



PLANNING & ZONING MEETING

March 12, 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. **Snake River MEP: Lot #2 - Hafeez Addition, 100 Wintergreen Drive - (#C-01-24) - Commercial Building**
4. **TABLED ITEMS:**
 - a. **Lasher, Christopher & Christine: Lot #4 - Greys River Valley, 334 Meadows Drive - (#R2-01-24) - Multi Unit Residential Building**
 - b. **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. Town of Alpine Building & Development Fees - 2024 Rate Proposal
 - b. Star Valley Health - Signage Discussion
 - c. Review of Proposed Changes to Town Land Use and Development Code
6. **UNFINISHED/ONGOING BUSINESS:**
7. **APPROVAL OF MINUTES:**
 - o Planning & Zoning Commission Minutes - February 13, 2024
8. **TOWN COUNCIL ASSIGNMENT:**
 - o March 19, 2024
9. **ADJOURN MEETING:**



Commercial Building Permit Application

Section 3, Itema.


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

Town of Alpine
P & Z Commission
FEB 27 2024
RECEIVED

PROJECT:

Physical Address: 100 Wintergreen Drive			
Legal Description (Lot # and Subdivision): Lot #2 of the Hafeez Addition - Subdivision, Town of Alpine			
Description of Work: To construct a three (3) story commercial facility/structure for overnight lodging/extended stay use.			
Proposed Building Use: Commercial Use – Extended Stay Facility			
Total Size of Building 76,704 Square Feet			# of Stories: Three
Floor Area - First Floor: 25,568	Second Floor: 25,568	Third Floor: 25,568	Basement: N/A
Estimated Valuation of Work: To be Determined			

APPLICANT/CONTRACTOR/CONSULTANTS:

Owner: Snake River MEP Complete		Phone: 307-739-9150
Mailing Address: PO Box 15570 – Jackson, WY 83001 - Physical Address: 1655 High School Rd - Jackson, WY 83001		
Contractor: MEP		Phone: 307-739-9150
Mailing Address: PO Box 15570 – Jackson, WY 83001 - Physical Address: 1655 High School Rd - Jackson, WY 83001		
Electrical Contractor: To be Determined		Phone:
Mailing Address:		
Plumbing Contractor: MEP		Phone: 307-739-9150
Mailing Address: PO Box 15570 – Jackson, WY 83001 - Physical Address: 1655 High School Rd - Jackson, WY 83001		
Mechanical Contractor: MEP		Phone: 307-739-9150
Mailing Address: PO Box 15570 – Jackson, WY 83001 - Physical Address: 1655 High School Rd - Jackson, WY 83001		
Project Engineer:		Phone:
Mailing Address:		
Authorized Representative if different from Owner: Casey Ramme11		
Signature of Owner or Authorized Representative: 		Date: 2/27/2024



MULTI UNIT RESIDENTIAL BUILDING

Permit Application

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

PROJECT NAME:

Physical Address: 334 Meadows Road, Alpine WY 83128 <i>334 Meadows Drive</i>				
Legal Description (Lot # and Subdivision): Lot 4 Grey's River Valley Subdivision - Parcel # 37182941600400				
Description of Work: 5 Plex Town House - Additional Multi Unit Housing Complex on Lot 4 - <i>Additional Construction</i>				
Proposed Building Use: Residential Rental Units				
Estimated Valuation of Work: \$2 Million				
Floor Area per Unit: 1856 sq ft	First Flr: 4605 (all 5 units)	Second Flr. 4605	Third Flr: None	Basement: None
Total Number of Units: 5 Five				
Total Unit Square Footage: 9210				
Overall Total Project Square Footage: 9210 <i>Elkhead Address: - Lashcon Construction.com</i>				

APPLICANT/CONTRACTORS AND/OR CONSULTANTS:

Owner: Chris & Christine Lasher	Phone: (307)413-4581
Mailing Address: PO BOX 3534, , ALPINE, WY 83128	
Contractor: Lashcon / Lasher Construction	Phone: <i>Same</i>
Mailing Address:	
Excavating Contractor: TBD	Phone:
Mailing Address:	



Minor Construction

Permit Application

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

Section 4, Itemb.

