



Planning & Zoning Commission

*December 10, 2024, at 7:00 PM
250 River Circle - Alpine, WY 83128*

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. SEVERSON, MARK: Lot #50 Riverview Meadows, 425 Snake River Drive (#R1-12-24) - Single Family Residential Home.**
- b. SNOW PEAK PROPERTIES, LLC {JENKINS LUMBER}: Lot #114 Alpine Grid Area, 114 US Highway 89 (#MC-13-24) – Emergency Water Line Repair Work**

4. TABLED ITEMS:

- a. SIRBU, PETRU: Lot #152 Alpine Meadows, 69 Sweetgrass Trail (#R1-10-24) - Single Family Residential Home**
- b. CREATIVE PROPERTIES: Lot #12 Palisades Heights, 160 US Hwy 89 (#R2-05-24) - Multi-Unit Townhomes {Live/Work}**

5. UNFINISHED/ONGOING BUSINESS:

- Active Permits List

PLANNING / ZONING CORRESPONDENCE / DISCUSSION ITEMS:

- Preliminary Review/Discussion of Snake River Junction Annexation
- Public Comments and/or Concerns, if any

6. APPROVAL OF MINUTES:

- a. Planning and Zoning Commission Meeting Minutes - October 22, 2024**
- b. Planning and Zoning Commission Meeting Minutes - November 12, 2024**

7. TOWN COUNCIL ASSIGNMENT:

- Town Council Meeting – December 17, 2024

8. ADJOURN MEETING:



RESIDENTIAL BUILDING
PERMIT APPLICATION
-PLEASE FILL IN ALL BLANKS-

Town of Alpine
P & Z Commission

NOV 20 2024

RECEIVED

PROJECT NAME:

Physical Address: 425 SHAKE RIVER DRIVE	
Legal Description (Lot # and Subdivision): LOT 50 RIVERVIEW MEADOWS	
Complete Description of Work: CONSTRUCT NEW HOME	
Property Zoning District & Proposed Building Use: SINGLE FAMILY HOME	
Estimated Valuation of Work: \$1,300,000.00	
Floor Area:	Basement: <i>Garage at Deck 700 sq ft</i>
First Flr: 1472 #	Second Flr: — Third Flr: —
Total Square Footage including Garage: 2,000 # <i>2,172 = sq ft - total</i>	

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: MARK SEVERSON SID SEVERSON	Phone: 801-541-6311
Mailing Address: 2452 BRAMBLE WAY SLC UT 84117	
Contractor: MARK SEVERSON SID SEVERSON	Phone: 801-541-6311
Mailing Address: 2452 BRAMBLE WAY SLC UT 84117	
Excavating Contractor: 3D EXCAVATION LLC	Phone: 307-248-0788
Mailing Address: MARK 2400 DEY CREEK RD AFTON WY 83110	
Electrical Contractor: SID SEVERSON	Phone: 801-541-2357



Minor Construction - Permit Application

Section 3, Itemb.

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

PROJECT NAME:

Physical Address: 114 US Highway 89 – Alpine, Wyoming 83128
Legal Description (Lot # and Subdivision): 1.50 AC PT NE4SW4 – Lot #114 – Alpine Grid Area
Estimated Valuation of Work: Unknown
Description (Intent of Permit): Emergency Water Line Repair Work to due to pipe failure in the fire suppression supply line. Concrete and excavation work to be completed to repair the lines. Extent of the work is unknown, "as-built" drawings for installation and water lines to be provided, once details of the infrastructure are known; applicant working with the Public Works Department and Commercial Building Inspector to identify and correct problems.

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: Creative Properties, LLC	Phone: 307-880-4444
Mailing Address: PO Box 3009 – Alpine, WY 83128	
Contractor: Creative Properties (Construction & Design)	Phone: 307-880-4444
Mailing Address: PO Box 3009 – Alpine, WY 83128	
Electrical Contractor: Excavation Contractor: VanDeBurg Excavation	Phone: 307-883-2361
Mailing Address: 1173 Duffin Circle – Thayne, WY 83127 300 Bowles Lane, Afton, Wyoming 83110	
Plumbing Contractor: 307 Mechanical, Inc.	Phone: 307-248-2330
Mailing Address: 31 Clearview Lane, Etna, WY 83118	
Mechanical Contractor: 307 Mechanical, Inc.	Phone: 307-248-2330
Mailing Address: 31 Clearview Lane, Etna, WY 83118	
Authorized Representative if different from Owner:	
Signature of Owner or Authorized Representative:	Date:

FOR USE BY TOWN:

Date Received: 11/21/2024	Permit #: 41123-24	Use Zone: Commercial
Permit Fees: \$750.00	Paid Fees: (Check#/Cash)	Date Paid:



Town of Alpine
P & Z Commission

Section 4, Item.

