



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: September 28th, 2021
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:18 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.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **BROULIM OSWALD, LLC: Lot # 1 & #3 Broulim Addition – 118400 US Highway 26/89 – (#RE-PLAT – 03-21)** – Simple Replat – Lot Line Adjustment – New lots to be known as Lot #5 & #6 Broulim Second Addition – Mr. Marlow Scherbel was in attendance to present and discuss the Broulim’s lot line adjustment. The project would move the current lot line twenty-four (24) feet in a westerly direction, to accommodate the free-standing sign located on the US Highway 26 portion of the property. This lot line adjustment will allow lot #6 the ability to have its own free-standing sign, for future commercial business. When the signs were permitted, under the original Broulim Addition to the Town of Alpine plat identified the property as one big lot, subsequently there has been a minor replat completed and now the free-standing sign for Broulims is on the adjacent lot, thereby it does not allow for further expansions of signage for lot #6; with the lot line adjustment the current sign will be designated to lot #5 (Grocery Store property). Commission members in attendance reviewed the permit application, the members do not have a problem with the lot line adjustment but are concerned that with the adjustment the property would not be in compliance with the Land Use and Development Code (LUDC) sign regulations. Ms. Christine Wagner, Zoning Administrator commented that with the lot line adjustment both properties will have the availability to have their own free-standing signs; both properties will be complying, with the LUDC; which states the number of signs allowed is one (1) per business property. The LUDC also states free-standing signs are strongly encouraged to have the primary (anchor) commercial building signage above and include any additional multi-tenant signage below.

Ms. Christine Wagner, Zoning Administrator presented her staff report to those in attendance. The staff report is as follows:

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- 1 Application form and related filing fees have been submitted and processed by the Town of Alpine. All prepared forms have been deemed acceptable.
 - 2 The Preliminary Plat has been submitted with applicant’s lot boundaries lines identified; site inspection was completed for identification of previous sign placement location. Information has been deemed acceptable.
 - 3 All property Owners within the five hundred (500) foot radius have been notified of the proposed boundary line amended, with ample opportunity give to respond to the mailing. Response deadline was established as September 27th, 2021.
 - 4 A total of Twenty-One (21) notifications were mailed, of those mailed four (4) property owners had one or more lots within the notification area. The Town received no return mailings.
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- 5 Of the mailings distributed, there were **no questions and/or comments from any of those property owners.**
- 6 A Planning & Zoning Commission Meeting will be held to review and receive any and all additional comments from area property owners, review proposed re-plat map on the submitted application. Subsequently, a recommendation will be made to the Town Council for their consideration and/or subsequent approval on presented simple subdivision re-plat.
- 7 Town Zoning Administrator has reviewed the application and associated documents and **recommends approval** of the simple subdivision replat.

Upon review of the presented staff report the Commission members had no additional questions and/or comments.

Mr. Tim Hartnett moved approved the simple subdivision replat application for Broulim Oswald, LLC for the Broulim Additional to the Town of Alpine, further referred to as Lots #5 and #6 of the Broulim Second Addition to the Town of Alpine. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **BOOTH, SIERRA {Farm Bureau Insurance}: Lot #80 Alpine Grid Area – 80 US Highway 89 (S-07-21) – New Business Signage –** Ms. Wagner presented the sign permit application to the Commission for review and discussion. The proposed sign will meet current standards, the building that the sign is to be installed on is a standalone building. There will be a smaller sign the sign will be on the current free-standing sign that replaces the old massage business. Therefore, there is no increase in overall signage for the building allotment. The Commission had no further questions.

Mr. Floyd Jenkins moved approved the sign permit application #S-07-21 for Sierra Booth {Farm Bureau Insurance}; Lot #80 Alpine Grid Area, 80 US Highway 89. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **MOSIS, MIRANDA {JAY GOODRICH}: Lot #56 Alpine Meadows – 340 Columbine Street – (#R1-17-21) – Single Family Residential Home –** Mr. Jay Goodrich was the authorized representative in attendance for the project. The residential building inspector, Mr. Dan Halstead identified a couple of items that are needed for the building plans; truss calculations, washer installation, crawlspace/attic identification. Also needed for the site plan is the identification of the parking area and the building height identification. The required identification items needed was addressed and/or corrected. It was further identified that there is a separate living element on the plans that show a kitchen cooktop. Commission members reviewed the plans, and it was reiterated that this project is in a Single-Family Residential (R1) zoning district, and town regulations specifically stated: One (1) family or non-family household will primarily occupy the single-family dwelling unit. However, owners may provide room and board for up to three (3) persons who are not related by blood or marriage; provided there is no separate kitchen attached or detached to the primary and/or accessory structure.

Mr. Tim Hartnett moved approved the the residential building permit application for Miranda Mosis, Lot #56 Alpine Meadows, 340 Columbine Street, CONTINGENT upon the property owner making it a Single Family Residential (R1) Home. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **ESSEGIAN, HOWARD {LINDVALL, ERIC}: Lot #43 Alpine Meadows – 589 Aster Loop – (#R1-15-21) – Single Family Residential Structure –** Application expiration date: 12/11/2021; no new information has been provided for this permit application.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion:**

- 376 Wooden Spur Drive – Garage Installation – Un-permitted {No Status Updates Available} – Ms. Wagner stated to the Commission that there is no contact from the property owner, therefore there is no current information to provide to the Commission. The garage structure is still located at the property and as the LUDC states:

Any person, group, firm, or corporation whether as principle, agent, employee, or otherwise, violating causing or permitting the violation of the provision of this ordinance shall be guilty of a misdemeanor, subject to a **Seven Hundred and Fifty (\$750) Dollar fine**, such person, group, firm or corporation shall be deemed to be guilty of a separate offense for each and every day during which any violation of this ordinance is committed, continues or results from the action or inaction of such person, group, firm or corporation.

