



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** April 13, 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 7:05 p.m.

**2. ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Mr. Tim Hartnett, and Chairman Mr. Rex Doornbos; Mr. Floyd Jenkins was absent and excused from tonight's meeting. A quorum was established.

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

- **REZENTS, JEFFRY: Lot #15 Three Rivers Meadows – 425 Meadows Drive – (#MC-03-21)** (Roof Extension) – Mr. Rezens was in attendance to present and discuss his roof extension plans to the Commission members; this structure was built in 1994 and is need to corrections. Teton Structural Engineering has completed the engineering on this project. Town building inspector has revied the submitted plans and did not identify any concerns and/or corrections needed.

**Mr. Tim Harnett moved approve the minor construction permit application #MC-03-21 for Jeffry Rezens; Lot #15 of the Three Rivers Meadows Subdivision, 425 Meadows Drive. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.**

- **JOHNSON, JARED: Lot #6 Alpine Meadows – 36 Columbine Street – (R1-07-21)** – Single Family Residential Structure -Mr. Jared Johnson presented his construction plans to the Commission for review and discussion, Mr. Johnson gave a brief overview of his project. Mr. Johnson had a couple items identified by the Town building inspector that needed to be address and/or additional documentation to be completed (Insulation Schedule from Structural Engineer) before received Town approval. A major item of concern is that he has not received the Alpine Meadows Homeowners Approval as of the date of the meeting. It was reiterated to Mr. Johnson that the Town need the letter of approval from the HOA; therefore, there will not be any type of construction {digging} until that approval is received by the Town of Alpine.

**Mr. Tim Hartnett moved approve the residential building permit application #R-1-07-21 for Jared Johnson, 36 Columbine Street, Lot #6 Alpine Meadows Subdivision CONTINGENT upon the submittal letter from the structural engineer (M. Mavy) for the project insulation and upon receiving written approval from the Alpine Meadows Homeowners Association. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried. It was reiterated to Mr. Johnson that no digging will be allowed to take place until the HOA letter is received.**

- **MADSEN, TIM {Castle Rock Homes}: Lot #141 Alpine Meadows – 325 Columbine Street – (#R1-08-21)** – Single Family Residential Structure - Mr. Zach Clyde, Castle Rock Homes is the authorized representative for the Madsen project. Due to the timing of the project submittal and additional items that needed to be submitted; a complete plan review was not able to be completed. However, due to the short building season, the town building inspector was able to review the foundation plans for the project, so that the project could move forward, prior to the next Planning and Zoning Commission meeting. Commission members in attendance reviewed the site plan and the foundation plans. It was stated by Commission members that once the building inspector has the opportunity to review the complete set of plans, upon approval the project could move forward.

Mr. Tim Harnett moved approve the single-family residential permit application #R1-08-21 for Tim Madsen {Zach Clyde – Castle Rock Homes}, Lot #141 of the Alpine Meadows Subdivision, 325 Columbine Street; for the excavation and foundation ONLY, until a complete review has been completed and approved by the Town Building Inspector. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **LANDIS/MACKEY {DCMI Group}: Lot #51 Alpine Meadows – 428 Columbine Street – (#R1-06-21)** – Single Family Residential Structure - Mr. Dean Knopp was in attendance to present the plans to the Commission for their twenty-four hundred square foot home in Alpine Meadows. A plan review has been completed by the Town residential inspector; there were some items that were identified that needed corrections and/or clarifications. Mr. Knopp identified that there were some minor changes to the plans, in which the commission identified that a letter from the architect should be submitted to address those changes. However, final approval will need to be completed by the Town Inspector, Dan Halstead.

Mr. Tim Harnett moved approve the single-family residential permit application #R1-06-21 for the Landis/Mackey/Knopp {DCMI Group}, Lot #51 of the Alpine Meadows Subdivision, 428 Columbine Street; CONTINGENT upon review of the Town Residential Inspector for the minor corrections that were made to the plans. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **STARK, JACOB: Lot #120 Palisades Height/Alpine Grid Area – 120 US Highway 89 – (#S-02-21)** – Window Sign Installation- Ms. Christine Wagner, Zoning Administrator presented the sign permit application to the Commission for review and discussion. This will be a new sign for the new “Boat Shop” business that will be doing business out of the Alpine Standard “Chevron” building location. It is proposed that this business will open up in the beginning of May. It was also stated; that the business will have some flag banners that will be located in the front of the property.

