



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: **October 25th, 2022**
TIME: **7:00 p.m.**

PLACE: **Town Council Chambers**
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 Mr. Rex Doornbos. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **Town of Alpine – Melvin Brewing Company: Lot #1 Alpine West Addition, 240 River Circle (#S-07-22)** – Monument Sign Installation – Ms. Christine Wagner presented the permit application; this permit application is a project that was agreed upon with the Melvin's management team and the Alpine Town Council. As part of the permit application, pictures of the monument sign project were presented, sign placement for the two (2) signs was reviewed and discussed. These signs would be purchased by Melvin's, and it is unknown if there are any agreements for maintenance and/or utility costs. Commission members reviewed the documentation. Commission members feel that it would benefit the other area services if the sign included other entities, such as: Child Development Center, Library, Ball Field, etc., Commission members also stated that the sign seems to be close to the ground and could have the potential to be covered with snow in the winter months, Melvin's might want to look into raising the sign up a bit. Ms. Wagner stated that this is the information that she was given, the signs have already been ordered and should be arriving in November for installation; she further stated that she has no information available on an agreement, if any, that was made for installation expenses and/or utility costs.

Mr. Troy Johnson attended the meeting and asked that if the Town of Alpine was going to allow Melvin Brewing to have a sign on their property, he would like one too. Is the Town going to extend that courtesy to other area business? Chairman Doornbos stated that this is a project that was agreed upon with Melvin's and the Town Council; and suggested that Mr. Johnson direct that request to the Town Council members for a "like kind" agreement. Commission members agreed that there should be some type of agreement for any costs for the installation, maintenance, lighting identification and placement of the signs. Chairman Doornbos requested that the Zoning Administrator check with the Town's Legal Counsel for such an agreement. It was agreed that this permit should not move forward until an agreement is initiated.

Mr. Tim Hartnett moved to table permit application #S-07-22 for Town of Alpine – Melvin Brewing Company, Lot #1 of the Alpine West Addition to the Town of Alpine, 240 River Circle, until an opinion from the Town Attorney is received, a regarding lease/rental and/or maintenance agreement. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Town of Alpine – Pretreatment Facility: Western Portion of Lot #9 of the Alpine West Addition, 291 Buffalo Drive (#C-03-22)** – Pretreatment Building - Ms. Wagner presented the building permit application for the new addition to the Town's wastewater treatment facility; this addition will be approximately one thousand seven hundred and ninety-two (1,792) square feet. The addition will be connected by a hallway from the exiting plant, the project includes a large concrete basin that will hold additional MBR tanks, an aeration and EQ tanks; it will be constructed similar to the existing plant with a suspended floor on the southwest side of the addition. The Town Council has already awarded a portion of the bid, which included the excavation, footings and foundation for the project. The Commission members reviewed the plans available for the project, noticing that there is not an engineered stamp on the available plans. Ms. Wagner stated that the Town Engineer is still working on portions of the building. Commission members stated that if the plans were stamped by the engineer of record, they could move forward with a partial permit approval; however, since there is no stamp, it was determined to table the permit application.

Mr. Tim Hartnett moved to table permit application #C-03-22 for Town of Alpine, Pretreatment Facility, located on the western portion of Lot #9 of the Alpine West Addition to the Town of Alpine, 291 Buffalo Drive, until the stamped engineered plans are received. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- NONE

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Above Ground Fuel Storage Tanks:** Mr. Mark Siedschlag of Conrad and Bischoff was present via Zoom conference to discuss the project with the Commission members; the project would consist of eight (8) above ground storage tanks that would hold thirty thousand (30,000) gallons of diesel and gasoline, the tanks would stand thirty-seven (37) feet tall and would be located in the southeast portion of Lot #17 of the Boardwalk Subdivision, this project is known as Alpine Distribution Warehouse. Commission members review the proposal, taking into consideration that the property is currently zoned "Commercial"; and discussing the allowable uses in that district. Upon further review of the property location, the Planning Commission members feel that this is not a permitted use allowed in the established Commercial Zoning District. This type of use would fit better into a Light Industrial District; therefore, a permit application for the project would not be accepted by the Commission at the current time. Chairman Rex Doornbos stated that it would appear that there could be two (2) available options for the project/property owners. The options available would be:
 1. File an appeal with the Town Council for further permit application review and/or acceptance of the permitted uses in the Commercial Zoning District; approval would be needed in order to move the application process forward; or
 2. Seek a property rezone into a Light Industrial Zoning District - "L1".

