



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** September 14<sup>th</sup>, 2021  
**TIME:** 7:00 p.m.

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

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**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.

**3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:**

- **DICKERSON – CLAYTON: Lot # 33 & #34 Forest Circle Drive – 534 & 536 Forest Circle Drive – (#RE-PLAT – 02-21)** – Simple Replat – Lot Line Adjustment – Cheryl and Frank Dickerson were in attendance to present their simple subdivision application to the Commission for their subsequent review, comment and approval. Ms. Christine Wagner, Zoning Administrator presented her staff report to those in attendance. The staff report is as follows:

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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; site inspection was completed for "Clayton" building location. Information has been deemed acceptable. Additional site plan was provided from Dickerson, {prepared by Surveyor Scherbel} for identification of exact building locations.

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 7<sup>th</sup>, 2021.

A total of Fifty-Seven (57) notifications were mailed, of those mailed four (4) property owners had one or more lots within the notification area. The Town received two (2) return mailings, which were subsequently re-mail with only one (1) returned.

Of the mailings distributed, there were no questions and/or comments from any of those property owners.

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 re-plat.

Town Zoning Administrator has reviewed the application and associated documents and **recommends approval** of the simple replat.

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Upon review of the presented staff report the Commission members briefly discussed the lot line adjustment and were happy to see that the neighbors were able to work out a viable solution to the structure placement. Now both properties will be in compliance with the Land Use and Development (LUDC) Regulations.

**Mr. Floyd Jenkins moved approved the simple subdivision replat application for Dickerson – Clayton,**

Lots #33 and #34 of the Forest Meadows Subdivision, properties are located at 534 & 536 Forest Circle Drive. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **BROULIM HARDWARE, LLC DBA ALPINE ACE HARDWARE {YESCO Signs}: Lot # 716 Lakeview Estates "C" - 100 Greys River Road (#S-06-21)** – Existing Sign Change Out – Mr. David Lee from YESCO Signs was unable to make it to the meeting; Ms. Wagner spoke on his behalf. This is a simple sign change out, the applicant is removing the "Alpine Market" portion of the sign and replacing it with "Ace Hardware"; there will be no increase in sign sizes; changing out of the brand names for the building signs is also included in this permit application.

Mr. Floyd Jenkins moved approved the sign permit application #S-06-21 for Broulim Hardware, LLC; Lot #716 Lakeview Estates, 100 Greys River Road. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **SSDA, LLC {Scott Shephard}: Lot #28 Riverview "Buffalo Sage Townhomes" – 132 Buffalo Drive & 302 Snake River Drive – (#R2-01-21 & #R2-02-21)** – Duplex/Townhome Buildings, Units #1, #2, #3 and #4 – Mr. Scott Shephard was in attendance to present the permit applications to the Commission for review and discussion. The project is for two (2) buildings, with two (2) units in each building, Mr. Shephard stated that all the units will be the same configuration, as this is what has been platted. The water and sewer lines have already been put in for the entire project. Power and telephone lines will be put in shortly during the excavation process. The Residential Building Inspection, Mr. Dan Halstead has reviewed the plans and had some items that need additional clarification and/or corrections. Mr. Halstead has been working with Mr. Shephard in getting those items clarified and/or corrected. Commission members reviewed the building plans and had some questions for the applicant. The updated DCCR's will need to be submitted, additional parking allotments are a concern, it is understood that the parking will be maintained in the individual garages and in the driveways. The snow storage for the project has been identified and it was reiterated that all snow will need to be maintained on the property, or there will need to be an offsite repository, identified for the additional snow, no snow will be allowed to be pushed into the right-of-way and/or town streets. The Commission members looked closely at the access to units #11, #12, #13 and #14, which appears to be along the alleyway adjacent to Lots #20 and #27 of the Riverview Meadows Subdivision. The recorded plat map states that the access to those units is described as emergency access; it was reiterated that that area is to be kept clear and that now snow can be stored there, or parking can be in that area, it is to be kept free of any impediments. Those in attendance discussed the fire clearance/separation between the units. It was discussed that all the units will follow the 2018 International Residential Code for construction/building. Mr. Shephard agreed that "whatever the code is" those are the regulations that he will be building {following} those codes. It was stated that the Riverview Meadows Homeowners Association has approved the units to be built and that all ten (10) buildings will need to be completed by October of 2022. Mr. Shephard stated that the applications for the four (4) townhouse units are all exactly the same. Mr. Shephard assured the Commission, that there will be no changes and/or alterations to the plans. Commission members discussed the project and were in agreement that the applications can be approved with a couple of stipulations and/or contingencies.

Those stipulations include:

- HOA signature on the submitted approval letter;
- The residential building inspector review and approve the submitted truss (calculations) documents;
- The applicant follows all of the adopted 2018 International Residential Building Codes for the project.

