



Town of Alpine
Planning & Zoning Commission Minutes

DATE: September 10, 2019
TIME: 7:00 p.m.

PLACE: Town Hall
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 Secretary established roll call; members present were Mr. Floyd Jenkins, Mr. Tim Hartnett and Mr. Rex Doornbos. A quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**

• **Morning Star Baptist Church: Lot #1 & #2 – Palisades Heights Subdivision: 156**

Morning Star Drive – (Re-Plat #01-19) {Lot Combination} - Mr. Robert Wagner was in attendance as the authorized representative for Morning Star Baptist Church; Mr. Wagner expressed the applicant's desire to combine the lots, for further expansion of the existing church building; the lots are currently in two (2) different zoning districts and by combining the lots a determination of one (1) zoning district was advised by Surveyor Scherbel's office; in which the applicant expressed having the property in the Public and Community Facilities District (PFC). A copy of the Staff report, prepared by Christine Wagner, Zoning Administrator was made available to the Commission members and read into the public record:

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. New lot number has been identified as lot #14 – Palisades Heights, 2nd Filing. The preliminary plat has been deemed acceptable.
 3. All property Owners within the five hundred (500) foot radius have been notified of the proposed boundary line amended, ample opportunity has been given to respond to the mailing. Response deadline was established as September 10th, 2019 by 4:00 PM.
 4. Out of the 33 mailed notifications, six (6) of the mailing were to duplicate property owners within the notification radius; the Town has received not received any returned mailing and has received two (2) e-mailed responses from area property owners. Responses are as follows:
 1. "Please remind the landowners of the adjacent federal land and that they need to be fully aware of the boundaries to ensure they don't end up in trespass." **The notification of the comments will be passed along to the landowner.**
 2. "It looks like another change happening in the same area; can you send me more details about what the Baptist Church is planning to do with the zone change, also where do I find more information on what zoning capabilities are for PFC." **Acknowledgement of the received e-mail was made with supplemental information provided (see attached); as of the morning of the meeting date for further questions and/or emails have been supplied to the Town office.**
 5. Both applicant's lots are currently in two (2) different zoning districts; with a lot combination/consolidation a zoning determination needs to be made. Applicant has expressed that they would like Lot #14 to be kept in the Public & Community Facilities District.
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6. Although no public hearing will be required for a simple (subdivision) re-plat, property owners shall have fifteen (15) days to submit their comments. A Commission meeting will be held to review and receive any further comments from area property owners, review the advanced plat map and the submitted application. A determination of approval, approval with conditions and/or modifications, or deny the proposed plat, will be made by the Commission members at that meeting. A recommendation will be made to the Town Council; any appeals to the decisions by the Commission shall be made to the Town Council.
7. A recommendation for **approval** of the re-plat and zone compatibility has been made by the Zoning Administrator.

After presentation of the staff report, no further comments were made.

Mr. Floyd Jenkins moved to approve the re-plat for Morning Star Baptist Church, Lot #14 Palisades Heights Subdivision, 2nd filing into the Public & Community Facilities District furthermore sending to Town Council for their approval of the plat signing. Mr. Tim Harnett 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 Extension Date – 9/27/2019} A letter was prepared and approved for Broulim Supermarkets regarding their application expiration. The letter was approved by all Commission members in attendance. A copy of the above-mentioned letter will be provided to the Town Council for their information.
- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19)** {Pergola Installation} – There has been nothing new submitted to the Town regarding the pergola installation. The application expiration date is November 4th, 2019. It was determined to send a recommendation to the Town Council for the removal of the pergola; as previously identified this project was started **WITHOUT PERMIT APPROVAL**; pictures of the constructed pergola were and have been distributed to the Commission members for their review and discussion. Commission members discussed the identified procedures that were **obviously** not followed prior to the construction. Notifications have been made to the Melvin Brewing owners and staff; in written correspondence a timeline of August 12th was given for a response to the provided letter. Again, to date there has been no response and/or additional permit information provided to the Town/Commission. This property is owned by the Town of Alpine and as such there has not been any approval given for the structure installation, as stated in the lease agreement. The size of the structure has been identified as well over the maximum allowance for a non-engineered structure. The Commission has given “**Melvin**” the opportunity to comply and rectify this installation by adhering to the established guidelines, as set forth by the Town Council. There has been no response from “Melvin”. Therefore it is the recommendation of the Planning and Zoning Commission, that the Town Council implement the removal of the pergola, since there has been no permit issued, no engineering has been received for the structure, no fees have been paid and **foremost important it is a life safety issue on Town property.**

Mr. Floyd Jenkins moved to the aforesaid recommendation to the Town Council that they remove the pergola, unless it can be demonstrated:

