



PLANNING & ZONING COMMISSION MINUTES

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

1. **CALL TO ORDER:** The meeting was called to order at 7:07 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Administrator established roll call, members in attendance were Ms. Melisa Wilson, Mr. Dan Schou, and Ms. Rachael Stewart. A quorum was established. Also in attendance was Ms. Sarah Greenwald, Planning and Zoning Assistant.
3. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
There were no new appointments or new business on the agenda, so the Commission moved directly to the tabled items

4. TABLED ITEMS:

- **SEVERSON, MARK/SID: Lot #50 Riverview Meadows, 425 Snake River Drive (#R1-12-24 Re-Assigned to #R1-01-25) - Single Family Residential Home** - The Commission first revisited the application from Mark/Sid Severson for Lot #50 in Riverview Meadows Subdivision, at 425 Snake River Drive (Permit #R1-01-25). The Commission reviewed the updated vent drawings, which were confirmed to be stamped and in compliance. Mr. Mark Severson joined the meeting via Zoom and confirmed he could hear the discussion. All building review requirements have been submitted and met.

Mr. Dan Schou moved to approve the Residential Building Permit #R1-01-25 for Mr. Mark/Sid Severson at Lot #50 Riverview Meadows, 425 Snake River Drive. Ms. Rachael Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent.

- **WOLF, BRAD: Lot #69 Alpine Meadows Subdivision, 85 Columbine Street (#R1-02-25) - Single Family Residential Home** – Mr. Brad Wolf was in attendance to discuss his permit application for Lot #69, Alpine Meadows Subdivision, at 85 Columbine Street (Permit #R1-02-25). This was the first time the finalized plans had been seen. The Commission discussed structural placement, setbacks, and non-structural elements such as the deck steps. It was noted that the project is very tight to the setback lines, and the applicant was informed that a Certificate of Placement would be required if there is any encroachment that would require removal of those elements. There were no further comments or concerns.

Mr. Dan Schou moved to approve the Residential Building Permit #R1-02-25 for Mr. Brad Wolf at Lot #69 Alpine Meadows, 85 Columbine Street. Ms. Rachael Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent.

- **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #733 "B", Lakeview Estates Subdivision, 194 Trail Drive Road (#R2-02-25) - Multi-Unit Apartment Complex**
- **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #732 "B", Lakeview Estates Subdivision, 192 Trail Drive Road (#R2-01-25) - Multi-Unit Apartment Complex**

The two remaining tabled items from JW Property Investments, LLC (Jeff Jeppsen) for Lots #732B and #733B at 192 and 194 Trail Drive Road (Permits #R2-01-25 and #R2-02-25), were briefly discussed. The Commission noted that plans had only recently been submitted due to personnel changes and that preliminary corrections had been sent to the new building inspector. Ms. Wagner confirmed she was awaiting additional feedback from the new building official. Concerns were raised about road access, hillside stability, the lack of retaining wall design, and potential impacts on neighboring properties. The Commission emphasized the importance of geotechnical review and hillside stabilization in future PUD or development code discussions.

Mr. Dan Schou moved to keep both permit application on the table items list for both Multi-Unit Apartment Complex Building Permits #R2-02-25 and #R2-01-25 for Mr. Jeff Jeppesen; Lots #733 and #732 “B”, Lakeview Estates Subdivision, 194 & 192 Trail Drive Road. Ms. Rachael Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent.

5. PLANNING AND ZONING DISCUSSION ITEMS:

- **Planned Unit Development (PUD) Application Discussion – 160 US Highway 89** - The Commission reviewed a forthcoming PUD application for 160 US Highway 89, proposed by Creative Properties, LLC. This project involves subdividing three (3) live/work townhome units into individual properties. The Commission engaged in an in-depth discussion about the relationship between the PUD process and subdivision approval, noting that while both processes can run concurrently, PUD approval does not guarantee subdivision approval. It was emphasized that public notification and hearings are required, and final approval will involve both Planning and Zoning Commission and the Town Council. It is the intent of the applicants to submit a PUD application along with a subdivision application.
- **Preliminary Building/Development & PUD Discussion – 856 Elkhorn Drive** - The Commission reviewed a preliminary development and PUD proposal for 856 Elkhorn Drive, submitted by New West Construction. Mr. Rex Doornbos presented site plans for a welding and fabrication shop, plus a commercial building with multiple units. The East building will be prioritized for construction. The applicants are coordinating closely with the Town’s new building official for plan submission along with building and connection fees. Ms. Wagner explained the updated plan review process, including digital submittal to the Town’s new internal permitting system. The Commission agreed with the strategy of issuing separate permits for the East and West buildings to allow for the phased development.
- **LUDC Workshop Revision Review** - The Land Use Development Code (LUDC) workshop discussion followed, beginning with a proposal to formally include construction debris containment in the LUDC. A new section will be created to address this topic near snow storage or parking regulations. Suggestions were made to use flexible language such as “construction debris containment” rather than “dumpster,” to allow for a range of containment methods. The Commission also discussed revisiting food truck regulations, signage, and covered parking requirements. An extensive conversation was held on drainage, stormwater management, and impervious surface thresholds. The Commission recognized the growing need for developers to include grading and drainage plans, especially in R-2 and commercial zones. It was suggested that the Town Engineer be consulted on setting impervious thresholds that would trigger these requirements.
- **Public Comments** – Ms. Patricia McQuade inquired about the status of the Hawthorne Extended Stay Hotel. She noted that the hotel did not appear open to the public via online booking and that the lobby appeared to be used for storage. The Commission confirmed that the first phase of the project received a certificate of occupancy, and that some hospital staff were staying there.

6. PLANNING AND ZONING COMMISSION MEETING MINUTES OF JANUARY 14, 2025. The minutes from January 14, 2025, Planning and Zoning Commission meeting were presented for approval.

Mr. Dan Schou made a motion to approve the minutes, seconded by Ms. Melisa Wilson. Vote: 2 yes, 0 no, 1 abstain (Stewart), 0 absent. Vote: 2 yes, 0 no, 1 abstain (Stewart), 0 absent.

7. TOWN COUNCIL ASSIGNMENT FOR FEBRUARY 18TH, 2025:

Mr. Dan Schou will be the representative in attendance at that meeting.

8. ADJOURN MEETING: Mr. Dan Schou moved to adjourn the meeting. Ms. Rachael Stewart seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 8:48 pm.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Sarah Greenwald, Planning & Zoning Assistant

Date

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