



## ***PLANNING & ZONING COMMISSION MINUTES***

*March 11, 2025, at 7:00 PM / 250 River Circle - Alpine, WY 83128*

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1. **CALL TO ORDER:** The Meeting was 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 and Mr. Dan Schou, Ms. Rachael Stewart was absent and excused from the meeting. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, Ms. Gina Corson, Office Assistant.
3. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
  - **NORTH LINCOLN COUNTY HOSPITAL dba STAR VALLEY HEALTH: LOT #189, Alpine Meadows Subdivision, 37 Winter Drive (#MC-01-25):** The Town of Alpine reviewed a Minor Construction permit application from Star Valley Health for an electrical upgrade to the existing x-ray room to allow for the installation of a new MRI machine. Plans include some structural changes to the ceiling to support the new unit.

### **Key Discussion Points:**

- They have submitted all the plans to the Department of Health, the State Electric and Safety Office, and the Fire Marshal but are still awaiting final approval.
- The project has a proposed start date of March 23, 2025.
- Mr. Hunsaker is aware they can not start construction until they receive approval from the Department of Health, State Fire Marshal's office, and State Electric and Safety office but to expedite the process, asked if the commission would consider approving the Town's Minor Construction permit contingent upon receipt of those approvals. Mr. Hunsaker assured the Commission he would share these approvals with the Town as soon as they were approved.
- The Commission expressed they did not feel comfortable approving the application on a contingent basis because they have set a precedent to not allow contingent approvals due to too many people taking advantage of the situation and either starting work before getting the town-requested information and/or documentation or not providing it at all.

**Mr. Dan Schou moved to approve the table application until the April 8<sup>th</sup>, 2025, meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Stewart). Motion carried.**

### **4. TABLED ITEMS:**

- **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #733 "B", Lakeview Estates Subdivision, 194 Trail Drive Road (#R2-02-25) - Multi-Unit Apartment Complex-** This item will remain in the tabled items until next scheduled meeting.
- **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #732 "B", Lakeview Estates Subdivision, 192 Trail Drive Road (#R2-01-25) - Multi-Unit Apartment Complex –** This item will remain in the tabled items until next scheduled meeting. Ms. Christine Wagner updated the Commission regarding a meeting with Mr. Killpack, saying that he is working on the power line issues and will get all of it put together and submit it. He hopes to get it all together for April. The Building Official has made a few comments on the plans and is reviewing the project to ensure he is up to speed on the project.

Ms. Melissa Wilson asked Ms. Christine Wagner to please remind the Building Official of their concerns:  
1.) The retaining wall 2.) Power lines 3.) De-stabilization of the road.

**5. PLANNING AND ZONING DISCUSSION ITEMS:**

- a. LUDC Workshop Revision Re-Review:** Ms. Christine Wagner reviewed updates to the LUDC. One change was moving deck permits from affidavits to a Minor Construction Permit. Ms. Melissa Wilson had concerns about how that would affect the timeline for homeowners to receive their permits, especially since we have such a small window for building as is. Other concerns were raised regarding how the permit applications will flow or be processed and approved with the addition of the Building Official and Design Review Committee. Commission member Mr. Schou raised concerns about defining where and how the height of structures should be measured. He is concerned about the potential of citizens adding large amounts of fill to a property and then they build upon the fill. All were in agreement a standard and definition needs to be agreed upon and added to the ordinance.
- b. Design Review Committee Guidelines Review:** Mr. Brett Bennet, Chairman of the Design Review Committee, have referenced some design guidelines of similar communities. They are trying to decide on the specific guidelines to include or exclude, for example adding materials type exclusion. They wanted to include the Planning and Zoning Commission and get some feedback.
- c. Design Review Checklist:** Mr. Brett Bennett asked the Planning and Zoning Commission to review and provide any feedback.
- d. Potential Zoning & Building Code Violation Complaint from Gina Sesto:** Ms. Christine Wagner informed the Commission that the complaint was forwarded to the Code Enforcement Officer for follow-up. She will prepare a letter to send to Mr. Sesto.

**6. TOWN COUNCIL ASSIGNMENT: Town Council Meeting- March 18<sup>th</sup>, 2025:** Mr. Dan Schou will be the representative in attendance at that meeting.

**7. ADJOURN MEETING:** Mr. Dan Schou moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Stewart). Motion carried.

The meeting was adjourned at 8:55 pm.

\_\_\_\_\_  
Melisa Wilson, Chairman

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Christine Wagner, Planning & Zoning Administrator

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Date

Prepared and Transcribed By:

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Gina Corson, Planning & Zoning Assistant

\_\_\_\_\_  
Date

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