RESIDENTIAL BUILDING

NOV 04 2024

Permit Application

RECEIVED

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

PROJECT NAME:

Physical Address: 69 Sweetgrass Trail			
Legal Description (Lot # and Subdivision): Lot 152, Alpine Meadows			
Description of Work: New Home Build			
Proposed Building Use: Primary Residence			
Estimated Valuation of Work: 500,000			
Floor Area:	First Flr: 1960	Second Flr: 0	Third Flr: 0
			Basement: 0
Total Square Footage: 1960			

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: Mayder Kathleen Canchanya Hastahuaman and Petru Sirbu	Phone: 307-264-8465
Mailing Address: PO BOX 3010, Alpine WY 83128	
Contractor: High West Construction LLC	Phone: 208-520-3431
Mailing Address: 555 1ST ST Idaho Falls, ID 83401	
Excavating Contractor: Marks Dirt Work	Phone: 307-679-0522
Mailing Address: PO BOX 5, Evanston, WY	
Electrical Contractor: Morgan Electric	Phone: 2086810599



MULTI UNIT RESIDENTIAL BUILDING

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:

CONSTRUCT (3) LIVE/WORK UNITS LOCATED IN TOWNHOUSES PER IRC R101.2, EXCEPTION 1

Proposed Building Use:

IRC TOWNHOUSE CONSTRUCTION/GROUP R-2 OCCUPANCY: IRC R101.2, EXCEPTION 1 & IBC 508.5.2 OCCUPANCIES

Estimated Valuation of Work:

\$ 1,500,000.00

Floor Area per Unit: C-1,814/B-1,800/A-1814 (GROSS SQFT)	First Flr: C-907/B-900/A-907 (GROSS SQFT)	Second Flr: C-907/B-900/A-907 (GROSS SQFT)	Third Flr: NONE	Basement: NONE

Total Number of Units:

THREE

Total Unit Square Footage:

5,428 TOTAL (GROSS SQFT)	(3) 2ND FLOOR BALCONIES: 194 GROSS SQFT EA 582 SQFT TOTAL
-----------------------------	--

Overall Total Project Square Footage:

5,428 GROSS SQFT LIVE/WORK + 582 GROSS SQFT BALCONIES = 6,010 GROSS SQFT

Town of Alpine
P & Z Commission
NOV 04 2024
RECEIVED

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:

Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024

Section 5, Itema.

Owner	Permit #	Type of Permit	Date Issued	Expiration Date	Extension # & New Expiration Date
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	3/24/2025
Certificate of Occupancy Issued - Building Complete Waiting on Asphalt to be Completed					
Alpine Flats, LLC Alpine Flats East Tract 303 US Highway 26 Building #2	R2-12-22 EA-06-23 EA-06-24	Multi Unit Apartment Complex	9/13/2022 9/13/2023	9/13/2024	9/20/2025
Alpine Flats, LLC Alpine Flats East Tract 303 US Highway 26 Building #3	R2-02-24	Multi Unit Apartment Complex	6/11/2024	6/11/2025	
Alpine Flats, LLC Alpine Flats East Tract 303 US Highway 26 Building #4	R2-03-24	Multi Unit Apartment Complex	6/11/2024	6/11/2025	
Alpine Apres Nurse Concierge & Ferry Peak Women's Health (Town of Alpine): Lot #2 - Alpine West 230 Elk Run	MC-09-24	Interior Office Upgrades & Electrical Work	8/13/2024	8/13/2025	
Armington/Lethbridge: Lot #11 - Greys River Valley 337 East Mill Road	R1-01-23 EA-04-24	Single Family Home	8/8/2023	8/8/2024	8/8/2025
11/12/2024 - Permit Amendment - See File Notes					

Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024

Section 5, Item.

