



## PLANNING & ZONING MEETING MINUTES

June 11, 2024, at 7:00 PM

Meeting Type – Regular Meeting

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### 1. CALL TO ORDER:

Christine Wagner, Zoning Administrator, called the June 11<sup>th</sup>, 2024, Planning and Zoning Commission Meeting to order at 6:58 p.m.

### 2. ROLL CALL & ESTABLISH QUORUM:

Mrs. Wagner conducted roll call. **PRESENT: Planning & Zoning Commission Member Dan Schou, Planning & Zoning Vice Chairman, Susan Kolbas, Planning & Zoning Chairman Melisa Wilson.**

### 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. ALPINE FLATS, LLC: Alpine Flats – East Tract, 303 US Hwy 26 (#R2-02-24) – Multi-Unit – Apartment Building/Complex – Building #3

Mr. Brian Freed, the authorized representative of the Alpine Flats project, was invited to the floor to address the Planning and Zoning Commission. The building plans were presented to the Commission. Ms. Wagner identified to the Commission that there have been no changes to the building plans. The infrastructure has already been started.

**Mr. Dan Schou proposed to approve Alpine Flats – East Tract, located at 303 US Hwy 26 (#R2-02-24), addressing both Building #3 and Building #4. Ms. Wagner intervened, emphasizing the need for separate approvals as these are distinct permit applications. In response, Mr. Schou modified his motion, separating Building #3 from Building #4. He then motioned again to approve Building #3 of Alpine Flats – East Tract, 303 US Hwy 26 (#R2-02-24), a Multi-Unit Apartment Building/Complex. The motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- b. ALPINE FLATS, LLC: Alpine Flats – East Tract, 303 US Hwy 26 (#R2-03-24) – Multi-Unit – Apartment Building/Complex – Building #4.

**Mr. Dan Schou made a motion to approve Alpine Flats – East Tract, 303 US Hwy 26 (#R2-03-24) – Multi-Unit – Apartment Building/Complex – Building #4, Seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- c. Brinza, Adrian: Lot #40 Alpine Meadows, 537 Aster Loop (#R1-03-24) - Single Family Residential Structure

Mr. Adrian Brinza presented his plans for a Single-Family Residential Structure at 537 Aster Loop to the Commission members. During their discussion, the Commission identified five necessary items for permit approval: Certificate of Placement, Town of Alpine Business License(s) for subcontractors, a clean site plan, foundation venting, and proper dimensions for snow storage.

**Mr. Schou made a motion to table permit #R1-03-24 - Lot #40 Alpine Meadows, 537 Aster Loop - Single Family Residential Structure, until the next Planning and Zoning Commission meeting scheduled for June 25th, citing the missing elements in the plan review. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- d. Buyer, David: Lot #37 Alpine Meadows, 499 Aster Loop (#R1-05-24) - Single Family Residential Structure.

Mr. Jay Goodrich, the general contractor, represented David Buyer for Lot #37 Alpine Meadows, located at 499 Aster Loop (#R1-05-24), where a single-family residential structure is planned. The Commission engaged in a brief discussion concerning Mr. Buyer's proposed residential structure. During this discussion, four key items were identified as necessary for the plans to be approved for a permit: dimensions for the back on the south side, total square footage, dimensions for snow storage, and dimensions for the driveway.

**Mr. Schou made a motion to table permit #R1-05-24 - Lot #37 Alpine Meadows, 499 Aster Loop - Single Family Residential Structure, until the next Planning and Zoning Commission meeting scheduled for June 25th. This was due to several missing items in the plan review. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- e. Diamond, John: Lot #711 Lakeview Estates, 184 Trail Drive (#R1-06-24) - Single Family Residential Structure.

Mr. Kelly East from Invision Homes, serving as the Authorized Representative for John Diamond, presented the building permit application for Lot #711 of Lakeview Estates, located at 184 Trail Drive (#R1-06-24). The Commission members discussed Mr. Diamond's plans for his proposed Single-Family Residential Structure, identifying three critical items required for approval: identification of window wells exceeding 4 feet, driveway square footage, and snow storage dimensions.

