



PLANNING & ZONING MEETING MINUTES

July 9th, 2024, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the July 9th, 2024, Planning and Zoning Commission meeting to order at 7:00 p.m.

2. ROLL CALL & ESTABLISH QUORUM:

Ms. Wagner conducted roll call. The members present were Dan Schou, Susan Kolbas and Melisa Wilson.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

There was no new business to discuss at this meeting.

4. TABLED ITEMS:

- a. **DIAMOND, JOHN:** Lot #711 Lakeview Estates, 184 Trail Drive Road (#R1-06-24) - Single Family Residential Structure - Mr. Kelly East served once again as the Authorized Representative for John Diamond, attending the meeting via Zoom. The Commission members reviewed the submitted topographic map and grading plan that was discussed at the previous meeting. It was determined that all necessary grading and dirt retention measures were adequately addressed. It was noted that John Diamond had fulfilled the requirements set forth in the previous meeting.

Mr. Schou made a motion to approve permit #R1-06-24 - Lot #711 Lakeview Estates, 184 Trail Drive Road – for John Diamond. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

- b. **TIENDA LA MEXICANA (SALOMAN MARQUINA):** Lot #608 Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) – Interior Remodel - Ms. Wagner conducted a site visit with Mr. Saloman Marquina to confirm the fire safety issues expressed by the State Fire Marshal were satisfied. Confirmation that the countertop fryer was removed from the premises; a main floor plan was submitted as requested by the Planning and Zoning Commission to complete the file.

Mr. Schou made a motion to approve permit #RE-05-23 - Lot #608 Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) – Interior Remodel for Tienda La Mexicana (Salomon Marquina). Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

• Planning/Zoning Discussion Items:

Lincoln County PUD Review - Alpine Trailhead – Meeting announcement was provided by the Lincoln County Planning & Engineering Department for review and subsequent comments. The Lincoln County Commissioners and/or Planning Commissioners will be holding a hearing for this project on July 24th, 2024. (Copy of the

hearing date information in the agenda packet on the Town of Alpine website alpinewy.gov)

Planning/Zoning Correspondence:

- **Land Use Development Code (LUDC) proposed amendments**

The LUDC discussion included chapters 2, 3, 4, and 6. These changes will be reviewed, discussed, and finalized again at the next scheduled Planning and Zoning Committee meeting July 23rd, 2024. (Copies of the draft changes are available in the agenda packet on the Town of Alpine website alpinewy.gov)

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

Active Building Permits Lists: Ms. Wagner discussed the active/outstanding permit list with the Commissioners. Active permits are as follows:

- **Alpine Branch Library: (MC-13-23)** – Permit expires September 2024.
- **Alpine Community Post Office: (MC-12-23)** – Permit expires July 2024.
- **Alpine Flats, LLC, Building #1: (R2-08-22)** – Permit expires March 2025.
- **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 Ace Hardware {Broulim Hardware}: (MC-02-24)** – Temporary Installation – Removal Date - October 1, 2024.
- **Armington/Lethbridge: (R1-01-23)** – Permit expires August 2024.
- **Aud & Di Campground Services: (MC-18-23)** – Permit expires September 2024.
- **Blacker, Danielle: (RE-02-23)** – Permit expires April 2025.
- **Christie, Dave: (RE/A-04-22)** – Permit expired August 2024.
- **Cornelius, Ernest: (R1-02-23)** – Permit expires August 2024.
- **Creative Properties: (A-01-24)** – Permit expires April 2025.
- **Esperson, William: (A-02-19)** – Permit expires January 2025.
- **Ferguson, William: (R1-10-22)** – Permit expires August 2024.
- **Floyd: Josh & Amy: (R1-02-24)** – Permit expires May 2025.
- **Flynn, Jeff & Yulla: (R1-02-22)** – Permit expires January 2025.
- **Gayhart – Lutz: (RE/A-04-23)** – Permit expires July 2024.
- **Lees, Brian: (G-01-22/23, EA-01-23-EA-01-24)** – Permit expires April 2025.
- **McDonald: Colton & Lee Ann: (R1-12-22)** – Permit expires September 2024; temporary certificate of occupancy issued (Concrete work completion).
- **Madsen, Tim {Castle Rock}: (R1-08-21)** - Permit expires August 2023; temporary certificate of occupancy issued.

Mr. Schou made a motion to remove permit application #R1-08-21 from the active permits list.

Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **Ridge Creek Investment: (C-01-23)** – Permit expires October 2024.
- **Riverview West HOA (Units B): (MC-24-23)** – Permit expires October 2024.
- **Riverview West HOA (Units E): (MC-27-23)** – Permit expires October 2024.
- **Riverview West HOA (Units F): (MC-28-23)** – Permit expires October 2024.
- **Scharfenberg, David: (R1-01-24)** – Permit expires May 2025.
- **Shackleford, Carol: (A-02-24)** – Permit expires May 2025.
- **Smiley, John: (RE/A-01-22)** – Permit expires January 2025.

Mr. Schou made a motion to remove permit application #RE/A-01-22 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- Snake River MEP (Alpine Sure Stay): (C-01-24) – Permit expires March 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.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires August 2024.
- Thomas, William: (R2-10-22) – Permit expires August 2024.
- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2024.
- TOA – {Town Hall (Flagpole Installation)}: (MC-17-23) – Permit expires August 2024.
- Yankee Doodles Café: (MC-03-24) – Permit expires August 2024.

7. APPROVAL OF MINUTES:

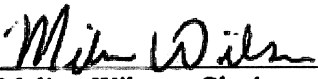
- **P&Z Meeting Minutes for June 25th, 2024** - Commission members reviewed the meeting minutes that were distributed prior to the meeting date; Commission members had no changes and/or corrections.

Mr. Schou made a motion to approve Planning and Zoning Commission Meeting Minutes for June 25th, 2024. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

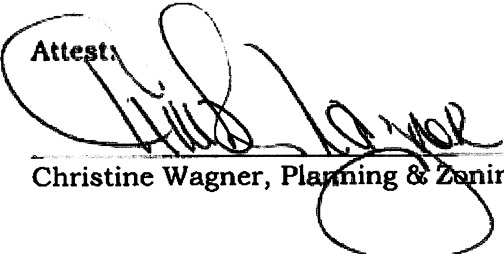
8. ADJOURN MEETING:

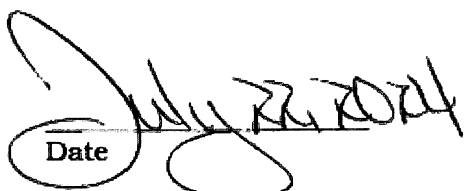
Mr. Schou made a motion to adjourn the Planning and Zoning Commission Meeting. The motion was seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

The meeting was adjourned at 8:32 p.m.


Melisa Wilson, Chairman

7-22-24
Date

Attest:

Christine Wagner, Planning & Zoning Administrator


Date

Transcribed By:


Sarah Greenwald

July 22, 2024
Date