



PLANNING & ZONING COMMISSION AGENDA

April 09, 2024, at 7:00 PM

250 River Circle - Alpine, WY 83128

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Star Valley Health: Lot #186 & #185 – Alpine Meadows, 37 Wintergreen Drive – (#RE-PLAT - #02-24) – Lot Line Adjustment – Now Known as Lots #189 & #190 Alpine Meadows**
- b. Creative Properties: Lot #12 – Palisades Heights, 160 US Highway 89 – (#A-01-24) – Re-Roof Structure & Deck Extension/Replacement – Update Interior Finishes**
- c. Town of Alpine {Town Civic Center}: Lot #844 – Lakeview Estates, 18th Addition, 121 US Highway 89 – (#MC-01-24) – RE-Roof Gazebo Structure**
- d. Alpine Ace Hardware: Lot #716C – Lakeview Estates, 100 Greys River Road – (#MC-02-24) – Green House Installation**

4. TABLED ITEMS:

- a. Tienda La Mexicana (Saloman Marquina): Lot #608 - Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) - Interior Remodel & Propane Tank Installation**

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

a. Planning/Zoning Discussion Items:

- Land Use and Developmental Code Updates
- Draft Ordinance 2024-003 Building & Development Fee Schedule Updates
- Public Comments and/or Concerns

b. Planning/Zoning Correspondence:

- Simple Subdivision Permit Application - Dead Horse Meadows
- Comments/Concerns from Commissioners

6. UNFINISHED/ONGOING BUSINESS:

- Active Permits List

7. APPROVAL OF MINUTES:

- Planning & Zoning Commission Minutes: March 12th, 2024

8. TOWN COUNCIL ASSIGNMENT:

9. ADJOURN MEETING:

REPLAT PERMIT APPLICATION

CHECK ONE: () SIMPLE () MINOR () MAJOR

Owner Information:

Owner: Star Valley Health c/o Mike Hunsaker Phone: 307-887-5889
 Mailing Address: P.O. Box 579, Afton, Wyoming 83110
 Project's Physical Address: 37 Wintergreen Drive, Alpine, Wyoming
 Legal Description (Lot#, Block, Tract & Subdivision) Alpine Meadows Subdivision Lot 185 and Lot 186
 Land Surveyor/Engineer (must be registered in the State of Wyoming): Surveyor Scherbel, Ltd

Attached additional information Page, if needed.

Description of Proposal & Purpose:

The applicant, Star Valley Health, is adjusting the lot line between Lots 185 and 186 of Alpine Meadows Subdivision to accommodate the ongoing construction. The property is located on the south side of Wintergreen Drive at the intersection of Wintergreen Drive and US Highway 89. The property is located in the MRC Zone - Mixed Residential and Commercial.

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner: See Attached please	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

Signature of Owner or Authorized Representative:

Jamie DeCora for Surveyor Scherbel, Ltd.

Date:

3/5/2024

FOR TOWN USE ONLY

Date Received:	Permit #:	Zoning:
Permit Fees:	Paid: (Check #/Cash)	Date Paid:
Town Surveyor Review:	Town Engineer Review:	Fire Dept. Review:



REMODEL/ADDITION Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ PLEASE FILL IN ALL BLANKS

PROJECT NAME:

Physical Address: 160 HWY 89, ALPINE, WY 83128	
Legal Description (Lot # and Subdivision): LOT 12 PALISADES HEIGHTS SUBDIVISION	
Description of Work: REPLACE ROOF STRUCTURE, EXTERIOR EGRESS, INTERIOR/EXTERIOR FINISH.	
Proposed Building Use: EXISTING: R-2 APARTMENT HOUSE / PROPOSED: R-2 APARTMENT HOUSE.	
Estimated Valuation of Work: \$ 326,214.68	
Floor Area:	2ND FLOOR BALCONY: 489 SQFT GROSS SQFT
First Fir: 2,267 GROSS SQFT	Second Fir: 2,267 GROSS SQFT
Third Fir:	Basement:
Total Square Footage: EXISTING: 4,534 GROSS SQUARE FEET PROPOSED 2ND FLOOR BALCONY: 489 SQFT GROSS SQFT	

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: CREATIVE PROPERTIES, LLC	Phone: 307-880-4444
Mailing Address: PO BOX 1196, JACKSON, WY 83002	
Contractor: SNOW PEAK DESIGN BUILD, LLC	Phone: 307-880-4444
Mailing Address: PO BOX 2911, ALPINE, WY 83128	
Excavating Contractor: TO BE DETERMINED	Phone:
Mailing Address:	
Electrical Contractor: SERVANT ELECTRIC	Phone: 307-713-7378



**Minor Construction
Permit Application**

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

PROJECT NAME:

Physical Address:	121 US Highway 89
Legal Description (Lot # and Subdivision):	Lot #844 - Lakeview Estates
Estimated Valuation of Work:	Unknown
Description (Intent of Permit):	Re-Roof Gazebo Structure at Civic Center

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Town of Alpine	Phone:	307-654-7757
Mailing Address:	P.O. Box 3070 Alpine, WY 83128		
Contractor:	Town Employees	Phone:	880-2869
Mailing Address:			
Electrical Contractor:	N/A	Phone:	
Mailing Address:			
Plumbing Contractor:	N/A	Phone:	
Mailing Address:			
Mechanical Contractor:	N/A	Phone:	
Mailing Address:			
Authorized Representative if different from Owner:	Craig Leseberg		
Signature of Owner or Authorized Representative:			Date:

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
March 25, 2024	MC-01-24	PFC
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:
N/A		



Minor Construction

Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

Section 3, Itemd.

PROJECT NAME:

Physical Address:	100 Gros River Road ALPINE, WY 83128
Legal Description (Lot # and Subdivision):	lot # 603-
Estimated Valuation of Work:	\$20,000
Description (Intent of Permit):	Greenhouse for seasonal storage and growth of plants for retail sale

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Robert Broulim	Phone:	208-745-9201
Mailing Address:	160 S. Clark St. Rigby, ID 83442		
Contractor:	ACE Employees	Phone:	
Mailing Address:			
Electrical Contractor:	NA	Phone:	
Mailing Address:			
Plumbing Contractor:	NA	Phone:	
Mailing Address:			
Mechanical Contractor:	NA	Phone:	
Mailing Address:			
Authorized Representative if different from Owner:	Gary Herrod - <i>[Signature]</i> # 307-887-7783		
Signature of Owner or Authorized Representative:	<i>[Signature]</i>	Date:	4-9-20

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
4/9/2024	MC-02-24	Commercial
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:
\$2500	1500	4/9/2024



Minor Construction

Permit Application

INFORMATION TO BE PROVIDED BY APPLICANT ~ ALL BLANKS MUST BE FILLED IN

Section 4, Item 4.

PROJECT NAME:

Physical Address: 141 US 89

Legal Description (Lot # and Subdivision): lot # 609 C of the Lakeview Estates Subdivision

Estimated Valuation of Work: 3 Thousand

Description (Intent of Permit): we added a Gas tank for our kitchen, need to place four metal / concrete posts around it.

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: Don Uzhik Phone: (818) 807-3882

Mailing Address:

Contractor: MR. Pedro Phone: (702) 350-0756

Mailing Address:

Electrical Contractor: Phone:

Mailing Address:

Plumbing Contractor: Phone:

Mailing Address:

Mechanical Contractor: Phone:

Mailing Address:

Authorized Representative if different from Owner:

Signature of Owner or Authorized Representative: Date:

FOR USE BY TOWN:

Date Received: Permit #: Use Zone:

Permit Fees: Paid Fees: (Check# / Cash) Date Paid:

TOWN OF ALPINE

MINOR CONSTRUCTION

CHECKLIST

Please place a check mark on all lined items and initial the bottom of all pages, as requested

There will be NO guarantees of being on the following P & Z Agenda if...

- o You wait until the deadline day for turning in your paperwork or;
- o If your Minor Construction packet is not complete or;
- o Your Review is found to be incomplete or not approved by the Town Building Official.

