



PLANNING & ZONING MEETING MINUTES

August 27th, 2024, at 7:00 PM
Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the August 27th, 2024, Planning and Zoning Commission meeting to order at 7:04 p.m.

2. ROLL CALL & ESTABLISH QUORUM:

Ms. Wagner conducted roll call. The members present were Planning and Zoning Commission Member, Mr. Dan Schou; Planning and Zoning Vice-Chair, Ms. Susan Kolbas; and Planning and Zoning Chair, Ms. Melisa Wilson.

[Transcriber Note: Following Roll Call, tabled item “a” (Shidner, Nicholas: Lot #23 Palis Park Subdivision, 183 West Mill Circle (#R1-09-24) - Single Family Residential Structure) was addressed first. This decision was made due to the number of times Mr. Shidner's application was tabled for document submittal.]

3. TABLED ITEM:

- a) **SHIDNER, NICHOLAS: Lot #23 Palis Park Subdivision, 183 West Mill Circle (#R1-09-24) - Single Family Residential Structure** - Mr. Nicholas Shidner represented himself regarding his residential permit application. At the previous Planning and Zoning Commission meeting held on August 13th, 2024, the Commission requested that Mr. Shidner obtain an engineered stamp on the foundation sheet of this structural drawings for final review by the Commission. It was determined that this document is made to ensure all requirements were met prior to the meeting. The Commission members confirmed that all requirements had been satisfied and that the documentation was complete. Ms. Wagner reminded Mr. Shidner to contact his surveyor for the Certificate of Placement.

Mr. Schou made a motion to approve the permit application #R1-09-24 for Nicholas Shidner, a Single-Family Residential Structure located at 183 West Mill Circle, Lot #23 of the Palis Park Subdivision. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion was passed.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a) **DOUCETTE, TYLER: Lot #28 & #29 Palis Park Subdivision, 190 & 192 Canyon View Drive – (RE-Plat-05-24) Simple Subdivision (Lot Consolidation)** - Ms. Wagner prepared and presented the staff report for the replat project; both Mr. Tyler Doucette and Mr. Marlowe Scherbel from Surveyor Scherbel Ltd., were in attendance to discuss the project. Mr. Doucette addressed any additional questions the Commission members had. Ms. Wagner's report examined the replat application submitted by Mr. Doucette and confirmed that the process for the replat was completed. (See attached staff report). A response deadline of August 21st was given. One (1) supportive comment was received, expressing approval of the lot consolidation

and satisfaction with the increased acreage. The lot combination will create a new lot designated as Lot #105 within the R-1 (Single Family Residential) Zoning District. Ms. Wagner recommended approval of the replat application/project. She noted that Mr. Doucette has one (1) year to record the plat. The Planning and Zoning Commission will prepare a recommendation to be presented to the Town Council with the final plat approval at the September 17th, 2024, Town Council meeting.

Following Commission review: **Mr. Schou made a motion to approve #RE-Plat-05-24 for Lot #105 of Palis Park Subdivision, to be known as 190 Canyon View Drive. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.**

- b) **GRIEST, BARRY: Lots #1, 2, 3 & 4 of the Griest Addition to the Town of Alpine, 506, 508, 510 & 512 Nelson Lane – (RE-Plat-01-23) Final – {Simple Subdivision}** - Ms. Wagner presented the plat for Barry Griest to the Commission and attendees. Mr. Scherbel also spoke to the replat application and requested approval for the final plat. Ms. Wilson expressed her satisfaction with the project's progress. Ms. Wagner provided a summary of the application, which has been a long process, following a series of public hearings, the preliminary replat recommendation on December 12, 2023. The Town Council initially tabled the resolution for further consideration but approved it on January 16th, 2024. Resolution 2023-517 acknowledges receipt of the advanced plat. As of August 2024, the infrastructure has been completed, and the Public Works Director, Mr. Leseberg, has inspected all water and sewer infrastructure connection lines. The plat is now ready for advanced recording. Ms. Wagner noted that the driveway is private and will not be maintained by the Town. The Planning and Zoning Commission will prepare a recommendation to be presented along with the final plat map for the Town Council meeting to be held on September 17th, 2024.