Aud & Di Campground Services: Lot #332 - Alpine Grid Area 332 Meadows Drive	MC-18-23 EA-05-24	Interior Office Completion & Deck Repair	9/12/2023	9/12/2024	9/12/2025
Beus, Jade: (Palisades Place) Lot #30 - Greys River Village #2 374 Wooden Spur Drive	R2-04-24	Multi Family Residential Unit {Apartments}	11/12/2024	11/12/2025	
Blacker, Danielle Lot #43 - Palis Park 189 West Mill Circle	RE-02-23	Detached Assessorly Structure & Garage Stairs	4/11/2023	4/11/2024	4/11/2025
Project on Hold					
Brizna, Adrian: Lot #40 - Alpine Meadows 537 Aster Loop	R1-03-24	Single Family Home	6/25/2024	6/25/2025	
Buyer, David: Lot #37 - Alpine Meadows 499 Aster Loop	R1-05-24	Single Family Home	6/25/2024	6/25/2025	
Christie, David Lot # 56 - 3 Rivers Meadows 445 Meadows Drive	RE/A - 04-22 EA-02-24	Garage Remodel & Room Addition	5/24/2023	5/24/2024	5/24/2025
Conrad Bischoff (Parkland USA) KJ's - On The Run Lot #15 Boardwalk Subdivision 15 Boardwalk Drive	RE-03-24	ReSurface Front & Back Facades - Business Re Branding	11/12/2024	11/12/2025	

**Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024**

Section 5, Item.

Creative Properties Lot #12 Palisades Heights 160 US Highway 89	A-01-24	Roof & Deck Replacement	4/9/2024	4/29/2025	
Diamond, John & Katherine Lot #711 "C" - Lakeview Estates 184 Trail Drive Road	R1-06-24	Single Family Home	7/9/2024	7/9/2025	
Family Dollar Store #8435 (Holbrook Service) Lot #1 Greys River Cove 109 Greys River Road	MC-12-24	Change out Heating/Air System	11/12/2024	11/12/2025	
Farmer/Leonard {FarmerPayne Architects} Lot #13B - Palisades Heights 168 US Highway 89	S-02-24	Sign Installation	11/12/2024	11/12/2025	
Floyd, Josh & Amy: Lot #19B - Riverview Meadows 341 Riverview Drive	R1-02-24	Single Family Home	5/28/2024	5/28/2025	
Flynn, Jeff & Yulia: Lot #146 - Alpine Meadows 134 Sweetgrass Trail	R1-02-22 EA - 03-23	Single Family Home	1/11/2022	1/11/2024	1/11/2025

**Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024**

Section 5, Item.

Gayhart, Tiphany & Kennis Lutz: Lot #25 - Forest Meadows 507 Three Rivers Drive	RE/A - 04-23 EA-03-24	House Addition with Roof Pitch Change	7/11/2023	7/11/2024	8/13/2025
GCHB Ventures: {Alpine Sure Stay} Lot #1 - Hafeez Addition 100 Wintergreen Drive	S-01-24	Sign Installation	10/8/2024	10/8/2025	
Heggenstaller, Jason: Lot #3 - Greys River Village #2 377 Wooden Spur Drive	R1-07-24	Single Family Home	6/25/2024	6/25/2025	
Lees, Brian #856 Lakeview Estates 791 Terrace Drive	G-01-22/23 E 01-23 & EA -01-24	Garage Installation	4/15/2023	4/15/2024	4/15/2025
Merrill, Wanona: Lot # 55 - 3 Rivers Meadows 443 Meadows Drive	A-01-24	Small Building Addition	10/22/2024	10/22/2025	
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	

**Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024**

Section 5, Item.

Riverview West HOA: Riverview West Townhomes 504 Snake River Drive	MC-28-23	Re-Roof Buildings - Units F	10/10/2023	10/10/2024	
Scharfenberg, David: Lot #143 - Alpine Meadows 76 Primerose Court	R1-01-24	Single Family Home	5/28/2024	5/28/2025	
Shackleford, Carol: Lot #32 - Alpine Meadows 413 Aster Loop	A-01-24	Deck Addition - (Enclosure)	5/28/2024	5/28/2025	
Shidner, Nicholas: Lot #23 Palis Park 183 West Mill Circle	R1-09-24	Single Family Home	8/27/2024	8/27/2025	
Silverio, Irizarry (Quinnbella, LLC - Food Court) Lot #651C - Lakeview Estates 151 US Highway 89		Shed Installation	10/22/2024	10/22/2025	
Snake River MEP Alpine Sure Stay Lot #2 - Hafeez Addition 100 Wintergreen Drive	C-01-24	Extended Stay Hotel Structure	3/12/2024	3/12/2025	

**Town of Alpine
Planning Zoning Commission
Active Permits - 12/10/2024**

Section 5, Item.