Owner: Don Urdik Phone #'s: (818) 807-3882

Lot#/Subdiv. #609 C of the Physical Address: 14105 ga
Lakeview Estates Subdivision

You may submit your Building Application Packet by: Mail: PO Box 3070, Alpine, WY 83128
Person: 250 River Circle, Alpine, WY 83128

Please Complete:

- o ALL information is filled out and submitted as requested by the Town of Alpine
- o **ALL** Contractors/Subcontractors obtained a **Town of Alpine Business License**
- o Requested Water and Sewer Main Locates prior to ANY digging (Owner's Responsibility)
- o Requested all other utility(electrical, phone, cable, etc) lines located prior to ANY digging (Owner's Responsibility)
- o Must have written approval from Homeowner's Association on Building Plans (if Applicable)

The following items fall under a minor construction permit: (Please circle which one(s) applies to your application)

- Sheds which contain **less** than 300 sq. ft., of total floor area without Plumbing or Electrical; - (See Shed Affidavit)
- Sheds which contain **more** than 300 sq. ft., but **less** than 400 sq. ft., of total floor area with or without Plumbing or Electrical;
- Re-Roofing Applications:
 - o Replacement of existing roofing materials;
 - This could include any and all materials that increase or decrease existing roof load;
 - o Addition of roofing layers (Any and all materials that increase existing roof load);
 - o Change in under sheeting materials;
- Construction of Deck - (See Deck Affidavit)
 - o Addition of stair, dimensions and/or alterations to existing deck and/or building/structure
- Construction of perimeter fences - (See Fence Affidavit)
- ⓪ Installation of **new** propane/gas storage tanks (including underground propane tanks)
- Plumbing Additions or Adjustments (improvements) to Commercial Buildings
- Electrical Additions or Adjustment (improvements) to Commercial Buildings
 - o Completed Plan Review Check List- (State Department of Fire Preventions & Electrical Safety)
- Replacing doors and/or windows when dimensions are increased in size and/or changes egress
 - o Note - A Wyoming Certified Engineered Stamp Drawing will be required -
- Utility Improvements and/or Changes - (ex. Wood to Gas, Electric to Propane, etc.) (See Stove Affidavit)

GETTING A MINOR CONSTRUCTION PERMIT:

_____ Minor Construction Permit Application Completed and Signed

Initials:

- _____ Minor Construction Checklist Completed and Signed
- _____ Fees, which **MUST** be paid when submitting Minor Construction Permit Application;
- ***See Fee Schedule ** all fees are non refundable
- _____ Site Preparation is Complete (Property Corners Identified and Clearly Marked) {If Applicable}

#3 - TOWN RESPONSIBILITIES:

- _____ Town Building Official approves plans, by conducting a complete plan review;
- _____ Planning & Zoning Board approves Minor Construction Permit.
- _____ Town Building Official verifies and approves the site plan by conducting an on-site inspection;

YOUR MINOR CONSTRUCTION PACKET MUST INCLUDE: (as applicable)

Site plan on 11 x 17 paper containing:

- _____ Blueprints (Drawings);
- _____ Setback distances;
- _____ Property Line & measurements according to surveyor's dimensions;
- _____ Location & Dimensions of ALL buildings (home, garage, etc.), property lines, location of septic system, roads & easements;
- _____ Detailed Utilities and Electrical Plan connections to the structure (water, sewer, power, telephone, propane tank, etc) (*Ensure they are not located underneath driveways)
- _____ Detailed Roof Plan
- _____ Building Material Used and Application of Material
- _____ Installation Factor for Windows and Doors
- _____ Sketch proposed fencing, driveways, green space, and snow removal areas (if appropriate)
- _____ Engineered Plans, Plan Calculations & Truss Calculation from a Wyoming Licensed Engineer
- _____ Read Propane Tank Regulations (if applicable) Chapter 38 of IFC
- _____ Application for State of Wyoming Department of Fire Prevention & Electrical Safety

ON-SITE SETBACK INSPECTION: (as applicable)

- _____ Clearly string & stake the EXACT dimensions of where the proposed project is (***Dimensions on the ground MUST MATCH your 11 x 17 Site Plan**);
- _____ Property stakes: All property monuments/surveyor pins must be exposed and visible.
**Wooden stakes without Surveyors Monuments will not be accepted.*

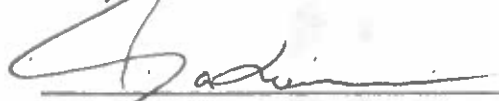
CERTIFICATE OF COMPLETION:

Upon completion; please contact the Town Office to **schedule a final inspection** once completed and approved by the Town Building Official you will receive your Certificate of Completion

***For more thorough information and instructions:**

Refer to the IBC/IRC and/or the Town of Alpine Land Use and Development Codes

Yes, I received and understand all items on the Permit Checklist



Signature

1/18/2024

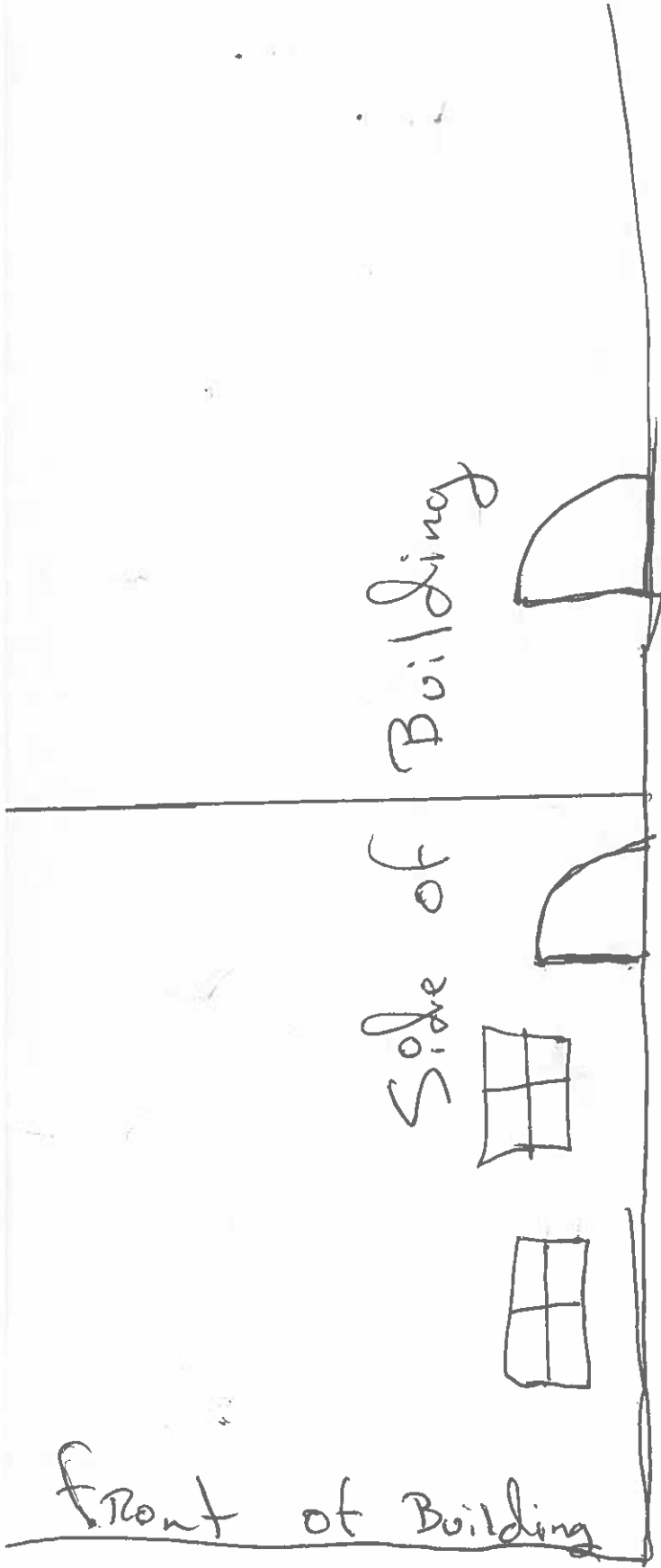
Date

FOR USE BY TOWN:

Received by:

Date:

Initials:



Private Road

The objective is to comply with the safety measures agreed upon by the Gas Company & the town's Regulations



Section 4, Itema.

