



*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 Bannett) –** 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

10.22.24

Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator



Date

** Minutes are a summary of the meeting **