Mr. Schou made a motion to approve the final plat for the Griest addition #RE-Plat-01-23. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

4. TABLED ITEMS: See above item a).

- b) **TEED, CHRIS: Lot 227 Lakeview Estates “A”, 744 Pinecrest Circle (#R1-08-24) - Single Family Residential Structure** - Mr. Chris Teed represented himself at the meeting. Ms. Wagner directed the Commission members to review the updated site plan submitted by Mr. Teed. The revised plan included several details: the square footage of the driveway, the connection from the power box to the house, the location of the propane tank, snow storage areas (square footage), and setback areas (distances). The property is located on a hill where sewer service are unavailable, Mr. Teed was asked to provide the permitting application and documents for the septic tank installation. Mr. Schou inquired about the placement of the septic tank within the setback area. Mr. Teed clarified that the septic design was prepared by Sunrise Engineering and provided details about the surrounding properties and existing houses near his lot. Ms. Wagner explained that, due to the lack of sewer service on the hill, a septic system is necessary. She also outlined the process for transitioning from a septic system to the town sewer system, should sewer service become available in the future.

Mr. Schou made a motion to approve Mr. Teed’s residential structure application #R1-08-24 – Lot #227 of the Lakeview Estates “A” Subdivision. 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:

- US Department of Interior – BOR – Alpine Bear Pit Extraction. - The Commission reviewed correspondence from the US Department of the Interior – Bureau of Reclamation (BOR) regarding the Alpine Bear Pit Extraction, which was included in the packet for review. The Town of Alpine (TOA) has passed a resolution authorizing Mayor Green to draft a letter to the BOR. Commission members review the provided documentation; Mr. Schou pointed out that the provided map was inaccurate, missing water features and reflecting outdated conditions from a particularly dry year. Ms. Kolbas noted that Google Maps offers a more current view and inquired about the proximity of water to the site. The inaccuracies of the map, including its depiction of conditions from 2004 instead of 2024, raised concerns about potential issues related to migration, noise, traffic, health hazards, and impacts on wildlife and fish. The Commission agreed to inform Mayor Green that the map requires updating.

Planning/Zoning Discussion Items:

- **Review/Discussion for Adoption of the 2024 International Building Codes** - The Commission discussed the adoption of the 2024 International Building Codes. Ms. Wagner explained that the State adopted these codes in June 2024 and has requested permission to purchase the 2024 code books for review. The review process will involve building inspectors to identify any items for potential exclusion before recommendations are presented to the Town Council. Although the State has already adopted the codes, local adoption will require passing a new Town ordinance.
- **Town of Alpine Zoning Map** - Mr. Schou highlighted that the Town of Alpine Zoning Map is incomplete. Ms. Kolbas suggested sending the map to Jorgensen for updates and color-coding, aiming to finalize it before the third reading of the amended Land Use Development Code (LUDC) Ordinance. Ms. Wagner presented the current color-coded draft, which she and Ms. Kolbas had been working on. They also discussed the annexation process and the implications of new annexations on the updated zoning map.

Comments and/or Concerns - The Commission expressed a need for a Town Council member to attend Commission meetings regularly. The discussion also covered the Board of Adjustments (BOA), which, according to the State Statutes and the LUDC, the board is made up of five (5) members appointed by the Mayor with Council consent. Wagner noted that the BOA had not been appointed at the beginning of the year, thus leaving the BOA non-operational. Ms. Wilson suggested keeping the BOA option open in the LUDC despite current difficulties. Additionally, the discussion touched on the Noise Ordinance. Ms. Wilson noted that the Town Council was not in favor of the proposed time frame and that further review is needed. Mr. Schou recommended adding a definition of "nuisance" to the ordinance. Wagner emphasized that the Commission's recommendations are advisory, with the final decision resting with the Town Council. The need for increased Council member participation in Planning and Zoning meetings was reiterated.

6. APPROVAL OF MINUTES:

- **P&Z Meeting Minutes for August 13th, 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 August 13th, 2024. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

7. ADJOURN MEETING:

Mr. Schou made a motion to adjourn the August 27th, 2024, 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 8:25 p.m.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Transcribed By:

Sarah Greenwald

Date