



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: February 8th, 2022
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:00 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. TABLED ITEMS:

NOMINATIONS: CHAIRPERSON & VICE-CHAIRPERSON FOR CALENDAR YEAR 2022: The full Commission Board was in attendance, the Commission members discussed 2022 nominations for Chair and Vice of the Planning and Zoning Commission for the planning year of 2022.

Mr. Tim Hartnett moved to nominate Mr. Rex Doornbos as 2022 Planning & Zoning Chairman. Mr. Floyd Jenkins seconded the motion. Mr. Rex Doornbos accepted the nomination. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Tim Hartnett moved to nominate Mr. Floyd Jenkins as 2022 Planning & Zoning Vice-Chairman. Mr. Rex Doornbos seconded the motion. Mr. Floyd Jenkins accepted the nomination. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **Driftwood Pizzeria: Lot #13A Palisades Heights Subdivision – 170 US Highway 89 – (#S-01-22)**
– Free-Standing Sign Installation/Repair – Ms. Wagner addressed the Commission regarding the sign repair/replacement for the property. The previous sign had rotting post and subsequently the entire sign collapsed; the applicant is looking at replacing the sign with a new logo, sign dimension are remaining the same, along with the sign height, refer to permit packet for sign logo.

Mr. Tim Hartnett moved to approve the sign permit application/installation for Driftwood Pizzeria, Lot #13A of the Palisades Heights Subdivision, located at 170 US Highway 89, permit number S-01-22. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Green, Eric & Jayna: Lot #93 Riverview Meadows Subdivision – 480 Riverview Drive – (#RE/A-02-22)** – Garage/Room - Remodel/Addition – Mr. Eric Green was in attendance to discuss and review his building plans; Mr. Green will be enlarging his home by expanding to the street side with garage and family room above and converting the existing garage to a master bedroom. Plans have been reviewed and just a few items were identified and subsequently have been corrected. Commission members reviewed the plans and had no additional questions.

Mr. Floyd Jenkins moved to approve the remodel/addition permit #RE/A-02-22 – 480 Riverview Drive of the Riverview Meadows Subdivision, for Eric and Jayna Green. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Citro, Rick: Lot #20 Palis Park Subdivision – 177 West Mill Circle – (#RE/A-03-22) –** Garage/Room Addition – Mr. Rick Citro was available by phone for the Commission meeting, Mr. Citro described his project to the members, in which there is an existing garage already on the property and he is going to construct a residential dwelling on top of the existing garage. Mr. Citro will be utilizing the existing footers and foundation, however there were some questions as to how deep the existing footers are. Mr. Citro is working with his engineer to determine the exact footer depth. Mr. Dan Halstead, residential building inspector has been working with Mr. Citro to identify the information needed. Mr. Citro suggested that he pull his permit application until more information on the structure is available for review.

Mr. Tim Hartnett moved to table the permit application for Rick Citro, Lot #20 of the Palis Park Subdivision, located at 177 West Mill Circle, permit number RE/A-03-22. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Will Ferguson – Building Project – Lot #5A Palis Park, 189 Canyon View Drive – Mr. Ferguson was not in attendance to discuss his project with the Commission.
 - Star Valley Health Sign Variance – Alpine BOA – March 8th Public Hearing – Ms. Wagner let the Commission members know that the Board of Adjustment will be meeting in March to review and discuss the Variance request for additional property/building signage.
 - Anderson – Variance Building Eave Projections – 271 West Loop Road – Ms. Wagner presented the preliminary plans for the project on West Loop Road, for the building eave projections. Commission members in attendance looked over the documents, however they feel that they need to get a better site plan for the eave projections, snow storage area and the parking concept, before any decisions can really be made.
 - Proposed Townhouse Addition of Elkhorn Meadows to the Town of Alpine – Ms. Wagner presented a development concept for the proposed townhouse addition; the property owner will be seeking annexation to the Town and will be working on development design to be presented so that building can occur shortly after the annexation process is completed.
 - 2021 IBC, IRC, IFC, IMC, IFGC – State Updates - Ms. Wagner discussed the adoption of the 2021 Building Codes. The adoption of the 2021 codes at the State level has necessitated the review of the Town's current codes, in which we operate under, copies of the proposed ordinances with noted changes was presented. All new commercial structures have been mandated to comply with the 2021 building codes immediately when submitting their permit applications to the State. The Planning and Zoning Commission would like to move forward with adopting the following building codes:
 - ❖ 2021 International Building Code; 2021 International Fire Code; 2021 International Fuel & Gas Code; 2021 International Mechanical Code; and 2021 International Plumbing Code.

In keeping with consistency, the Planning and Zoning Commission would also like the Town Council to consider adopting the 2021 International Residential Code.

Mr. Tim Hartnett moved to send a recommendation to the Town Council for the adoption of the 2021 International Building Codes, specific to the International Building Code, International Fire Code, International Fuel & Gas Code, International Mechanical Code and International Plumbing Code. Along with the 2021 International Residential Code as discussed. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- LUDC Chapter 1 & 2 Update Review – Updates were not available at the time of the meeting.
- Comments/Concerns from Commissioners - There was no additional comments and/or concerns from the Commission members.

- **Planning/Zoning Correspondence:**
- Deane & Janie Swickard Correspondence – Commission members in attendance revisited the request from the Swickard and the Swickard's attorney addressing the outcome of their variance request; requesting that a document be provided for recording the approval of the variance, should the property change hands at any future date. Those in attendance reviewed the presented document and had no objections to submitting and/or signing the prepared document.