Mr. Tim Hartnett moved approved the multi-unit residential permit applications, contingent upon the stipulations previously (above) stated, permit application numbers identified as: #R2-01-21 {Building #1} and #R2-02-21 {Building #2} for SSDA, LLC {Scott Shephard}, Lot #28 of the Riverview Meadows Subdivision, {Building #1, referred to as Units #1 and #2 and Building #2, referred to as Units #3 and #4} located at: 132 Buffalo Drive and 302 Snake River Drive. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **ASTLE, LUKE {Campbell's Quality Exteriors}: Lot #68 Three Rivers Meadows – 440 Meadows Drive – (#MC-16-21)** – Re-Roofing & New Window Installations – Ms. Christine Wagner addressed the minor construction permit application submitted by Campbell's Quality Exteriors, submitted on behalf of Luke and Jessica Astle; this project is to complete a re-roofing project will all like kind materials and window replacement. The windows replaced will not increase in size they are being replace with higher quality windows. Mr. Dan Halstead, residential building inspector has reviewed the submitted plans; there was no questions and/or comments from the Commission members.

**Mr. Tim Hartnett moved approved the minor construction permit application #MC-16-21 for Luke and Jennifer Astle, Lot #68 of the Three Rivers Meadows Subdivision, 440 Meadows Drive. 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:**

- Completion/Property Sold – Enrique (Ricky) Acosta – 319 Greys River Road – This property has recently been sold, there is an ongoing (open) building permit on this property that has not received a certificate of completion for the project, a preliminary final inspection was completed, with a couple of items identified for correction, however no confirmed final inspection has been completed. Commission members in attendance requested the Zoning Administrator write a letter to the new property owner advising them about the project and the need to close out the permit file.
- 376 Wooden Spur Drive – Garage Installation – Un-permitted – The Commission was made aware that there is an unpermitted garage located on this property. A letter was sent to the property owner regarding the unpermitted structure and the property owner was asked to remove the structure immediately. So far there has been on communication from the property owner. Commission members suggested to send the information to the Town's legal counsel for further review and direction. It was reiterated that this information (letter) has already been sent to the Town's legal counsel.
- Simple Replat Application – Broulim Oswald, LLC – Broulim Addition {September28th} – Ms. Wagner addressed the Commission regarding the simple replat application that will be heard at the next Commission meeting, a brief overview of the project was given; detailed information will be provided at the next meeting.
- Multi-Unit Apartment Complex, Parking Design – Ms. Wagner distributed a schematic of a possible project along Greys River Road; Commission members reviewed the project, it was determined that not enough information has been provided regarding the number of structures/units that will be located on the property and it appears that the parking and snow removal areas are too tight. All Commission members agreed that more information needs to be made available before a concept approval can be made.
- Comments/Concerns from Commissioners – There was not additional comments and/or concerns from the Planning and Zoning Commission members.

##### **• Planning/Zoning Correspondence:**

- E-Mail from Dale Cottam Regarding the Alpine Commercial Center Permit Applications – Ms. Wagner stated that she received e-mail correspondence from Mr. Dale Cottam regarding a permit that was issued by the Lincoln County back in 2019 for the Alpine Commercial Center Project that is part of Timber View Estates, the permit was issued for nine (9) buildings and the applicant would like to extend the building permit, so that additional buildings can be built. Currently there is two (2) buildings that have been built. The correspondence states that the County would extend the building permit for another year in exchange for fifty (\$50) dollars. This property has been annexed into the Town boundaries shortly after the building permit was issued. Mr. Cottom would like to speak with the Commission regarding that extension and preserving the building permit application for a new owner.

Commission members reviewed the correspondence; discussed the process/procedure for renewals within

the Town boundaries, in which is different from the County regulations. Ms. Wagner did reach out to the Lincoln County Planning and Engineering Office, where the permit was issued to find out if and/or how their extension process works. It has been the Town's practice that any permits issued in the County would still be valid/accepted by the Town. The County process for permitting is that so long as the construction has commenced within two (2) years of the permit issuance, the permit is valid until the project is complete, how ever long that would take. Commission members asked the Administrator to check into the annexation agreement, if there are some regulations/stipulations were made since this appears to be an open ended permitting process and provide an update at the next meeting.

- Comments/Concerns from Commissioners – There was no additional comments made at this time.

**6. APPROVAL OF MINUTES:**

- **Planning and Zoning Meeting Minutes of August 24<sup>th</sup>, 2021:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There was no question, comments and/or corrections to the meeting minutes.

Mr. Tim Harnett moved to approval of the minutes from the August 24<sup>th</sup>, 2021, Planning & Zoning Meeting as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Jenkins), 0 absent. Motion carried.

**7. TOWN COUNCIL ASSIGNMENT:** September 21<sup>st</sup>, 2021 – Mr. Floyd Jenkins will be the representative in attendance at the next Town Council meeting.

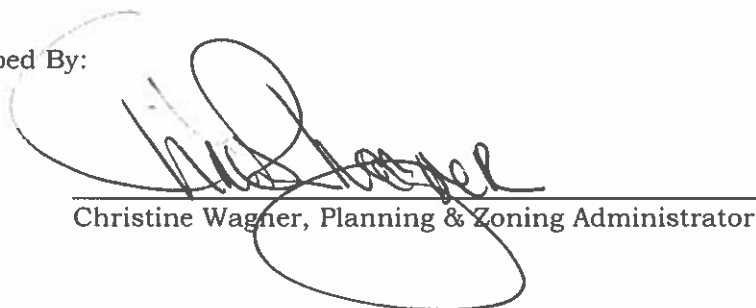
**8. ADJOURN MEETING:** Mr. Tim Hartnett moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 8:46 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 \*\*