



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: July 14, 2020

PLACE: Town Hall

TIME: 7:00 p.m.

TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:02 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: NONE

- **Jones, Dusty: Lot #52 Alpine Meadows Subdivision, 410 Columbine Street – (#R1-06-20)** - (Single Family Residential Home) Mr. Dusty Jones was in attendance to present, review and discuss his building plans to the Commission. The project consists of an eighteen hundred (1800) square foot single level home; this will be a "spec" home. Mr. Dan Halstead has conducted his plan review and identified some preliminary notes and/or comments on the project. Mr. Dan Halstead advised Mr. Jones on the structure placement, reiterating that a certificate of placement will be needed from a licensed surveyor. Another area of concern is the applicant wants to put the water heater in the crawl space, in which the 2018 Residential Code prohibits that placement. Mr. Halstead and Mr. Jones will work out the logistics on that placement. All other notes and/or comments have been addressed and the project is ready to be permitted.

Mr. Floyd Jenkins moved to approve residential permit application number #R1-06-20 for Dusty Jones, 410 Columbine Street, Lot #52 of the Alpine Meadows Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Severson, Mark: Lot #5 Riverview Meadows Subdivision, 420 Snake River Drive – {#R1-02-20} - **(PERMIT AMENDMENT)** – Mr. Severson contacted Ms. Wagner, earlier today to remove the permit amendment from the agenda. Mr. Severson has opted to just move forward with a concrete patio rather than a deck installation.

4. TABLED ITEMS: NONE

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Land Use & Development Code Updates** - Chairman Mr. Rex Doornbos would like the Commission members to think about creating a disclosure and/or requirement in the Land Use and Development Code (LUDC) that all properties purchased in the jurisdiction have the property corners marked/monumented prior to purchase. By having this requirement, it will reduce the liability on the Town for identifying the on-site inspections, since there is a required for the structures to have a certificate of placement, prior to pouring the foundation walls. Chairman Doornbos would like this put on the next agenda for discussion.
- **Planning/Zoning Correspondence:**
 - **Alpine Meadows Notification/Information {Property Setback Issues}** – Ms. Christine

Wagner was contacted by Mr. Nathan Bianchin, owner of Lot #37 of the Alpine Meadows Subdivision about his dissatisfaction that the neighboring property, Lot #38, (which was discussed at the last Commission meeting) is in violation of the required setbacks; there by making the structure within less than seven (7) feet from his existing property line. Furthermore, obstructing the quiet enjoyment of his property, it was further stated that Mr. Bianchin understands that this is not a Town issue since this structure was built before the subdivision annexation; he is very frustrated with the County officials and the HOA, as they are not taking an active concern about any possible action to rectify this issue. Mr. Bianchin stated that he is incredibly happy that the Town of Alpine has implemented the Certificate of Placement regulation, however that does not do him any good at the current time. This information items will be passed along to the Town Council members, as this property is adjacent to the Town lot #36.

- **Janet Raczak, "The Refuge" – Ordinance Information** – Ms. Christine Wager, received an e-mail correspondence from Ms. Raczak for distribution to the Alpine P&Z Officials regarding the Refuge and Alpine Airport conditions of approval and restrictions, for aircrafts. It is understood that the Town of Alpine does not have any jurisdiction and/or enforcement in those areas and that any jurisdiction would be with the airport manager and at the County level with the County Commissioners and/or with the Homeowners Associations. However, the request was to provide Alpine Officials with the e-mail; Chairman Doornbos provided suggestions of some contact points for Ms. Raczak to pursue; Ms. Wagner will prepare acknowledgment correspondence to Ms. Raczak.
- **Alpine Meadows Sewer Connection Issues** – Ms. Christine Wagner discussed a couple of sewer connection problems that have recently been encountered, specifically in the northwest corner of the subdivision, this locations is in close proximately to where Mr. Jones will be constructing. The Town of Alpine will be taking pro-active measures to make sure that when residents/contractors are tying into the Town system that the sewer stub is actually connected to the main service line; however, the Town would like to coordinate with the contractors those connections are being done, so that any issues are identified early.
- **Minor Construction Permit Application – Re-Roofing Applications** – Although the LUDC has established that re-roofing applications/permits are to be presented to the Commission; the previous discussions with the Commission members was to change the re-roofing application to affidavits when the next amendments are made to the LUDC. Mr. Halstead has been reviewing and approving the roofing application. Ms. Wagner just wanted to make sure that the Commission is okay the slight change in procedure until the amendments are put into place.

