



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** August 11, 2020

**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 Administrator established roll call; members present were Mr. Floyd Jenkins, Mr. Tim Hartnett and Chairman Mr. Rex Doornbos; a quorum was established. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was also in attendance.

**3. APPOINTMENTS/NEW BUSINESS:**

- **Lees, Brian & Joan: Lot #236 Lakeview Estates, 791 Terrace Drive – (RE-Plat #01-20) -** Adjust the North Common Boundary Line, Between Lot #236 (Lees) & #235 (Wolfley) – Ms. Christine Wagner presented the Commission with the re-plat application, staff report and a copy of the advanced plat map for review and discussion. The applicant is seeking to acquire a ten (10) foot by one hundred twenty-five (125) foot strip of land from the Wolfleys. Both the Lees and the Wolfleys have worked out an agreement for the strip of land; this additional amount of land is needed by the Lees, so that they can move forward with a garage addition in the near future and this purchase will help them for their needed setback requirements. According to the staff report fifty-one (51) mailings were sent out, with one (1) response from a seasonal resident. A copy of the staff report is attached hereto.

Mr. Tim Hartnett moved to approved the simple subdivision application/re-plat for Brian and Joan Lees, permit # RE-Plat #01-20 located at 791 Terrace Lane, further referred to as Lot #856 {Lees} and Lot #857 {Wolfley} by sending a recommendation of approval to the Alpine Town Council. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **House, Harry: Lot #309 Palis Park Subdivision – 125 Greys River Road – (Proposed Project) –** Mr. House presented a proposed (concept) site plan to the Commission for their review and discussion. Mr. House is looking at installation of four (4) modular tiny homes to be installed on the Mixed Residential-Commercial (MRC) lot on Greys River Road. Mr. House stated that this is still in the concept phase right now and is just looking for some guidance from the Commission on their thoughts for a project like this. If this project were to move forward it will have the required engineering for each of the structures and will be placed on permanent foundations as per the Land Use and Development Code (LUDC); other items that were discussed was snow storage, parking requirements and utility connections. Mr. House stated that if the project moves forward, he will be installing one (1) modular unit at a time. Commission members responded that if all the required elements are met; this project should be able to move forward, however when he get more concrete information on the project he was encouraged to come and talk with the Commission for confirmation on engineering, parking and snow storage requirements. Mr. House thanked the members for their time and looks forward to their next meeting.

**4. TABLED ITEMS:**

- **25 US Hwy 89 LLC: Tract 2A, Palis Park Subdivision, 25 US Highway 89 – (#C-04-20) -** Commercial Bath House – Ms. Christine Wagner, Zoning Administrator updated the Commission on this

project from the last meeting. In discussion with the project engineer, the engineer stated that the project could downsize the water connection to a 1½ in water line and he felt that it would be adequate for this type of project. The project engineer also stated that he has reviewed the sewer connection fee schedule and he felt that the forty thousand (\$40,000) connection fee is right on target with his projections. However, it was further stated that the project will be done in phases; phase one will be the groundwork (excavation) and installation of the utilities, as this will be a slab on grade project. Phase two will be the actual building construction. With that said the Commission determined that the water connection and half of the sewer connection fees will need to be paid before any construction/excavation is to begin. The Commission does not want to hamper any commercial projects and since this is going to be done in phases that this is an equitable comprise. However, it was further discussed that when it gets to the point of constructing any walls the other half of the sewer connection will need to be paid, further reiterating that there will be no use of the building until the fees have been paid. All in attendance agreed to the comprise.