Transaction Record

Transaction Details (8D0945A76103)

SitelD:	NB74
Name:	Salomon M. Garcia
Address:	
Company:	Marquina, LLC
Card Type:	Visa
Card Number:	*****6202
Expiration Date:	1027
Approval Code:	081770
Amount:	\$250.00
Sales Tax:	\$0.00
Phone:	
Transaction:	Debit (Sale)
Status:	Approved
Date:	1/18/2024
Time:	18:44:03
Email Address:	
Payee Name:	Town of Alpine 2
Memo:	Permit Fee
Custom 1:	
Custom 2:	
Custom 3:	
Batch ID:	
Batch Date:	

This confirms that you have authorized Town of Alpine 2 to DEBIT your credit card or debit card in the amount of \$250.00. The payment date for this transaction is scheduled for 1/18/2024 and should be processed in 24 to 48 hours from the scheduled date. The confirmation number for this transaction is 8D0945A76103. I agree to pay the below total amount according to my Card Issuer Agreement.

Signature

- (5) Corner Lots and Irregular Lots will have all street front setback guidelines and remaining sides will be considered side setbacks.
- (6) Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved residential subdivision.

(g) Maximum Building Height:

- (1) Multi-unit residential structures in the "MRC" Mixed Residential and Commercial District can be thirty-five (35) feet or less in height.
- (2) Multi-Unit Residential and Commercial building structures in the "MRC" Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning will not exceed three (3) stories.
- (3) Commercial building structures in the "MRC" Mixed Residential and Commercial District can be forty-five (45) feet or less. Buildings with a mixture of residential and commercial use must have a minimum amount of thirty-three (33%) percent of the building use allocated for the commercial businesses. The Residential/Commercial buildings in this zoning will not exceed three (3) stories.
- (4) The height of detached accessory structures will be twenty-six (26) feet or less, this height restriction is applicable to structures that are set back from the property line of not less than fifteen (15) feet from the side property line and not less than twenty (20) feet from the rear property line. All detached accessory structures will be placed behind the front plan of the existing residential/commercial structure.
 - aa. Detached accessory structures of with a total square footage equal to or under Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback; will have a height restriction of fourteen (14) feet in height or less. Special consideration for setback is made for properties that have a total square footage under Ten Thousand (10,000) square feet.
- (5) Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) A minimum of six hundred (600) square feet of off-street parking will be provided for each dwelling unit located on the property, parking requirements for multi-unit residential structures will be met through the construction and use of centralized vehicular parking areas, driveways associated with each dwelling unit, and/or private garages.
- (2) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners, **private property.**
- (3) Recreational vehicles (RVs) and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and will be removed promptly when construction and/or the maintenance has been completed.

MRC

TABLE 3-1 MINIMUM OFF-STREET PARKING REQUIREMENTS MRC DISTRICT	
<i>Type of Use</i>	<i>Standard</i>
Multi-Unit Residential	2 parking spaces per dwelling unit; multi-unit buildings with more than 4 dwelling units will also have one guest parking space for every two dwelling units
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated café & restaurant operations
Medical and Veterinary Clinics	1 per 400- 600 square feet of floor space
Commercial Offices	1 per 400- 600 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces will equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 400- 600 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 400- 600 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any given time
Mixed Residential and Commercial Building	Cumulative parking requirements for both multi-unit residential structures and commercial facilities

- (i) Fencing:
 - (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing will be situated on the interior side of the fence.
 - (2) Perimeter fences along side or rear property lines shall be no more than seven (7) feet high for residential lots and no more than eight (8) feet high for commercial lots. Fences will not be constructed on top of property lines. Structural posts associated with all perimeter fences will be situated on the interior side of the fence.
 - (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
 - (4) Fencing and walls may be placed within drainage and utility easements, locates will be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
 - (5) Construction fences are allowed during initial construction of a primary structure. It will be constructed on the property of the primary building site. The permit is issued along with the Residential Building permit. The Certificate of Occupancy will not be issued until the construction fence is removed.
 - (6) Snow fences are allowed between the months of October and May of the following year. A snow fence will not impede the removal of snow from the public rights of way, must maintained and preferably of a neutral or black color.

- (3) Rear Yard: Commercial buildings a Zero Setback will be allowed; however, property owners are required to make available space to accommodate parking and snow storage/removal. When a lot adjoins a lot in an MRC zoning district the setback shall be ten (10) feet from the property line. When a lot adjoins a R-2 or R-1 zoning districts the setback shall be fifteen (15) feet from the property line. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) feet from side property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, will have a setback of not less than ten (10) feet from side property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.**
- (4) Properties with less than ten thousand (10,000) square feet will be allowed to have a front yard setback of twenty (20) feet and side yard and rear yard setbacks of ten (10) feet, for primary structures. Detached accessory buildings/structures, equal to or under Three Hundred (300) square feet, can have a setback of not less than ten (10) from rear property lines. Detached accessory buildings/structures, with a total square footage of over Three Hundred (300) square feet, will have a setback of not less than ten (10) feet from rear property lines. **Please Note: Should a structure be placed within a recorded property/utility easements, the Town of Alpine assumes no responsibility for damage and/or any replacement costs of any structure or property damage; owner will accept full responsibility for any and all costs for repairs.**
- (5) Corner Lots and Irregular Lots will have all street front setback guidelines and the remaining sides will be considered side setbacks.
- (6) Any deviations from setback requirements will require a plan review and approval of a variance unless a lesser setback is identified in the recorded plat of the approved subdivision.

(g) Maximum Building Height:

- (1) Commercial buildings will not exceed three (3) stories or forty-five (45) feet in height.
- (2) The height of detached storage/accessory structures will be thirty-five (35) feet or less, all detached accessory structures will be placed behind the front plane of the existing commercial structure. This height restriction is applicable to structures that are set back from the property line of not less than fifteen feet from the side property line and not less than twenty feet from the rear property line.
 - aa. Detached accessory structures, with a total square footage of less than Three Hundred (300) square feet and are placed within the allowable ten (10) foot rear setback and ten (10) foot side setback shall have a height restriction of fourteen (14) feet in height or less.
- (3) Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less from the finished grade elevation.

(h) Vehicular Parking and Storage:

- (1) Off-street parking areas will consist of designated parking spaces and/or centralized parking areas within the commercial building site. The minimum number of required off-street parking spaces will be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-2 (Below).

Commercial

**TABLE 3-2
MINIMUM OFF-STREET PARKING REQUIREMENTS
COMMERCIAL FACILITIES**

<i>Type of Commercial Use</i>	<i>Standard</i>
Motel/Hotel	1 parking space per guest room
Inns or Lodges	1 per guest room; 35% of total seating capacity of associated cafe & restaurant operations.
Medical and Veterinary Clinics	1 per 400 square feet of floor space
Commercial Offices	1 per 400 square feet of retail floor space
Cafes and Restaurants (including fast-food outlets with seating)	Number of parking spaces will equal 35% of total seating capacity
Fast-food Outlets (with no seating)	1 per number of employees for average work shift
Retail Stores	1 per 400 square feet of retail floor space
Self-Storage Facilities	1 per every 2,000 square feet of storage space
Commercial Services	1 per 400 square feet of retail floor space
Service and Repair Establishments	4 per service bay plus 1 per employee.
Cabinet, plumbing, welding, and steel fabrication shops	One parking space every 800 square feet of floor space plus 1 per employee.
Commercial Recreational Facilities	1 parking space for 25% of the total number of customers that can be served at any give time

*AA
Columbus*

- (2) Centralized vehicular parking areas will be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways will extend from the edge of pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area will extend from the edge of the municipal street right-of-way.
- (3) Recreational vehicles (RVs), recreational watercrafts and travel trailers shall be parked as not to obstruct the view of traffic and must follow guidelines set forth by the Covenants, Conditions and Restrictions (CCRs) established by the residential unit and/or subdivision, if applicable. All vehicles, boats and/or trailers are to be parked on the property owners **private property**.
- (4) Recreational vehicles (RVs) and/or travel trailers used during construction or maintenance activities; these vehicles are to be parked on the private property that the activity is taking place on and will be removed promptly when construction and/or the maintenance has been completed.
- (5) Shared Parking is permitted provided the Planning and Zoning Commission has received, reviewed and approved the written contract agreement between landowners. The agreement will be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.
- (6) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public streets; except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.

setback and five (5) foot side setback shall have a height restriction of fourteen (14) feet in height or less.

