



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 23rd, 2022
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 8:10 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:**
 - **GIECK, DAVID & STEPHEN:** Lots #732, #733 & #734 of the Lakeview Estates Subdivision, 192, 194 & 196 Trail Drive Road - (Re-Zone #REZ - 02-22) - Request for Rezone from Commercial {C} to Mixed Residential Commercial {MRC} - Chairman Mr. Rex Doornbos addressed all those in attendance regarding the rezone request; in which a brief description was given and the comments that were presented at the public hearing held earlier in the evening.

Mr. Doornbos stated that there will need to be a recommendation made to the Town Council for the rationale for the Commission's decision on the rezone application. Mr. Doornbos further stated that the applicant had completed the application process and demonstrated the items that were needed for the rezone request to move forward to the Town Council level. Mr. Doornbos stated that items that were discussed regarding: traffic safety, speeding, pedestrian safety, pathways across the highway corridor, school bus stops, animals at large, excessive noise and criminal activity are items that the Town Council need to act on and/or consider. Town Council has put these ordinances into effect, and they are the regulating authority for those ordinances that they have adopted.

Mr. Tim Hartnett moved to send a recommendation for rezone approval to the Town Council for the property located at 192, 194 & 196 Trail Drive Road, Lot #732, #733 & #734 of the Lakeview Estates Subdivision. The current property zone use of Commercial (C) is hereby recommended to change to Mixed Residential Commercial (MRC) upon final approval of the Alpine Town Council at the next scheduled meeting (September 20th) of the Town Council. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **MCDONALD, COLTON & LEE ANN:** Lot # 36 Palis Park Subdivision, 197 Canyon View Drive (#R1-11-22) - Single Family Home - Mr. Colton and Ms. Lee Ann McDonald were in attendance via "Zoom" conference to present their building plans to the Commission. The McDonalds will be installing a manufactured home at the property site, with an unfinished

basement and an attached garage. Mr. Dan Halstead, Residential Building Inspector has completed the preliminary plan review, some items were identified as incomplete. Mr. & Mrs. McDonald are in the process of completing the items identified; and will be sending them in as they are provided by the project engineer and/or the manufactured home company. The McDonalds asked if they could excavate their property. Chairman Doornbos stated that they can dig on their own private property for excavation and utility connections, however they should make sure that the site is secure. The Planning & Zoning Commission will review this permit application at their next scheduled meeting; however, in the meantime the site plan for the project has been approved.

Mr. Tim Hartnett moved to approve the project site plan for Colton and Lee Ann McDonald, property located at 197 Canyon View Drive, Lot #36 of the Palis Park Subdivision. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- Flynn, Jeff & Yulia: Lot #90 Alpine Meadows - 352 Aster Loop - (#R1-01-22) - Application Submitted on January 3rd, 2022; Approved for Footings & Foundation Only - Mr. Jeff Flynn was in attendance to discuss the project with the Commission members; Mr. Flynn stated that he did receive a height variance from the HOA for the project; and now they can move forward with the project. Ms. Christine Wagner, Zoning Administrator stated that the associated approval document from the HOA has been submitted/received by the town office. Mr. Dan Halstead, residential building inspector did identify a couple of items for correction, those items included an HOA project approval, document from project engineer on the removal and/or adherence of the new stem wall and the submission of a ResCheck for the property. All the corrections and/or identified were submitted prior the meeting time.

Mr. Floyd Jenkins moved to remove this item from the tabled items list, in order to move forward with project permitting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Floyd Jenkins moved to approve the rest of the permit application #R1-01-22 for Jeff & Yulia Flynn, Lot #90 Alpine Meadows Subdivision, 352 Aster Loop, contingent upon the submission and approval of engineered document for the replacement of the new stem wall, HOA project approval and a completed ResCheck. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Linford: Lot # 11 & 302 of the Riverview Meadows Subdivision, 363 & 367 Deer Lane - (Re-Zone # REZ - 01-22) - Request for Rezone from Commercial/Residential to Mixed Residential Commercial - Application to Expire on August 29, 2022.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- Planning/Zoning Discussion Items:
 - Setback Regulations for Free-Standing Signs: Ms. Wagner addressed the Commission members for their interpretation of the code Section 4-803(h)(3)(aa) - Location .. "Allowable Setback & Table 4-10 Location & Placement - Only on a site frontage adjoining a public street or walkway. It was identified that there appears to be a

discrepancy; we have not identified a sign setback, only stating that it needs to be on the property and not have any portion of the sign encroach onto a neighboring or highway property, as not to obstruct traffic. All members in attendance agreed that a sign does not have a setback, as there have been sign placements in the past that have been put on other properties, the only stipulations that it needs to be on the permitted property. This will be looked at on the new submission of Land Use and Development Code regulation updates.

- Comments/Concerns from Commissioners - There was no additional comments/concerns.
- **Planning/Zoning Correspondence:** The following correspondence was made available:
 - Town Council Meeting Minutes from July 19th, 2022
 - Comments/Concerns from Commissioners - There was no additional comments/concerns.

6. APPROVAL OF MINUTES:

- **Planning and Zoning Meeting Minutes of August 9th, 2022:** 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 Hartnett moved to approval of the minutes from August 9th, 2022, Meeting of the Planning & Zoning Commission, as written. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

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 8:50 pm.


Rex Doornbos, Chairman

9-13-22
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

September 13, 2022
Date

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