



Planning & Zoning Commission Agenda

Date: October 22nd, 2024

Time: 7:00 p.m.

*Place: Alpine Town Hall
250 River Circle*

Type: REGULAR MEETING

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **ARMINGTON/LETHBRIDGE, KARENNA:** Lot #11 Greys River Valley, 337 East Mill Road – Permit Amendment
- **SILVERIO IRIZARRY, JADISVETTE (QUINNBELLA, LLC {Food Court}):** Lot #651C Lakeview Estates, 151 US Highway 89 - Carport/Shed Installation

4. TABLED ITEMS:

- **CONRAD BISCHOFF – PARKLAND USA – (KJ's – On the Run):** Lot #15 Boardwalk Drive – Façade Extension
- **MERRILL, WANONA:** Lot #55 Three Rivers Meadows, 443 Meadows Drive – (#A-01-24) – Small Building Addition
- **BEUS, JADE – PALISADES PLACE:** Lot #30 Greys River Village #2, 374 Wooden Spur Drive – Multi-Unit Building Complex

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Utility Connections – Resident vs. Non-Resident Users
 - LUDC Council Meeting Follow-Up (Construction Times)
 - Alpine Lakes Lincoln County Master Plan Review
 - Alpine Lakes Building Standards
 - SRJ Commercial Annexation – LC Approved Master Plan
 - Public Comments and/or Concerns
- **Planning and Zoning Correspondence:**
 - US Department of Transportation – Federal Aviation Administration - Circular

6. APPROVAL OF MINUTES:

- P&Z Meeting Minutes for October 8th, 2024

7. ADJOURN MEETING:

PERMIT AMENDMENT



RESIDENTIAL BUILDING

Permit Application

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

PROJECT NAME: 337 East Mill Road

Physical Address: 337 East Mill Road, Alpine, WY 83128

Legal Description (Lot # and Subdivision): Lot #11 Greys River Subdivision, Lincoln County, WY

Description of Work: Construction of a single family residence, with deck, attached two car garage, and an unattached shed and a separate watercraft storage shed.

Proposed Building Use: Residential

Estimated Valuation of Work: House - \$604,000
garage - \$65,000 2 sheds - \$120,000 Deck - \$18,000

Floor Area:

First Fir: 31' x 60'

Second Fir: N/A

Third Fir: N/A

Basement: N/A

Total Square Footage:

Home - 1,920

Connected Garage - 566

Deck & Storage - 754

Shed #1 - 720

Shed #2 - 720

Deck - 864

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: Karenn Armstrong & Maurice Lethbridge

Phone: 202-744-1855, 202-380-5500

Mailing Address: 2805 Woodley Road NW, Washington, DC, 20008

Contractor: Elliot Armstrong, property owner

Phone: 307-413-5948

Mailing Address: 627 East Hall Rd. Jackson Hole, WY 83001

Excavating Contractor: Elliot Armstrong, property owner

Phone: 307-413-5948

Mailing Address: 627 East Hall Rd. Jackson Hole, WY 83001

Electrical Contractor: Elliot Armstrong, property owner

Phone: 307-413-5948



Minor Construction

Permit Application

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

PROJECT NAME:

Physical Address:

151 Hwy 89 Alpine Wyoming

Legal Description (Lot # and Subdivision):

Lot 6501C Lake view States

Estimated Valuation of Work:

Description (Intent of Permit):

Metal Carport with walls one door?
wood floor, 12 X 20 carport

24055 JF

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:

Jadisvette Silverio Izarray

Phone:

307-226-5659

Mailing Address:

P.O. Box 2814 Alpine, Wyoming

jadisvette15silverio@yahoo.com

Contractor:

Pre built carport

Phone:

Mailing Address:

N/A

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:

Signature of Owner or Authorized Representative:

Jadisvette Silverio Izarray

Date:

10/21/2024

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
Permit Fees:	Paid Fees: (Check#/Cash)	Date Paid:



Minor Construction Permit Application

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

PROJECT NAME:

Physical Address:	15 Boardwalk Dr, Alpine, WY, 83128
Legal Description (Lot # and Subdivision):	15, Boardwalk <i>Subdivision</i>
Estimated Valuation of Work:	
Description (Intent of Permit):	Rebranding of exterior facade (taking off existing entrance tower's facade and replacing with new, updating fascia, painting of existing canopies), minor electrical (to signage) and structural (adding a canopy on each entrance)

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner:	Parkland USA Corporation	Phone:	208.520.1225 <i>Jake Thomas</i>
Mailing Address:	2251 N. Holmes Ave, Idaho Falls, ID 83401		
Contractor:	TBD	Phone:	
Mailing Address:			
Electrical Contractor:	TBD	Phone:	
Mailing Address:			
Plumbing Contractor:	N/A	Phone:	N/A
Mailing Address:	N/A		
Mechanical Contractor:	N/A	Phone:	N/A
Mailing Address:	N/A		
Authorized Representative if different from Owner:	Jamee Moulton with Resin Architecture		
Signature of Owner or Authorized Representative:	<i>Jamee Moulton</i>		Date: 9/16/24

