



Town of Alpine
Planning & Zoning Commission Minutes

DATE: November 12, 2019

PLACE: Town Hall

TIME: 7:00 p.m.

TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 6:57 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 Mr. Rex Doornbos. Also present was Dan Halstead, Municipal Enforcement Officer and Residential Building Inspector. A quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**

- **Pace, Rhonda: Lot #SS Palis Park, 196 Canyon View Drive - #R1-02-18** (Single Family Residential Home – Garage) – Mr. Noel Wray was in attendance as the authorized representative for the project. Ms. Christine Wagner stated that this permit was previously approved; so long as the engineering for the garage was presented to the Commission/Inspector for approval; this permit was closed out prior to the garage being built so that the property owner could move in and their financing secured. There was consideration given to the garage construction; with that said the applicant/representative would like to re-activate the permit to allow for the garage construction. Commission members reviewed and discussed the project, with all structural drawings, permit requirements and information is all in order and determined that they could re-active the permit to the original expiration date of April 28, 2020. If the project is not completed at that time, the applicant would need to file for a permit extension. Mr. Wray asked about parking in the structure, prior to final completion due to the winter months approaching. Commission members stated that they would defer to the Residential Building Inspector regarding any items related to life safety issues to be completed before any occupancy would be allowed.

Mr. Floyd Jenkins moved to approve the re-activation of Single-Family Residential Home (Garage) permit #R1-02-18; Lot #30 of the Palis Park Subdivision, 194 Canyon View Drive, with the permit expiration date of April 28, 2020. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Flynn, Jeff: Lot #58 Alpine Meadows Subdivision, 314 Columbine Street – (#R1-06-19)** {Single Family Residential Home} - Mr. Flynn was in attendance to present his building plans to the Commission; Mr. Flynn thanked the Commission for allowing him to present the plans on short notice due to the upcoming winter season. Mr. Flynn is looking for a conditional approval to allow him to start the sitework (excavation) the footings and foundation prior to winter's arrival. Mr. Flynn has received HOA approval for the footing and foundation, however there is some additional information that needs to be submitted to the HOA before he receives the complete approval, it was also noted that he has received approval for the side entry garage so long that there is ten (10) feet between the drive and the east property line. Town regulations would require a side setback of fifteen (15) feet. In addition, there are some items that Mr. Flynn will need to submit to the Town, in order for the project to move forward; that is the required size plans from the engineer; so that the Residential Inspector can complete the project review; the certificate of placement and payment of all the required fees. The preliminary plan review identified six (6) inch stem/foundation walls; it was suggested, by all in attendance, that Mr. Flynn consider changing the size to eight (8) inch stem/foundation walls due to the seismic/climate area that we live in. This was only a

suggestion, as the 2018 Residential Code does allow for engineering of six (6) inch walls, when there is no second story living areas.

Mr. Tim Hartnett moved to approve residential permit #R1-06-19 for Jeff Flynn CONTINGENT UPON the following:

1. **Full Set of engineered plans, to be submitted to the Town; with allowing the Town Residential Inspector a five {5} day review period after submission;**
2. **Written building approval from the Alpine Meadows Homeowners Association;**
3. **Town of Alpine receiving the certificate of placement for the residence;**
4. **Required Site Inspection to be completed, prior to digging;**
5. **Town of Alpine to receive all the required fees (permit, water and sewer connections).**

Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. *TABLED ITEMS:*

- **Broulim Supermarkets: Lot #36 Snake River Junction, 118400 US Highway 26/89 – Commercial Building – (#C-01-19)** Application expiration date is 3/25/2020; no new information is available on this project.
- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19) {Pergola Installation}** – This issue was referred to Town Council; the Commission was requested to provide a timeline to the Town Attorney, this timeline has been submitted, the Commission is awaiting the attorney's response.

5. *DISCUSSION AND/OR CORRESPONDENCE ITEMS:*

- **Planning/Zoning Discussion:**
- **Town of Alpine: Alpine Light Industrial Area: 289 Buffalo Drive - #C-03-19 {New Public Works Building}** – Ms. Christine Wagner, Zoning Administrator gave the Commission an update on the status of the project. As discussed at the last meeting, the discussion of the identification of the insulation factors need to be made available; it was stated that the insulation factors are on the presented plans. As by way of additional information the complete packet has been sent to the Wyoming Department of Fire Prevention and Electrical Safety office for their review.
- **King, Carson – Street Issue and Carport Project** - Mr. Carson King was in attendance to discuss a freestanding carport project for his Forest Meadows property, in which the total square footage for the project would be about five hundred (500) square feet in size. Mr. King provided photos for the project and to get a clarification on the setbacks for his property since his property goes to the other side of Forest Circle Drive (refer to recorded plat map). Furthermore, Mr. King would like to put his carport along the north side of his property, in which would technically be behind the front plane of the home, but along the street side of the property. The discussion of the front setback was discussed; as stated in the Land Use and Development Code the front setback is established as twenty-five (25) feet from the front property line; in which is on the other side of Forest Circle Drive. After much discussion it was determined that a clarification of the front property line; any road right-of-way and/or easement area/line should be presented to the Town Attorney for that determination. A request will be put into the Town Legal Counsel for that clarification, once received Mr. King will be contacted, so that the project can move forward.
- **Sweeney, Tim – Duplex Project** - Ms. Christine Wagner address the Commission members regarding Mr. Sweeney's project. Mr. Sweeney would like to install two (2) manufactured homes on his property on West Loop Road; the question being is can he have his steps and/or landing in the setback area. The property is zone for multi-family in which would allow for the two (2) homes; however, the egress to the dwelling would need to be placed on a concrete slab just within the setback area. The Commission discussed the regulations and determined that it is to be made clear to the property owner that no anchoring in the setback area is allowed (foundation and/or post/piers) however, a concrete pad and/or walkway is allowed in the setback area.