Mr. Tim Harnett moved approve the sign permit application #S-02-21 for the “Boat Shop” {Jacob Stark – Jim Sandner}, Lot #120 Palisades Heights/Alpine Grid Area, 120 US Highway 89. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **OBRIEN, JACQUELINE: Lot #162 Alpine Meadows – 184 Sweetgrass Trail – (#R1-05-21)** - Single Family Residential Structure – Mr. Gonzolo Ortega was the authorized representative in attendance for the permit presentation of a single-family home in the Alpine Meadows Subdivision. A complete review has been done by the residential building inspector; this application was deemed to be complete.

Mr. Tim Harnett moved approve the single-family residential permit application #R1-05-21 for Jacqueline Obrien, Lot #162 of the Alpine Meadows Subdivision, 184 Sweetgrass Trail. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **RAVITZ, RACHEL: Lot #55 Alpine Meadows – 356 Columbine Street – (#RE/A-02-21)** – Garage Addition to Existing Home – Ms. Rachel Ravitz was in attendance to present and discuss her garage additional plans with the Commission members. One of the major obstacles that the Commission faces is the eave overhangs, Town codes require eighteen (18) inch overhangs and the submitted documents to not have the eaves overhangs on all sides of the building; it was addressed that the attached garage addition is attached to the existing home and that the home was built prior to annexation to the Town, therefore the eave requirement would have only been at the Homeowners Association (HOA) level, in which Ms. Ravitz received a variance from the HOA for the architectural design of no roof eaves. Ms. Ravitz and Commission members discussed the requirement in detail, in which some suggestions were presented for the overhangs; also reiterating that the guest apartment above the garage would be allow, provided there is not separate kitchen (cooktop) as this property is in a “R1” Residential Zoning District rather than a “R2” Multi-Family Zoning District. It was determined that there is a workable solution, and the roof eaves would need to be extended,

however due to the short building season, a phased permit would be allowed, but contingent upon a resolution of the roof overhangs extensions and/or the applicant would need to apply for a variance for the shortened and/or no overhangs.

**Mr. Tim Harnett moved approve the garage and guest apartment addition application #RE/A-02-21 for Rachel Ravitz, Lot #55 of the Alpine Meadows Subdivision, 356 Columbine Street: CONTINGENT upon a workable resolution to the extension of the roof eaves/overhangs to eighteen (18") inches. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.**

#### **4. TABLED ITEMS:**

- **BROULIM OSWALD LLC: Lot #4 Broulim Addition, 45 Iron Horse Drive – (#C-01-21) –** Installation of New Gas Station – After the last Commission meeting, Mr. Ben Christianson with Bateman-Hall Construction submitted the required corrected information as requested by the Commercial Building Inspector. Documents submitted were reviewed and was accepted by the commercial inspector; however further research/information will be done on the submission/approval from the Department of Environmental Quality for the underground fuel storage tanks, in addition to the State Fire Marshall project approval.

**Mr. Tim Harnett moved approve the Commercial Building Permit Application #C-01-21 for Broulim Oswald LLD, Lot #4 of the Broulim Addition to the Town of Alpine, 45 Iron Horse Drive; CONTINGENT upon the Town of Alpine received the State documents from Broulims; specific to the DEQ and State Fire Marshall's office approved permits and documents. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.**

- **Approval of Planning & Zoning Commission Meeting Minutes from February 9<sup>th</sup>, 2021 -** Commission members re-reviewed the Planning and Zoning Meeting minutes that were distributed last month and 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 February 9<sup>th</sup>, 2021 Planning and Zoning Commission Meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Floyd). Motion carried.**

