



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: November 12th, 2024
TIME: 7:00 P.M.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 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. Ms. Sue Kolbas was absent and excused from tonight's meeting. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, and Sarah Greenwald, Assistant Clerk.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **FARMER/LEONARD (Farmer/Payne Architects): Lot #13B Palisades Heights, 168 US Highway 89 (#S-02-24)** – Business Sign Installation (Free Standing Placard Change Out) – Ms. Christine Wagner presented the application on behalf of the applicant; explaining that Farmer/Payne Architects is moving into the location previously occupied by Voss Vision. The proposal includes a double-sided vinyl sign, measuring eight (8) feet by two (2) feet in size; to be installed between the existing posts. The sign installation is compliant with the zoning district and installation.

Mr. Dan Schou moved to approve Sign Permit #S-02-24 for Farmer/Leonard (Farmer/Payne Architects) Lot #13B Palisades Heights Subdivision, 168 US Highway 89. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **FAMILY DOLLAR STORE #8435 (Holbrook Service): Lot #1 Greys River Cove Subdivision, 109 Greys River Road (#MC-11-24)** – Change Out Heating/Air System – Ms. Wagner presented the application regarding roof repairs for the Family Dollar Store. The issue involved a leak caused by a faulty rooftop heating and air conditioning unit installation, this urgent repair is warranted to prevent future leaks and damage to the building. The work includes removing the old unit and replacing it with a similar "Like-Kind" unit.

Mr. Dan Schou moved to approve Minor Construction Permit #MC-11-24 for Family Dollar Store #8435 (Holbrook Service) Lot #1 Greys River Cove Subdivision, 109 Greys River Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **SIRBU/HASTAHUAMAN, PETRU: Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail (#R1-10-24)** - Single Family Residential Home - Ms. Wagner introduced the application for construction of a single-family residential home, representatives Ms. Hastahuaman and contractor Jaden Fishback were in attendance to discuss the permit application. A plan review was completed and identified issues with the permit application, such as: safety glazing on specific windows and doors, updates to the REScheck documentation to reflect Zone 7 requirements, specifications for crawl space and attic access, proper ventilation openings for the foundation, and accurate markings for overhangs and utility locations on the site plan. The representatives confirmed they had received HOA approval and agreed to address the issues by submitting updated plans. The Commission emphasized that a complete and corrected set of plans must be submitted before further action be taken. Contractors and subcontractors were reminded to ensure compliance with Alpine's business licensing requirements.

Mr. Dan Schou moved to table Single Family Residential Permit #R1-10-24 for Sirbu and Hastahuaman, Lot #152 Alpine Meadows Subdivision, 69 Sweetgrass Trail; until the next Planning and Zoning Commission Meeting. Ms. Melissa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **CREATIVE PROPERTIES, LLC: Lot #12 Palisades Heights, 160 US Highway 89 (#R2-05-24)** - Multi-Unit Townhomes {Live/Work Units} – Mr. Dave Jenkins and Mr. Brett Bennett were in attendance to present the permit application. The Planning and Zoning Commission reviewed the presented application for the live/work townhome units. The project includes three (3) live/work townhomes designed to comply with the International Residential Code and compliance with the existing zoning district regulations. The representatives detailed their plans, including site layout, parking configurations proposed utility connections are currently unknown; while addressing life safety updates such as tempered glazing, smoke detectors, and attic access adjustments. Discussion also covered the location of water pits, the potential need for easements, and ensuring compliance with fire safety requirements. The Commission acknowledged that the plans were developed under the current regulations identified in the Land Use and Development Code (LUDC), in addition the applicant has submitted their fees and connection documents. The Commission would like the applicant to address outstanding items needed to finalize the plan set, site plan identification and coordination with the Public Works Director on utility connections.

Mr. Dan Schou moved to table Creative Properties, LLC, Multi-Unit Townhomes {Live/Work} Project, Permit #R2-05-24, Lot #12 Palisades Heights, 160 US Highway 89 until the next scheduled Planning and Zoning Commission Meeting. Ms. Melissa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

4. TABLED ITEMS:

- **CONRAD BISCHOFF – PARKLAND USA – (Formerly KJ’s, Brand Change to “On the Run”): Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive (#RE-03-24) – Facade/Brand Change** – The Commission re-reviewed and discussed the application for a facade/brand change, with the applicant’s representative Ms. Madeline Newell, Resin Architects, via Zoom. The proposed project includes replacing the red facade with a yellow ACM panel, updating signage to back lite illuminated channel letters, and revising the building’s exterior color scheme from red to blue and yellow. Concerns were raised regarding lumens for the new backlit building signage, particularly their impact on the nearby Alpine Meadows Residential Subdivision. Ms. Newell acknowledged the need to provide lumens specifications and agreed to submit this information on a separate sign permit application package. However, in order to allow the construction to begin, the Commission approved the facade remodel without including the new signage in the facade change permit application.

