



PLANNING & ZONING COMMISSION MINUTES

April 8, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. **CALL TO ORDER:** The Meeting was called to order at 7:01 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melissa Wilson, Mr. Dan Schou, Ms. Rachael Stewart. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, Ms. Gina Corson, Assistant Planning and Zoning Administrator.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. **DEADHORSE DEVELOPMENT, LLC (New West Building Company): Lot #1, Deadhorse Meadows, 856 Elkhorn Drive, Building B (East): #C-01-25 – Site Plan Review**

Key Discussion Points:

- They have not received final approval from the State Department of Fire Prevention and Electrical Safety.
- They have not received final approval from the Town Building Official. Ms. Wagner said she has spoken with the Building Official and expects to get final approval or denial from him by early next week.
- They were concerned about the timeline for permit approval since the Planning and Zoning Meetings are now only once a month. The commission clarified they only approve the Site Plan in the new process. From their understanding the Building Official can approve at any point, does not need to wait for a certain date, and then the permit can be issued by the Town Clerk.

Mr. Dan Schou moved to approve the Site Plan Building B #C-01-25. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- b. **DEADHORSE DEVELOPMENT, LLC (New West Building Company): Lot #1, Deadhorse Meadows, 856 Elkhorn Drive, Building A (West): #C-02-25 – Site Plan Review**

Key Discussion Points:

- No further discussion.

Mr. Dan Schou moved to approve the Site Plan Building A #C-02-25. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- c. **ALPINE ON, LLC – ALPINE VALLEY RV RESORT: Lot #20, Snake River Junction, Lunch Counter Lane – Preliminary Site Plan Review**

Key Discussion Points:

- There will not be a lot of room left on lot 22 after the lodge is built so they are planning on combining lots 22, 21, and 37 for parking, landscaping, stormwater management and snow storage reasons. However, even without the combination of the three lots they are within the setback parameters of the COA agreement even though they are

different from the Towns. When the Town annexes these parcels the Town has agreed to adopt and honor those COA setback rules.

- Parking and snow storage have been calculated using lots 22 and 37.
- Planning and Zoning commission said it all looks good dependent on the combination of the lots. We will need the COA agreement.
- Mr. Dan Schou asked them to clarify how the access roads to the RV and lodge will work and if there will be a stop sign. The developer stated it was designed to accommodate multiple RV at a time for the check in process without backing up onto Lunch Counter Lane.

No vote needed for preliminary site plan review.

- d. **ALPINE ACE HARDWARE: Lot # 716” C” Lakeview Estates Subdivision, 100 Greys River Road - (#MC-02-25) – Temporary Green House Installation {4-15-25 to 10-1-25}**

Key Discussion Points:

- They have been using the same greenhouse and installing it in the same place for the last 5 years.
- They have identified the new handicapped parking location.
- Same construction method will be used and have signed off they understand and will comply with the load bearing requirements.

Ms. Rachel Stewart moved to approve the application for #716 “C” Lakeview Estate Subdivision 100 Greys River Road MC 02-25. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- a. **NORTH LINCOLN COUNTY HOSPITAL DBA STAR VALLEY HEALTH: Lot #189, Alpine Meadows Subdivision, 37 Wintergreen Drive (MC-01-25) - Electrical in Commercial Building**

Key Discussion Points:

- i. The commission asked if we got the State of Wyoming Department of Fire Prevention and Electrical safety?
 1. Yes, we did.
- ii. Ms. Melissa Wilson asked if we had all the paperwork needed from the subdivision.
 1. Yes, we did.

Mr. Dan Schou moved to un-table application for 37 Wintergreen Drive MC-01-25. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Dan Schou moved to approve permit for 37 Wintergreen Drive MC-01-25. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- b. **JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN}: Lot #732 “B”, Lakeview Estates Subdivision, 192 Trail Drive Road (#R2-01-25) - Multi-Unit Townhomes**

Key Discussion Points:

- i. Zoom call scheduled with Lower Valley Energy tomorrow to go over the relocation of the power line on the lots.
- ii. Mr. Dan Schou asked if there were drawings with the radius of equipment provided.
 1. Mr. Killpack has previously had a meeting with Lower Valley Energy and has a scheduled meeting with OSHA on site.
 2. He stated there was no need for those drawing because they had plenty of clearance. They have already received a letter from Lower Valley Energy stating they can start construction up to the first floor with the information they provided.