Ms. Wagner advised the Commission that these are continuing violations and penalties as long as the structure remains in place; she feels it is the responsibility of the property owner to make that contact with the Town of Alpine as we already have a documented date of notification for the violation of the non-compliant structure.

- Variance Application/Request from Deane Swickard – 515 Aster Loop - Scheduled for November BOA Meeting – Ms. Wagner just reminded the Commission members of the variance permit application will be heard at their November 9th Board of Adjustment Meeting; she provided a brief review of the setback encroachment; a detailed staff report will be provided at the scheduled public hearing; the meeting is scheduled to start at 6:30 PM. Chairman Doornbos asked the zoning administrator to see what the County has for their variance process. More information will be made available at the public hearing.
- Comments/Concerns from Commissioners – There was no additional comments and/or concerns from the Planning and Zoning Commission members.

- **Planning/Zoning Correspondence:**

- Lincoln County Correspondence - #516-ZD-19 Zoning and Development Permit – Extension Request – Ms. Wagner distributed the correspondence received from the Lincoln County Office of Planning and Development regarding permit extensions, as a follow up to our previous meeting discussion on the validity of extending permit that have been issued by the County and now the property has been annexed into the Town’s boundaries. In brief the County issues a building permit and so long as the construction has commenced with the two-year time period, the permit is valid. It was further stated that Lincoln County does not have the authorization to extend permits that are no longer in their jurisdiction. However, they have discussed the project with Mayor Kennis Lutz and he concurred the permit was valid since the project has already commenced construction.
- Comments/Concerns from Commissioners

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

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

- **25 US Hwy 89, LLC: (C-04-20)** Permit expires August 2022.
- **25 US Hwy 89, LLC: (RE/A-01-21)** Permit expires March 2022.
- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2021.
- **Amborski, Daniel & Kilee: (RE/A-03-21)** – Permit expires May 2022.
- **Astle, Luke: (MC-16-21)** – Permit expires September 2022.
- **Beeson, Jonathan: (MC-07-20)** – Permit expires December 2021.
- **Broulim Oswald, LLC: (S-02-20)** – Permit expires September 2021.
- **Broulim Oswald, LLC {Fuel Center}: (C-01-21)** – Permit expires March 2022.
- **Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21)** – Permit expires August 2022.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2021. No contact has been made.
- **Clayton, William {Kim Gregg}: (R1-02-21)** – Permit expires March 2022.
- **Driftwood Pizzeria (Mike Fisher): (MC-05-21)** – Permit expires June 2022.
- **Engel & Volkers: (MC-06-21)** – Permit expires July 2022.
- **Engel & Volkers: (S-05-21)** – Permit expires July 2022.
- **Esperson, William: (A-02-19)** – Permit expires May 2022.

- **Frassinelli-Ferencz: (MC-14-21)** – Permit expires August 2022.
- **Gersch, Kate: (R1-06-20)** – Permit expires June 2022.
- **Gustafson, David: (MC-02-21)** – Permit expires March 2022.
- **House, Harry: (R-01-21)** – Permit expires January 2022. {Permit under transfer consideration.}
- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2022.

Mr. Floyd Jenkins moved to removed permit #R1-04-20 for Tim and Tracy Jacobson 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.

- **Johnson, Jared: (R1-07-21)** – Permit expires April 2022.
- **King, Kenneth & Marya: (R1-12-21)** – Permit expires June 2022.
- **Landis/Mackey {DCMI Group}: (R1-08-21)** – Permit expires April 2022.
- **Lasher, Chris: (MC-03-20)** – Permit expires September 2021.
- **Madsen, Tim {Castle Rock Homes}: (R1-08-21)** – Permit expires April 2022.
- **Manna, Andrew: (R1-13-21)** – Permit expires June 2022.
- **Muschaweck, Martin: (R1-09-21)** – Permit expires May 2022.
- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2021.
- **Owens, Kelly: (R1-10-21)** – Permit expires May 2022.
- **Pitman/Chadwick, Tyler/Garrett: (R1-07-20)** – Permit expires September 2021.
- **Quinnbella, LLC: (MC-04-20)** – Permit expires October 2021.
- **Ravitz, Rachel: (RE/A-02-21)** – Permit expires April 2021.
- **Rezents, Jeffry: (MC-03-21)** – Permit expires April 2021.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2022.
- **SSDA, LLC: (R2-01-21)** – Permit expires September 2022
- **SSDA, LLC: (R2-02-21)** – Permit expires September 2022
- **Sandner, James: (S-04-21)** – Permit expires June 2022.
- **Schou, Dan: (R1-02-21)** – Permit expires March 2022.
- **Severson, Mark: (R1-03-21)** – Permit expires March 2022.
- **Snow Peak Investments, LLC: (MC-04-21)** – Permit expires June 2022.
- **Star Valley Health (Medical): (C-02-20)** – Permit expires March 2022.
- **Tholen, Preston: (R1-10-20)** – Permit expires October 2021.
- **Wagner, Robert: (R1-11-21)** – Permit expires June 2022.
- **Zweig, Katherine: (R2-01-20 & R2-02-20)** – Permit expires June 2021. Extension paperwork sent.

7. 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 8:28 pm.


Rex Doornbos, Chairman

10-26-21
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

10/26/2021
Date

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