**Mr. Schou made a motion to table to permit #R1-06-24 - Lot #711 Lakeview Estates, 189 Trail Drive - Single Family Residential Structure, until the next Planning and Zoning Commission meeting scheduled for June 25th, citing several missing items in the plan review. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- f. Heggenstaller, Jason: Lot #3 Greys River Village #2, 377 Wooden Spur Drive (#R1-07-24) - Single Family Residential Structure

Mr. Eric Fuesse, the Authorized Representative for Jason Heggenstaller, for his building permit application (#R1-07-24) for a Single-Family Residential Structure on Lot #3 Greys River Village #2, located at 377 Wooden Spur Drive. Following the plan review, two specific items were identified as necessary for permit approval: driveway dimensions and snow storage dimensions.

**Mr. Schou made a motion to table permit #R1-07-24 - Lot #3 Greys River Village #2, 377 Wooden Spur Drive (#R1-07-24) - Single Family Residential Structure, until the next Planning and Zoning Commission meeting scheduled for June 25th. This was due to several missing items in the plan review. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- g. L & K Fireworks: Lot #6 Broulims Addition, 118402 US Hwy 26/89 (#MC-05-24) - Temporary Fireworks Tent.

Ms. Wagner informed the Commission that the permit application for a temporary fireworks tent operated by L & K Fireworks has been submitted, and all necessary fees have been paid. She confirmed that L & K Fireworks has completed all required steps for the permit. They will receive the Consumer Fireworks Retail Sales Inspection Guidelines, which they must comply with during their operations.

**Mr. Schou made a motion to approve #MC-05-24 - Temporary Fireworks Tent - Lot #6 Broulims Addition, 118402 US Hwy 26/89. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

- h. KJ's Fireworks: Lot #17 Boardwalk Subdivision, 15 Boardwalk Drive (#MC-06-24) - Temporary Fireworks Tent.

Ms. Wagner informed the Commission that KJ's Fireworks has successfully paid all necessary fees. She acknowledged that there was a miscommunication in the office which led to the tent being set up without a permit. However, Mr. Gilcrease, the Town of Alpine's Code Enforcement Officer, has resolved the issue with the business owners. KJ's Fireworks is now in compliance with all regulations.

**Mr. Schou made a motion to approve #MC-06-24 - Temporary Fireworks Tent - Lot #17 Boardwalk Subdivision, 15 Boardwalk Drive. Ms. Kolbas seconded the motion. Voting Yea: Mr. Schou, Vice Chairman Kolbas, and Chairman Wilson.**

#### **4. TABLED ITEMS:**

- a. TIENDA LA MEXICANA (SALOMAN MARQUINA): Lot 608 Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) – Interior Remodel.

Mr. Salomon Marquina appeared before the Commission to represent himself regarding his Interior Remodel permit application. During the discussion, several necessary items were highlighted that needed to be addressed before the permit could be approved. These items included: Providing a more detailed site plan, double-checking the firewall requirements related to the cooktop and burners, and obtaining written agreement from the landlord confirming permission for the proposed changes. The Commission emphasized the importance of addressing these items to ensure compliance and proper approval of the Interior Remodel permit application. Mr. Marquina was given time to submit the appropriate documents before the next meeting.

#### **Planning/Zoning Discussion Items:**

- Rex Doornbos, New West Building Company – Developmental Concept.

Mr. Rex Doornbos, on behalf of New West Building Company, was given the opportunity to present to the Planning and Zoning Commission a Developmental Concept for a 6 Acre piece of land that was recently annexed into the Town of Alpine. The developmental plan would be for Commercial Development.

- There was no Public Comment and/or Concerns.

## 5. UNFINISHED/ONGOING BUSINESS:

- It was determined by the Commission members not to discuss the active permits at this time.

## 6. APPROVAL OF MINUTES:

- Planning & Zoning Commission Meeting Minutes - May 14th, 2024

The Planning and Zoning Commission Meeting Minutes from the May 14th, 2024, meeting was reviewed by the Commission.

**Mr. Schou made a motion to approve the May 14th Planning and Zoning Commission Minutes and the motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson**

## 7. ADJOURN MEETING:

**Mr. Schou made a motion to adjourn the the Planning and Zoning Commission Meeting. The motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson. The Meeting was adjourned at 8:59 p.m.**

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

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Meeting minutes passed and approved:

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Melisa Wilson, Chairman

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Date

Attest:

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Christine Wagner, Planning & Zoning Administrator

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Date

Transcribed By:

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Sarah Greenwald

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Date