**Mr. Tim Hartnett moved to approve permit #C-04-20 - 25 US Hwy 89 LLC, Tract 2A Palis Park Subdivision, 25 US Highway 89, with the following conditions; project to be completed in phases with water connection and half of the sewer connection fees to be paid in phase one for the excavation, concrete slab and utility installation. Prior to the second phase (walls, roof etc.) of the project getting started the second half of the sewer connections fees are to be paid, a certificate of occupancy will be issued once all fees and construction items have been taken care of. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

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

- **Planning/Zoning Discussion:**

- **Mr. Stephen Jensen, 132 Aster Loop, Lot #80 Alpine Meadows** – Appeal Permit Expiration Decision - Mr. Stephen Jensen was in attendance to discuss permit expiration dates with the Commission, as per the Commission's previous correspondence Mr. Jensen was advised that the residential building permit for his property had expired. When his initial permit was issued, it was given a 365 day {one year} timeframe as stated in the LUDC; this timeframe expired in April 2020. Mr. Jensen referred back to his assertion that since after his permit issuance and/or after commencement of work has started, if no more than 180 days has passed between inspections and his building permit is not expired. Commission members discussed the permit expirations, as stated in the LUDC. Mr. Jensen pointed out that the adoption of the International Building Code (#258) and International Residential Code (#259) Ordinances do not provide for the expiration exclusion. Mr. Jensen also questioned why the Town of Alpine only allows for a one (1) year building timeline in this climate, since a majority of the building is done by property owners. Chairman Doornbos inquired as to what Mr. Jensen feels would be an appropriate timeframe for building single family residential structures; further stating that if the 180 day time limit was put in place, projects would go on for a very long time; in which is not beneficial to the Town. Town building fees are very reasonable and the one (1) year allowance was established back when the LUDC was adopted by the Town Council. Mr. Jensen suggested that perhaps the Town should look at increasing the building permit fees to cover the administration costs; and allow property owners additional time to build their project, so long as they are moving forward. Commission members reiterated that the Town does not have a full-time building department, therefore constant monitoring of projects moving forward is just not possible at this time. Commission members thanked Mr. Jensen for his input and the Commission decided to reach out to the Town Legal Counsel for his legal interpretation of the Ordinances regarding building expiration dates and provided timelines and which Ordinances would take precedence over other adopted ordinances regarding the validity of implementation of the town codes.

**Mr. Floyd Jenkins moved to send a recommendation to the Mayor and Town Council to forward this request to the Town Attorney for a legal interpretation on the Land Use and Development Code Regulations vs. the International Building Code and International Residential Code and which ordinance would take precedence. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Planning/Zoning Discussion Items:**

- **Land Use & Development Code Updates** – Ms. Christine Wagner presented the Commission members with some proposed LUDC updates for their review and discussion. Commission members reviewed and discussed the proposed changes, which included:
  - Part 2 –
  - Building Permit Requirements
    - Permit postings, sanitary facilities {All Zoning Districts};
  - Minor Construction Permits -
    - Clarifications on minor construction roofing applications, with increased weights;
    - Utility improvements or changes, clarifications;
    - Demolition of buildings/structures over 300 square feet;
  - Affidavit Process -
    - Deck affidavit turnaround times;
    - Re-Roofing Applications – no weight increase;
  - Building Application Processing Schedule -
    - Residential, Remodel/addition and Garage permit timelines;
    - Affidavit timelines;
  - Part 3 –
  - Vehicular Parking & Storage Requirements {All Zoning Districts}
    - Suggested increase in minimum square footage requirements – (Commission voted against)
    - Recreational vehicles, watercrafts travel trailers parking on private property.
  - Part 4 – Building and Design Standards {All Zoning Districts}
  - Window and Entryways Requirements (Commission voted to leave at 15%)
  - Wind Speed Design: Exposure, to reflect the current adopted version of the IBC/IRC by the Town of Alpine with the Commission suggestion to be incorporated into the permit check list;
  - Sign Standards to be discussed at the next meeting – with some research done with YESCO Sign company.

**6. APPROVAL OF MINUTES:**

- **Planning and Zoning Meeting Minutes:** July 28<sup>th</sup>, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

**Mr. Floyd Jenkins moved to approve the minutes from the July 28<sup>th</sup>, 2020 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.**

**7. TOWN COUNCIL ASSIGNMENT:** August 18<sup>th</sup>, 2020 – Mr. Floyd Jenkins will be in attendance for 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 9:02 pm.

---



Rex Doornbos, Chairman

8-25-2020  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

  
Date

August 25, 2020

\*\* Minutes are a brief summary of the meeting - No meeting recording is available \*\*