- (3) Roof eaves for non-sprinkled buildings will be twenty-eight (28) feet or less from the finished grade elevation.

(i) Accessory Uses and Buildings:

- (1) Office and storage buildings directly associated with the operation of public and community facilities are permitted. These uses will only be permitted on the same lot with a primary public or community facility, or on an adjacent lot associated with the primary public or community facility.
- (2) Accessory buildings will contain no more than six hundred (600) square feet of floor area.
- (3) Steel Shipping Containers and/or Cargo/Semi Trailer are allowed in this zoning district, so long as they are placed behind the primary structure and meet the allowable setback requirements. Stacking of containers is prohibited.

(j) Fencing:

- (1) Fences shall be no more than four (4) feet high between the front building line and front property line. Structural posts associated with this fencing will be situated on the interior side of the fence.
- (2) Perimeter fences along side or rear property lines shall be no more than eight (8) feet high and not constructed on top of property lines. Structural posts associated with all perimeter fences will be situated on the interior side of the fence.
- (3) Electric and barbed wire fencing is **prohibited** below six (6) feet.
- (4) Fencing and walls may be placed within drainage and utility easements, locates will be required by utility company. **If fencing or walls are damaged due to utility improvements, repairs, snow removal, etc., the owner will accept full responsibility for any and all costs for repairs.**
- (5) Construction fences are allowed during initial construction of a structure. It will be constructed on the property of the primary building site. The Certificate of Occupancy will not be issued until the construction fence is removed.

(k) Vehicular Parking and Storage:

- (1) Off-street parking areas will consist of designated parking spaces and/or centralized parking areas within the building site. The minimum number of required off-street parking spaces will be calculated by the Zoning Administrator and/or Planning and Zoning Commission based upon the criteria presented in Table 3-4.
- (2) Centralized vehicular parking areas will be designed and constructed in accordance with the vehicular parking standards outlined in Article 4.6 of the Alpine Land Use and Development Code. The parking area and/or driveways will extend from the edge of the pavement or improved road surface of any municipal street. In the event that no improved road surface exists, the parking area will extend from the edge of the municipal street right-of-way.
- (3) Shared Parking is permitted provided the Planning and Zoning Commission has reviewed and approved the written contract agreement between landowners. The agreement will be recorded in the Lincoln County Registration of Deeds and is in effect for as long as this ordinance requires.

PFC

- (4) No unlicensed or inoperable vehicle will be permitted on any public or community facility lot unless the vehicle is used for training purposes approved by the Alpine Planning & Zoning Commission.
- (5) Parking of any vehicle, which has a gross vehicle weight (GVW) of greater than twenty-six thousand (26,000) pounds, is prohibited along any public street, except for the following:
 - (aa) Vehicles temporarily parked (**less than** twenty four {24} hours) for loading or unloading passengers, materials, and merchandise.
 - (bb) Vehicles temporarily parked (less than twenty four {24} hours) engaged in performing a service activity on the commercial lot and/or parcel of land in which the service is being performed (less than twenty four {24} hours).
 - (cc) Vehicles used in association with construction or maintenance activities; this vehicle is to be parked on the commercial property that the activity is taking place on and will be removed when construction and/or the maintenance has been completed.
- (6) All overnight street parking is prohibited.
- (l) Authorized Signs: Sign Standards for the Public and Community Facilities District are presented in Part 4 Development Standards, see Section 4-801 and 4-803.
- (m) Fuel Storage Tanks: Class I and Class II liquids in above ground tanks is prohibited unless temporarily stored in licensed and operative commercially used vehicles in an accumulative amount over one hundred fifty (150) gallons.
- (n) Fire Protection: All buildings that reach the maximum allowable building height for this zoning district will be required to install automatic sprinkler systems. The installation of these systems will be made in accordance with National Fire Protection Association requirements outlined in NFPA 13.

**TABLE 3-4
MINIMUM OFF-STREET PARKING REQUIREMENTS
PUBLIC AND COMMUNITY FACILITIES**

<i>Type of Public or Community Facility Use</i>	<i>Standard</i>
Government administrative facilities	1 parking space per 400 square feet of floor space
Public works centers and base yards	1 parking space for each person employed on largest work shift.
Public multi-purpose facilities	The number of parking spaces will equal 35 percent of the total seating capacity.
Public safety facilities for law enforcement, fire protection (fire departments), and emergency medical services (ambulance stations)	To be determined by Zoning Administrator and Planning and Zoning Commission during project review.
Educational facilities, and related administrative offices	The number of parking spaces will include 1 parking space for each employee, school bus parking to accommodate peak bus traffic or loading zones, parking spaces for 50 percent of anticipated school enrollment for high schools, and visitor parking adequate to support events at the facility.
Public recreation centers and recreational facilities	The number of parking spaces will equal 35 percent of the peak number of adult recreational users during any one period.



TABLE 3-4 MINIMUM OFF-STREET PARKING REQUIREMENTS PUBLIC AND COMMUNITY FACILITIES (CONTINUED)	
Public medical clinics	1 parking space for each employee, 1 reserved parking space for each anticipated paramedic van or ambulance serving the facility in one 8-hour period, 2 reserved parking spaces for law enforcement, 1 parking space for the maximum number of patients served by the facility at any given time.
Public libraries	1 parking space for each employee; 1 parking space for each anticipated facility user during an anticipated peak hour of facility use.
Public cultural facilities	The number of parking spaces will equal 35 percent of the total seating capacity
Public conference facilities	The number of parking spaces will equal 35 percent of the total seating capacity
Operations centers, administrative offices, and facilities supporting quasi-public utilities	1 parking space per 200 square feet of floor space for administrative areas and workshop areas. 2 parking spaces at each facility, e.g., water storage tank.
Solid waste collection and transfer facilities	1 parking space for employee(s) working at solid waste site; one parking space/loading area for incoming trucks used for collection and transfer.
Structures supporting regional and community utility systems.	1 parking space for maintenance personnel.
Churches and other places of worship	The number of parking spaces will equal 35 percent of the seating capacity of the primary sanctuary at each church.
Museums	1 parking space for each two persons employed. 1 parking space for every two visitors during peak hour of visitation.
Private membership club facilities	1 parking space for every 1.5 persons as rated by the maximum capacity of the building defined by the fire code.
Community visitor centers	1 parking space for every employee, as well as 10 spaces for visitors.
Other private or educational facilities accessible to the general public	1 parking space for every two persons employed. The Total parking spaces for facility users will equal 50 percent of the peak user capacity.

