



PLANNING & ZONING MEETING MINUTES

October 14, 2025. at 7:00 PM

Public Hearing and Regular Meeting

1. Call to Order

The regular meeting of the Town of Alpine Planning & Zoning Commission was called to order at 6:00 p.m. by **Chairperson Melissa Wilson**.

2. Roll Call

Present:

- Melissa Wilson, Chairperson
- Rachel Stewart, Commissioner
- Dan Schou, Commissioner

Staff Present:

- Gina Corson, Planning & Zoning Administrator

A quorum was established.

3. Approval of Agenda

Chairperson Wilson requested to add a discussion item for **Mr. Solomon** regarding restaurant expansion plans.

Motion: Commissioner Stewart moved to add Mr. Solomon to the discussion section of the agenda.

Second: Commissioner Schou.

Vote: All in favor, motion carried.

Motion: Commissioner Stewart moved to approve the agenda as amended.

Second: Commissioner Schou.

Vote: All in favor, motion carried.

4. Public Hearing – Special Use Permit: Creative Properties LLC- 160 Hwy 89 Lot #12 of Palisade Height Subdivision

Applicant: Creative Properties, LLC (Marloww Sherbel, Brett Bennet, and Dave Jenkins representing)

Location: Lot 12, Palisades Heights Subdivision (to be known as Lake View Outpost Addition)

Purpose: Request for a Special Use Permit to allow for the division and sale of six (6) mixed-use units on a parcel measuring 0.93 acres, slightly under the one-acre minimum required for a Planned Unit Development.

Applicant Presentation

Mr. Schebel explained the proposal to develop six saleable units on the site—one apartment complex (six units), three live-work townhouse units, and two commercial units—consistent with the previously approved master plan. The request arises due to a shortfall of 0.07 acres from the required one-acre minimum for a Planned Unit Development under the LUDC.

The applicant stated that:

- All site design standards, including parking, utilities, and snow storage, are met.
- The purpose of the request is to permit the sale of individual units rather than one large ownership parcel.
- The hardship is created by a lot size limitation established in the LUDC.

Commission Discussion

Commissioners discussed:

- Whether the Special Use Permit process is appropriate versus requiring a variance or full PUD.
- Concerns regarding setting precedent for future applicants on the SUP process.
- Examples of other under-one-acre developments previously approved under older standards.
- Applicability of Ordinance 2025-004 (Special Use Permit ordinance) and its case-by-case review standards.

Administrator Corson clarified that the Special Use Permit process, although not specifically created to fill gaps between the LUDC and historic lot configurations, due to the lack of a better option, is being used to address this specific one. Commissioners noted the project is consistent with the MRC zoning district and causes no adverse impacts.

Public Testimony

No public comments were received. The hearing was closed at 7:15 p.m.

5. Public Hearing – Special Use Permit: Melvin Brewing Company Off-Premise Sign

Applicant: Melvin Brewing Company (represented by Jody Balenta, President)

Purpose: Off-premise directional sign placement on Town-owned property.

Staff Report

Administrator Corson summarized:

- WYDOT approval was obtained for directional signage located within 600 feet of the highway.
- The Town Council approved a land lease for the sign location, pending execution.
- The sign meets size and height limits and conforms to LUDC Section 4-803 (Sign Standards).
- One citizen letter from Mr. Scott Tye supported the proposal.

Applicant Comments

Ms. Balenta confirmed the lease agreement would be executed the following day and that Melvin's design accommodates potential future additions for community wayfinding (schools, local businesses, etc.) per Mayor Green's suggestion.

Public Testimony

Mr. Dave Jenkins and Mr. Marlow Schebel inquired about WYDOT approval for additional panels or future modifications. The applicant agreed to verify allowable expansion with WYDOT.

Commission Discussion

Commissioners emphasized ensuring final execution of the lease, fee payment confirmation, and WYDOT approval for any modifications.

6. Close Public Hearing and reconvene Regular Meeting

7. Tonight's appointments and New Business

- a. **Motion:** Commissioner Stewart moved to recommend approval of the Special Use Permit for Creative Properties LLC, Lot #12, Palisades Heights Subdivision, as presented.

Second: Commissioner Schou.

Vote: All in favor, motion carried.

Recommendation: Forwarded to Town Council for approval.

- b. **Motion:** Commissioner Schou moved to recommend approval of the Melvin Brewing Company Special Use Permit for directional signage, contingent upon:

1. Execution of the lease agreement with the Town of Alpine;
2. Final WYDOT approval; and
3. Verification of final fee payments.

Second: Commissioner Stewart.

Vote: All in favor, motion carried.

c. David Robinson- 709 Sunset Fr. Lot #1 Grand Lake Subdivision- Propane Tank

The applicant requested permission to bury a propane tank. The Commission determined that:

- The LUDC requires a minor construction permit for buried tanks.
- Tanks under lease may not be buried per vendor regulations.

The Commission attempted to contact Mr. Robinson to confirm tank ownership. No response was received.

Motion: Commissioner Schou moved to table the item until confirmation is received.

Second: Commissioner Stewart.

Vote: All in favor, motion carried.

8. Discussion Item – Mr. Solomon / Restaurant Expansion

Topic: Future restaurant and second-floor tenant improvement plans at 651C Highway 89.

Mr. Solomon and the design team presented conceptual plans for converting the second floor into a restaurant with an occupancy of under 50 persons. Discussion covered:

- Parking requirements and aisle widths for parallel parking (16 feet proposed).
- Fire separation between occupancies and egress improvements.
- ADA compliance and elevator exemption under IRC/IBC Chapter 11.
- Confirmation of landlord permission for use of shared parking access.
- Stormwater and snow storage capacity within the existing site plan.

The Commission agreed the concept met LUDC parking and life-safety intent and directed the applicant to submit formal plans and a letter of authorization from the property owner.

9. Additional Discussion

No additional business was presented.

10. Approval of Minutes

- a. September 09, 2025

Motion: Commissioner Stewart moved to approve.

Second: Commissioner Schou.

Vote: All in favor. Motion carried.

- b. September 16, 2025

Motion: Commissioner Stewart moved to approve.

Second: Commissioner Schou.

Vote: All in favor. Motion carried.

c. September 30, 2025

Motion: Commissioner Schou moved to approve

Second: Commissioner Stewart.

Vote: All in favor. Motion carried.

11. Adjournment

Motion: Commissioner Stewart moved to adjourn.

Second: Commissioner Schou.

Vote: All in favor.

Meeting adjourned at 8:25 p.m.

Next Meeting: Work Session- October 28, 2025, 7:00 PM

Regular Meeting-November 11, 2025, 7:00 PM

Melisa Wilson, Chairman Date

Gina Corson, Acting Planning & Zoning Administrator Date

Prepared and Transcribed By:

Gina Corson, Acting Planning & Zoning Administrator Date

** Minutes are a summary of the meeting **