



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *November 14th, 2023*
TIME: *7:00 p.m.*

PLACE: *Town Council Chambers*
TYPE: *Regular Meeting*

1. CALL TO ORDER: Meeting called to order at 7:02 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson and Mr. Rex Doornbos. Mr. Floyd Jenkins was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector, along with representatives for Severson Investments, LLC, Series 161 Alpine Drive, replat permit application.

3. TABLED ITEMS:

- **SEVERSON INVESTMENTS, LLC, SERIES 161 ALPINE DRIVE:** Lot #621 "C" Lakeview Estates, 161 Alpine Drive (#RE-Plat 03-23) – Minor Subdivision Re-Plat – Mr. Marlowe Scherbel was in attendance to discuss the re-plat project with those present. Mr. Dave Kennington, from Sunrise Engineering was also present to address the previous concerns posed by the Town of Alpine Engineer's (Jorgensen). Mr. Kennington addressed those concerned and answered questions from the public on the project. Chairman Doornbos commented that he found the methods to the calculations are adequate and acceptable for the project. Chairman Doornbos asked Mr. Mark Severson to address the project and the Declaration, Covenants and Restrictions (DCCR's) for the property, which were drawn up by the project attorney. There was a discussion on the DCCR's with those in attendance, of which some of the citizens found the DCCR's to be irrelevant to the new property owners. Mr. Severson stated that this is part of the master plan report and DCCR's they are a requirement of the plat application. Citizens also addressed the amount snow storage, the removal of snow and the parking for the property. Citizens also addressed the ownership of the units. Chairman Doornbos stated that these units were built under the townhome model for fire separation, the applicant met all the requirements of the Town for the construction of the project. Further stating that he understands the issues, however it comes down to ownership of the units, he is not sure that he would have had different decision, as this is what the property is zoned for, and the applicant met the building/permit requirements prior to issuing a building permit.

Mr. Rex Doornbos moved to make a recommendation for replat approval for the Town Council's consideration for permit application #RE-Plat -03-23; Severson Investments, LLC, Series 161 Alpine Drive; Lot #621C of the Lakeview Estates Subdivision, 161 Alpine Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **GIECK/JEPSON:** Lot #734 Lakeview Estates, 196 Trail Drive Road – (#R2-02-23) – Multi-Unit Apartment Complex – Ms. Christine Wagner, Zoning Administrator addressed the Commission regarding the timeline for this permit application, which has expired; no fees have been paid and the applicant has been notified and given a deadline date, that if they want to move forward with the permit application, an extension needs to be submitted and all fees to be paid. There has been no response from the applicant.

Ms. Melisa Wilson moved to remove permit application #R2-02-23 for Gieck/Jepson, Lot #734 of the

Lakeview Estates Subdivision, 196 Trail Drive Road, from the table items list. Mr. Rex Doornbos seconded the motion Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- TIENDA LA MEXICANA (SALOMAN MARQUINA): Lot 608 Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) – Interior Remodel - There have been no updates provided for this project.

4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- KBP BUILDING MATERIALS, LLC (Jenkins Lumber & Hardware {Paint and Sundries}): Lot #110 Alpine Grid Area, 110 Highway 89 (#S-08-23) – Building Sign Installation – Ms. Christine Wagner, Zoning Administrator discussed the sign permit application with the Commission members; the square footage calculations have been completed. This property is located within the Town's Commercial District; the building is allowed to have an allowable cap of two hundred (200) square feet of business signage.

Ms. Melisa Wilson moved to approve the sign permit for KBP Building Materials, LLC (Jenkins Lumber – Paint and Sundries) permit #S-08-23, Lot #110 of the Alpine Grid Area, 110 US Highway 89, as presented. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- TOWN OF ALPINE (Visitor's Center): Lot 607 Lakeview Estates "C", 121 US Highway 89 (#S-07-23) – Ms. Wagner addressed the Commission, the Town Visitor's Center is moving back over to the Civic Center and as such the sign will be moving back to its original location, there are no changes from the original placement.

Ms. Melisa Wilson moved to approve the sign permit for the Town of Alpine, permit #S-07-23, Lot #607 of the Lakeview Estates "C" Subdivision, 121 US Highway 89, as presented. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- DVORAK, JOE {307 Imperial Roofing}: Lot #91 Riverview Meadows, 505 Snake River Drive (#MC-24-23) – Re-Roofing Project - Ms. Wagner addressed the Commission, this is a simple re-roofing project, all materials are like kind; the Commission members had no questions.

Ms. Melisa Wilson moved to approve permit application #MC-24-23 for Joe Dvorak – Imperial Roofing Company, Lot #91 of the Riverview Meadows Subdivision, 505 Snake River Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- PEET, GEORGIE {EX Exteriors, LLC}: Lot #628 Lakeview Estates, 175 Trail Drive Road (#MC-25-23) – Re-Roofing Installation - Ms. Wagner addressed the Commission, this is a simple re-roofing project, all materials are like kind; the Commission members had no questions.

Ms. Melisa Wilson moved to approve permit application #MC-25-23 for Georgie Peet – EZ Exteriors, LLC, Lot #628 of the Lakeview Estates Subdivision, 175 Trail Drive Road. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- Planning/Zoning Discussion Items:
 - Updates from the Town Council Workshop (Land Use and Development Code) – Ms. Wagner provided the Commission members with the updates from the Town Council workshop, held earlier this month. The Council will have their 3rd and final reading at their regularly scheduled November Town Council Meeting. There have been some concerns with the Airpark citizens,

Mr. Doornbos asked that the Airpark HOA be notified of the proposed changes specific to the building height in the Mixed Residential and Commercial District (MRC).

- Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
 - Advertisement of Griest Addition to the Town of Alpine – New Public Hearing Date – December 12th, 2023 – Ms. Wagner stated that there has been no new citizen information submitted for the hearing. As requested by the Town Council, there will be two (2) items addressed at the hearing. Those items were identified as:
 - ❖ Consistency of the proposed subdivision with the Town of Alpine Municipal Master Plan.
 - ❖ Compatibility of the proposed subdivision with adjoining land uses.
 - More information to follow at the public hearing.
 - Chairman Doornbos stated that his term on the Commission is up at the end of the year (12/31/23); Mr. Doornbos stated it is time to spend with family and he will not be renewing for another term. He thanked the Town and Commission members for allowing him to contribute to the community.
 - Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing {Dan Halstead}

Active Building Permits Lists: Chairman Doornbos asked that the Commission skip this topic tonight.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for October 24th, 2023 (Severson Public Hearing):** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. Commission members identified on correction with the minutes.

Ms. Melisa Wilson moved to approve the meeting minutes from October 24th, 2023, Public Hearing, with the correction has identified. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **Planning & Zoning Meeting Minutes for October 24th, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Ms. Melisa Wilson moved to approve the meeting minutes from the October 24th, 2023, Planning and Zoning Commission Meeting, as written. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

8. TOWN COUNCIL ASSIGNMENT: November 21st, 2023 – Ms. Melisa Wilson will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 8:52 pm.



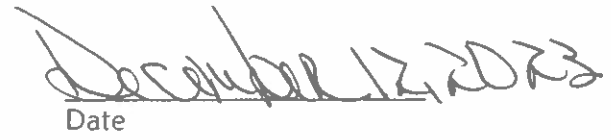
Rex Doornbos, Chairman

12-12-23
Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator



Date

** Minutes are a summary of the meeting **