- **Planning/Zoning Correspondence:**
 - **#268 Ordinance No. 2019-05 – Health, Safety, and Sanitation Noise Control –**
Commission members were provided with the adopted ordinance; there were no questions.
- **Planning/Zoning Public Comments:** There was no additional questions or additional concerns.

6. UNFINISHED / ONGOING BUSINESS:

- **Active Building Permits, Affidavit & Banner Lists:** See Handouts, Ongoing
- **25 US Hwy 89, LLC: (MC-03-19)** – Permit expires May 2020.
- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2020.
- **Birk, Todd: (MC-01-19)** – Permit expires April 2020.
- **Brown, Bryant: (MC-13-19)** – Permit expires August 2020.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2020.
- **David, Dale & Teresa: (R1-05-18)** – Permit expires July 2020.
- **Davis, Tyler {Alpine Apartments}: (MC-10-19)** – Permit expires August 2020.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020.
- **Eklund, Eric: (MC-11-19)** – Permit expires July 2020.
- **Esperson, William: (A-02-19)** – Permit expires May 2020. * The Town Municipal Code Enforcement Officer will contact the property owner regarding the shipping container that is in the Town right-of-way, in which shipping containers are not allowed in residential districts or in the right-of-way.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020.
- **Haberberger, Tim & Cindy: (R1-08-18)** – Permit expires September 2019.

Mr. Floyd Jenkins moved to removed permit #R1-08-18 for Tim & Cindy Haberberger, from the active permits list as the project is completed. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Jensen, Stephen: (R1-01-19)** – Permit expires April 2020.
- **Kendall {Adams}: (R1-05-19)** – Permit expires May 2020.
- **Larsen, Jeremy: (A-04-19)** – Permit expires October 2020.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Permit expires April 2020.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018.

Mr. Floyd Jenkins moved to removed permit #R1-04-17 for Mitch Peichel, from the active permits list as the project is completed. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Reynolds, Tricia: (MC-06-18)** – Permit expires August 2020.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2020.
- **Rodenbough, Jesse & Karen: (S-05-19)** – Permit expires May 2020.
- **Shockey, Robert & Jaclyn: (MC-01-18)** – Permit expires March 2020.
- **Shockey, Robert & Jaclyn: (C-02-19)** – Permit expires May 2020.
- **Snow Peak Investments {New Jenkins Storage Building – Phase 1}: (C-01-17/EA-05-18)** – Permit expires August 2020.
- **Star Valley Health: (S-08-19)** – Permit expires July 2020.
- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2020.
- **Teton Quality Homes: (R1-10-18)** – Permit expires November 2019.

Mr. Floyd Jenkins moved to removed permit #R1-10-18 for Teton Quality Homes, from the active permits list as the project is completed. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2020.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2019 - New expiration date is December 9th, 2019.
- **Tribitt, John: (R1-03-19)** – Permit expires April 2020.

Mr. Tim Hartnett moved to removed permit #R1-03-18 for John Tribitt, from the active permits list as the project is completed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Triple JL Companies: (S-04-19)** – Permit expires April 2020.

Mr. Tim Hartnett moved to removed permit #S-04-19 for Triple JL Companies (Chevron), from the active permits list as the project is completed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Triple JL Companies: (A-03-19)** – Permit expires July 2020.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2020.
- **Weyland, Jordan & Carrie: (R1-04-19)** – Permit expires May 2020.
- **Weesen, Drew & Brandi: (A-01-19)** – Permit expires April 2020.
- **Wierda, Mike & Amy: (MC-10-18)** – Permit expires November 2020.

7. **APPROVAL OF MINTUES:**

- **Planning and Zoning Meeting Minutes:** October 22nd, 2019 – Commission members reviewed the draft Planning and Zoning Meeting minutes that were distributed prior to the meeting time.

Mr. Floyd Jenkins moved to approve the minutes from the October 22nd, 2019 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 19th, 2019 – Mr. Rex Doornbos will be the representative in attendance at 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 8:45 pm.

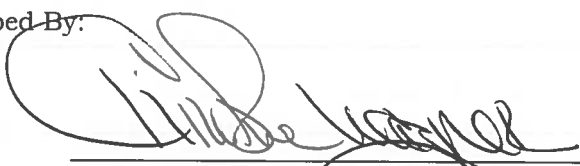


 Tim Hartnett, Vice Chairman

12/10/19

 Date

Transcribed By:



 Christine Wagner, Planning & Zoning Administrator

December 10, 2019

 Date

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