



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

*January 14, 2024, 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 7:04 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. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, Ms. Sarah Greenwald, Assistant Clerk and Mayor Eric Green.
3. **NOMINATIONS: CHAIRPERSON AND VICE-CHAIRPERSON FOR CALENDAR YEAR 2025:**
  - a. **Chairperson Nomination:** Ms. Melisa Wilson was nominated Chairperson. Nomination accepted; nomination was seconded by Mr. Dan Schou and approved unanimously. **Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
  - b. **Vice Chair Nomination:** Mr. Dan Schou was nominated Vice Chairman. Nomination accepted; nomination was seconded by Ms. Melisa Wilson and approved unanimously. **Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
4. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
  - a. **SNAKE RIVER JUNCTION ANNEXATION – REVIEW HEARING:** The Town of Alpine received an annexation petition from Hugh Chatham for the Snake River Junction subdivision and the surrounding area. The Planning and Zoning Commission conducted a review hearing of the proposed annexation.  
**Key Discussion Points:**
    - The annexation area includes both commercial and residential properties.
    - The properties are already serviced by the Town of Alpine's water and sewer systems but currently pay a higher rate since they are not within the town incorporated limits.
    - The proposed zoning designations include Mixed Residential Commercial (MRC) for commercial lots and Multi Unit Residential (R-2) for the townhome properties.
    - Discussion on stormwater management, infrastructure, and road maintenance responsibilities.
    - Clarification that properties will be required to conform to the Town of Alpine Land Use and Development Code (LUDC).
    - The Flying Saddle Subdivision and Flying Saddle Resort are included in the proposed annexation map, though no consent petitions have been received from those property owners.
    - Mayor Green emphasized that the annexation would allow the town to capture lodging tax revenue, expand public services, and avoid creating an "island" of unincorporated land.

**Mr. Dan Schou moved to approve the annexation review report and send to the Town Council for their further consideration. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

It was announced that a public hearing for the annexation has been scheduled for March 18, 2025.

- a. **JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #733 “B”, Lakeview Estates Subdivision, 194 Trail Drive Road (#R2-02-25) - Multi-Unit Apartment Complex and JW PROPERTY INVESTMENTS, LLC (JEFF JEPPESEN): Lot #732 “B”, Lakeview Estates Subdivision, 192 Trail Drive Road (#R2-01-25) - Multi-Unit Apartment Complex** - The Planning & Zoning Commission reviewed a new permit applications submitted by JW Property Investments, LLC for the construction of two (2) multi-unit townhome buildings on Lot #732 “B” and Lot #733 “B” of the Lakeview Estates Subdivision. Mr. Jared Killpack, representative for the applicant, presented the project and provided supporting documentation for Commission review. While the submitted plans provided a general overview of the proposed development, several concerns were raised that required further clarification and additional documentation before the application could move forward. One primary issue discussed was the proximity of an existing power line to the proposed construction site. The Commission requested that the applicant obtain formal confirmation from Lower Valley Energy, ensuring that the placement of the buildings complies with safety and operational regulations. Additionally, concerns were raised regarding the retaining wall system, as the project site involves significant grading and excavation. The submitted plans did not include a fully engineered design detailing how the retaining walls would be constructed, including the necessary reinforcement methods. The Commission requested an engineered retaining wall design that specifies materials, construction techniques, and reinforcement details to ensure structural stability and compliance with town building codes. Another key concern was snow storage, as the current plans lacked designated areas for accumulated snow removal. The applicant was advised to submit a revised site plan identifying appropriate snow storage locations in accordance with Alpine’s requirements. Additionally, to improve clarity in site planning, the Commission requested that the building footprints be overlaid onto the site plan to ensure proper alignment with lot boundaries and compliance with setback regulations.

**Mr. Dan Schou moved to table permit applications #R2-01-25 and #R2-02-25 for JW Property Investments, LLC (Jeff Jeppesen) Lot #732 “B”, Lakeview Estates Subdivision, 192 Trail Drive Road and Lot #733 “B”, Lakeview Estates Subdivision, 194 Trail Drive Road, until the February 11<sup>th</sup>, 2025, Commission meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- b. **WOLF, BRAD: Lot #69 Alpine Meadows Subdivision, 85 Columbine Street (#R1-02-25) - Single Family Residential Home** - The Commission reviewed the permit application for Brad Wolf’s single-family residential home. During the discussion, it was noted that approval from the Alpine Meadows Homeowners’ Association (HOA) had not yet been received. Mr. Wolf stated that he had believed the necessary approvals were obtained and that his architect had already submitted the required documents to the HOA. However, it was confirmed that the Commission had not yet received confirmation of final approval. To clarify the situation, Ms. Wagner retrieved a copy of the latest correspondence from the Alpine Meadows Architectural Review Committee (ARC). The letter stated that the committee had approved the sketch plan submission but required additional documentation, including digital samples of the final plan submission specifying the exact colors of exterior materials and roofing shingles. The Commission informed Mr. Wolf that he would need to follow up with the HOA to submit the final plan documentation and obtain full approval before the Town could proceed with the permit process. Additionally, Mr. Wolf inquired about his expected timeline for breaking ground, indicating that he intended to begin construction in April 2025, depending on the contractor’s availability. The Commission advised him to resolve the HOA approval issue as soon as possible to prevent delays.