Section 3-208. RC Recreation and Conservation District

- (a) Intent and Purpose of District: The purpose of this district is intended to encourage the conservation of sensitive natural resources and enhance the aesthetics of the community via the provision of community parks and other open space. The intent of this district also includes the development of recreational facilities to support outdoor recreational activities such as walking, biking, cross-country skiing, snowmobiling, and picnicking. The recreation and conservation district regulations are established to ensure compatibility with adjoining land uses, as well as accessibility to residential and commercial areas.
- (b) Permitted Uses:
All structures are limited to stick-built, manufactured or modular units.
 - (1) Outdoor public parks, pavilions, outdoor cooking and picnic facilities, and recreational equipment.
 - (2) Pedestrian, bicycle, cross-country ski, and snow machine trails.
 - (3) Outdoor courts for basketball, volleyball, tennis, and other activities.
 - (4) Hockey rinks and ice-skating facilities.
 - (5) Recreational areas for soccer, baseball, football, skateboarding, and other outdoor recreational activities.
 - (6) Historical sites and related interpretation facilities.
 - (7) Wellhead protection areas.



**ORDINANCE NO. 2024-003
TOWN OF ALPINE
BUILDING DEPARTMENT FEE SCHEDULE**

AN ORDINANCE REPEALING AND REPLACING 297 ORDINANCE NO. 2022-15 TOWN OF ALPINE BUILDING DEPARTMENT FEE SCHEDULE FOR BUILDING APPLICATIONS AND PERMIT APPLICATIONS IN THE TOWN OF ALPINE. THIS ORDINANCE WILL ESTABLISH AN EFFECTIVE DATE AT ITS PASSING ON THE THIRD READING.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF ALPINE, LINCOLN COUNTY, WYOMING:

Section I: Building Department Fee Schedule

Plan review by Town of Alpine building official is included in the base rate along with the required inspection fees, any additional inspections and/or re-inspections will be charged and/or billed to the property owner accordingly.

Plan Review Fee: A Separate plan review fee of One Hundred (\$100) Dollars per hour for all plan reviews conducted outside of the regular permit submissions will be assessed to all requests.

In addition to the permit fee (base rate and price per square foot) the Town reserves the right with specific findings, to have a 3rd party entity plan review conducted, at the expense of the applicant, these additional costs would be on any complex projects the Town deems necessary.

<u>Building Fees:</u>		<u>Base Rate</u>	<u>Price Per Sq. Ft.</u>
<u>Commercial Building:</u>	-	\$2,600.00	PLUS \$0.50/sq. ft.
<u>Multi-Unit Residential:</u>	-	\$1,500.00	PLUS \$0.50/sq. ft.
<u>Single Family Residential:</u>	-	\$1,750.00	PLUS \$0.25/sq. ft.
(Garage with Primary Structure is included in 'SFR' Fee)			
<u>Re-Inspections:</u>			
<i>If for any reason a project is not ready when the Building Official arrives, thus requiring a return to the project site by the Building Official to conduct an inspection or additional, the applicant will be charged accordingly for all additional visits.</i>			
Residential	– (Fee per each re-inspection)	- \$450.00	One (1) hr. minimum
Commercial	– (Fee per each re-inspection)	- \$750.00	One (1) hr. minimum
<u>Other Permits:</u>			
Addition	-	\$2,000.00	PLUS \$0.25/sq. ft.

Remove

Remodel	-	\$1,350.00	
Garage – {Not Associated with "SFR" Structure}	-	\$2,000.00	PLUS \$0.25/sq. ft.

Minor Construction Permit Fees: - \$750.00

Affidavits:

Deck Affidavit	-	\$300.00
Fence Affidavit	-	\$175.00
Shed Affidavits – (Includes Greenhouses)	-	\$250.00
Re-Roof Affidavit	-	\$300.00
(Replacement of any roofing materials - all like kind materials)		
All Others	-	\$250.00

Extension Affidavit:

Extension of 1 st Building Permit	-	\$750.00
Extension of 2 nd Building Permit	-	\$1,000.00

Sign Permit Fees:

Wall/Canopy	-	\$300.00
Free Standing	-	\$400.00
Permanent Banners	-	\$275.00 – Per Banner
Temporary Banners	-	\$125.00 – Per Banner
<i>(Must be removed 90 days from installation date)</i>		

Miscellaneous Permits:

Demolition Permit (not associated with new construction)	\$300.00
Special Hearing by Planning & Zoning Commission	\$1,500.00
Temporary Use Permit (90 Day Use Only)	\$750.00

Development Fees:

Variance Application	-	\$5,000.00	\$3,000.00
<i>{Person requesting variance shall also pay all advertising separately}</i>			
Zoning Map Amendment Application (Rezone)	-	\$5,000.00	
<i>{Person requesting rezone shall also pay for all advertising separately}</i>			
Replat/Subdivisions Application			
Simple	-	\$5,000.00	\$2,500.00
Minor	-	\$5,000.00	
Major	-	\$5,000.00	= (plus \$100.00 per lot)

Additional Fees:

If any of the above fees do not fully cover the total costs of processing any application and/or additional inspections or re-inspections, additional fees will be assessed pursuant to Section II of this Ordinance.

Charges for replating of a subdivision applications shall commence at the above cost basis. There may be extra costs incurred, as determined by the Town of Alpine, as every project is unique and may incur additional costs.

Fees listed do not include all costs for advertising which will be billed directly to the property owner along with all other out of ordinary expenses.

SECTION II: Payment/Refunds/Waiver of Fees.

All fees are non-refundable. There shall be no waiver of fees. All Applicants shall be required to present a credit or debit card number and sign an authorization to allow the Town to keep the credit card information on file until a certificate of occupancy, or a sworn statement of the

project inspector stating that the project is completed and has passed inspection, has issued, or received by the Town. Any additional inspections shall be charged to the Applicant's card upon seven (7) days' notice from the Administrator that additional inspections are required. Notice shall be mailed to the Applicant's mailing address. All credit or debit card transactions shall be assessed an additional three percent (3%) charge for card processing fees. Visa, MasterCard, and Discover are accepted.

SECTION III: Water And Sewer Connection Fees.

In conjunction with the permit building permit application process and before a building permit is issued, all water and sewer connection fees must be paid in full.

Section IV: Severability.

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision, and such holding shall not affect the validity of the remaining portions of the ordinance.

Section V: Ordinances Repealed.

All ordinances and parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section VI: Effective Date.

This Ordinance shall become effective from the date of its passage.

Passed First Reading on the 16th day of April 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed Second Reading on the 21st day of May 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

Passed on Third and Final Reading 18th day of June 2024.

VOTE: YES, NO, ABSTAIN, ABSENT

TOWN OF ALPINE

Eric Green, Mayor of Alpine

ATTEST:

Monica L. Chenault, Clerk / Treasurer

ATTESTATION OF THE TOWN CLERK

STATE OF WYOMING)
COUNTY OF LINCOLN)
TOWN OF ALPINE)

I hereby certify that the forgoing Ordinance No. 2024-003 shall be duly posted for ten (10) days in the Town Office.

I further certify that the foregoing Ordinance will be posted on the Town website in final form, upon its passing and approved by the Town Council as soon as is practicable.

I further certify that the forgoing Ordinance was duly recorded in the BOOK OF ORDINANCES VI, TOWN OF ALPINE, LINCOLN COUNTY, WYOMING.

ATTEST:

Monica L. Chenault Clerk / Treasurer



REPLAT PERMIT APPLICATION

CHECK ONE: (X) SIMPLE () MINOR () MAJOR

Owner Information:

Owner: Lincoln County Investments, LLC/Tyler Davis	Phone: 407-952-1735
Mailing Address: P.O. Box 12111, Jackson, Wyoming 83002	
Project's Physical Address: N/A	
Legal Description (Lot#, Block, Tract & Subdivision) Lot 53, Alpine Village Subdivision No.1, Plat 3 Amended	
Land Surveyor/Engineer (must be registered in the State of Wyoming): Surveyor Scherbel, Ltd. P.O. Box 725, Afton, Wyoming 83110 307-885-9319	

Attached additional Information Page, if needed:

Description of Proposal & Purpose:

The applicant, Lincoln County Investments, LLC, is currently in the process of annexing their property into the Town of Alpine under the MRC –Mixed Residential and Commercial District. The property is located at the intersection of Elkhorn Drive and U.S. Highway 89. The property is approximately 6.19± acres and the applicant is applying for a permit to divide the property into two (2) lots.