- **{Alpine Board of Adjustments} – Bianchin, Nathan – Lot #37 Alpine Meadows – 499 Aster Loop - #V-01-20 -** No new information has been made available to the Town.
- **Alpine Board of Adjustment Meeting Minutes from January 12<sup>th</sup>, 2021**

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

- **Planning/Zoning Discussion:**
  - **Event Permit Application – Review & Recommendation –** The Alpine Town Council, at their March 16<sup>th</sup> meeting, asked the Planning and Zoning Commission members to review and return a recommendation on the proposed event application/permit. It was reiterated that the proposed application was to be one (1) page in length. The Commission reviewed the application/permit submitted and have streamlined the application/permit in order to make the application/permit one (1) page in length (legal size paper) without changing too much of the original integrity of the intended document. Upon review the Planning and Zoning Commission has suggested that the event application/permit add a legal clause, would like this deferred to TOA Legal Counsel for exact verbiage, in which would identify that the Town of Alpine will be released from any and all accidents, liability claims and/or installation inspections of any temporary structures and/or issues should the event structures fail and/or if there are any unforeseen accidents.

Mr. Tim Hartnett moved to send a recommendation to the Town Council for their review and consideration of the requested Event Application/Permit, minus the needed legal clause, for the Event Application/Permit Form. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Nuisance Complain for "Bright Lights Located on House – 169 Parkway Drive"** - On March 18<sup>th</sup>, a nuisance complaint was received in the Town Office as per town protocol the complaint was forwarded to the Town Attorney, for determination of the next step in the process of the filed complaint. Town Legal Counsel referred the nuisance complaint to the Planning and Zoning Commission members to give legal a determination whether or not the light complies with town code.

At the April 13<sup>th</sup> Planning and Zoning Commission Meeting, Commission members reviewed the "Nuisance Complaint" as submitted by Mr. David Rice along with the associated photos of the property located at 169 Parkway Drive. Commission members in attendance reviewed the Land Use and Development Code (LUDC) regulations that pertain to outdoor lighting. Referencing Article 4.7 "Outdoor Lighting", states the intent of the code is that all exterior lighting shall be designed, located, and lamped in order to minimize over lighting, energy waste, glare, light trespass and skyglow. The Commission members in attendance determine that the aforementioned property is not in compliance with the LUDC and asked the Zoning Administrator to return the Commission's findings back to Town Council and Town Legal Counsel.

Mr. Tim Hartnett moved to send a recommendation to the Town Council identifying that the property located at 169 Parkway Drive is not in compliance with the Land Use and Development Code, Article 4.7 "Outdoor Lighting". Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **LUDC Recommendation Correspondence from L. Kjellgren** – Ms. Wagner distributed an e-mail that was presented on March 16<sup>th</sup>, the Town Council referred a submitted e-mail from Leon Kjellgren regarding some proposed ordinance changes, to the Planning and Zoning Commission for their review and comments regarding some proposed changes to the Town Codes. The Commission members in attendance review the proposed suggestions and had the following comments regarding the e-mail. Also in attendance was Ms. Melissa Wilson, town citizen who was present at the Town Council meeting and made herself available to the Commission for additional input on the proposed suggestions. Referring to:

**I. Revision to Land Use and Development Code 257 Ord. No.2018-07—applies town-wide.**

**Article 6.2 Definitions:** RV (Recreational Vehicle). A vehicle, such as a Class A, B, or C RV, an RV Folding Trailer, RV Travel Trailer, Fifth Wheel Trailer, or a truck camper mounted or un-mounted inside of a truck bed, ~~tow-able-trailer-or motor-home~~, primarily used for leisure activities, traveling and recreational activities.

- The Planning and Zoning Commission member are fine with this definition.

**II. Revision to 236 Ordinance No.2015-09---applies to residential R1 zoned lots.**

- **This was not reviewed, as the Planning and Zoning Commission does not have jurisdiction on adopting Town Ordinances.**

**III. Revision to Land Use and Development Code Section 3-202(g)(2) and (4) ----applies to R1 zone only.**

(g) Vehicular Parking and Storage:

(2) No more than two (2) Recreational vehicles in total, shall be stored on any lot. Recreational vehicles (RVs) ~~and travel trailers~~ shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions, and restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. These vehicles are to be parked on the property owner's, private property.