6. UNFINISHED / ONGOING BUSINESS:

Active Building Permits Lists: See Handouts, the Commission discussed the ongoing projects, identifying which projects need to have additional correspondence sent to the applicants.

- **25 US Hwy 89, LLC: (MC-03-19)** – Permit expires May 2020.

Mr. Floyd Jenkins moved to removed permit #MC-03-19 for 25 US Hwy 89, LLC from the active permits list, if the applicant wants to do any work on the rail car, they will need to submit a new permit application. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2020.
- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2021.
- **Birk, Todd: (MC-01-19)** – Permit expires April 2020.

Mr. Floyd Jenkins moved to removed permit #MC-01-19 for Todd Birk 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.

- **Brown, Bryant: (MC-13-19)** – Permit expires August 2020.
- **Broulim Oswald, LLC: (C-01-20)** – Permit expires March 2021.
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- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2020.
- **David, Dale & Teresa: (R1-05-18)** – Permit expires July 2020.

Mr. Floyd Jenkins moved to removed permit #R1-05-18 for Dale & Teresa David from the active permits list, as the project is complete. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Draskovich, Joe: (R1-03-20)** – Permit expires May 2021.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020. Continued work on notification.
- **Eklund, Eric: (MC-11-19)** – Permit expires July 2020. Project to be completed by end of July.
- **Esperson, William: (A-02-19)** – Permit expires May 2021.
- **Flynn, Jeff: (R1-06-19)** – Permit expires November 2020.
- **Fritz, Justin: (R1-02-20)** – Permit expires April 2021.
- **Gersch, Kate: (R1-06-20)** – Permit expires June 2021.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020. Project has been ready for Final.
- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2021.
- **Jensen, Stephen: (R1-01-19)** – Permit expired April 2020. Expiration notice sent, final inspection completed, yesterday. Commission requested the extension to be submitted and paid, prior to delivering the certificate of occupancy.
- **Kendall {Adams}: (R1-05-19)** – Permit expires May 2020.

Mr. Tim Hartnett moved to removed permit #R1-05-19 for Dan/Irina Adams 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.

- **King, Carson: (G-01-20)** – Permit expires May 2021.

Mr. Floyd Jenkins moved to removed permit #G-01-20 for Carson King 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.

- **Larsen, Jeremy: (A-04-19)** – Permit expires October 2020.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Final Inspection failing; permit extension granted; Permit expires April 2021.
- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2020.
- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2020.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2021.
- **Rodenbough, Jesse & Karen: (S-05-19)** – Permit expires May 2020.

Mr. Floyd Jenkins moved to removed permit #S-05-19 for Jesse & Karen Rodenbough 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.

- **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 2020. Several notifications send.
- **Star Valley Health (Medical): (C-02-20)** – Permit expires March 2021.
- **Thatcher, Donald: (R1-01-17)** – Permit expires June 2020. Applicant passed-away; Dan Halstead working with contractor.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2020.
- **Town of Alpine {New Public Works Building}: (C-03-19)** – Permit expires October 2020.

- **Triple JL Companies: (A-03-19)** – Permit expires July 2020.

Mr. Tim Hartnett moved to removed permit #A-03-19 for Triple JL Companies 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.

- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2020.
- **Weyland, Jordan & Carrie: (R1-04-19)** – Permit expires May 2020.

Mr. Floyd Jenkins moved to removed permit #R1-04-19 for Jordan & Carrie Weyland 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.

- **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:** June 23rd, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

Mr. Tim Hartnett moved to approve the minutes from the June 23rd, 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. TOWN COUNCIL ASSIGNMENT: July 21st, 2020 – Mr. Rex Doornbos will be in attendance for 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 8:30 pm.


Rex Doornbos, Chairman

7-28-2020
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

July 28, 2020
Date

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