



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 22nd, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:53 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Mr. Floyd Jenkins and Mr. Rex Doornbos were in attendance, Ms. Melisa Wilson was absent and excused. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **GRIEST, BARRY:** Parcel #1 & #2 Alpine Grid Area, Nelson Lane – RE-Plat (RE-Plat #02-23) – Minor Subdivision - Two (2) lot subdivision into a four (4) lot subdivision - Mr. Marlowe Scherbel from Surveyor Scherbel's office was the representative in attendance to present a brief overview of the minor subdivision replat application and continue the conversation that was held at the preceding public hearing regarding the lot division. The Commission members in attendance discussed the procedures for the minor subdivision, identifying the completeness of the application. Identified in the staff report were a couple of items that the Town would like to seek additional clarification on items to be addressed before the final plat submittal: Those items include:
 - Items requested and/or identified in the Engineers Report, provided by Jorgensen;
 - Infrastructure Installation Timeline;
 - Applicant to provide record drawings for infrastructure installation, within sixty (60) days of infrastructure completion date;
 - Approval of Subdivision/Development Agreement – Sign and Approved by Developer and Town of Alpine Officials;
 - Utility easement documents/agreements, including the Shared Driveway Easement;
 - Snow Storage Plan Identification;
 - Clarification/Identification of Lot #3 & #4 access points;
 - Preliminary Landscaping Site Plan;
 - Final Approved/Issuance of the Griest Addition DCCR's; and
 - Performance surety bond submittal/documentation that reflects the costs of subdivision improvements, with final review and approval by the Alpine Town Attorney and Alpine Town Council before final plat approval; and
 - Any other contingencies and/or conditions that the Planning and Zoning Commission members deem needed for approval. Those additional contingencies were identified as allowable space (room) in the utility easement area should there be a need to work to be done and/or install the utilities and not interfere with the adjacent neighboring properties.

There were no additional comments from the public in attendance, those comments presented were at the public hearing, refer to public hearing meeting minutes.

Mr. Floyd Jenkins moved to send a recommendation for approval of the minor subdivision replat application RE-Plat (RE-Plat #02-23); Lots #1, #2, #3 and #4 of the Griest Addition to the Town of Alpine, the contingency/identification of clarification/identification of additional information/clarification

that is stated above and found in the staff report to be provided prior to final plat approval. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- **CALLACO, JOE:** Lot #3 Twin Pines Addition, 24 US Highway 89 (#MC-15-23) – Deck Enclosure – Storage - Mr. Dan Halstead, Residential Building Inspector discussed the permit application for Mr. Callaco; Commission members reviewed the application, project information and had no additional questions on the project.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-15-23 for Joe Callaco; Lot #3 Twin Pines Addition to the Town of Alpine, 24 US Highway 89. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- **THREE RIVERS PROPERTIES, LLC {Will Thomas}:** Lot #13 Forest Meadows Subdivision, 523 Three Rivers Meadows (#MC-16-23) – Re-Roofing Project - Mr. Dan Halstead discussed the permit application on this re-roofing project for Mr. Thomas; Mr. Thomas is using all like kind materials, so there is no increased weight on the roof. Ms. Christine Wagner, Zoning Administrator, stated that this project was started before an application was obtained, therefore a violation (fine) was imposed on this permit application.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-16-23 for Three Rivers Properties, LLC; Mr. Will Thomas; Lot #13 Forest Meadows Subdivision, 523 Three Rivers Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- **TOWN OF ALPINE:** Lot #1 Alpine West Addition, 250 River Circle {Town Hall} - (#MC-17-23) – Flagpole Installation - Mr. Dan Halstead discussed the permit application for the flagpole installation. Mr. Halstead state that Town employees will be installing the flag poles and described the installation guidelines. Ms. Wagner stated that flagpole installations are not identified in the Land Use and Development Code, but felt it was prudent that the Town move forward with a Minor Construction permit application. Chairman Doornbos requested that the Town Council be apprised and authorize the installation for the project.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-17-23 for the Town of Alpine, Lot #1 Alpine West Addition, 250 River Circle (Town Hall Building) so long as Town Council provides their approval of the project. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

4. TABLED ITEMS:

- **ALPINE BRANCH LIBRARY:** Lot #3 Alpine West Subdivision, 243 River Circle (#MC-13-23) – Solar Parking Lot Lighting – The Commission requested that some engineering be provided for the light installation and depth of the light poles. There was not a representative available to discuss the project. It was decided to keep the permit application on the tabled items list.
- **GIECK/JEPSON:** Lot #734 Lakeview Estates, 196 Trail Drive Road – (#R2-02-23) – Multi-Unit Apartment Complex – There have been no updates provided for this project.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Cobble Stone Building Lighting – Ms. Wagner presented the Commission members with the proposed lighting for the building and the parking lot. This is a continued discussion from the previous meeting regarding the lighting to only reach the top of the window on the first floor

and have the lighting adjustable. Commission members re-discussed the lighting for the building, patrons' safety during the evening hours. The lumens and installation were reviewed. It was determined to see if the back side of building lighting is dimmable, as it is adjacent to the residential district.

Mr. Floyd Jenkins moved to approve the lighting for the Cobblestone Building, with the contingency that the back, north row of the lighting is dimmable. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- Public Comments and/or Concerns - There was no public comment presented.
- Planning/Zoning Correspondence:
 - Comments/Concerns from Commissioners – There were no additional comments and/or concerns from the Commissioners.


6. ADJOURN MEETING: Ms. Floyd Jenkins moved to adjourn the meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

The meeting was adjourned at 8:40 pm.


Rex Doornbos, Chairman

9-12-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

September 12, 2023
Date

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