Ms. Rachel Stewart moved to un-table application for 192 Trail Drive Road R2-01-25. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Ms. Rachel Stewart moved to approve the Site Plan for 192 Trail Drive Road R2-01-25 with contingencies 1.) we receive the Permit from The State of Wyoming Department of Fire Prevention and Safety 2.) a concrete inspection will be carried out until Lower Valley Energy signs off on the approval of the utility work, and the site plan shows the location of the trash enclosure and dumpster. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- c. **JW PROPERTY INVESTMENTS, LLC {JEFF JEBBSEN}: Lot #734 “B”, Lakeview Estates Subdivision, 196 Trail Drive Road (#R2-02-25) - Multi-Unit Townhomes**

Key Discussion Points:

- i. No Further Discussion

Ms. Rachel Stewart moved to un-table application for 196 Trail Drive Road R2-02-25. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Ms. Rachel Stewart moved to approve the Site Plan for 196 Trail Drive Road R2-02-25 with contingencies 1.) we receive the Permit from The State of Wyoming Department of Fire Prevention and Safety 2.) a concrete inspection will be carried out until Lower Valley Energy signs off on the approval of the utility work, and the site plan shows the location of the trash enclosure and dumpster. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. PLANNING AND ZONING CORRESPONDENCE:

- a. None

6. PLANNING AND ZONING DISCUSSION ITEMS:

- a. **Design Review Committee Guidelines Review:** Ms. Christine Wagner stated even though we discussed the Design Review Guidelines the ordinance specifies they can only adopt the final guidelines not the preliminary ones.

Mr. Dan Schou moved to send a recommendation to the Design Review Committee, the Planning and Zoning Commission receive a finalized copy of the Design Review Guidelines before a recommendation to approve is given to the Town Council. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Dan Schou moved to send a recommendation from the Planning and Zoning Commission to the Town Council that the Planning and Zoning Commission have received and reviewed the Preliminary Design Guidelines provided by the Design Review Committee. Upon receipt of the finalized Design Review Guidelines the Planning and Zoning Commission will make a recommendation to approve them at the April 15th Town Council Meeting. Ms. Rachel Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- b. Mr. Dan Schou said our LUDC does not specify what the “Site” is and what is to be included in a Site Plan Review. For instance, are they looking at a 2D site plan or is it 3D including any utilities above the ground as well.
- c. Mr. Dan Schou raised a concern about owner/builders. What are we doing as a town, or should we do, to ensure they have a minimum level of knowledge and competency to allow them to be an owner/builder.
 - a. Ms. Christine Wagner suggested they must apply for and get a business license; however, a business license does not ensure a minimum level of competency.
 - b. Ms. Gina Corson asked why we would need to establish that prior to allowing them to build because any building that is done that is not up code when inspected by the Building Official will be held to the same standards. And, if it doesn’t pass the inspection then they must correct the issues. Furthermore, both ICC and our Town Ordinance has language that allows the Building Official to stop work and shut down jobs for a variety of reasons including Town code issues.
 - c. Mr. Dan Schou asked if there is an ordinance or mechanism in place that requires a certain number or type of inspections.
 - i. Ms. Christine Wagner stated that is included in the inspection list which is the preview of the Building Official per code.
 - d. There is concern that even the required inspections are not being done or done properly. Furthermore, what is going to happen to the old projects that are in progress.
 - i. Mr. Christine Wagner said the old Residential Inspector, Mr. Dan Hallstead, will be finishing up those projects and the new Building Official will take on all new projects.
- d. Mr. Dan Schou asked who was in charge of the general maintenance for Town property and buildings, specifically the Civic Center has some beams that are in need of repair.

7. APPROVAL OF MINUTES:

- a. Planning and Zoning Commission Meeting Minutes- February 11th, 2025

Ms. Rachael Stewart motions to approve February 11, 2025, minutes. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- b. Planning and Zoning Commission Meeting Minutes- March 11, 2025

Ms. Rachael Stewart motions to approve March 11, 2025, minutes. Mr. Dan Schou seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: Town Council Meeting- April 15th, 2025: Mr. Dan Schou will be the representative in attendance at that meeting.

9. ADJOURN MEETING: Mrs. Rachael Stewart has moved to adjourn the meeting. Mr. Dan Schou seconded the motion. Vote: yes, 0 no, 0 abstain, absent. Motion carried.

The meeting was adjourned at 9:32 pm.

Melina W. W.

5-13-25

Melisa Wilson, Chairman

Date

Attest:



Gina Corson, Planning & Zoning Administrator

5/15/2025

Date

Prepared and Transcribed By:



Gina Corson, Planning & Zoning Administrator

5/15/2025

Date

** Minutes are a summary of the meeting **