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner: See Attached	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

Signature of Owner or Authorized Representative:

Jamie DeCora for Surveyor Scherbel, Ltd.

Date:

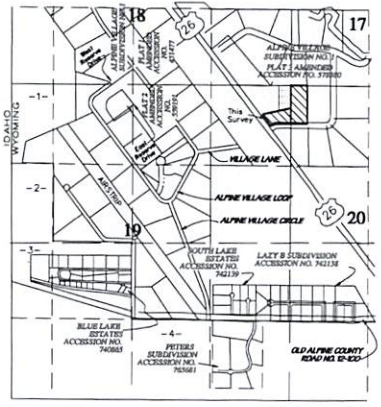
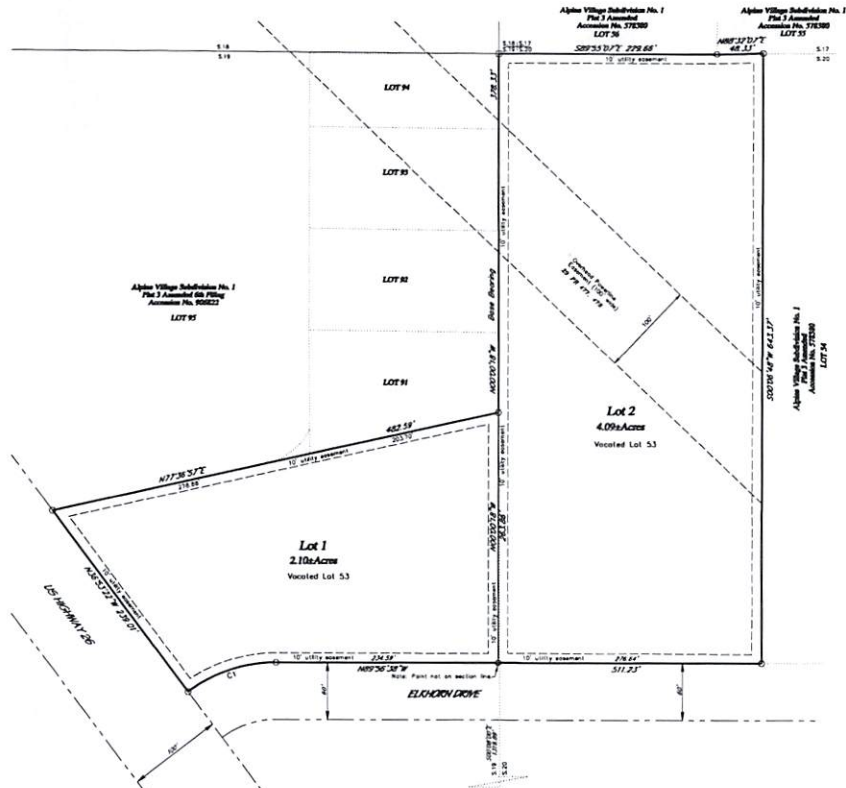
3/5/2024

FOR TOWN USE ONLY

Date Received:	Permit #:	Zoning:
Permit Fees:	Paid: (Check #/Cash)	Date Paid:
Town Surveyor Review:	Town Engineer Review:	Fire Dept. Review:

DEAD HORSE ADDITION

LOCATION MAP T37N R118W



CERTIFICATE OF SURVEYOR
STATE OF WYOMING }
COUNTY OF LINCOLN } ss.
I, Karl F. Scherbel, of Alpine, Wyoming, hereby certify that this plat was made from notes taken during an actual survey made by persons under my supervision during 2024 and from records in the Office of the Clerk of Lincoln County and that it correctly represents **DEAD HORSE ADDITION** described as follows:
situated with Lot 53 of the Alpine Village Subdivision No. 1 Plat 3 Amended, of record in the Office of the Clerk of Lincoln County, Wyoming with Accession No. 578300.
ENCLOSING an area of 6.19 acres, more or less;
that said addition was accurately surveyed, that the parts thereof are accurately staked off and marked with appropriate metal monuments, including magnetic iron, and described at least with the registration number of the Land Surveyor to provide source identification of all lot corners of the addition, and that their locations are correctly shown hereon;
that, to the best of my knowledge, it conforms with the municipal code of the Town of Alpine and to all applicable state statutes;
that the error of closure is not greater than one part in five-thousand.



The foregoing instrument was acknowledged before me by Karl F. Scherbel this ___ day of _____, 2024.
Witness my hand and official seal.

Notary Public _____ My Commission expires _____

CERTIFICATE OF OWNERS
STATE OF WYOMING }
COUNTY OF LINCOLN } ss.
The undersigned hereby certifies that the addition of part of the NE1/4NE1/4 of Section 19 and the NW1/4NW1/4 of Section 20, T37N R118W, within the incorporated limits of the Town of Alpine, Lincoln County, Wyoming, as shown on this plat and more particularly described in the Certificate of Surveyor, is with the free consent and in accordance with the desire of the owner and proprietor of the described lands;
that the name of the addition shall be the **DEAD HORSE ADDITION** to the Town of Alpine;

that it does hereby locate Lot 53 of the Alpine Village Subdivision No. 1 Plat 3 Amended, of record in the Office of the Clerk of Lincoln County, Wyoming, with Accession No. 578300 in accordance with Section 34-12-10a, Wyoming Statutes 2023, as amended, and respectfully request the Clerk of Lincoln County to so mark said plat in accordance with Section 34-12-110;
that the 10' utility easements shown hereon along all lines of Lots 1 and 2 are hereby granted to all utility companies, their heirs, successors and assigns, including, but not limited to, Lower Valley Energy and Silver Star Communications, for the underground installation and maintenance of all utilities including, but not limited to, water, sewer, power, telephone, cable television, gas, storm water drainage and irrigation facilities appurtenant to the subdivision;
that the undersigned owner hereby reserves a perpetual right of ingress, egress and utilities over, under and across the above listed shared driveway and utility easement in order to provide a perpetual access and all utilities to whatever lands said owner may designate;
that said addition is subject to any easements of record;
that this Addition is subject to that Declaration of Covenants, Conditions, and Restrictions of record in said Office in Book _____ of Platonic Records on page _____ and any amendments thereto;

that Wyoming law does not recognize any riparian rights to the continued natural flow of a stream or river for persons living on the banks of a stream or river;
that all rights under and by virtue of the Homestead Exemption Laws of the State of Wyoming are hereby released.
Lincoln County Investments, LLC

Tyler Davis, Manager
The foregoing instrument was acknowledged before me by Tyler Davis, Manager of Lincoln County Investments, LLC on this ___ day of _____, 2024.
Witness my hand and official seal.

Notary Public _____ My Commission expires _____

CERTIFICATE OF ACCEPTANCE
STATE OF WYOMING }
COUNTY OF LINCOLN } ss.
The foregoing **DEAD HORSE ADDITION** to the Town of Alpine was approved at the regular meeting of the Alpine Town Council on the ___ day of _____, 2024, in accordance with Sections 19-1-415 and 34-12-102, 103, Wyoming Statutes, 2023, as amended.

