



PLANNING & ZONING MEETING MINUTES

July 23rd, 2024, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the July 23rd, 2024, Planning and Zoning Commission meeting to order at 7:01 p.m.

2. ROLL CALL & ESTABLISH QUORUM:

Ms. Wagner conducted roll call. The members present were Dan Schou, Susan Kolbas and Melisa Wilson.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

a) **SHIDNER, NICHOLAS: Lot #23 Palis Park Subdivision, 183 West Mill Circle (#R1-09-24) - Single Family Residential Structure**

Nicholas Shidner's property at Lot #23 Palis Park Subdivision, 183 West Mill Circle (#R1-09-24), features a single-family residential structure. The Planning and Zoning Commission reviewed the plans before the meeting began. The crawlspace lacks a listed vapor barrier, and there is no clear detail provided regarding its presence. Additional garage plans were presented during the meeting; Mr. Shidner mentioned that Dan Halstead reviewed these plans. Modifications were made to align with the 2021 IRC code. The commission examined the garage plans and noted the absence of identified power sources. They emphasized the need for the site plan to clearly indicate the power source and the garage disconnect. Mr. Shidner informed the commission that the house is scheduled for delivery in mid-September. Further details on the garage plans were requested by the commission. Mr. Schou emphasized the importance of detailing the power flow from the house and the garage disconnect on the revised site plan. It was agreed that Mr. Halstead would provide a specific written plan review for the garage plans.

Mr. Schou made a motion to approve permit #R1-09-24 - Lot #23 Palis Park Subdivision.

Following the motion, the Commission noted that page PFP.1P.1C of the plans was missing a required stamp. Due to this, they decided not to approve the garage plans at this time. Mr. Schou specifically referred to the missing stamp on page PFP.1P.1C, which is necessary for approval.

Mr. Schou proposed an amendment to the motion to table the garage plans until the next meeting due to the missing stamp. This amendment was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed

b) **TEED, CHRIS: Lot 227 Lakeview Estates "A", 744 Pinecrest Circle (#R1-08-24) - Single Family Residential Structure**

Mr. Teed was unable to attend the meeting. He has several outstanding issues related to his Single-Family Residential Structure at Lot 227 Lakeview Estates "A" that need to be

resolved through Halstead's plan review process. He has been given a 90-day period to submit the required documentation and address any necessary corrections.

Mr. Schou made a motion to table permit #R1-08-24 - Lot #227 Lakeview Estates "A", 744 Pinecrest Circle – Residential Structure for Chris Teed. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Planning/Zoning Correspondence:

- **Terra Power, LLC – Kemmerer Power Station Public Information**
Ms. Wagner passed out correspondence regarding the Terra Power, LLC – Kemmerer Power Station Public Information.
- **Lincoln County Staff Report – Alpine Trailhead:** Prior to the meeting MS. Wagner received correspondence regarding the Alpine Trailhead Public Hearing which was cancelled.

Planning/Zoning Discussion:

- **LUDC proposed changes:**
The Commission reviewed Part 1 of the LUDC and found no changes were needed. The discussion also covered Chapters 5 and 6. These changes will be reviewed, discussed, and finalized at the next Planning and Zoning Committee meeting on July 23rd, 2024. Draft copies of the changes are available at the Alpine Town Office, 205 River Circle. At the next meeting, Chapters 3 and 4 will be discussed. Mr. Schou proposed holding a special meeting to address the LUDC changes, suggesting a workshop in September, the day after Labor Day, to finalize the revisions.
- **Public Plan Documents for public review:**
Ms. Wagner was recently instructed to include individuals' plans in the packet available on the website. Ms. Wagner has concerns regarding copyright issues with this instruction; she shared correspondence on this matter with Jim Sanderson, the town attorney. The Commission members have serious concerns that doing so may lead to legal issues, as they believe they might not have the legal authority to post such information publicly. Chairman Wilson is in strong agreement that this could lead to legal and safety issues. It was further discussed that if the public wishes to stay informed, they should attend the meetings and/or send emails. He emphasized that sharing personal plans publicly would compromise individual privacy.
- **Ordinance No. 2024-007 – Health, Safety, & Sanitation Noise Control Discussion/Review:**
The Commission reviewed Ordinance No. 2024-007 concerning Health, Safety, and Sanitation Noise Control. After examining the ordinance, they expressed some concerns and decided to postpone further review until the next Planning and Zoning Commission meeting scheduled for August 13, 2024.
- **Violation Discussion:**
A contractor constructed a building without obtaining the required permit and has not yet been fined. The penalty amounts to \$750 per day for 14 days, totaling \$10,500.00. Building Official Dan Halstead will issue a notice, which will be sent via certified mail. The Certificate of Occupancy (C of O) will not be granted until the fine is paid.
- **Commercial District Parking Requirements:**
Ms. Wagner provided the Commission members with a draft letter asking businesses to review their parking regulations. The letter outlines the need for calculating the number of parking spaces required for each establishment, as well as identifying the necessary handicap spaces. The timeframe and priorities for addressing this matter were discussed, with a deadline set for October 1st, 2024.
- **Town of Alpine Zoning Map:**
The Commission members reviewed the newly drafted Town of Alpine Zoning Map. The discussion covered potential rezoning options.

- **Public Comment:**

There was no public comment.

6. UNFINISHED/ONGOING BUSINESS:

At this time the Commission chose to discuss the active permits at the next scheduled meeting of the Commission.

7. APPROVAL OF MINUTES:

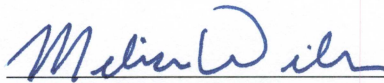
P&Z Meeting Minutes for July 9th, 2024 - Commission members reviewed the meeting minutes that were distributed prior to the meeting date; Commission members had no changes and/or corrections.

Mr. Schou made a motion to approve Planning and Zoning Commission Meeting Minutes for July 9th, 2024. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

8. ADJOURN MEETING:

Mr. Schou made a motion to adjourn 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 9:38 p.m.

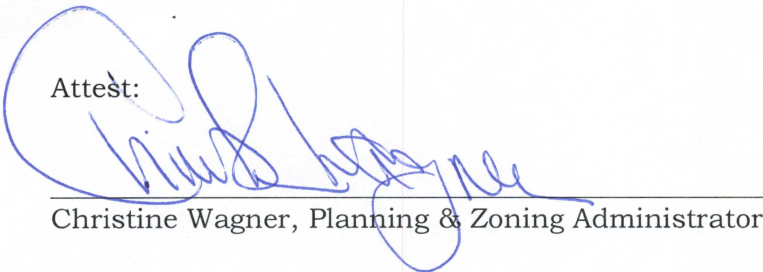


Melisa Wilson, Chairman

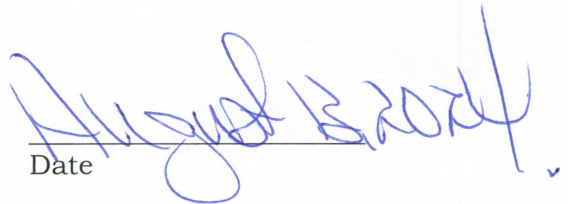
8.13.24

Date

Attest:



Christine Wagner, Planning & Zoning Administrator



Date

Transcribed By:



Sarah Greenwald

August 13, 2024

Date