



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** December 12<sup>th</sup>, 2023  
**TIME:** 7:00 p.m.

**PLACE:** Town Council Chambers  
**TYPE:** Regular Meeting

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- 1. CALL TO ORDER:** Meeting called to order at 7:22 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. Floyd Jenkins and Mr. Rex Doornbos. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator, and Ms. Sarah Greenwald, Administrative Assistant.
- 3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:**
  - **STAR VALLEY HEALTH:** Lot #186 – Alpine Meadows, 37 Wintergreen Drive (#RE-06-23) – Mr. Mike Hunsaker was in attendance to describe and discuss the project with the Commission members. The center will be completing the interior portion of the emergency room, this is approximately twenty-three hundred (2,300) square feet of space on the interior west side of the building. The project has been sent to the State for approval and ERDMAN out of Wisconsin will be the contractor for the project. The Town has been in contact with the State and as a health care facility, there are specific inspections that the State is responsible for. The Town's Commercial Building Inspector will work with the State and the contractor on this project. The Town has requested that any of the specialized State inspection documentation be provided, prior to completion of the project. Commission members reviewed the plans and had no additional questions for Mr. Hunsaker.

**Ms. Melisa Wilson moved to approve the remodel/addition permit application #RE-06-23 for Star Valley health, Lot #186 Alpine Meadows Subdivision, 37 Wintergreen Drive (noting that this application is for the interior portion of the building {Urgent Care – ER}); CONTINGENT upon Star Valley Health submit all inspections completed by the State of Wyoming, Department of Health and submission of all required paperwork for the State Fire Marshall and/or State Electrical Inspector and any association documents. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

It was noted that the “ambulance” bay/garage will come on a separate permit application, after the lot line adjustment has been completed.

- **GRIEST, BARRY:** Lots #510 & #512 – Alpine Grid Area, 510 & 512 Nelson Lane – (#RE-Plat-01-23) – Request for Minor Subdivision Re-Plat – Commission Recommendation – The Planning and Zoning Commission members re-reviewed the presented plat map. A public hearing was held prior to the stated Planning and Zoning Commission meeting, in which the map was previously discussed. The map presented has a hammerhead at the end of the driveway easement (see attached map). It was determined that the new map that was presented does meet the requirements set forth in the Land Use and Development. The Commission members had no additional questions for the applicant.

**Ms. Melisa Wilson moved to send a recommendation of minor subdivision plat approve to the Town Council for the re-plat application submitted for the Griest Addition to the Town of Alpine. Mr. Floyd**

**Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **GAYHART, TIPHANY:** Lot #25 – Forest Meadows, 507 Three Rivers Dr. – (#RE/A-04-23) – Kitchen Addition, Deck Extensions – Ms. Christine Wagner addressed the Commission members regarding this application for a permit amendment to the previously approved permitted application, the deck stairs will be moving from the north side of the deck to the west side of the deck; there is no encroachment into the setback area. The residential building inspector has reviewed the plan amendment, which conforms with the IRC requirements, there were no questions and/or concerns regarding the change.

**Mr. Floyd Jenkins moved to approve the permit amendment for the new stair location for Tiphany Gayhart, Lot #25 of the Forest Meadows Subdivision, 507 Three Rivers Drive. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **TOWN OF ALPINE:** Lot #2, #7, & #8 – Greys River Valley, 340 Meadows Dr. – (#RE-PLAT-04-23) – Subdivision Replat – Ms. Christine Wagner, Zoning Administrator addressed those in attendance regarding the simple replat application; the Town is combining the three (3) lots into one (1) larger lot. The Town has had no intention of selling any of the lots, so it just makes sense to eliminate those lot lines, as the part facility is on one of the lots, the picnic shelter is on another lot and the bathroom is located on the third lot. By combining the lots this cleans up any and all encroachments and also cleans up any setback issues. The Commission members reviewed the associated plat map and had no further questions.

**Mr. Floyd Jenkins moved to approve the simple subdivision permit application combination which is now known as Lot # 23 of the Greys River Valley, Second Addition to the Town of Alpine, 340 Meadows Drive. Ms. Melisa Wilson 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 - There are no updates and/or new information provided for this project.

#### **5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

- **Planning/Zoning Discussion Items:**
  - **Severson Townhome Development Discussion** – Mr. Jerry Bircher & Mr. Richard Jenkins - Mr. Jenkins was in attendance to ask that the Commission members to retract their previous approval of the minor subdivision re-plat application for the property located at 161 Alpine Drive. Mr. Jenkins elaborated on his views of the development and how a development like this should not have happened. Commission members listened to Mr. Jenkins comments; however the Commission has sent a recommendation to the Town Council at their November meeting for Council consideration and approval of the minor replat application, Town Council will be having a public hearing for the replat and will make their final determination at their December meeting. Mr. Jenkins was encouraged to attend the Town Council meeting to discuss his view and recommendation for subdivision replat denial. (See attached letter.)
  - **Development Concept – Wagner** – Ms. Wagner asked Mr. Rammel and Mr. Martin to present their preliminary development concept to the Commission members. The development is for an extended stay structure to be built in the Hafeez Subdivision, this project will be completed in two (2) phases and will at completion consist of approximately one hundred twenty five (125) units. Mr. Martin stated that at the current time this is a conceptual plan, which might be subject to minor changes, there has been a lot of work that has gone into this initial concept and the

developers are seeking input from the zoning commission. Commission members stated that if the project meets the requirements set forth in the Land Use and Development Code and the fact that affordable housing is needed in the Alpine area, there should be no deterrents on building approval. They further stated that they felt that the location identified fits within the specified zoning district.

- Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
  - Floyd Jenkins Correspondence – Mr. Floyd Jenkins officially submitted his letter of resignation to the Town; Mr. Jenkins stated that he has enjoyed working with the Commission member and serving on the planning Commission for the past six (6) years.
  - Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

**6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing**

- **Active Building Permits Lists:** Chairman Doornbos asked that the Commission skip this topic tonight.

**7. APPROVAL OF MINUTES:**

- **Planning & Zoning Meeting Minutes for November 14<sup>th</sup>, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

**Ms. Melisa Wilson moved to approve the meeting minutes from the November 14<sup>th</sup>, 2023, Planning and Zoning Commission Meeting, as written. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.**

**8. TOWN COUNCIL ASSIGNMENT:** December 19<sup>th</sup>, 2023 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

**9. ADJOURN MEETING:** Mr. Floyd Jenkins moved to adjourn the meeting. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 8:23 pm.

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Melisa Wilson  
Chairman

2-13-24  
Date

Transcribed By:

Christine Wagner  
Christine Wagner, Planning & Zoning Administrator

February 13, 2024  
Date

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