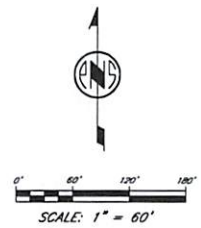
Attest: _____ Town of Alpine
Monica Chamout, Clerk _____ Eric Green, Mayor



CURVE TABLE

CURVE	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD	TANGENT
C1	100.07'	36.93°21'	155.38'	N77°36'37" E	69.34'	91.84'

- LEGEND**
- Indicates a Corner Record filed or to be filed in the Office of the Clerk of Lincoln County.
 - Indicates a 5/8" x 24" steel reinforcing rod with an aluminum cap inscribed: SURVEYOR SCHERBEL, LTD and other details, see this survey.
 - Indicates a 5/8" x 24" steel reinforcing rod with or without an aluminum cap inscribed: _____, and other details, found this survey.
 - Indicates an easement line.
 - Indicates a right-of-way line.
- The base bearing for this survey is the west line of Lot 53 of Alpine Village No. 1 Plat 3 Amended, being N00°00'18"W



CERTIFICATE OF RECORDATION
This plat was filed for record in the Office of the Clerk of Lincoln County on this ___ day of _____, 2024.
April Brunell, Clerk

DATE: 17 January 2024
DRAWN BY: Carl A. Pharis
CALCULATED BY: Karl F. Scherbel
CHECKED/PLOTTED: _____
FIELD BOOK: _____
COMPUTER FILE: Dead Horse Addition.prj

SURVEYOR SCHERBEL, LTD.
PROFESSIONAL LAND SURVEYORS
101 W. 1ST STREET - ALBUQUERQUE, NM 87102 TEL: 505-261-3347
4017 72E AVENUE #700 SUITE 307 - ALBUQUERQUE, NM 87110 TEL: 505-265-8320
JACKSON, WY TEL: 307-322-5202, LARAMIE, WY TEL: 307-739-5200, WYOMINGVILLE, WY TEL: 307-897-2800

3/8/2024-CAP (61) (1x)

**DEAD HORSE ADDITION
TO THE TOWN OF ALPINE
IDENTICAL WITH LOT 53 OF
ALPINE VILLAGE SUBDIVISION
NO. 1 PLAT 3 AMENDED
WITHIN
NE1/4NE1/4 SECTION 19
NW1/4NW1/4 SECTION 20
T37N R118W
LINCOLN COUNTY, WYOMING**

OWNERS: Lincoln County Investments, LLC
P.O. Box 12111
Jackson, Wyoming 83002

LAND USE TABLE:
Total Number of Lots: 3
Average Lot Size: 3.101 Acres
Total Acres: 6.191 Acres

SURVEYOR: Surveyor Scherbel, Ltd.
P.O. Box 723
Alto, Wyoming 83110
(307) 860-8378

DATE: January 2024

Town of Alpine
Planning Zoning Commission
Active Permits - 4/9/2024

Section 6, Item.

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
Alpine Branch Library Lincoln County Library System Lot #3 - Alpine West Addition 243 Elk Run	MC-13-23	Parking Lot Light Poles Installation	9/12/2023	9/12/2024	
Alpine Community Post Office: Lot # 102 Alpine Grid Area 102 US Highway 89	MC-12-23	Storage Container Installation	7/11/2023	7/11/2024	
Alpine Flats, LLC Alpine Flats East Tract 303 US Highway 26 Building #1	R2-08-22 EA - 04-23	Multi Unit Apartment Complex	3/24/2022	3/24/2023	3/24/2024
Alpine Flats, LLC Alpine Flats East Tract 303 US Highway 26 Building #2	R2-12-22	Multi Unit Apartment Complex	9/13/2022	9/13/2023	9/13/2024
Alpine Wyoming Hotel, LLC {Cobblestone Hotels} Lot #9 - Greys River Cove 111 Greys River Road	C-01-22	New Hotel Structure	10/11/2022	10/11/2023	10/11/2024
This Project is now complete - Certificate of Occupancy has been issued					
Armington/Lethbridge: Lot #11 - Greys River Valley 337 East Mill Road	R1-01-23	Single Family Home	8/8/2023	8/8/2024	

Town of Alpine
Planning Zoning Commission
Active Permits - 4/9/2024

Section 6, Item.

Aud & Di Campground Services: Lot #332 - Alpine Grid Area 332 Meadows Drive	MC-18-23	Interior Office Completion & Deck Repair	9/12/2023	9/12/2024	
Beeson, Tiffany Lot #65 - Riverview Meadows 704 Palisades Lane	RE-03-23	Finish Out Basement	5/9/2023	5/9/2024	
Blacker, Danielle Lot #43 - Palis Park 189 West Mill Circle	RE-02-23	Detached Assessory Structure & Garage Stairs	4/11/2023	4/11/2024	
Christie, David Lot # 56 - 3 Rivers Meadows 445 Meadows Drive	RE/A - 04-22	Garage Remodel & Room Addition	5/24/2023	5/24/2024	
Citro, Rick Lot #20 - Palis Park 177 West Mill Circle	RE/A - 03-22	Garage Remodel with Upstairs Addition	8/8/2023	8/8/2024	
Cornelius, Ernest Lot #13 - Palis Park 225 River Bench Road	R1-02-23	Single Family Home	8/8/2023	8/8/2024	

**Town of Alpine
Planning Zoning Commission
Active Permits - 4/9/2024**

Section 6, Itema.

Esperson, William Lot #16 - 3 Rivers Meadows 426 Meadows Drive	RE/A - 01-23 {A-02-19}	Addition - Remodel	1/10/2023	1/10/2024	
Ferguson, William Lot #5A - Palis Park 189 Canyon View Drive	R1-10-22	Single Family Home	5/24/2022	5/24/2023	8/1/2024 Resolution Extension
Flynn, Jeff & Yulia: Lot #146 - Alpine Meadows 134 Sweetgrass Trail	R1-02-22 EA - 03-23	Single Family Home	1/11/2022	1/11/2023	1/11/2024
Gayhart, Tiphany & Kennis Lutz: Lot #25 - Forest Meadows 507 Three Rivers Drive	RE/A - 04-23	House Addition with Roof Pitch Change	7/11/2023	7/11/2024	
McDonald, Colton & Lee Ann: Lot #36 Palis Park 197 Canyon View Drive	R1-12-22	Single Family Home	9/13/2022	9/13/2023	9/24/2024
Temporary Certificate of Occupancy has been issued - Spring/Summer time concrete work to be completed					
Madsen, Tim {Castle Rock} Lot #141 Alpine Meadows 325 Columbine Street	R1-08-21	Single Family Home	4/13/2021	4/13/2022	Temporary C of O 8/1/2024
Ridge Creek Investment: Lot #7 Alpine Center 650 Highway 26 Bldg #9	C-01-23	Heated Warehouse Storage Bldg.			

**Town of Alpine
Planning Zoning Commission
Active Permits - 4/9/2024**

Section 6, Item.

Riverview West HOA: Riverview West Townhomes 504 Snake River Drive	MC-24-23	Re-Roof Buildings - Units B	10/10/2023	10/10/2024	
Riverview West HOA: Riverview West Townhomes 504 Snake River Drive	MC-27-23	Re-Roof Buildings - Units E	10/10/2023	10/10/2024	
Riverview West HOA: Riverview West Townhomes 504 Snake River Drive	MC-28-23	Re-Roof Buildings - Units F	10/10/2023	10/10/2024	
Smiley, John: Lot #17 3 Rivers Meadows 424 Meadows Drive	RE/A - 01-22 EA-01-23	Interior Remodel with Porch Extension	1/11/2022	1/11/2023	1/11/2024
Star Valley Health: Lot #186 - Alpine Meadows 37 Wintergreen Drive	RE-06-23	Remodel/ Addition	12/12/2023	12/12/2024	
Stuns, Doug & Catheryn: Lot #2 Grand Lake 707 Sunset Drive	R1-07-22	Single Family Home	5/24/2022	5/24/2023	8/20/2024

**Town of Alpine
 Planning Zoning Commission
 Active Permits - 4/9/2024**

Section 6, Item.

