



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** May 12, 2020  
**TIME:** 7:00 p.m.

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

---

**1. CALL TO ORDER:** Meeting called to order at 7:04 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. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was in attendance. Although the meeting was closed the applicants, if needed, had the opportunity to attend the meeting via zoom invitations. A quorum was established.

**3. APPOINTMENTS/NEW BUSINESS:**

- **Sandner, James: Lot #125 Alpine Grid Area, 125 Morning Star Drive – (#C-03-20) –** Commercial Building Construction Plan Completion – Ms. Christine Wagner, Zoning Administrator informed the Commission that the Commercial Building Official has completed the plan review and three (3) items were identified, the Building Official and property owner have discussed and identified the necessary corrections for the project. The Commission reviewed the presented plans, reviewing the amount for allocated parking spaces and the required snow storage areas. Areas were identified on the site plan, however the Commission asked for the individual parking spaces to be identified, in which is a total of ten (10) regular space with one (1) handicap space needs to be identified. In addition, the total square footage amount for the snow storage needs to be identified. The Zoning Administrator will work with the applicant to get the information identified and will present the information to the Commission at the next scheduled meeting. Other than those items all permit application information was found to be in order.

**Mr. Floyd Jenkins moved to approved permit #C-03-20 for James Sandner, 125 Morning Star Drive, Lot #125 Alpine Grid Area, with the following contingent updates to the site plan; required number of parking space identifications and snow storage identification. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Draskovich, Joe: Lot #144 Alpine Meadows Subdivision, 60 Primrose Court (#R1-03-20) –** Single Family Residential Building – Mr. Josh Burmaster of Salt River Construction was the authorized and available to discuss the single family residential building project located in Alpine Meadows. The residential permit application is in order the residential building inspector has identified two (2) items that need to be completed for the plan review. The Commission reviewed the submitted documentation and discussed the needed items, which were identified as a rescheck schedule and radon mitigation identification. The residential building inspector will held accommodate the rescheck schedule and the radon mitigation can be done in the field. The Town will get a copy of the required inspections to the contractor and it was reiterated that a certificate of placement will need to be submitted along with the taring of the foundation walls.

**Mr. Tim Hartnett moved to approve residential building permit #R1-03-20 for Joseph Draskovich; Lot #144 of the Alpine Meadows Subdivision, 60 Primrose Court, contingent upon the completion and submission of the rescheck schedule and the radon mitigation identification. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Zweig, Katherine: Lot #21 Greys River Village #2 Subdivision, 360 Wooden Spur Drive – (#R2-01-20 & #R2-02-20)** (#R2-Multi Family Residential Duplex Buildings (2 Building – 4 Units) – Ms. Emily Haigler with Factory Homes Outlet is the authorized representative for this project and was available to answer Commission questions. The Commission members reviewed the documentation presented for the duplex project; there will be a total of four (4) units on the property and the project will be very tight with the placement vs. the setbacks; it was stressed that a certificate of placement is required for each of the building placements. The duplexes will be modular construction, pre-made at the factory and the applicant will get the Idaho inspection sheets for the Town, identifying the 2018 International Building Code construction. Snow storage was identified on the plans however, calculations need to be completed to ensure there is adequate storage. On the site plan there was identification of stairs to a basement area, however, there is no basement information available with the submitted plans. It was asked of the Ms. Haigler to supply the Town with the information for the utilization of the basement area and to make additional information available for any electrical and/or plumbing components and ingress and egress for that basement. It was also mentioned that the applicant would want to look at some type of drainage system from the bottom area of the stairs. It was determined by the Commission members that additional information would be needed for issuance of a building permit. Ms. Haigler stated that the modular units would not be built until July, so the Commission felt that tabling the permit would allow the applicant additional time to put together and present the additional requested basement information to the Commission for review.

**Mr. Floyd Jenkins moved to table the multi-family residential building permit #R2-01-20 and #R2-02-20 for Kathrine Zweig; Lot #21 Greys River Village #2, 360 Wooden Spur Drive, until additional information is submitted. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Jacobson, Tracy & Tim: Lot #60 Riverview Meadows Subdivision – 528 Snake River Drive - (#R1-04-20)** – Single Family Residential Building – Mr. & Mrs. Tim Jacobson were available to present their building plans to the Commission. The Commission reviewed the submitted documentation, identifying a couple of items that need correction and/or clarification. Those items include the review and correction for the windspeed for this project; the submission of a rescheck schedule; the correct identification of the sewer stub/connection location on the site plan, it was also reiterated that a certificate of placement will need to be completed and submitted to the Town office. Star Valley Construction will be the contractor of record and an inspection schedule will be delivered to the job site along with the permit application

**Mr. Floyd Jenkins moved to approve residential building permit #R1-04-20 for Tim and Tracy Jacobson; Lot #60 of the Riverview Meadows Subdivision, 528 Snake River Drive, contingent upon the completion and submission of the rescheck schedule and correct identification of the required wind speed, as per the International Residential Code and the approval (letter submission) from the Riverview Meadows Homeowners Association. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Erickson, Nick: Lot #100 Alpine Grid Area, 100 US Highway 89 (#S-01-20)** - Sign Installation – Ms. Christine Wagner presented the permit application, this sign was installed back in October 2019, the applicant was notified then that a permit application was needed. The applicant will be moving into the log building and running the real estate company out of that office. All sign dimensions have been documented; the applicant was informed that any additional signs will need to be approved prior to installation.

**Mr. Floyd Jenkins moved to approve sign permit #S-01-20 for Nick Erickson; Lot #100 Alpine Grid Area, 100 US Highway 89. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

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

- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19) {Pergola Installation}** – No new information has been submitted on this project. The Town Municipal Officer was asked by Commission members to go by and verify that the deck is not being utilized and to see what the intentions are on this project moving forward as a courtesy call.

Mr. Tim Hartnett moved to direct the Town Municipal Enforcement Officer to make a courtesy call to Melvin Brewing regarding the deck usage and project status. 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 Items and/or Correspondence:**

- Ms. Christine Wagner was contacted by Mr. Carson King, who resides in the Forest Meadows subdivision regarding the installation of a carport on his property. This project has been discussed in previous Commission meetings; an interpretation of the front property line was requested from the Town Attorney, in which correspondence states that as appointment member, the Commission should come up with a definition of property line. Commission members discussed this issued and reviewed the submitted pictures. This is a unique property and the Commission determine that with the orientation of the front of the house, the side and/or street curve of the house should be determined for a setback distance. It was determined by all present that a fifteen (15) foot setback could be used on that portion of the property. Ms. Christine Wagner will contact Mr. King and let him know the discussion and the determination of the setback distance, with the understanding as stated in the Attorney correspondence that if the applicant is not satisfied, they can appeal the decision of the Planning and Zoning Commission.

**6. TOWN COUNCIL ASSIGNMENT:** May 19<sup>th</sup>, 2020 – Mr. Rex Doornbos will be available for call and/or attendance into the Town Council meeting.

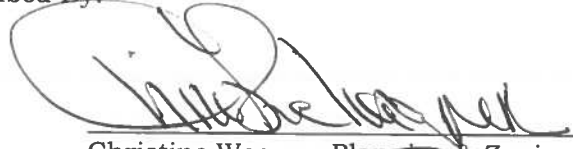
**7. ADJOURN MEETING:** Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 8:44 pm.

  
Rex Doornbos, Chairman

  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

  
Date

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