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)
- 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.*

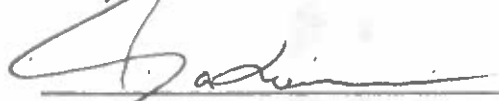
CERTIFICATE OF COMPLETION:

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

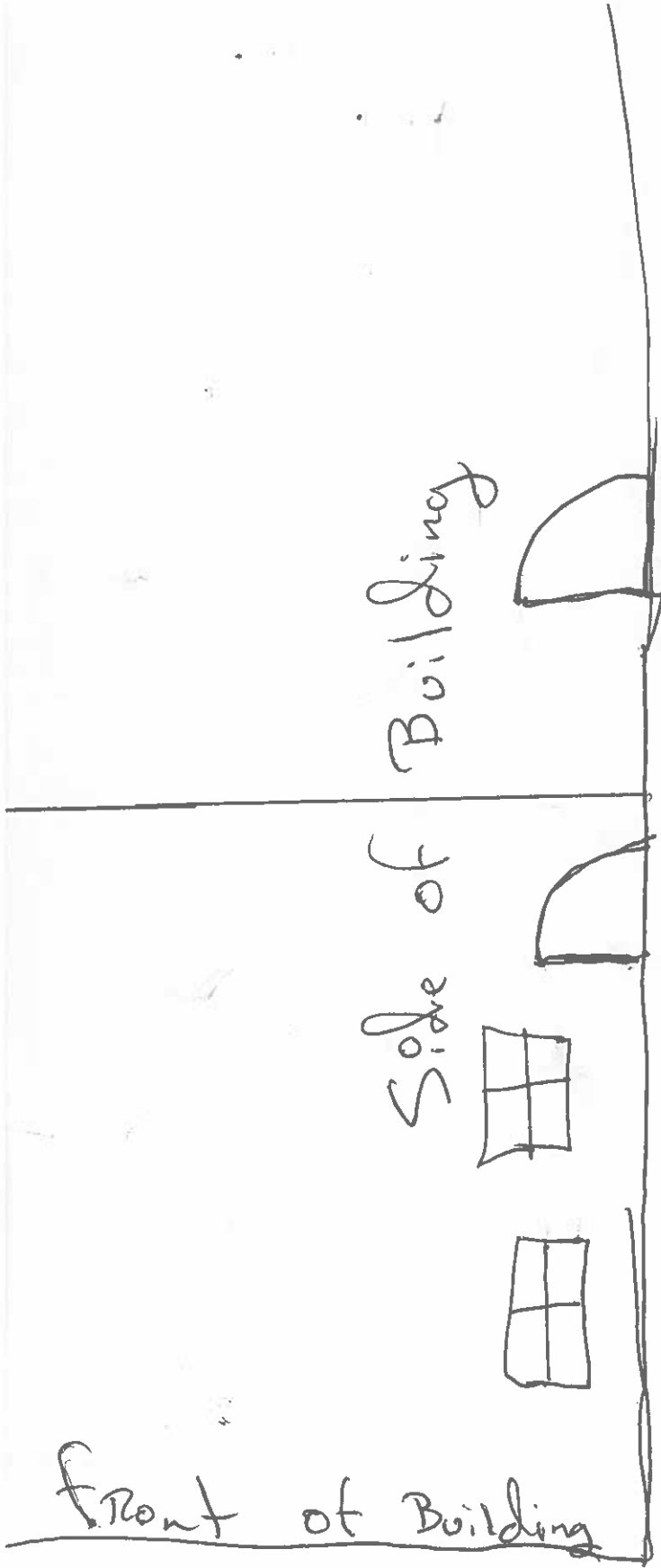
Date

FOR USE BY TOWN:

Received by:

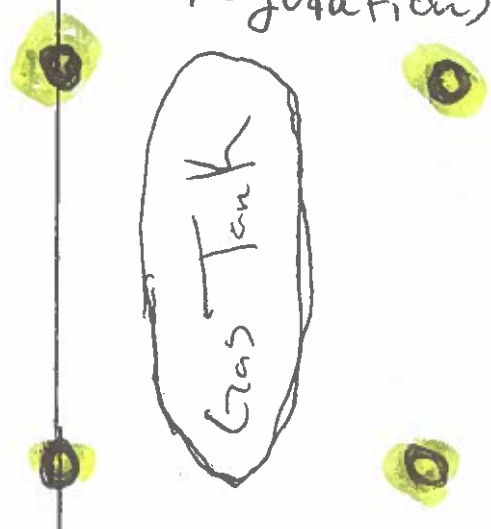
Date:

Initials:



Private Road

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



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

the public record. Mr. Karl Scherbel was in attendance to discuss the re-plat project with those present. Ms. Wagner noted that there was no written opposition to the subdivision and there was no verbal opposition present at the meeting. It was discussed that since there was a slight change in the annexation map and a ten (10) day posting notice is required the re-plat will be subject for contingency approval by February 22, 2024.