Star Valley Health: Lot #186 - Alpine Meadows 37 Wintergreen Drive	RE-06-23	Remodel/ Addition Interior Emergency Room	12/12/2023	12/12/2024	
Star Valley Health: Lot #186 - Alpine Meadows 37 Wintergreen Drive	A-02-24	Garage - Ambulance Bay	5/14/2024	5/14/2025	
Teed, Chris: Lot #277 Lakeview Estates "A" 744 Pinecrest Circle	R1-08-24	Single Family Home	8/27/2024	8/27/2025	
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
Notification Sent					
TOA - {Pre-Treatment Facility} Western Portion of Lot #9 Alpine West 291 Buffalo Drive	C-03-22 EA-05-23	Addition to Existing Pretreatment Plant	11/8/2022	11/8/2023	11/8/2024
Zienkiewica, Scott & Christine: Lot #31 - Alpine Meadows 395 Aster Loop	R1-04-24	Single Family Home	6/25/2024	6/25/2025	
Last Discussed on 10/8/2024					

*Town of Alpine
Planning & Zoning Commission*



Minutes

DATE: *October 22nd, 2024*
TIME: *7:00 p.m.*

PLACE: *Town Council Chambers*
TYPE: *Regular Meeting*

- 1. CALL TO ORDER:** Meeting 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. 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:**
 - **Armington/Lethbridge, Karena: Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23) – Permit Amendment** - The Commission discussed the permit amendment for Lot #11 of the Greys River Valley Subdivision located at 337 East Mill Road; represented by Karena and Elliot via Zoom. The amendment discussion included modifications such as a new Portico, covered porch, and other aesthetic and structural changes. Representatives confirmed that the portico extension did not encroach on property boundaries, meeting setback requirements. Additional proposed changes included adjustments to non-loadbearing walls, a new closet near the garage entry, decorative modifications to rafters, and new structural headers were needed. The Commission noted that, due to the absence of a full review from the Residential Building Inspector Mr. Dan Halstead, they could not approve the permit amendment at this time. Mr. Halstead's feedback is required on structural elements, including the Portico, deck, and other load-bearing adjustments, as well as the positioning of smoke detectors and other code-related items. While many proposed updates, such as decorative changes and veneer, do not necessitate further review, all structural modifications must receive Mr. Halstead's approval. The representatives were asked to submit complete specifications, including for the fireplaces and relocated propane tank, to ensure all safety requirements are met.

Mr. Dan Schou moved to keep the permit amendment (#R1-01-23) for Armington/Lethbridge: Lot #11 Greys River Valley Subdivision, 337 East Mill Road, on the table until the next meeting when more information will be provided and the review will be completed. Ms. Sue Kolbas seconded the motion.

Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Silverio Irizarry, Jadisvette (Quinnbella, LLC {Food Court}): Lot #651C Lakeview Estates, 151 US Highway 89 (#MC-11-24) - Carport/Shed Installation** – Ms. Jadisvette Irizarry represented herself in requesting approval for the installation of a carport-style cover at her food court business, located at 151 US Highway 89, to provide a warm seating area for customers during winter. The structure, a metal carport purchased from Amazon, is designed to withstand snow loads of 330 pounds per square foot. The Commission discussed several structural considerations, including snow and wind load ratings. Although wind load specifications were not readily available, it was noted that the structure is under 300 square feet, which simplifies some regulatory requirements. Questions were also raised about the installation method; the Commission further inquired about setbacks and the structure's proximity to property lines. While commercial-to-commercial adjacency properties allow for zero setbacks, there was concern regarding its placement relative to a nearby fence and the food truck's current positioning. It was confirmed that the installation is within a fenced area, which the landowner approved, as indicated on the last page of her application.