Thomas, William {125 Greys River LLC} Lot #309 Palis Park 125 Greys River Road	R2-10-22	Multi Family Residential Unit	5/24/2022	5/24/2023	8/1/2024
TOA - {Pre-Treatment Facility} Western Portion of Lot #9 Alpine West 291 Buffalo Drive	C-03-22	Addition to Existing Pretreatment Plant	11/8/2022	11/8/2023	11/8/2024
TOA - {Town Hall Building/Property} Lot #1 Alpine West West 250 River Circle	MC-17-23	Flag Pole Installation	8/22/2023	8/22/2024	
Last Discussed on 12/12/2023					



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: March 12th, 2024
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:03 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, Mr. Dan Schou and Ms. Sue Kolbas. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **SNAKE RIVER MEP: Lot #1 - Hafeez Addition to the Town of Alpine - 100 Wintergreen Drive – (#C-01-24) Commercial Building (Sure Stay Sight) – {Casey Rammell}** – Mr. Rich Martin was the authorized representative in attendance to present the commercial permit application. Mr. Martin commented that they have received their approval from the State Fire Marshall’s Office for the project and that the project will be phased, however they are looking for a building permit for the entire project. The project is an extended stay structure, consisting of three (3) stores for at total height of forty-two and a half (42.5) feet and one hundred thirty (130) rooms. They have been working with the Town Engineers on the project and will be bonding for the road infrastructure to cross Wintergreen Drive. Ms. Wagner stated that the Town Engineers are still reviewing some of the documents, as this is a big project and does take a fair amount of time, final review from Jorgensen’s office should be within the next two (2) weeks. The applicant would like to begin the project within the next month, with snow removal and utility excavations. The Town has completed the project review on this, a couple of items were identified and have been corrected. Mr. Martin stated they are working on the financing and appraisal process, requesting permitting approval for move forward with the project. Commission members in attendance discussed the project and would like to see the project move forward with an excavation permit with an overall building permit to follow, pending the final review from the Towns Engineers.

Mr. Dan Schou moved to approve permit #C-01-24 for Snake River MEP, 100 Wintergreen Drive, Lot #1 of the Hafeez Addition to the Town of Alpine, CONTINGENT upon final approval from Town of Alpine Engineers, receipt of documents from the State of Wyoming (Fire Marshall, Electrical Inspector) permit approval and payment of permit/connection fees. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **LASHER, CHRISTOPHER & CHRISTINE: Lot #4 - Greys River Valley, 334 Meadows Drive - (#R2-01-24) - Multi Unit Residential Building** – Mr. Lasher was in attendance to discuss the presented plans, this is a continuation from the last meeting. It was decided by Mr. Lasher to keep the orientation of the building the same, he will be creating a hammerhead turnaround in the middle of the complex to comply with the International Fire Code (IFC). Mr. Lasher would like to move forward with a April 2024 construction start date. Mr. Lasher would also like to look into the depth of the existing infrastructure, in order to make the new connections. The Town Engineer is still reviewing the project for the new water and sewer line implementation for the flow amounts. Commission

members are willing to issue an excavation permit so that the project can start moving forward and allow additional time for Town Engineering review.

Mr. Dan Schou moved to approve permit # R2-01-23 for Christopher and Christing Lasher, Lot #4 Greys River Valley, 334 Meadows Drive, CONTINGENT upon final approval from Town of Alpine Engineers. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **TIENDA LA MEXICANA (SALOMAN MARQUINA):** Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel - There are no updates and/or new information provided for this project it was determined to send the applicant a letter, requesting their attendance at the next Planning and Zoning Commission meeting to be held on April 9th.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Building Permit Fee Discussion** – Mr. Dan Schou briefly discussed a proposal for a building application fee increase. This was a continuation from the last meeting, so that everyone had enough time to review the fee scheduled. There were no additional comments and/or changes to the proposal, the Commission would like to recommend that the Town Council consider and move forward with a base rate increase for permits handled by the Planning and Zoning Commission.

Mr. Dan Schou moved to send a recommendation to the Town Council for consideration and adoption of a 2024 Building and Development Fee increase. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Star Valley Health – Signage Discussion** – Ms. Wagner addressed the Commission members about a recent conversation with Mr. Mike Hunsaker, CEO Star Valley Health regarding the need for additional signage for the property, when the emergency room project is completed. This signage will be designated as wayfinding sign locations of their services at the facility. An official variance application has not been submitted as of the meeting date. It is believed that this request will come in the next couple of months.
- **Review of Proposed Changes to the Town Land Use and Development Code (LUDC)** – Mr. Dan Schou presented the Commission members with a couple of recommendations for the changes to be incorporated into the LUDC. Commission members feel that this adoption will aid the Town in effective plan review and implementation of the LUDC regulations and/or requirements. Those recommendations include:
 - Revised verbiage for established setback areas;
 - Allowance of **Landscaping** only in the setback areas; and
 - Preparation of site plan by a civil engineer for properties located in the Multi-Unit Residential District (R-2), Mixed Residential and Commercial District (MRC) and Commercial District (C).

Mr. Dan Schou moved to send recommendations to the Town Council for consideration of the implementation of established setback guidelines, landscaping definition and civil engineered site plan development and/or drawing requirements. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Star Valley Health – Signage Discussion** – Ms. Wagner informed the Commission about a simple replat application, in which is a lot line adjustment that they will be reviewing at their next scheduled meeting.
- **Public Comments and/or Concerns** – There was no public comment presented at the meeting.

- Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: Ms. Wagner discussed the active/outstanding permit list with the Commissioners. Active permits are as follows:

- **Alpine Branch Library: (MC-13-23)** – Permit expires September 2024.
- **Alpine Community Post Office: (MC-12-23)** – Permit expires July 2024.
- **Alpine Flats, LLC: (R2-08-22)** – Permit expires March 2024.
- **Alpine Flats, LLC: (R2-12-22)** – Permit expires September 2024.
- **Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22)** – Permit expires October 2024.

Mr. Dan Schou moved to remove the commercial building permit for Alpine Wyoming Hotel, LLC aka Cobblestone Hotels from the active permits list. Ms. Sue Kolbas seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Armington/Lethbridge: (R1-01-23)** – Permit expires August 2024.
- **Aud & Di Campground Services: (MC-18-23)** – Permit expires September 2024.
- **Blacker, Danielle: (RE-02-23)** – Permit expires April 2024.
- **Christie, Dave: (RE/A-04-22)** – Permit expired August 2023.
- **Citro, Rick: (RE/A-03-22)** – Permit expires August 2024.
- **Cornelius, Ernest: (R1-02-23)** – Permit expires August 2024.
- **Esperson, William: (A-02-19)** – Permit expires January 2025.
- **Ferguson, William: (R1-10-22)** – Permit expires August 2024.
- **Flynn, Jeff & Yulia: (R1-02-22)** – Permit expires January 2024.
- **Gayhart – Lutz: (RE/A-04-23)** – Permit expires July 2024.
- **McDonald: Colton & Lee Ann: (R1-12-22)** – Permit expires September 2024; temporary certificate of occupancy issued (Concrete work completion).
- **Madsen, Tim {Castle Rock}: (R1-08-21)** - Permit expires August 2023; temporary certificate of occupancy issued.
- **Ridge Creek Investment: (C-01-23)** – Permit expires October 2024.
- **Riverview West HOA (Units B): (MC-24-23)** – Permit expires October 2024.
- **Riverview West HOA (Units E): (MC-27-23)** – Permit expires October 2024.
- **Riverview West HOA (Units F): (MC-28-23)** – Permit expires October 2024.
- **Smiley, John: (RE/A-01-22)** – Permit expires January 2024.
- **Star Valley Health: (RE-06-23)** – Permit expires December 2024.
- **Stuns, Doug & Catheryn: (R1-07-22)** – Permit expires August 2024.
- **Thomas, William: (R2-10-22)** – Permit expires August 2024.
- **TOA – {Pretreatment Facility}: (C-03-22)** – Permit expires November 2024.
- **TOA – {Town Hall (Flag Pole Installation)}: (MC-17-23)** – Permit expires August 2024.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Regular Meeting Minutes for February 13th 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou moved to approve the meeting minutes from the February 13th, 2024, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: March 19th, 2024 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

9. ADJOURN MEETING: Mr. Dan Schou moved to adjourn the meeting. Ms. Sue Kolbas seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:12 pm.

Melisa Wilson, Chairman

Date

Transcribed By:

Christine Wagner, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