Mr. Dan Schou moved to approve the simple replat application for Rehman Hafeez, RE-Plat #01-24, for the property known as the Hafeez Addition to the Town of Alpine; the replat is CONTINGENT upon the required ten (10) days posting of the finalized annexation ordinance. This simple subdivision (replat) will have an effective date of February 22nd, 2024. This recommendation will be sent to the Town Council for their consideration. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. TABLED ITEMS:

- **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.

6. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **MEP Project Update** – Mr. Casey Rammel was in attendance to briefly discuss his project in the new “Hafeez Addition” subdivision. Mr. Rammell just wanted to see if the Commission had any additional questions about the project, his project has been submitted to the State for review and he is waiting to hear back from Mr. Jeff Schoen (State of Wyoming) regarding the review. Mr. Rammell is getting ready for Town of Alpine application submittal for the March 12th, 2024, meeting date. Commission members have completed a preliminary review of the site plan and have made some suggestions to the applicant. The preliminary drawings have been sent to the Town Engineer’s for review and comment.
 - **Shidner Preliminary Project Discussion and Site Plan Review** – Mr. Nike Shidner was in attendance to discuss his residential project with the Commission members. He would like to place a manufactured/modular home on his Palis Park property and wanted to see if the Commission member had any comments and/or suggestions for the project. The company is asking for a substantial down payment for the engineered drawings and Mr. Shidner just wanted to review/discuss the project before that deposit was made.
 - **Building Permit Fee Discussion** – Mr. Dan Schou briefly discussed a proposal for a building application fee increase. It was determined that additional time was warranted for review of the proposed fee increases. The Commission will re-review the proposal at their next meeting.
 - **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. Those recommendations include:
 - Additional verbiage for development in the established setback areas; and
 - Town of Alpine’s adoption of the current International Energy Code.

The following recommendation were made:

1. Implement immediate adoption of additional verbiage to the Single Family Residential (R-1) Section 3-202 (e) Minimum Setback; Multi-Family (R-2) Section 3-203 (f) Minimum Setbacks; and the Mixed Residential and Commercial District (MRC) Section 3-204 (f) Minimum Setbacks.

The language for consideration is as follows:

No development in the established setback areas is allowed.

Mr. Dan Schou moved to send a recommendation to the Town Council for their immediate consideration and subsequent implementation into the Alpine Land Use and Development Code, specified in the Single Family, Multi-Family and Mixed Residential and Commercial Zoning Districts. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- 2. Commision members feel that this adoption will aid the Town in effective building practices. The energy code sets minimum efficiency requirements for new and renovated buildings **to achieve reductions in energy use and emissions over the life of the building**. Energy codes are a subset of building codes, which establish baseline requirements and govern building construction. The code is founded on principles intended to establish provision consistent with the scope of the energy conversation code that adequately conserves energy, provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of material, products or methods of construction.

Mr. Dan Schou moved to send a recommendation to the Town Council for consideration of the approval and adoption of the current International Energy Code via Town Ordinance. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- o Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
 - o Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

7. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

- **Active Building Permits Lists:** Due to the time, Chairman Wilson asked that the Commission skip this topic tonight.

8. APPROVAL OF MINUTES:

- **Planning & Zoning Public Hearing Meeting Minutes for December 12th, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. Ms. Wagner stated to the new Commission members that this is an acknowledgement of the proceedings for that meeting.

Mr. Dan Schou moved to accept the meeting minutes from the December 12th, 2023, Planning and Zoning Public Hearing Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning & Zoning Regular Meeting Minutes for December 12th, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. Ms. Wagner stated to the new Commission members that this is an acknowledgement of the proceedings for that meeting.

Mr. Dan Schou moved to accept the meeting minutes from the December 12th, 2023, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- 9. **TOWN COUNCIL ASSIGNMENT:** February 20th, 2024 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 9:25 pm.

Melisa Wilson, Chairman

Date

Transcribed By:

Christine Wagner, Planning & Zoning Administrator

Date

** Minutes are a summary of the meeting **