- The Commission feels that a definition for "stored" is needed – The Commission will defer to the Council for that definition.

(4) One (1) unlicensed or inoperable vehicles-, to include an RV (Recreational Vehicle) will be permitted within the confines of on any residential lot.

- The Commission would like to see this reworded to: One (1) unlicensed or inoperable vehicle, to include an RV (Recreational Vehicle) **excluding a truck camper mounted or un-mounted inside of a truck bed** will be permitted within the confines of any residential lot.

**IV. Revisions to 103-Ordinance No. 2003-16 Section 103-01 -- applies to R1 zone only.**

- **This was not reviewed, as the Planning and Zoning Commission does not have jurisdiction on adopting Town Ordinances.**

**V. Revisions to 152—Ordinance No.2007-08 Section 152-13-Noisy Animal –applies Town-wide.**

- **This was not reviewed, as the Planning and Zoning Commission does not have jurisdiction on adopting Town Ordinances.**

**V. Revisions to Penalties for Noncompliance – applies Town-wide.**

- **This was not reviewed, as the Planning and Zoning Commission does not have jurisdiction on adopting Town Ordinances.**

The secondary e-mail that was sent on April 7<sup>th</sup> to the Alpine Town Clerk was also addressed, and the following comments/recommendation was addressed. Revision to Land Use and Development Code, Section 3-202 (g)(2) and (4) – applies to R1 Zone only. The last sentence under section (g) (4) was added.

- Commission member reviewed the suggestions and determined that this suggestion would be better suited in a Town Ordinance.

No formal recommendation and/or motion was made on this item, this information will just be provided to the Town Council for their consideration.

- **Lot Line Encroachment – Lot #34 (Clayton) & Lot #33 (Dickerson/Toland) – Forest Meadows Subdivision** – Ms. Christine Wagner informed the Commission that there is a structure encroachment with Lot #33 (Dickerson/Toland) of the Forest Meadows Subdivision. The garage structure is encroaching approximately ten (10) feet into Lot #34 (Clayton) in which has recently been permitted for a single-family home with a detached garage structure, the house appears to be within the allowable setbacks, however the detached garage will not be within the allowable setbacks to the encroachment. A lot line adjustment will need to be completed by the property owners. The Town's legal counsel has been advised of the issue and it appears that the property owners will need to get something worked out. The project will be underway shortly, so the lot line adjustment will need to be completed before a Certificate of place can be issued, furthermore a Certificate of Occupancy will not be issued until the process is completed.
- **Comments from Commissioners** – There were no additional comments from the Commissioners.
- **Planning/Zoning Correspondence:** The following correspondence was distributed and there were no comments and/or questions.
  - Town Council Meeting Minutes: March 16<sup>th</sup>, 2021.

**6. APPROVAL OF MINTUES:**

- **Planning and Zoning Meeting Minutes:** March 9<sup>th</sup>, 2021 – Commission members reviewed the Planning and Zoning 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 March 9<sup>th</sup>, 2021 Planning and Zoning Commission Meeting until the next scheduled meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Floyd). Motion carried.**

**7. TOWN COUNCIL ASSIGNMENT:** April 20<sup>th</sup>, 2021 – Mr. Rex Doornbos will be the representative in

attendance for the next Town Council meeting.

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

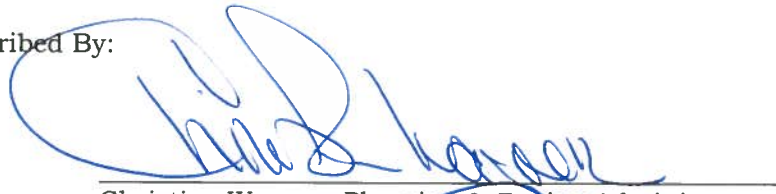
Meeting adjourned at 9:58 pm.

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Rex Doornbos, Chairman

5-11-21  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

May 11, 2021  
Date

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