



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 24th, 2021
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. Tim Harnett and Chairman Mr. Rex Doornbos. Mr. Floyd Jenkins was absent and excused. A quorum was established.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **FRASSINELLI - FERENCZ: Lot # 66 Palis Park – 220 River Bench Road – (#MC-14-21)** – Porch Enclosure – Mr. Paul Frassinelli was in attendance to present is building permit application and plans to the Commission for review and approval discussion of his partial deck enclosure. The engineering documents have already been submitted and reviewed by the residential building inspector which found everything to be in order. Commission members in attendance reviewed the documents and had no further questions for the applicant.

Mr. Tim Harnett moved approved the minor construction permit application #MC-14-21 for Frassinelli - Ferencz, Lot #66 of the Palis Park Subdivision, 220 River Bench Road. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **IRELAND, TODD {Jon Strasburg}: Lot #81 Alpine Meadows – 152 Aster Loop – (#MC-15-21)** – Deck Roof Cover – Mr. Jon Strasburg was the authorized representative in attendance to present the permit application/plans to the Commission for review and discussion. This project is a timber post and beam deck roof over an existing deck. The applicant has received project approval from the Alpine Meadows HOA. The engineering has been completed on this project and was previously reviewed by the residential building inspector, with no issues identified.

Mr. Tim Harnett moved approved the minor construction permit application #MC-15-21 for Todd Ireland, Lot #81 of the Alpine Meadows Subdivision, 152 Aster Loop. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

4. TABLED ITEMS:

- **ESSEGAN, HOWARD {LINDVALL, ERIC}: Lot #43 Alpine Meadows – 589 Aster Loop – (#R1-15-21)** – Single Family Residential Structure – No new additional information has been provided on this permit application.
- **Town of Alpine: Lot # 2, #7 & #8 Greys River Valley {Specific to Lot #2 Installation} – 340 Meadows Drive – (#MC-07-21)** – Concrete (Prefabricated) Bathroom Installation. Mr. Brian Culpepper the project manager, was in attendance to review and discuss the plans for the project installation. Additional information was provided on the winterization for the facility, the site will have water, sewer and electrical to the facility. The structure is to arrive mid-September, it was suggested that the Town with the project manager have a meeting to coordinate site preparation, utility connections and arrival of the facility. The Zoning Administrator will coordinate the meeting to take place within the next week.

Mr. Tim Harnett moved approved the minor construction permit application #MC-07-21 for the Town of Alpine, Ferry Peak Park bathroom installation, on Lots #2, #7 & #8 of the Greys River Valley

Subdivision, 340 Meadows Drive. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain, 1 absent (Jenkins). Motion carried.

- **25 US HWY 89 LLC: Lot #3 Greys River Cove Subdivision – 111 Greys River Road – (#MC-13-21)**
– Flagpole Installations – Ms. Christine Wagner, Zoning Administrator informed the Commission members that the applicant has withdrawn their permit application.

Mr. Tim Harnett moved to remove the minor construction permit application #MC-13-21 for 25 US Highway 89, LLC from the tabled items list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion:**
 - Flagpole Installations: Ms. Wagner addressed the Commission regarding their request for legal review on guidance for flagpole installations. Ms. Wagner presented the e-mail documents received from Mr. Sanderson regarding such request. Mr. Sanderson stated “there are no legal requirements for a permit, or any prohibitions within the ordinances, asking why would you even receive a permit? If you do not have authority under the rules and ordinance to act or not act, then you do not have authority to grant or deny a permit”; the commission can request the owner to not install such a large flagpole but does not have the authority to stop them.

In an additional e-mail Mr. Sanderson stated that this what they could enact: “Flags - Official, State and National flags shall be permitted. Corporate flags are permitted and shall be limited to one flag 15 square feet in size, which shall not be deducted from the total signage permitted. Flagpoles are permitted provided that a building permit is obtained, and that the height of the pole does not exceed the maximum height for structures within the zone that the property is located.

Commission members in attendance discussed the verbiage and determined that they would like to move forward with this incorporation into the Land Use and Development Code (LUDC); further identifying that this would most likely fit into the Development Standards – Outdoor Lighting and Sign sections of the LUDC, however it might be best to confer with legal on the appropriate placement of the proposed regulation. It was requested that the Zoning Administrator prepare the proposed regulations for further review at the next Commission meeting, and then a formal recommendation can be made to the Town Council.

Mr. Tim Harnett moved to incorporate flagpole regulation into the LUDC amendments for review at the next commission meeting, so that a recommendation can be made to Town Council. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Comments/Concerns from Commissioners – The Commissioners had no other questions or comments.
- **Planning/Zoning Correspondence:**
 - Palisades Investments, LLC – Simple Subdivision Replat – Refuge West 1st Filing, 2nd Filing and 3rd Filing – Ms. Wagner distributed the review request received from Lincoln County Office of Planning and Engineering for the proposed simple subdivision applications for the Alpine Village properties that will be incorporated into the “Refuge”. These replats will each be done separately; this will represent an overall lot addition of six (6) to the existing “Refuge” subdivision. The “Refuge” is already on the Town of Alpine water system; therefore, it is suggested that the applicant confirm the availability of the additional water connections/usage that will be needed for the additions. It could be assumed that with these additional lots, additional allocations might be needed, since the possibility of large homes and airplane hangars will be built on the lots.

