



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: April 12th, 2022
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Meeting

1. CALL TO ORDER: Meeting called to order at 7:03 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:

- **Star Valley Health: Lot #186 Alpine Meadows – 37 Wintergreen Drive – (#S-02-22)** Sign Permit – Mr. Mike Hunsaker was in attendance to present the sign permit application; this permit application is a continuation from the public hearing that was held earlier tonight for the variance application for two (2) free-standing (monument) signs and an extension of the sign height to eighteen (18) feet in height; in which the variance application was approved at the earlier meeting. Commission reviewed the request and would like the applicant to submit the sign lumens for record verification and file documents.

Mr. Floyd Jenkins moved to approve permit #S-02-22 for Star Valley Health; project located at: 37 Wintergreen Drive, Lot #186 Alpine Meadows, contingent upon submittal of the light lumen verification/documentation. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Bates, Jacob: Lot #38 Forest Meadows Subdivision, 510 Three Rivers Drive - (#R1-05-22)** – Single Family Residential Permit – Mr. Jacob Bates was in attendance to present his building plans to the Commission for review and discussion. Commission members reviewed the plans along with the inspector notes presented at the meeting; it was noted that the items that were identified by Mr. Dan Halstead, Residential Building Inspector have been discussed with the applicant and will be identified on the plans; it was also noted that Jorgensen Engineers, applicant's engineer of record will be doing the Certificate of Placement for this project. All Commission members reviewed the plans, identifying that the 2018 International Residential Code will be utilized.

Mr. Tim Hartnett moved to approve permit # R1-05-22 for Jacob Bates, Lot # 38 of the Forest Meadows Subdivision, property located at 510 Three Rivers Drive, with the conditions as outlined in the discussion. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Broulim Hardware, LLC dba Alpine Ace Hardware: Lot #716 C Lakeview Estates – 100 Greys River Road – (#MC-01-22)** – Greenhouse Installation – Chairman Rex Doornbos discussed the minor construction permit application for the greenhouse installation; stating that this greenhouse is for seasonal storage and growth of plants for retail sale, which will be located in the property parking lot. This greenhouse installation is temporary in nature, the Town does not currently have a mechanism for temporary structures, however it was determined that a minor construction permit application would best fit this application. With approval of this permit application there is specific contingencies that will apply. Those

contingencies being:

1. Property Owner {Broulims – Alpine Ace Hardware} to take any and all liability for the structure. Property owner agrees to indemnify the Town of Alpine against any injury, death, loss or property damage of any kind resulting in whole or in part from the property owner's failure to comply with the instructions/requirements set forth regarding installation guidelines, load limits and continued use during certain weather conditions. Those stipulations are identified in the purchase agreement;
2. Applicant can install and/or erect the structure upon permit approval and/or erect structure at their discretion;
3. Structure to be dismantled by October 1, 2022; and
4. Applicant to provide the required amount of handicap parking spaces for the property and/or businesses.

Mr. Floyd Jenkins moved to approve permit #MC-01-22, temporary greenhouse installation for Broulim Hardware, LLC dba Alpine Ace Hardware, Lot #716C Lakeview Estates located at 100 Greys River Road: CONTINGENT upon the four (4) stipulations that were discussed and/or identified above. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Becker, Kelly: Lot #11 Alpine Meadows, 95 Aster Loop - (#R1-06-22)** – Single Family Residential Permit – Ms. Becker was in attendance along with her contractor to present the permit application to the Commission members. Mr. Halstead did identify a couple of items on his plan review, in which he has discussed and/or corrected with the applicant; however, some documentation will need to be submitted.