Mr. Dan Schou moved to approve permit application #MC-11-24 Silverio Irizarry, Jadisvette (Quinnbella, LLC {Food Court}): Lot #651C of the Lakeview Estates Subdivision, 151 US Highway 89, Carport/Shed Installation. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Conrad Bischoff – Parkland USA – (KJ’s – On the Run): Lot #15 & #17 Boardwalk Subdivision, 15 Boardwalk Drive (#RE-03-24) – Façade Extension** – The Commission reviewed the tabled request for a façade extension at KJ’s – “On the Run”; submitted by Resin Architects for by Conrad Bischoff known as Parkland USA. No new information or updates have been provided. Additionally, no representative was present at this meeting. Zoning Administrator Ms. Christine Wagner recommended keeping the item on the tabled list until updated information is received.

Mr. Dan Schou moved to table permit application #RE-03-24 for Conrad Bichoff – Parkland USA (dba KJ’s – On the Run), Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive; until the next meeting when more information will be provided. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Merrill, Wanona: Lot #55 Three Rivers Meadows, 443 Meadows Drive – (#A-04-24) – Small Building Addition** – Mr. Wade Johnson, the representative for Wanona Merrill, presented the permit application for the bathroom extension at 443 Meadows Drive in the Three Rivers Meadows Subdivision. The application was initially reviewed at the October 8th meeting, where the Commission determined that further clarification was needed, including specifics on window wells, insulation (ResCheck), and plumbing. Mr. Johnson addressed the outstanding questions, confirming that the bathroom extension would be located within the established setbacks and accessed via a new doorway in the location of the current tub. The Commission verified that setback requirements were met, with the window well positioned inside of setbacks. Questions about the plumbing configuration were clarified: the property had originally been on septic and later switched to Town sewer, which left an external cleanout uninstalled. The Commission noted the code requirement for an external cleanout, recommending that it be addressed if future excavation occurs. The discussion also covered basement access via an existing concrete stairwell, which met egress requirements. While a handrail was recommended, it was not required since the stairwell was an existing structure.

Mr. Dan Schou moved to approve permit application #A-04-24 for Wanona Merrill, Lot #55 of the Three Rivers Meadows Subdivision, 443 Meadows Drive. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Beus, Jade – Palisades Place: Lot #30 Greys River Village #2, 374 Wooden Spur Drive (#R2-04-24) – Multi-Unit Building Complex** - Jade Beus and Rachel Ravits presented updates on the multi-unit building project which was pending state review and further information. The project involves constructing a multi-unit complex with eight apartment units, requiring state approval and town plan compliance. Zoning Administrator Christine Wagner confirmed that no new information from the state had been received, which continues to delay progress. During the discussion, the Commission reviewed structural details, specifically the load-bearing support system, structural headers, and point loads for steel beams and trusses. The representatives clarified that the project included concrete and wood framing, with spans carried by open-web steel joists. The Commission raised concerns about the absence of specific steel drawings and requested a span table with load calculations to verify structural integrity. The representatives explained that final steel specifications from the manufacturer could not be secured until the project received an approved building permit. It

was also noted that updated plans would be required before construction, especially regarding the load path calculations for key components. The Commission further confirmed that state review encompasses all structural elements, including fire safety and egress requirements, and that an egress window design had been updated. Public Works Director assistance will be sought to verify sewer line locations prior to excavation. The Commission advised that excavation within the town rights-of-way would require a final building permit and state approval. With unresolved issues, the commission unanimously agreed to keep the permit application tabled until the next meeting.

Mr. Dan Schou moved to keep permit application #R2-04-24 for Jade Beus, Palisades Place, Lot #30 of the Greys River Village #2, 374 Wooden Spur Drive on the table. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Public Comment:

Mr. Brett Bennett raised several concerns during the public comment session, focusing on recent adjustments to zoning regulations, particularly setbacks and construction times. Bennett highlighted the potential impact of increased setbacks on building envelopes, noting that this could unintentionally lead to smaller or taller buildings, which may not be desirable. He suggested that instead of a blanket increase in setbacks, a separate, more flexible setback for parking could alleviate space constraints, particularly for smaller lots. Bennett expressed concern about ongoing changes in town regulations, such as snow storage requirements, which impact phased projects spanning multiple years. Mr. Rex Doornbos joined the discussion to provide additional insights. Mr. Doornbos and Mr. Bennett noted that the recent setback discussions are part of a broader vision to enhance key corridors, incorporating pedestrian-friendly elements like bike paths, off-street parking, and green space. While these changes align with the upcoming master plan, Bennett and Doornbos suggested that significant adjustments should ideally be introduced alongside the master plan to ensure a comprehensive approach. The conversation shifted to construction noise and activity times, especially with recent complaints regarding lighting and noise from ongoing construction. Mr. Bennett and other attendees proposed a consistent timeframe for construction activities, similar to Jackson’s regulation of 7:00 a.m. to 7:00 p.m. daily, to balance construction needs with residents’ right to quiet enjoyment. There was a consensus that a simplified construction time regulation might be more enforceable and understandable. The Commission and attendees agreed to continue exploring setback flexibility, enhanced landscaping, and construction time regulations to support Alpine’s growth while considering the quality of life for residents.

• Utility Connections – Resident vs. Non-Resident Users

The Commission discussed the possibility of implementing different utility rates for resident and non-resident users. The idea was generally well-received, with members expressing that non-resident fees could be higher to account for usage by individuals not permanently residing in the town. However, there were questions about how to determine a user’s residency status accurately. The group discussed the potential challenge of monitoring residency, with comparisons to other towns that have successfully implemented similar policies. It was noted that Alta, Wyoming, uses a residency verification process for various services, requiring homeowners to reside there for a minimum of six months to be classified as residents. The Commission considered practical steps, such as adding a checkbox on utility and permit applications for applicants to indicate whether the property is their primary residence or a second home. It was also noted that the Town Council would need to approve and formalize any rate adjustments, including a policy to verify residency. The Commission decided to gather more information on the logistics of monitoring residency before making a formal recommendation to the Town Council.

• Alpine Lakes Lincoln County Master Plan Review

The Commission discussed the Alpine Lakes Master Plan document approved by Lincoln County per Mayor Green’s request for a review. The purpose of the review is to assess any discrepancies between

the County’s plan and the Town’s Land Use Development Code (LUDC) to provide a report to the Town Council by November 19th. Additionally, the Commission was asked to consider whether the Alpine Lakes development can meet the standards set out in the Alpine annexation agreement. The Commission decided to compile and finalize these findings and insights into a report to present to the Town Council. Additional follow-up was assigned to verify specific elements of the annexation and to gather input from legal counsel.

• US Department of Transportation – Federal Aviation Administration - Circular

Ms. Wagner provided the Commission members with a U.S. Department of Transportation – Federal Aviation Administration – Circular Advisory document for their review. Master Plan RFPs and the Impact and Capacity Fee Study RFPs were distributed to the Commission. The Commission’s recommendations are due to the Council by November 6, 2024.

6. APPROVAL OF MINUTES:

- Planning & Zoning Meeting Minutes for October 8th, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou moved to accept the meeting minutes from the October 8th, 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.

7. 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 9:57 pm.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Transcribed By:

Sarah Greenwald

Date

** Minutes are a summary of the meeting **



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE:	November 12 th , 2024	PLACE:	Town Council Chambers
TIME:	7:00 P.M.	TYPE:	Regular Meeting

- 1. CALL TO ORDER:** Meeting 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. Melisa Wilson, Mr. Dan Schou. Ms. Sue Kolbas was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, and Sarah Greenwald, Assistant Clerk.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **FARMER/LEONARD (Farmer/Payne Architects): Lot #13B Palisades Heights, 168 US Highway 89 (#S-02-24)** – Business Sign Installation (Free Standing Placard Change Out) – Ms. Christine Wagner presented the application on behalf of the applicant; explaining that Farmer/Payne Architects is moving into the location previously occupied by Voss Vision. The proposal includes a double-sided vinyl sign, measuring eight (8) feet by two (2) feet in size; to be installed between the existing posts. The sign installation is compliant with the zoning district and installation.

Mr. Dan Schou moved to approve Sign Permit #S-02-24 for Farmer/Leonard (Farmer/Payne Architects) Lot #13B Palisades Heights Subdivision, 168 US Highway 89. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **FAMILY DOLLAR STORE #8435 (Holbrook Service): Lot #1 Greys River Cove Subdivision, 109 Greys River Road (#MC-11-24)** – Change Out Heating/Air System – Ms. Wagner presented the application regarding roof repairs for the Family Dollar Store. The issue involved a leak caused by a faulty rooftop heating and air conditioning unit installation, this urgent repair is warranted to prevent future leaks and damage to the building. The work includes removing the old unit and replacing it with a similar "Like-Kind" unit.