Chairman Doornbos stated, if chosen any appeal to the Commission's decision is made directly to the Town Council; if approval of the appeal is deemed accepted by the Town Council, the Planning and Zoning office would move forward with requesting the Homeowners Association's written acceptance of the permitted project. Once that acceptance is received the Town would request that the State Fire Marshall Plan Review submittal would begin, with subsequent written approval be submitted to the Town and then the Alpine Town Plan Review process would begin. If the decision is to file a rezone application,

Chairman Doornbos outlined the adopted procedure for the rezone. Mr. Siedschlag thanked the members and staff for their discussion and assistance with the permit application, he will present the options to the property owner and then move forward from there.

- **Planning/Zoning Correspondence:**
 - Draft Town Council Meeting Minutes of October 18th, 2022. Commission members has no additional comments regarding the minutes
 - Comments/Concerns from Commissioners – There was no additional comments/concerns.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: Dan Halstead reported on the active and/or ongoing projects.

- Alpine Flats, LLC: (R2-08-22) – Permit expires March 2023.
- Alpine Flats, LLC: (R2-12-22) – Permit expires September 2023.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (S-06-22) – Permit expires September 2023.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22) – Permit expires October 2023.
- Amborski, Daniel & Kilee: (RE/A-03-21) – Permit expires May 2022.
- Bates, Jacob: (R1-05-22) – Permit expires April 2023.
- Becker, Kelly: (R1-06-22) – Permit expires April 2023.
- Beeson, Jonathan: (MC-07-20) – Permit expires December 2022.
- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.
- Broulim Oswald, LLC {Alpine Ace Hardware (Temporary Greenhouse): Removal Date 10/1/2022

Mr. Floyd Jenkins moved to removed permit #MC-01-22 for Broulim Oswald, LLC {temporary greenhouse} from the active permits list. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried. It was mentioned that if project comes back in the springtime, the placement of the greenhouse needs to be re-viewed for the required parking spaces for the business.

- Byerly, Mark {Apex Sage Inc.}: (R1-09-22) – Permit expires May 2023.
- Callaco, Joe: (MC-08-22) – Permit expires May 2023.
- Caywood, Shannon/Traer: (R1-04-22) – Permit expires March 2023.
- Christie, Dave: (RE/A-04-22) – Permit expired May 2023.
- Citro, Rick: (RE/A-03-22) – Permit expired February 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (MC-03-22) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (S-04-22) – Permit expired April 2023.
- Dotson, James: (MC-19-21) – Permit expired October 2022.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expired.
- Esperson, William: (A-02-19) – Permit expires May 2022. Project on hold.
- Ferguson, William: (R1-10-22) – Permit expires May 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2023.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2023.
- Green, Eric & Janya: (RE/A-02) – Permit expires May 2023.
- Gustafson, David: (MC-02-21) – Permit expires March 2023.
- King, Kenneth & Marya: (R1-12-21) – Permit expires June 2023.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires April 2022. Project on hold.
- Livingston, Trent: (R1-03-22) – Permit expires March 2023.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2023.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2023.
- Madsen, Tim {Castle Rock}: Permit expired April 2022.

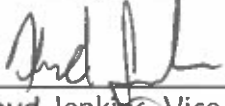
- Markman, Jason: (MC-06-22) – Permit expires May 2023.
- Merrill, Kirsten: (S-05-22) – Permit expires September 2023.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2022.
- Poyer, Levi: (RE/A-05-22) – Permit expires June 2023. Project on Hold.
- Ravitz, Rachel: (RE/A-02-21) – Permit expires April 2022. Project on Hold.
- Rezents, Jeffry: (MC-03-21) – Permit expires April 2023.
- SSDA, LLC {Scott Shephard}: (R2-01-21) – Permit expires September 2022. 30 Day extension given.
- SSDA, LLC {Scott Shephard}: (R2-02-21) – Permit expires September 2022. 30 Day extension given.
- SSDA, LLC {Scott Shephard}: (R2-03-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-04-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-01-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-02-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-03-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-04-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-22) – Permit expires January 2023.
- Sandner, James: (S-04-21) – Permit expires June 2023.
- Schou, Dan: (R1-02-21) – Permit expires March 2023.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires May 2023.
- Smiley, John: (RE/A-01-22) – Permit expires January 2023.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires May 2023.
- Tholen, Preston: (R1-10-20) – Permit expires October 2022.
- Thomas, William: (R2-10-22) – Permit expires May 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires May 2023.
- Wagner, Robert: (R1-11-21) – Permit expires June 2023.
- Wilson, Melisa & Josh: (MC-04-22) – Permit expires April 2023.

Mr. Tim Hartnett moved to removed permit #MC-04-22 for Melisa and Josh Wilson from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

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 8:04 pm.


Floyd Jenkins, Vice-Chairman


Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

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