Mr. Floyd Jenkins moved to approve permit # R1-06-22 for Kelly Becker, Lot #11 of the Alpine Meadows Subdivision, 95 Aster Loop, with the contingencies as discussed; (Roof Eave Dimensions, Radon Installation, Attic Access to Meet Fire Code Regulations and Installation of the Type "X" Drywall. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Confused Cowboy {Eric Wilson}: Lot #1 Elk Meadows Subdivision – 104 Sagebrush Lane – (#MC-03-22)** – Small Commercial Sales Office – Mr. Eric Wilson presented the Commission with the building plans for the small sales office for his commercial drift boat business, located in the Elk Meadows Subdivision. The plan review was completed by the commercial building inspector, Mr. Robert Wagner, in which Mr. Wagner and Mr. Wilson have discussed a couple of items that needed correction and/or clarification. The size of the structure is three hundred and eight-four (384) square feet; and that is why it has been placed on a minor construction permit application however, the State Electrical Inspector will also be looking at this project/structure.

Mr. Tim Hartnett moved to approve permit #MC-03-22 for Confused Cowboy {Eric Wilson}, Lot #1 of the Elk Meadows Subdivision, located at 104 Sagebrush Lane; with the contingencies as stipulated by the Commercial Building Inspector. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Confused Cowboy {Eric Wilson}: Lot #1 Elk Meadows Subdivision – 104 Sagebrush Lane – (#S-04-22)** – Sign Installation {Temporary} – Mr. Wilson presented the Commission with the sign permit application for the temporary sign location, this temporary sign location will be up by the highway until the subdivision installs the subdivision identification sign; once that sign is installed the "Drift Boatworks" sign will be moved to the permanent location on the northwest corner of the property, as identified on the recorded plant map. There were no comments and/or concerns from the Commission members.

Mr. Floyd Jenkins moved to approve sign permit #S-04-22 for Confused Cowboy {Eric Wilson – Drift Boatworks}, Lot #1 of the Elk Meadows Subdivision, 104 Sagebrush Lane. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Clark, Jeff & Shantay: #278 Alpine Grid Area - 278 Sawmill Road – (#R2-10-22)** – Multi Family (Townhome) Residential Permit – Mr. Clark was in attendance to present his building plans to the Commission for review and discussion, with subsequent approval, plan review has been completed by the

residential building inspector; a couple of items were identified for clarification and corrections, most importantly are the smoke detectors for each of the units. It was noted that the number of units that are going to be put on site will make the use of the land very tight, however calculations for snow storage and parking have been met, it has just been identified that there will be no more allowable building on this site. It was also noted that the storage unit sheds will not be allowed to be put on foundations, the units are small enough that it will work over the utility line easement. It was made clear to the applicant that if there are any utilities issues the sheds will need to be removed. It was also stated that these storage units are not to be rented out and are for the **use of the renters only**.

Mr. Floyd Jenkins moved to approve permit #R2-10-22 for Jeff and Shantay Clark, Lot #278 of the Alpine Grid Area, 278 Sawmill Road, with the contingencies as discussed and identified by the residential building inspector. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Wilson, Melissa & Josh: Lot #4 Greys River Valley Subdivision – 331 East Mill Road – (#MC-04-22) – Shed/Carport Installation –** Ms. Wilson was in attendance to present her building plan to the Commission, the shed/carport will be utilized for storing their building supplies, while they work on residing the house. This project is to start sometime in August and/or September. Commission members discussed the project and due to the size of the shed/carport, it was determined that this project would fit into a shed affidavit and the applicant was advised to continue on that route for immediate approval.
- **Stuns, Doug & Catheryn: Lot #2 Grand Lake Addition – 707 Sunset Drive – (#R1-07-22) – Single Family Residential Permit –** There was no representative and/or applicant in attendance to provide information on the project. The Commission did review the application and the submitted documentation; however due to the location of the project and the slope of the lot it was determined that a topographical site plan would be needed to give the Commission a better idea of the overall height of the project. The Commission felt that there was not enough information to move forward with issuing a building permit.