Mr. Floyd Jenkins moved to authorize the signature of the Vice-Chairman on the approved the variance document for Deanne and Valerie Swickard. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- Town of Alpine Survey 2021 – Commission members were given a copy of the survey that was completed by the Town for input on area Master Planning. Commission members reviewed the provided survey, which identified some of the concerns citizens had with regards to current building projects and building permits, allowable uses of land, needed infrastructure in the community, problems within the community and enforcement associated with those problems. Some of the comments appeared to be negative and/or out of the control of the Town's municipal guidance. Commission members discussed the survey and would like to know how the Town is going to respond to the survey. It was determined that this would be a good subject to bring up at the next Town Council meeting.
- Council Meeting Minutes: 1/18/2022 – Commission members had no comments and/or concerns with the meeting minutes.
- Comments/Concerns from Commissioners – There was no additional comments and/or concerns from the Commission members.

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.
- **Amborski, Daniel & Kilee: (RE/A-03-21)** – Permit expires May 2022.
- **Astle, Luke: (MC-16-21)** – Permit expires September 2022.
- **Beeson, Jonathan: (MC-07-20)** – Permit expires December 2022.
- **Broulim Oswald, LLC {Fuel Center}: (C-01-21)** – Permit expires June 1, 2022.
- **Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21)** – Permit expires August 2022. The TOC is good until December 21, 2021; follow-up is needed.
- **Dotson, James: (MC-19-21)** – Permit expires October 2022.
- **Driftwood Pizzeria (Mike Fisher): (MC-05-21)** – Permit expires June 2022.
- **Engel & Volkers: (MC-06-21)** – Permit expires July 2022.

Mr. Floyd Jenkins moved to removed permit #MC-06-21 for Engel & Volkers from the active permits list, as the project has been completed. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Engel & Volkers: (S-05-21)** – Permit expires July 2022.
- **Esperson, William: (A-02-19)** – Permit expires May 2022.
- **Essegian, Howard: (R1-14-21)** – Permit expires July 2022.
- **Gustafson, David: (MC-02-21)** – Permit expires March 2022.
- **House, Harry: (R-01-21)** – Permit expires January 2022. {Permit under transfer consideration.}

Mr. Floyd Jenkins moved to removed permit #R1-01-21 for Harry House from the active permits list, as the permit is expired, and this project was never started. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Johnson, Jared: (R1-07-21)** – Permit expires April 2022. – This project has been given a Temporary Certificate of Occupancy, Expiration Date of 3/9/2022 has been established.
- **King, Kenneth & Marya: (R1-12-21)** – Permit expires June 2022.
- **Landis/Mackey {DCMI Group}: (R1-08-21)** – Permit expires April 2022.
- **Madsen, Tim {Castle Rock Homes}: (R1-08-21)** – Permit expires April 2022.
- **Monson, Janice: (MC-17-21)** – Permit expires October 2022.

Mr. Tim Hartnett moved to removed permit #MC-17-21 for Janice Monson from the active permits list, as the project has been completed. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Muschaweck, Martin: (R1-09-21)** – Permit expires May 2022.
- **Owens, Kelly: (R1-10-21)** – Permit expires May 2022.
- **Pitman/Chadwick, Tyler/Garrett: (R1-07-20)** – Permit expires September 2022.

Mr. Floyd Jenkins moved to removed permit #R1-07-20 for Tyler Pitman {Wood Wizard Construction} from the active permits list, as the project has been completed. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Ravitz, Rachel: (RE/A-02-21)** – Permit expires April 2021.
- **Rezents, Jeffry: (MC-03-21)** – Permit expires April 2021.
- **SSDA, LLC {Scott Shephard}: (R2-01-21)** – Permit expires September 2022.
- **SSDA, LLC {Scott Shephard}: (R2-02-21)** – Permit expires September 2022.
- **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-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 2023.
- **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 2022.

Non-Complaint Building Permits Lists:

- **Acosta, Ricky (Jones, Pons {New Owner}): (MC-13-19)** Permit expired November 2021.
- **Christie, Dave & Chris: (A-02-18)** – Permit expired July 2021.
- **Lasher, Chris: (MC-03-20)** – Permit expired September 2021.

7. APPROVAL OF MINTUES:

- **Alpine Board of Adjustments Meeting Minutes of November 9th, 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. Floyd Jenkins moved to approval of the minutes from Alpine Board of Adjustments Meeting of November 9th, 2021, as written. Mr. Tim Harnett seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Planning and Zoning Meeting Minutes of January 11th, 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 January 11th, 2022, meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 1 abstain (Jenkins), 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: February 15th, 2022 – Mr. Floyd Jenkins will be the representative in attendance at the next Town Council meeting.

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

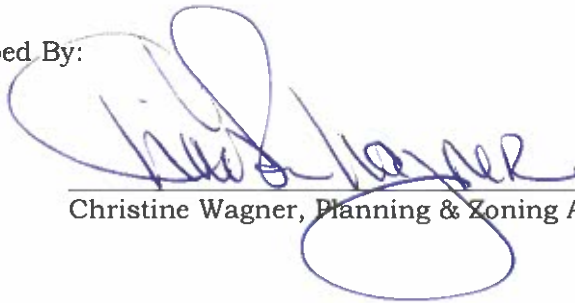
Meeting adjourned at 8:55 pm.



Rex Doornbos, Chairman

4-12-2022
Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator

April 12, 2022
Date

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