Mr. Tim Harnett moved to send the aforementioned comments to Lincoln County Planning and

Development office for the simple subdivision filing for the Refuge West 1st, 2nd, and 3rd Filings, located in the North Alpine Community. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- Update on Plat Amendment for Bugling Elk Properties, LLC – Elk Meadows Addition to the Town of Alpine – Ms. Wagner distributed the updated plat for Bugling Elk Properties, which now identifies as a minor subdivision replat with four (4) lots, which are larger in size; this re-plat application will be held at a public hearing to be held on September 28th. Where was no initial questions or comments on the preliminary plat.
- Comments/Concerns from Commissioners - There was no questions and/or comments from the Commissioners regarding the distributed materials.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: See Handouts, the Commission discussed the ongoing projects.

- 25 US Hwy 89, LLC: (C-04-20) Permit expires August 2022.
- 25 US Hwy 89, LLC: (RE/A-01-21) Permit expires March 2022.
- Acosta, Ricky: (RMC-13-19) Permit expires October 2021.
- Amborski, Daniel & Kilee: (RE/A-03-21) – Permit expires May 2022.
- Beeson, Jonathan: (MC-07-20) – Permit expires December 2021.
- Broulim Oswald, LLC: (S-02-20) – Permit expires September 2021.
- Broulim Oswald, LLC {Fuel Center}: (C-01-21) – Permit expires March 2022.
- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.
- Christie, Dave & Chris: (A-02-18) – Permit expires July 2021. Do contact has been made.
- Clayton, William {Kim Gregg}: (R1-02-21) – Permit expires March 2022.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expires June 2022.
- Engel & Volkers: (MC-06-21) – Permit expires July 2022.
- Engel & Volkers: (S-05-21) – Permit expires July 2022.
- Esperson, William: (A-02-19) – Permit expires May 2022.
- Gersch, Kate: (R1-06-20) – Permit expires June 2022.
- Gustafson, David: (MC-02-21) – Permit expires March 2022.
- House, Harry: (R-01-21) – Permit expires January 2022. {Permit under transfer consideration.}
- Jacobson, Tim & Tracy: (R1-04-20) – Permit expires May 2022.
- Johnson, Jared: (R1-07-21) – Permit expires April 2022.
- King, Kenneth & Marya: (R1-12-21) – Permit expires June 2022.
- Ladner, Kristin: (S-03-21) – Permit expires June 2022.

Mr. Tim Hartnett moved to removed permit #S-03-21 for Kristin Ladner from the active permits list. 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}: (R1-08-21) – Permit expires April 2022.
- Lasher, Chris: (MC-03-20) – Permit expires September 2021.
- Madsen, Tim {Castle Rock Homes}: (R1-08-21) – Permit expires April 2022.
- Manna, Andrew: (R1-13-21) – Permit expires June 2022.
- OBrien, Jacqueline: (R1-05-21) – Permit expires April 2022.

Mr. Tim Hartnett moved to removed permit #R1-05-21 for Jacqueline OBrien from the active permits list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- O'Donnell, Katrina: (MC-12-19) – Permit expires August 2021.
- Pitman/Chadwick, Tyler/Garrett: (R1-07-20) – Permit expires September 2021.
- Quinnbella, LLC: (MC-04-20) – Permit expires October 2021.
- Ravitz, Rachel: (RE/A-02-21) – Permit expires April 2021.
- Rezents, Jeffry: (MC-03-21) – Permit expires April 2021.
- Riverview Meadows HOA: (MC-06-19) – Permit expires June 2022.
- Sandner, James: (S-03-21) – Permit expires June 2022.
- Schou, Dan: (R1-02-21) – Permit expires March 2022.
- Severson, Mark: (R1-03-21) – Permit expires March 2022.
- Snow Peak Investments, LLC: (MC-04-21) – Permit expires June 2022.
- Star Valley Health (Medical): (C-02-20) – Permit expires March 2022.
- Tholen, Preston: (R1-10-20) – Permit expires October 2021.
- Wagner, Robert: (R1-11-21) – Permit expires June 2022.
- Zweig, Katherine: (R2-01-20 & R2-02-20) – Permit expires June 2021. Extension paperwork sent.

7. APPROVAL OF MINUTES:

- **Public Hearing - Planning and Zoning Meeting Minutes of August 10th, 2021:** Commission members reviewed the 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 August 10th, 2021, Public Hearing held by the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Planning and Zoning Meeting Minutes of August 10th, 2021:** Commission members reviewed the 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 August 10th, 2021, Planning & Zoning Meeting as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.


8. ADJOURN MEETING: Mr. Tim Harnett 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 8:18 pm.


Rex Doornbos, Chairman

9-14-21
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

September 14, 2021
Date

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