Mr. Tim Harnett moved to table permit #R1-07-22, Doug & Catheryn Stuns, 707 Sunset Drive, Lot #1 of the Gran Lake Addition to the Town of Alpine; until further information is provided on the overall height and the topography of the land is made available. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Sandner, James {Amy Jones, Sotheby's International Realty}: Lot #13A Palisades Heights Subdivision – 168 US Highway 89 – (#S-03-22) – Sign Installation –** Ms. Christine Wagner presented the sign permit application on behalf of Amy Jones, Sotheby' International Realty. The applicant is installing name plate signs on the building and putting the name plate sign to be located on the existing free-standing sign/marque. There will be no increase in the existing signage at this location. Commission members reviewed the application and had no additional questions.

Mr. Tim Harnett moved to approve sign permit #S-03-22 for Sotheby's International Realty, Lot #13A Palisades Heights Subdivision, 168 US Highway 89. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Panoramic Holdings {Lindell – Leitch}: Lot #20 Greys River Village #2 – 358 Wooden Spur Drive – (#R2-06-22) – Building #2 – Unit B –** Single Family Dwelling Unit - R2 Zoning District – Will be reviewed at the June 14th meeting.
- **Panoramic Holdings {Lindell – Leitch}: Lot #20 Greys River Village #2 – 358 Wooden Spur Drive – (#R2-07-22) – Building #3 – Unit C –** Single Family Dwelling Unit - R2 Zoning District – Will be reviewed at the June 14th meeting.
- **Flynn, Jeff & Yulia: Lot #90 Alpine Meadows – 352 Aster Loop – (#R1-01-22) –** Completion of the Single-Family Home Permit Application – No new information has been submitted on this project.
- **Flynn, Jeff & Yulia: Lot #146 Alpine Meadows – 134 Sweetgrass Trail – (#R1-02-22) –**

Completion of the Single-Family Home Permit Application – No new information has been submitted on this project.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

• **Planning/Zoning Discussion Items:**

- Garage & Residential Add-on for Property in Palis Parks Subdivision with a Non-Conforming Porch {B. Bennett} – Mr. Brett Bennett was in attendance to discuss the projected project for home expansion. This is an existing home and as such when the home was built there were allowances for different setbacks. The existing porch support post are right on the setback line, the applicant would like to enclose the porch, however they will need bigger support posts, those posts would need to go into the front setback by just a couple of inches. All in attendance discussed the project and the support posts; since they will be working on the front portion of the home, it was suggested that the contractor bring those support posts closer to the home, so that there will be no issues of non-compliance.
- Comments/Concerns from Commissioners – The Commissioners had no other comments and/or concerns.

• **Planning/Zoning Correspondence:**

The following items were presented to the Commission members:

- Town Council Meeting Minutes – 2/15/2022 & 3/15/2022.
- Town Council Public Hearing - Elkhorn Meadows Annexation; Resolution, Ordinance & Annexation Report.
- Town Council Public Hearing – Lazy B Annexation; Resolution, Ordinance & Annexation Report.
- Comments/Concerns from Commissioners - The Commissioners had no other comments and/or concerns.

6. APPROVAL OF MINUTES:

- **Planning and Zoning Meeting Minutes of February 8th, 2022:** Commission members reviewed the meeting minutes that were previously distributed prior to the meeting. There was no question, comments and/or corrections to the meeting minutes.

Mr. Tim Hartnett moved to approval of the minutes from February 8th, 2022, meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

7. TOWN COUNCIL ASSIGNMENT: April 19th, 2022 – Mr. Tim Hartnett will be the representative in attendance at the next Town Council meeting.

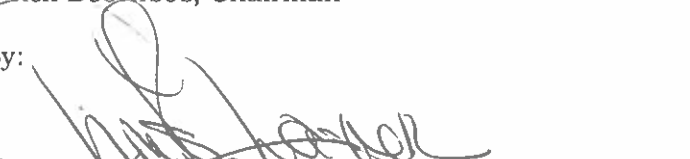
8. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 9:10 pm.


Rex Doornbos, Chairman

7-26-22
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

July 26, 2022
Date

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