



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:**      *October 22<sup>nd</sup>, 2024*  
**TIME:**      *7:00 p.m.*

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

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- 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, Kareenna: Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23) – Permit Amendment** - The first item of business that the Commission discussed was a permit amendment for Lot #11 in Greys River Valley, located at 337 East Mill Road, represented by Kareenna 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 by Building Inspector 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, Kareenna: Lot #11 Greys River Valley, 337 East Mill Road – on the table 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.**
  - **Silverio Irizarry, Jadisvette (Quinnbella, LLC {Food Court}): Lot #651C Lakeview Estates, 151 US Highway 89 (#MC-11-24) - Carport/Shed Installation** - Jadisvette Irizarry represented herself in requesting approval for the installation of a carport-style shed at her food court business, Quinnbella LLC, 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 generally does not impose strict setback requirements, 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 Lakeview Estates, 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, represented by Conrad Bischoff of Parkland USA. No new information or updates have been provided. Additionally, no representative was present at this meeting. Zoning Administrator Christine Wagner recommended keeping the item on the tabled list until updated information is received, and the commission agreed to do so. **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, 443 Meadows Drive – (#A-01-24) – Small Building Addition** – Mr. Wade Johnson, the representative for Wanona Merrill, presented additional information for the previously tabled permit application #A-01-24, regarding a 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. During this meeting, Mr. Johnson addressed the outstanding questions, confirming that the bathroom extension would be located within the existing home footprint 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-01-204 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 8<sup>th</sup>, 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 8<sup>th</sup> 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.

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\*\* Minutes are a summary of the meeting \*\*

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Melisa Wilson, Chairman

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Date

Attest:

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Christine Wagner, Planning & Zoning Administrator

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Date

Transcribed By:

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Sarah Greenwald

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Date