**Mr. Dan Schou moved to table permit application #R1-02-25 for Brad Wolf, Lot #69 Alpine Meadows Subdivision, 85 Columbine Street, until February 11<sup>th</sup>, 2025, Commission meeting. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- c. CONRAD BISCHOFF – PARKLAND USA – (KJ’s – On the Run): Lot #15 Boardwalk Subdivision, 15 Boardwalk Drive (#S-01-25) – Illuminated Channel Letters on ACM panels -** The Commission reviewed a sign permit application submitted by Conrad Bischoff of Parkland USA for the rebranding of KJ’s Super Store to “On the Run,” which includes the installation of illuminated channel letters on ACM (Aluminum Composite Material) panels. Ms. Madeline Newell, a representative from Resin Architecture, attended the meeting via Zoom to present the proposed signage and answer questions from the Commission. The applicant submitted updated plans and lighting specifications, detailing the lumens and illumination levels to ensure compliance with the Town of Alpine’s signage and lighting regulations. During the discussion, the Commission examined the proposed daytime and nighttime visibility of the sign. The provided specifications indicated that the sign would appear yellow during daylight hours, while at night, only the lettering "On the Run" would be illuminated, ensuring minimal light pollution and compliance with town ordinances. The Commission verified that the lumens output and brightness levels were within acceptable limits, avoiding excessive glare or disruption to neighboring properties. The Commission also revisited the broader context of the storefront remodel, which had previously been approved under a separate permit to allow Parkland USA to proceed with the exterior upgrades without delaying the sign installation process. The separate sign permit ensured that proper illumination, visibility, and size regulations were met independently of the structural remodel. After confirming that the proposed sign met all town signage requirements, including illumination standards, material specifications, and placement regulations, a motion was made to approve the sign permit.

**Mr. Dan Schou moved to approve permit application #S-01-25 for Conrad Bischoff – Parkland USA – (KJ’s – On the Run): Lot #15 Boardwalk Subdivision, 15 Boardwalk Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- d. TOWN OF ALPINE (MELVIN BREWING): Lot #2 Alpine West Subdivision, 230 Elk Run (#S-02-25) - Sign Installation -** The Commission reviewed a sign permit application submitted for the installation of a directional sign for Melvin Brewing. The proposal suggested placing a new wayfinding sign on an existing multi-business monument sign located near the former Star Valley Health clinic. The proposed sign would include an arrow directing visitors toward Melvin Brewing, with the intent of improving visibility and accessibility for patrons unfamiliar with its location. During the discussion, the Commission raised several concerns about the effectiveness and appropriateness of the proposed signage. One primary issue was visibility, given the size of the proposed sign panel and its placement among other business signs, it was unclear whether it would be noticeable enough to effectively guide traffic. Mr. Dan Schou noted that the small size of the sign might make it difficult for drivers to read, particularly at night or from a distance. The Commission also questioned whether placing a Melvin Brewing sign on a shared monument sign could create an inconsistency in signage regulations, potentially leading other businesses to request similar accommodation. Further discussion touched on whether a more effective way-finding solution could be developed, such as an independent, illuminated way-finding sign positioned closer to US Highway 89 or within the town’s right-of-way. Mayor Green and Commission members acknowledged that ensuring clear directions to Melvin Brewing was important. However, they also expressed concerns about setting a precedent for private

businesses using town signage space. Ultimately, the Commission determined that the proposed sign did not meet the town's needs for effective way-finding.

**Mr. Dan Schou made a motion to deny the sign permit S-02-25, for Town of Alpine & Melvin Brewing. The motion was seconded by Ms. Melisa Wilson. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