1. There is engineering for this size of project;
2. Complete application in its entirety; and
3. Pay the permit fees.

The Commission stressed the foremost important it is the life safety issue located on Town property. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Correspondence, Questions, Concerns and/or Public Comments:** Mr. Tim

Sweeney was in attendance to discuss his lot #8 at 271 West Loop Road in the Robert Louis Strout Subdivision; in which he would like to see about the possibility of a variance approval. His lot is right at ten thousand (10,000) square feet, the established setbacks were discussed with Mr. Sweeney; in which he would need an additional five (5) feet on each side of the property, as the manufactured/modular home that he is looking is seventy-one (71) feet long. Commission members discussed the variance process with Mr. Sweeney in which is stringent when constructing on a vacant lot; identifying that the process is particularly suited for a specific use and/or existing structure which is peculiar to the land or building for which the adjustment is sought and do not apply generally to land or buildings in the neighborhood. Mr. Sweeney was encouraged to design to his lot dimensions; further stating the Commission without the formal submittal of an application and going through the process a decision cannot be made; Mr. Sweeney would have to demonstrate his hardship, but the likelihood of an approval would most likely be slim since this is a vacant lot.

- **Planning/Zoning Discussion:**

- **Town of Alpine – New Maintenance Shop** – Ms. Christine Wagner, Zoning Administrator informed the Commission that the Town is working on plans and specifications for a new maintenance shop that will be located on Town property, next to the existing maintenance shop, with the approximate size of the new shop being Thirty-Five Hundred (3500) square feet and utilities installed. The plans have not been finalized by the Town Engineer yet, however an advertisement for the bid opening to be held on September 13th has been placed. Project start date is still undetermined. It was determined by the Commission that no decision on permitting can be made until a set of plans have been received along with the site plan and the approval from the State Fire Marshall's office is received. More information will be made available when it is received.

6. UNFINISHED / ONGOING BUSINESS: Active Building Permits Issued: Commission reviewed and briefly discussed the current on-going projects.

- **25 US Hwy 89, LLC: (MC-03-19)** – Permit expires May 2020.
- **Alpine Car Wash: (S-04-18)** – Permit expires September 2019.

Mr. Floyd Jenkins moved to removed permit #S-04-18 for Alpine Car Wash from the active permit list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires September 2019.
- **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 2019.
- **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.
- **Guzman, Peter & Victoria: (MC-02-19)** – Permit expires April 2020.
- **Haberberger, Tim & Cindy: (R1-08-18)** – Permit expires September 2019.
- **Jensen, Stephen: (R1-01-19)** – Permit expires April 2020.
- **Kendall {Adams}: (R1-05-19)** – Permit expires May 2020.
- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2019.
- **McDowell – Castle Rock Homes: (R1-02-19)** – Permit expires April 2020.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018.
- **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.
- **Snow Peak Investments {New Jenkins Storage Building – Phase 1}: (C-01-17/EA-05-18)** – Permit expires August 2020.
- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2020.
- **Taylor Land Co.: (MC-09-19)** – Permit expires April 2020.

Mr. Tim Hartnett moved to removed permit #MC-09-19 for Taylor Land Co., (Three Rivers Motel) from the active permit list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Teton Quality Homes: (R1-10-18)** – Permit expires November 2019.
- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2020.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2019. Commission would like to send the applicant the provided inspection schedule.
- **Tribbit, John: (R1-03-19)** – Permit expires April 2020.
- **Triple JL Companies: (S-04-19)** – Permit expires April 2020.
- **Triple JL Companies: (A-03-19)** – Permit expires July 2020.
- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2019.
- **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 2019.

7. APPROVAL OF MINTUES:

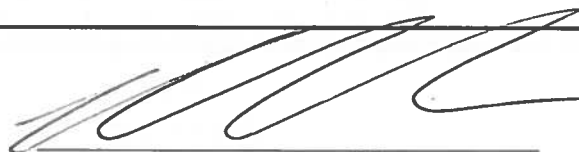
- **Planning and Zoning:** August 27th, 2019 – Commission members reviewed the draft Planning and Zoning Meeting minutes that were provided prior to the meeting.

Mr. Tim Hartnett moved to approve the minutes from the August 27th, 2019 Planning and Zoning Commission Meeting as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Floyd Jenkins), 0 absent. Motion carried.

- 8. **TOWN COUNCIL ASSIGNMENT:** September 17th, 2019 – Mr. Floyd Jenkins will be the representative present 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 7:58 pm.


 Rex Doornbos, Chairman 9-24-19
Date

Transcribed By: 
 Christine Wagner, Planning & Zoning Secretary September 24, 2019
Date

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