {Dave Walters}: Lot #613C Lakeview Estates – 181 US Highway 89 – (#MC-04-20)** Installation of 550 Gallon Above Ground Fuel Tank – Mr. Dave Walters addressed the Commission members, Mr. Walters stated upon review of the State Fire Marshall requirements, he will have this fuel storage tank reduced to a 500-gallon tank; with this reduction he will not need to have State Fire Marshall review on the project. However, he will have to have the project inspected by the State Electrical Inspector upon installation; Mr. Walter is working with the Commercial Building Inspector on this project and

the Town approved/adopted fuel and gas code regulations, a new site plan has been submitted to identified the corrected placement of the storage tank, on the adjacent lot, owned by Mr. Walters. Commission members reviewed the submitted documents and discussed the project with Mr. Walters; Commissioners ask him to develop some procedures to address any potential spills and suggested he develop some security measures.

**Mr. Tim Hartnett moved to approve permit #MC-04-20 for Quinbella, LLC {Dave Walters}, Lot #613C Lakeview Estates, 181/183 US Highway 89, CONTINGENT upon State electrical approval and inspection of fuel tank installation. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

## **5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

- **Planning/Zoning Discussion:**
  - Buffalo Sage Townhomes Building Envelopes – Mr. Scott Shepherd submitted correspondence for the Commission's consideration; the correspondence submitted was via e-mail; Mr. Shepherd is seeking an expansion of the original building envelope. Mr. Shepherd would like to enlarge the garage area to facilitate additional parking and storage for each of the units. Commission members discussed the proposal, and it was stated that Mr. Shepherd needs to go to the Riverview Meadows Homeowners Association for **approval** of any adjustments, variance or property re-plat before he comes and talks with the Town, if he does not get their approval, it would be a futile effort to bring this request to the Town.
  - Ms. Leticia Martinez-Lopez Request for Porch Cover – Ms. Martinez-Lopez was in attendance to discuss and permit her porch cover project, the applicant would like to get this project started due to the winter months approaching. Those in attendance discussed the installation of the project with Ms. Martinez-Lopez; Mr. Dan Halstead will work with Ms. Martinez-Lopez on the specification that are needed for the application project. There was much discussion on the size of the project; the final outcome was that the project will be under Three Hundred (300) square feet and since it will be under that number; this project would be permitted under a shed affidavit.
- **Land Use & Development Code Updates –**
  - Comments from Commissioners – Chairman Rex Doornbos wanted to address the regulations for placement of water heaters and furnaces in crawl space areas. The 2018 Building/Residential Codes currently prohibit placement those ignition sources in crawl spaces. He would like to look over the language in the proposed amendments to the IBC/IRC Ordinances. Teton County has implemented an exemption to all placement in crawl spaces, and he suggests that we review their regulations along with the Towns regulations for possible exemption as well. Town staff will review the adopted ordinances and report at the next Commission meeting.
- **Planning/Zoning Correspondence** – There was no correspondence to present and/or discuss.

## **6. UNFINISHED / ONGOING BUSINESS:**

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

- **25 US Hwy 89, LLC: (C-04-20)** Permit expires August 2021.
- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2021.
- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2021; all items on the outside of the building have been completed, project is within its allotted timeframe.
- **Broulim Oswald, LLC: (C-01-20)** – Permit expires March 2021.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2021. This project has stopped for the winter.
- **Draskovich, Joe: (R1-03-20)** – Permit expires May 2021.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020. Municipal Officer is working with the applicant.
- **Esperson, William: (A-02-19)** – Permit expires May 2021.
- **Fritz, Justin: (R1-02-20)** – Permit expires April 2021.

**Mr. Floyd Jenkins moved to removed permit #R1-01-20 for Justin Fritz 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.**

- **Gersch, Kate: (R1-06-20)** – Permit expires June 2021.
- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2021.
- **Jones, Dusty: (R1-06-20)** – Permit expires July 2021.
- **Lasher, Chris: (MC-03-20)** – Permit expires September 2021.
- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2021.
- **Pitman/Chadwick, Tyler/Garrett: (R1-07-20)** – Permit expires September 2021.
- **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.

**Mr. Tim Hartnett moved to removed permit #R1-02-20 for Mark Severson 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.**

- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2021.
- **Star Valley Health (Medical): (C-02-20)** – Permit expires March 2021. Commission requested staff to look into possible catastrophic extensions.
- **Town of Alpine {New Public Works Building}: (C-03-19)** – Permit expires October 2021.
- **Zweig, Katherine: (R2-01-20 & R2-02-20)** – Permit expires June 2021.

#### **7. APPROVAL OF MINTUES:**

- **Planning and Zoning Meeting Minutes:** October 13<sup>th</sup>, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.


**Mr. Floyd Jenkins moved to approve the minutes from the October 13<sup>th</sup>, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

**8. TOWN COUNCIL ASSIGNMENT:** November 17<sup>th</sup>, 2020 – Mr. Rex Doornbos will be in attendance for the next Town Council meeting.

**9. ADJOURN MEETING:** Mr. Tim Hartnett moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 8:14 pm.

---

  
 Rex Doornbos, Chairman 12-8-2020  
Date

Transcribed By:

  
 Christine Wagner, Planning & Zoning Administrator

  
 Date

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