Mr. Dan Schou moved to approve Minor Construction Permit #MC-11-24 for Family Dollar Store #8435 (Holbrook Service) Lot #1 Greys River Cove Subdivision, 109 Greys River Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **SIRBU/HASTAHUAMAN, PETRU: Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail (#R1-10-24)** - Single Family Residential Home - Ms. Wagner introduced the application for construction of a single-family residential home, representatives Ms. Hastahuaman and contractor Jaden Fishback were in attendance to discuss the permit application. A plan review was completed and identified issues with the permit application, such as: safety glazing on specific windows and doors, updates to the REScheck documentation to reflect Zone 7 requirements, specifications for crawl space and attic access, proper ventilation openings for the foundation, and accurate markings for overhangs and utility locations on the site plan. The representatives confirmed they had received HOA approval and agreed to address the issues by submitting updated plans. The Commission emphasized that a complete and corrected set of plans must be submitted before further action be taken. Contractors and subcontractors were reminded to ensure compliance with Alpine's business licensing requirements.

Mr. Dan Schou moved to table Single Family Residential Permit #R1-10-24 for Sirbu and Hastahuaman, Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail; until the next Planning and Zoning Commission Meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **CREATIVE PROPERTIES, LLC: Lot #12 Palisades Heights, 160 US Highway 89 (#R2-05-24)** - Multi-Unit Townhomes {Live/Work Units} – Mr. Dave Jenkins and Mr. Brett Bennett were in attendance to present the permit application. The Planning and Zoning Commission reviewed the presented application for the live/work townhome units. The project includes three (3) live/work townhomes designed to comply with the International Residential Code and compliance with the existing zoning district regulations. The representatives detailed their plans, including site layout, parking configurations proposed utility connections are currently unknown; while addressing life safety updates such as tempered glazing, smoke detectors, and attic access adjustments. Discussion also covered the location of water pits, the potential need for easements, and ensuring compliance with fire safety requirements. The Commission acknowledged that the plans were developed under the current regulations identified in the Land Use and Development Code (LUDC), in addition the applicant has submitted their fees and connection documents. The Commission would like the applicant to address outstanding items needed to finalize the plan set, site plan identification and coordination with the Public Works Director on utility connections.

Mr. Dan Schou moved to table Creative Properties, LLC, Multi-Unit Townhomes {Live/Work} Project, Permit #R2-05-24, Lot #12 Palisades Heights, 160 US Highway 89 until the next scheduled Planning and Zoning Commission Meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

4. TABLED ITEMS:

- **CONRAD BISCHOFF – PARKLAND USA – (Formerly KJ’s, Brand Change to “On the Run”): Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive (#RE-03-24) – Facade/Brand Change** – The Commission re-reviewed and discussed the application for a facade/brand change, with the applicant’s representative Ms. Madeline Newell, Resin Architects, via Zoom. The proposed project includes replacing the red facade with a yellow ACM panel, updating signage to back lite illuminated channel letters, and revising the building’s exterior color scheme from red to blue and yellow. Concerns were raised regarding lumens for the new backlit building signage, particularly their impact on the nearby Alpine Meadows Residential Subdivision. Ms. Newell acknowledged the need to provide lumens specifications and agreed to submit this information on a separate sign permit application package. However, in order to allow the construction to begin, the Commission approved the facade remodel without including the new signage in the facade change permit application.

Mr. Dan Schou moved to approve Remodel Permit #RE-03-24 for Conrad Bischoff – Parkland USA – (Formerly KJ’s brand change to “On the Run”) Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive, without any business signage. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **BEUS, JADE – (PALISADES PLACE): Lot #30 Greys River Village #2, 374 Wooden Spur Drive – (R2-04-24)** - Multi-Unit Building Complex - The Planning and Zoning Commission revisited the application for the multi-unit building complex, represented by Mr. Jade Beus, and Ms. Rachel Ravitz for the project located on Wooden Spur Drive. This tabled item required updates to several components, including snow load design criteria, footing type indicators, header schedules, baseplate locations, and shear wall schedule corrections, including State Fire Marshall approval. The representatives in attendance provided updated plans, including structural engineering corrections, State of Wyoming Fire Marshal approvals, and electrical plan revisions. Discussions clarified design decisions for uniform steel joists, header adjustments, and compliance with State requirements. The Commission reviewed the updated documents and resolved outstanding concerns, confirming that all corrections were addressed.

