



PLANNING & ZONING COMMISSION

*September 24, 2024, at 6:30 PM
250 River Circle - Alpine, WY 83128*

AGENDA

1. CALL TO ORDER:

2. ROLL CALL & ESTABLISH QUORUM:

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. SCHENK, STEPHEN: Lot #137 Alpine Meadows Subdivision, 441 Columbine Street – (R1-10-24) - Single Family Residential Structure.

4. PLANNING/ZONING DISCUSSION ITEMS:

- a. Commercial Development Moratorium.
- b. Public Comments and/or Concerns.

5. APPROVAL OF MINUTES:

- [a.](#) P&Z Meeting Minutes for August 27th, 2024.
- [b.](#) P&Z Meeting Minutes for September 10th, 2024.

6. ADJOURN MEETING:



PLANNING & ZONING MEETING MINUTES

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

1. CALL TO ORDER:

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

2. ROLL CALL & ESTABLISH QUORUM:

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

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

3. TABLED ITEM:

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

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

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

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

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

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

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

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

4. TABLED ITEMS: See above item a).

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

Mr. Schou made a motion to approve Mr. Teed’s residential structure application #R1-08-24 – Lot #227 of the Lakeview Estates “A” Subdivision. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Planning/Zoning Correspondence:

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

Planning/Zoning Discussion Items:

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

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

6. APPROVAL OF MINUTES:

- **P&Z Meeting Minutes for August 13th, 2024** - Commission members reviewed the meeting minutes that were distributed prior to the meeting date; Commission members had no changes and/or corrections.

Mr. Schou made a motion to approve Planning and Zoning Commission Meeting Minutes for August 13th, 2024. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

7. ADJOURN MEETING:

Mr. Schou made a motion to adjourn the August 27th, 2024, Planning and Zoning Commission Meeting. The motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

The meeting was adjourned at 8:25 p.m.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Transcribed By:

Sarah Greenwald

Date



PLANNING & ZONING MEETING MINUTES

September 10th, 2024, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the September 10th, 2024, Planning and Zoning Commission meeting to order at 7:00 p.m.

2. ROLL CALL & ESTABLISH QUORUM:

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

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

Ms. Wagner stated that there was no new business and/or permits to discuss and/or issue at this meeting.

4. TABLED ITEM: None

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Planning/Zoning Correspondence:

- There was no correspondence to distribute to Planning and Zoning Commission members.

Planning/Zoning Discussion Items:

- **Amy Vignaroli: Project Discussion** – Ms. Vignaroli presented her modular building concept to the Commission members for their review and discussion; Ms. Vignaroli is in the process of purchasing Lot #15 of the Palis Park Subdivision and is doing her due-diligence regarding structure size, building setbacks and building regulations. Commission members discussed the building process with Ms. Vignaroli.
- **Alpine Lakes Property Zoning** – Mr. Trevor Funk is in the process of annexing the Alpine Lakes property and wanted to review with the Commission his proposed zoning for the project. A master plan was approved at the County level, however there will be some lot line adjustments on the portion of property adjacent to US Highway 26, there will also be a landscaping buffer between the mixed residential and commercial and the residential properties. Commission members briefly looked over his proposal for the project, taking into consideration the mixture of land uses. Also under consideration is the number of units (density) for the property and if a traffic study was needed for entrance/exiting the highway. This is something that the Town Council needs to look at before the annexation is finalized.
- **JW Property Investments, LLC: Lot #732, #733, and #734 - (Lakeview Estates B)** – Ms. Wagner addressed the Commission members with the development concept; this project was presented in July of 2023; at that time the project warranted further review and payment of fees. The applicants are in the process of moving the power lines and are considering an April 2025 build. They would like the Commission members to consider this project; however, since the original submission parking and snow storage requirements have changed

and will need to be recalculated. In February 2023 the Town Council established the Architectural Review (Design) Committee to review Commercial and MRC (Mixed Residential and Commercial) zoned properties for design of building and landscaping; the Commission members would like to for the Committee to review these plans. Ms. Wagner will discuss this request with the mayor so that this project can move forward.

- **Facade Update: 15 Boardwalk Drive – KJ's to On the Run** - Ms. Wagner presented the Commission members with a project that will be requesting permitting within the next month, this project consists of new façade entrances and signage for the gas station property at the junction. Commission members briefly look at the proposed concept and determined that the lumens need to be identified for the lighting (signage and building) and the square footage of the signage will need to be identified, applicants will be contacted to provide more details.
- **Comments and/or Concerns** - There were no additional comments and/or concerns.

6. UNFINISHED/ONGOING BUSINESS:

- **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.
- **Armington/Lethbridge: (R1-01-23)** – Permit expires August 2025.
- **Aud & Di Campground Services: (MC-18-23)** – Permit expires September 2025.
- **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 2025
- **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 August 2025.
- **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.
- **McDonald: Colton & Lee Ann: (R1-12-22)** – Permit expires September 2024.

Mr. Dan Schou made a motion to remove permit application #R1-12-22 from the active permits list. Motion seconded by Ms. Sue Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **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.

Mr. Dan Schou made a motion to remove permit application #R1-07-22 from the active permits list. Motion seconded by Ms. Sue Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **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:

- **P&Z Meeting Minutes for August 27th, 2024** – Mr. Dan Schou asked that additional time be allowed to further review the meeting minutes.

Mr. Schou made a motion to table Planning and Zoning Commission Meeting Minutes for August 27th, 2024; to allow additional time for review. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

7. ADJOURN MEETING:

Mr. Schou made a motion to adjourn the September 10th, 2024, Planning and Zoning Commission Meeting. The motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

The meeting was adjourned at 8:27 p.m.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date