FOR USE BY TOWN:

Date Received:	Permit #:	Use Zone:
<i>9/23/2024</i>		<i>NUC</i>
Permit Fees:	Paid Fees: (Check# / Cash)	Date Paid:



REMODEL/ADDITION

Permit Application

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

PROJECT NAME:

Physical Address:

443 Meadows Drive #3676

Legal Description (Lot # and Subdivision):

Lot 55 Meadows DR @ Three River Meadows

Description of Work:

Merrill Addition

Proposed Building Use:

Bathroom

Estimated Valuation of Work:

160,000⁰⁰

Floor Area:

First Flr:

396

Second Flr:

Third Flr:

Basement:

Total Square Footage:

396

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:

Wanona Merrell

Phone:

307-413-9620

Mailing Address:

P.O. Box 3676 Alpine 83128

Contractor:

BEARWALLOW ENT. LLC

Phone:

307-689-7015

Mailing Address:

PO BOX 2921

Excavating Contractor:

SAME

Phone:

Mailing Address:

Same

Electrical Contractor:

GOF Electric

Phone:

307-690-9575



MULTI UNIT RESIDENTIAL BUILDING

Permit Application

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

PROJECT NAME: Palisade Place Phase II

Physical Address:

Wooden Spur Drive

Legal Description (Lot # and Subdivision):

PIN: 3718-294-00-096 PARCEL NO: 37182940009600 GREYS RIVER VILLAGE 2ND - LOT 30

Description of Work: New Construction - 14 Bedroom Apartment Building

Proposed Building Use: Apartments

Estimated Valuation of Work: \$6 M

Floor Area per Unit:	First Flr:	Second Flr.	Third Flr:	Basement:
Units Vary in size	667 x 4 = 2668+101 mech =2769	759x4 = 3036	(2)766+1221 1533 + 910 = 2443	None

Total Number of Units: [8] Eight Units Total - [4] One Bedroom [2] Two Bedroom [2] Three Bedroom

Total Unit Square Footage: (4) 667 + (2) 1215 + (2) 1526

Overall Total Project Square Footage: 8,248 (Includes mechanical room not associated with a specific apt)

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner:

Jade Beus

Phone:

(307) 413-5023

Mailing Address:

po box 11523 Alpine WY 83128

Contractor:

Jade's Plumbing & Heating

Phone:

(307) 413-5233

Mailing Address:

po box 11523 Jackson WY 83001 - 555 West Deer Drive Suite 110

Excavating Contractor:

Duerr Excavation

Phone:

(307) 264-9577

Mailing Address:

PO Box 3302 Jackson, WY 83001



Town of Alpine
Planning & Zoning Commission Minutes

DATE: *October 8th, 2024*
TIME: *7:00 p.m.*

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

1. CALL TO ORDER: Meeting called to order at 6:59 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:

- **CONRAD BISCHOFF – PARKLAND USA – (KJ's – On the Run):** Lot #15 & #17 Boardwalk Subdivision – 15 Boardwalk Drive – Façade Extension - (#RE-03-24) – Brand Change – Façade Extension/Change Out - Ms. Wagner addressed the Commission members regarding the brand change for the Conrad Bischoff – Parkland USA, aka KJ's location; there was no representative available at the meeting. There appears to be an extension of the front façade for the new brand, Commission had questions regarding the extension and the lighting for the building and/or signs. Those questions were not able to be answered, therefore the Commission members asked for additional information to be provided, prior to issuing a permit.

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 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 SUBDIVISION, 443 MEADOWS DRIVE – Building Addition - (#A-01-24)** – Building/Bathroom Extension – Ms. Wagner presented the Commission members the permit application, however there was not representative in attendance to discuss the permit application for the bathroom addition, a plan review has been completed and there is a couple of questions that need to be clarified and/or additional information needed (ResCheck); Commission members felt that additional information is needed before permit approval.

Mr. Dan Schou moved to table permit application #A-01-204 for Wanona Merrill, Lot #55 of the Three Rivers Meadows Subdivision, 443 Meadows Drive, until additional information is made available. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **GCHB VENTURES (Alpine Sure Stay): LOT #1 HAFEEZ ADDITION, 100 WINTERGREEN DRIVE - (#S-01-24)** – Business Signage (Wall & Monument) – Mr. Casey Rammell presented his permit application for his business signage, they would like wall signage on the building and a monument sign at the entrance to the business. Commission members review the application along with the sign design renderings. Commission members wanted to have the lumens provided for the signs prior to the installation. Mr. Rammell is looking for concept approval to get the signs in production with the

manufacturer, who is out a couple of months. The lumen requirement has been requested and will be submitted within the next week or so.