## **5. TABLED ITEMS:**

- a. **SEVERSON, MARK: Lot #50 Riverview Meadows, 425 Snake River Drive (#R1-12-24 Re-Assigned to #R1-01-25) - Single Family Residential Home.** During the December 10<sup>th</sup>, 2024, meeting, the Planning and Zoning Commission reviewed the permit application for Mr. Mark Severson and Mr. Sid Severson. Mr. Sid Severson, one of the applicants, attended in person, while Mr. Mark Severson participated via Zoom. The discussion focused on key issues, including the absence of crawl space vents in the foundation plan. Mr. Dan Schou emphasized the need for a detailed structural drawing specifying how the steel reinforcement (rebar) would be placed around and over the vents to ensure compliance with building codes. Ms. Christine Wagner confirmed that Mr. Severson had received the plan review comments along with the corresponding code sections, and Mr. Rob Wagner, the Building Inspector, reviewed handwritten responses provided by the applicant. These responses were deemed adequate for moving forward with the application. Additional discussions confirmed that the building's elevation met height restrictions, and that the Riverview Meadows Homeowners' Association had approved the project. The Commission was revisiting the permit application to assess the revised foundation plans that were submitted. While updates had been made, Commission member Dan Schou determined that the required engineered structural detail for the crawl space vents, including rebar reinforcement, was still missing. To ensure compliance with structural integrity and code requirements the Commission requested that the applicant submit a detailed engineered drawing outlining the rebar placement around the vents before the next meeting.

**Mr. Dan Schou made a motion to keep the permit application #R1-12-24 on the table items list for Mark & Sid Severson project, Lot #50 Riverview Meadows, 425 Snake River Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

## **6. PLANNING AND ZONING DISCUSSION ITEMS:**

- a. **SIRBU, PETRU: Lot #152 Alpine Meadows, 69 Sweetgrass Trail (#R1-10-24) - Single Family Residential Home - Permit Discussion** - Ms. Christine Wagner provided an update on the project for Petru Sirbu, Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail; noting that the permit had been approved, however an error on the plan set was discovered and the applicant is working with their engineer and the Alpine Meadows Homeowners Association to rectify the error. This project will need to have a permit amendment before any work is to be started. No further action was taken.

## **7. UNFINISHED/ONGOING BUSINESS:**

- **Active Building Permits Lists:**
- **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 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.
- **Beus, Jade: (R2-04-24)** – Permit Expires November 2025.
- **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 expires August 2025.
- Conrad Bischoff (Parkland USA): (#RE-03-24) – Permit expires November 2025.
- Creative Properties: (A-01-24) – Permit expires April 2025.

**Mr. Dan Schou made a motion to remove Creative Properties, permit #A-01-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Diamond, John and Katherine: (R1-06-24) – Permit expires July 2025.
- Family Dollar Store #8435: (#MC-12-24) - Permit expires November 2025.

**Mr. Dan Schou made a motion to remove Family Dollar Store, permit #MC-12-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Farmer/Leonard: (#5-02-24) - Permit expires November 2025.

**Mr. Dan Schou made a motion to remove Farmer/Leonard permit #S-02-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- 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 2025.

**Mr. Dan Schou made a motion to remove Gayhart - Lutz permit #RE/A – 04-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- GCHB Ventures {Alpine Sure/Extended Stay}: (#5-02-24) – Permit expires October 2025.
- 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.
- Merrill, Wanona: (A-01-24) – Permit Expires October 2025.
- Riverview West HOA (Units B): (MC-24-23) – Permit expires October 2024.

**Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-24-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Riverview West HOA (Units E): (MC-27-23) – Permit expires October 2024.

**Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-27-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Riverview West HOA (Units F): (MC-28-23) – Permit expires October 2024.

**Mr. Dan Schou made a motion to remove Riverview West HOA, permit #MC-28-23 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Scharfenberg, David: (R1-01-24) – Permit expires May 2025.
- Shackelford, 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.
- Snow Peak Properties, LLC {Live/Work Units}: (R2-05-24) – Permit Expires November 2025.
- Snow Peak Properties, LLC {Jenkins Lumber}: (MC-05-24) – Permit Expires November 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.

**Mr. Dan Schou made a motion to remove both permit #RE-06-23 and permit #A-02-24 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Teed, Chris: (R1-08-24) - Permit expires August 2025.
- Thomas, William: (R2-10-22) – Permit expires August 2024.

**Mr. Dan Schou made a motion to remove #R2-10-22 from the active permits list. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- TOA – {Pretreatment Facility}: (C-03-22) – *This is a Town Project and will be Extended until the Plant comes on-line.*
- Zienkiewicz, Scott & Christine (R1-04-24) – Permit expires June 2025.

**8. APPROVAL OF MINUTES:** Planning & Zoning Meeting Minutes - December 10<sup>th</sup>, 2024: Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

**Mr. Dan Schou made a motion to approve the Planning and Zoning Commission Meeting Minutes from December 10<sup>th</sup>, 2024. Ms. Melisa Wilson seconded. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

**9. TOWN COUNCIL ASSIGNMENT:** January 21<sup>st</sup>, 2025 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 9:10 pm.

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

\_\_\_\_\_  
Date

Attest:

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

\_\_\_\_\_  
Date

Prepared and Transcribed By:

\_\_\_\_\_  
Sarah Greenwald

\_\_\_\_\_  
Date

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