Mr. Dan Schou moved to approve Remodel Permit #RE-03-24 for Conrad Bischoff – Parkland USA – (Formerly KJ’s brand change to “On the Run”) Lot #15 & #17 of the Boardwalk Subdivision, 15 Boardwalk Drive, without any business signage. Ms. Melissa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **BEUS, JADE – (PALISADES PLACE): Lot #30 Greys River Village #2, 374 Wooden Spur Drive – (R2-04-24)** - Multi-Unit Building Complex - The Planning and Zoning Commission revisited the application for the multi-unit building complex, represented by Mr. Jade Beus, and Ms. Rachel Ravitz for the project located on Wooden Spur Drive. This tabled item required updates to several components, including snow load design criteria, footing type indicators, header schedules, baseplate locations, and shear wall schedule corrections, including State Fire Marshall approval. The representatives in attendance provided updated plans, including structural engineering corrections, State of Wyoming Fire Marshal approvals, and electrical plan revisions. Discussions clarified design decisions for uniform steel joists, header adjustments, and compliance with State requirements. The Commission reviewed the updated documents and resolved outstanding concerns, confirming that all corrections were addressed.

Mr. Dan Schou moved to approve the Multi-Unit Building Complex Permit #R2-04-24 for Beus, Jade (Palisades Place) Lot #30 Greys River Village #2 Subdivision, 374 Wooden Spur Drive. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

- **ARMINGTON/LETHBRIDGE, KARENNA: Lot #11 Greys River Valley, 337 East Mill Road - (#R1-01-23) – Residential Permit Amendment** - The Commission reviewed the permit amendment for Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23), represented by Ms. Karenna Armington and Mr. Elliott Armington, via zoom. The amendment included changes to the layout and structure, such as the addition of a loft over the garage (barn) with proper structural engineering stamps, adjustments to smoke detector placements to meet updated code requirements and shifting a wall behind the master toilet into the master closet. Other updates included crawl space ventilation and confirmation of truss locations in the garage. The Commission confirmed all previous issues were resolved, including required documentation for the fireplace and structural plans, along with residential building inspectors review of the proposed amendments.

Mr. Dan Schou moved to approve the Permit Amendment for #R1-01-23 for Karenna Armington & Maurice Lethbridge, Lot #11 Greys River Valley Subdivision, 337 East Mill Road. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas).

5. PLANNING AND ZONING CORRESPONDENCE/ DISCUSSION:

- **Annexation Moratorium Resolution** – Recommendation to Town Council - A recommendation for a moratorium on annexations was discussed and finalized for Town Council’s consideration at their next scheduled meeting. Annexation moratorium concerns were raised about the town's capacity to handle additional sewer and water demands, particularly with the Alpine Lakes and Snake River Junction developments.

Mr. Dan Schou made a motion to make a recommendation to the Town Council for an Annexation Moratorium Resolution. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Utility Connections – Resident vs. Non-Resident Users** - Discussion included implementing higher utility rates for non-resident (seasonal) users/residents. The potential for usage-based scaling was considered, especially for excessive water consumption, with a focus on addressing leaks and preventing misuse.
- **LUDC and Noise Ordinance (Construction Times)** – Recommendation to Town Council for adjustments to construction time limits (7 AM to 7 PM, Monday through Sunday) and a focus on "time-sensitive construction activities" reviewed. The following recommendation will be sent to the Town Council for further action.

Mr. Dan Schou moved to send the “Amended” Construction Activities – Established Timeframes to the Town Council for their consideration for the suggested amendment change to the Alpine Land Use and Development Code and the Alpine Noise Ordinance for consistency. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- **Alpine Lakes Annexation Agreement Review (LC Master Plan Review/Building Standards)** - The Commission reviewed the annexation agreement for Alpine Lakes property annexation. Mr. Marlowe Scherbel was present to answer questions, providing his extensive knowledge of the development’s history and current approvals under Lincoln County regulations. Key concerns included the alignment of the plan with town zoning requirements, infrastructure readiness, and the implications of moving the project into town jurisdiction. The discussion also highlighted the importance of clarity regarding the town's water and sewer capacity commitments, particularly considering the reported limitations and the complexities of existing agreements.

- **LOI – ACS: Property Agreement** - Preliminary discussions centered on a proposed lease of town-owned land for a charter school. Key points included identifying the parcel. Also for consideration were lease terms, ownership of improvements. Public input suggested a contingency plan in the event of a school failure. Concerns were raised about ensuring the town retains control over the land and building design compliance; this information will be passed along to the Town Council for their final consideration.

6. APPROVAL OF MINUTES

- **Planning & Zoning Meeting Minutes for October 22nd, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou made a motion to table the Planning and Zoning Commission Meeting Minutes from October 22, 2024, to allow for further review. Ms. Melisa Wilson seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

- 7. **TOWN COUNCIL ASSIGNMENT:** Town Council Meeting - November 19th, 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. Melisa Wilson seconded the motion. All in favor; Vote: 2 yes, 0 no, 0 abstain, 1 absent (Kolbas). Motion carried.

The meeting was adjourned at 10:36 pm.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Transcribed by:

Sarah Greenwald, Assistant Clerk

Date

** Minutes are a summary of the meeting **