

no, 0 abstain, 0 absent. Motion carried.

- **TOWN OF ALPINE {Town Civic Center}: Lot #844 – Lakeview Estates, 18th Addition, 121 US Highway 89 – (#MC-01-24) – RE-Roof Gazebo Structure –** The Town of Alpine maintenance department will be re-roofing the gazebo structure located in the Marge Grove Park. The staff will be using all-like kind materials.

Mr. Dan Schou moved to approve permit #MC-01-24 for the Town of Alpine (Marge Grove Memorial Park), Lot #844 of the Lakeview Estates Subdivision, 121 US Highway 89. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ALPINE ACE HARDWARE: Lot #716C – Lakeview Estates, 100 Greys River Road – (#MC-02-24) – Green House Installation -** Ms. Christine Wagner discussed the green house installation completed by Broulim’s – Alpine Ace Hardware, this greenhouse is the same installation that has been completed for the last three (3) years. The Commission reviewed the previously permitted project and determined that the same restrictions will apply to this year’s installation; it was noted that this is a temporary structure and will need to be removed by October 1, 2024.

Mr. Dan Schou moved to approve permit #MC-02-24 for Broulim’s – Alpine Ace Hardware, Lot #716 “C” of the Lakeview Estates Subdivision, 100 Greys River Road, with the following contingencies.

1. **Property Owner to take any and all liability for the structure. Property Owner.**
2. **Property owner agrees to indemnify the Town of Alpine against any injury, death, loss or property damage of any kind resulting in whole or in part from the property owner’s failure to comply with the instructions/requirements set forth regarding installation guidelines, load limits and continued use during certain weather conditions. Those stipulations are identified and agreed upon in the purchase agreement supplied by WeatherPort.**
3. **Applicant can install and/or erect the structure on April 15th, 2024, or thereafter. Applicants shall follow the important instructions regarding load limits, as specified in the purchase agreement stipulated by WeatherPort.**
4. **The structure is to be dismantled by October 1st, 2024.**
5. **Application to provide and mark the required amount of handicap parking spaces for the property and/or business.**

Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **TIENDA LA MEXICANA (SALOMAN MARQUINA): Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel –** Mr. Salomon Garcia was in attendance to discuss this project with the Commission, there are still items that need to be worked through before a permit can be issued. A meeting with the Zoning Administrator and Commission member, Dan Schou has been scheduled to work through the permitting process.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Land Use and Development Code (LUDC) Updates –** Ms. Christine Wagner addressed the Commission with a notable change to the LUDC; which is the table that is identified as “Minimum Off-Street Parking Requirements” – MRC District. It was identified that there is an inconsistency and the identified as Table 3-1 should reflect the change of 600 square feet, so that the

number is consistent with Section 2-204 (h) (1). Commission members agree that this needs to be incorporated into the proposed new changes.

- **Draft Ordinance 2024-003 Building & Development Fee Scheduled Updates** – Ms. Wagner presented the Commission members with an updated ordinance for the proposed building permit fee increase. Commission members had a couple of minor changes to make for the propped fee schedule. It was decided to remove the credit card portion from the ordinance and up in a deposit amount that would cover the Town for re-inspections. It was decided that the deposit amount would be twenty-five hundred (\$2,500) dollars.
- **Scheduling of the Simple Subdivision Permit Application Review** – Ms. Christine Wagner informed the Commission members of the Simple Subdivision application for Dead Horse Meadows, that will be heard at the next Commission meeting. More information will be made available once the annexation has been completed.
- **Star Valley Health Sign Variance Request – Additional Signage** – Ms. Wagner informed the Commission members that there will be a Board of Adjustment Meeting prior to the next scheduled Commission meeting to hear the variance request as submitted by Star Valley Health.
- **Public Comments and/or Concerns** – Ms. Marya King addressed the Commission members regarding the previously permitted project located at 100 Wintergreen Drive (Alpine Extended Stay). Ms. King asked why she was not notified of the permit application, how they could get a building permit shortly after their annexation and asked if there is a way that the Town can turn down and/or deny these types of applications and is this really what we want for our town. Commission members and the Zoning Administrator addressed her concerns and identified the permit process and guidelines that are identified in the LUDC. Ms. Emily Castillo (Councilman) also addressed the Commission regarding the Alpine Extended Stay project and the Town's procedures for permitting, re-platting and annexation.
- **Comments/Concerns from Commissioners** – The Commission Members had no other concerns and/or comments.

6. UNFINISHED/ONGOING BUSINESS: Due to the length of the meeting, this item will be reviewed at the next scheduled Commission meeting.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Commission Meeting Minutes for March 12th, 2024:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou moved to approve the meeting minutes from the March 12th, 2024, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: April 16th, 2024 – Ms. Sue Kolbas will be the representative in attendance at the next Town Council meeting.

9. ADJOURN MEETING: Mr. Dan Schou moved to adjourn the meeting. Ms. Sue Kolbas seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:48 pm.

Meeting minutes passed and approved:

Melisa Wilson
Melisa Wilson, Chairman

5-14-24
Date

Transcribed By:

Christine Wagner
Christine Wagner, Planning & Zoning Administrator

May 14, 2024
Date

** Minutes are a summary of the meeting **