Mr. Dan Schou moved to approve the Multi-Unit Building Complex Permit #R2-04-24 for Beus, Jade (Palisades Place) Lot #30 Greys River Village #2 Subdivision, 374 Wooden Spur Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

- **ARMINGTON/LETHBRIDGE, KARENNA: Lot #11 Greys River Valley, 337 East Mill Road - (#R1-01-23) – Residential Permit Amendment** - The Commission reviewed the permit amendment for Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23), represented by Ms. Karenna Armington and Mr. Elliott Armington, via zoom. The amendment included changes to the layout and structure, such as the addition of a loft over the garage (barn) with proper structural engineering stamps, adjustments to smoke detector placements to meet updated code requirements and shifting a wall behind the master toilet into the master closet. Other updates included crawl space ventilation and confirmation of truss locations in the garage. The Commission confirmed all previous issues were resolved, including required documentation for the fireplace and structural plans, along with residential building inspectors review of the proposed amendments.

Mr. Dan Schou moved to approve the Permit Amendment for #R1-01-23 for Karenna Armington & Maurice Lethbridge, Lot #11 Greys River Valley Subdivision, 337 East Mill Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

5. PLANNING AND ZONING CORRESPONDENCE/ DISCUSSION:

- **Annexation Moratorium Resolution** – Recommendation to Town Council - A recommendation for a moratorium on annexations was discussed and finalized for Town Council’s consideration at their next scheduled meeting. Annexation moratorium concerns were raised about the town's capacity to handle additional sewer and water demands, particularly with the Alpine Lakes and Snake River Junction developments.

Mr. Dan Schou made a motion to make a recommendation to the Town Council for an Annexation Moratorium Resolution. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Utility Connections – Resident vs. Non-Resident Users** - Discussion included implementing higher utility rates for non-resident (seasonal) users/residents. The potential for usage-based scaling was considered, especially for excessive water consumption, with a focus on addressing leaks and preventing misuse.
- **LUDC and Noise Ordinance (Construction Times)** – Recommendation to Town Council for adjustments to construction time limits (7 AM to 7 PM, Monday through Sunday) and a focus on "time-sensitive construction activities" reviewed. The following recommendation will be sent to the Town Council for further action.

Mr. Dan Schou moved to send the “Amended” Construction Activities – Established Timeframes to the Town Council for their consideration for the suggested amendment change to the Alpine Land Use and Development Code and the Alpine Noise Ordinance for consistency. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Alpine Lakes Annexation Agreement Review (LC Master Plan Review/Building Standards)** - The Commission reviewed the annexation agreement for Alpine Lakes property annexation. Mr. Marlowe Scherbel was present to answer questions, providing his extensive knowledge of the development’s history and current approvals under Lincoln County regulations. Key concerns included the alignment of the plan with town zoning requirements, infrastructure readiness, and the implications of moving the project into town jurisdiction. The discussion also highlighted the importance of clarity regarding the town's water and sewer capacity commitments, particularly considering the reported limitations and the complexities of existing agreements.

- **LOI – ACS: Property Agreement** - Preliminary discussions centered on a proposed lease of town-owned land for a charter school. Key points included identifying the parcel. Also for consideration were lease terms, ownership of improvements. Public input suggested a contingency plan in the event of a school failure. Concerns were raised about ensuring the town retains control over the land and building design compliance; this information will be passed along to the Town Council for their final consideration.

6. APPROVAL OF MINUTES

- **Planning & Zoning Meeting Minutes for October 22nd, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou made a motion to table the Planning and Zoning Commission Meeting Minutes from October 22, 2024, to allow for further review. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- 7. **TOWN COUNCIL ASSIGNMENT:** Town Council Meeting - November 19th, 2024 - Ms. Melisa Wilson will be the representative in attendance at the next Town Council meeting.

8. ADJOURN MEETING:

Mr. Dan Schou moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

The meeting was adjourned at 10:36 pm.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Transcribed by:

Sarah Greenwald, Assistant Clerk

Date

** Minutes are a summary of the meeting **