Mr. Dan Schou moved to approve the sign permit application for GCHB Ventures, permit application #S-01-24; Lot #1 Hafeez Addition, 100 Wintergreen Drive. Ms. Susan 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 – (Excavation) –** Mr. Jade Beus was in attendance to present his permit application, Mr. Beus is constructing a multi-unit structure consisting of eight (8) apartment units. A town plan review has been completed and a couple of items have been identified, the Town and the Applicant are awaiting notification of permit approval from the State of Wyoming Review Department. The applicant and architect have been in contact with the items identified on the Town plan review. This permit application will be heard again at the next Planning and Zoning Commission meeting.

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

4. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion/Correspondence Items:**
 - **Deadhorse Meadows Development Complex –** (Rex Doornbos & Brett Barnett) – Mr. Rex Doornbos addressed the Commission regarding his project at the newly annexed property north of the junction. The applicant previously presented their building plan and has identified a couple of changes. Mr. Doornbos stated that they have received their “AVR” HOA approval for the project. They are hoping to get their final design and engineering completed for a springtime build. Applicants have concerns regarding the setbacks and allowing parking within those setbacks, which is currently allowed. The conversation then turned to a lengthy discussion about placing a moratorium on Commercial building and what the actual purpose of this moratorium is for and the repercussions that a moratorium could create for the Town. (Review the video feed.)
 - **Clarification/Amendment – Moratorium Resolution –** Ms. Melisa Wilson addressed those present that an amendment was needed on the proposed resolution, it was stated at the previous meeting that the moratorium was an emergency, however the motion and discussion did not reflect the statement. Therefore, it is necessary to amend the resolution to reflect as such. Those in attendance discussed a possible moratorium and the consequences that could happen if this is implemented. Most of those in attendance had comments regarding the need and/or lack of need for a moratorium. Councilman Emily Castillo addressed those present regarding her thoughts on water and sewer capacity and taking time to review those capacities and all new developments that would affect the Town of Alpine.

Mr. Dan Schou moved to approve the resolution moratorium amendment to take effect on October 8th, 2024. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **LC Planning & Engineering Correspondence: CTL Management, LLC, 112 CUP 24 – The Dog House Veterinary Office –** (Information Only) – Ms. Wagner presented the information to the Commission that was provided by the County. This property is in the Lincoln County boundaries and the County has full jurisdiction over the development.
- **Comments/Concerns from Commissioners –** The Commission Members had no other concerns

and/or comments.

- **Public Comments and/or Concerns** – There was no public comment.

5. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

- **Active Building Permits Lists:**
- **Alpine Flats, LLC, Building #1: (R2-08-22)** – Permit expires March 2025.
- **Alpine Flats, LLC, Building #2: (R2-12-22)** – Permit expires September 2024.
- **Alpine Flats, LLC, Building #3: (R2-02-24)** – Permit expires June 2025.
- **Alpine Flats, LLC, Building #4: (R2-03-24)** – Permit expires June 2025.
- **Alpine Apres Nurse Concierge & Ferry Peak Women's Health: (MC-09-24)** - Permit expires August 2024.
- **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 2025.
- **Brinza, Adrian: (R1-03-24)** -Permit expires June 2025.
- **Buyer, David: (R1-05-24)** – Permit expires June 2025.
- **Christie, Dave: (RE/A-04-22)** – Permit expired August 2024
- **Creative Properties: (A-01-24)** – Permit expires April 2025.
- **Diamon, John and Katherine: (R1-06-24)** – Permit expires July 2025.
- **Floyd: Josh & Amy: (R1-02-24)** – Permit expires May 2025.
- **Flynn, Jeff & Yulia: (R1-02-22)** – Permit expires January 2025.
- **Gayhart – Lutz: (RE/A-04-23)** – Permit expires July 2024. – Applied for Extension Permit.
- **Heggenstaller, Jason: (R1-07-24)** – Permit expires June 2025.
- **Lees, Brian: (G-01-22/23, EA-01-23-EA-01-24)** – Permit expires April 2025.
- **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.
- **Scharfenberg, David: (R1-01-24)** – Permit expires May 2025.
- **Shackleford, Carol: (A-02-24)** – Permit expires May 2025.
- **Shidner, Nicholas: (R1-09-24)** – Permit expires August 2025.
- **Snake River MEP (Alpine Sure Stay): (C-01-24)** – Permit expires March 2025.
- **Star Valley Health: (RE-06-23 – ER Extension)** – Permit expires December 2024.
- **Star Valley Health: (A-02-24 – Garage/Ambulance Bay)** – Permit expires May 2025.
- **Stuns, Doug & Catheryn: (R1-07-22)** – Permit expires August 2024.
- **Teed, Chris: (R1-08-24)** - Permit expires August 2025.
- **Thomas, William: (R2-10-22)** – Permit expires August 2024.
- **TOA – {Pretreatment Facility}: (C-03-22)** – Permit expires November 2024.
- **Zienkiewicz, Scott & Christine (R1-04-24)** – Permit expires June 2025.

6. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for September 24th, 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 September 24th, 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. TOWN COUNCIL ASSIGNMENT: October 15th, 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. Sue Kolbas seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:39 pm.

Melisa Wilson, Chairman

Date

Transcribed By:

Christine Wagner, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **