



PLANNING & ZONING MEETING MINUTES

August 13th, 2024, at 7:00 PM
Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the August 13th, 2024, Planning and Zoning Commission meeting to order at 7:01 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:

a) **WATSON, LESLIE & NANETTE: Lot #857 Lakeview Estates, 733 Pinecrest Circle – (RE-Plat-04-24) Simple Subdivision (Lot Consolidation)**

The Planning and Zoning Commission reviewed the replat application for Leslie and Nanette Watson, with Marloe Scherbel of Surveyor Scherbel, LTD., serving as the authorized representative. Ms. Wagner explained that the application, submitted on June 17, 2024, proposed combining Lots #831 and #832 in the Lakeview Estates Subdivision (also known as 733 and 735 Pinecrest Circle) into one larger residential lot. The replat application was accompanied by a plat map from Surveyor Scherbel, LTD., which illustrated the proposed consolidation. Notifications were sent to all properties within 500 feet, with two envelopes returned and no inquiries received. The staff report recommended approval of the replat.

Following the review, Mr. Schou made a motion to approve #RE-Plat-04-24 for Lots #831 and #832 at 733 and 735 Pinecrest Circle (to be known as Lot #857), a simple subdivision for lot consolidation. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed

b) **ALPINE APRES NURSE CONCIERGE & FERRY PEAK WOMEN'S HEALTH (TOWN OF ALPINE): Lot #2 Alpine West Subdivision, 230 Elk Run (#MC-09-24) – Interior Electric Modifications & Non-Structural Modifications.**

The Planning and Zoning Commission reviewed the renovation proposal for Alpine Apres Nurse Concierge & Ferry Peak Women's Health, represented by Ms. Skyla Hamilton, for Lot #2 in the Alpine West Subdivision. Chairman Wilson reviewed the documents with Ms. Hamilton, noting that electrical work would be performed by Daniel Goe of Grand Ole Electric. Ms. Wagner indicated that the Town Commercial Building Inspector had reviewed the proposed work and determined that it did not require further town review, as the state inspector had not flagged any issues.

Mr. Schou initially motioned to recommend that the Town Council issue a letter allowing the improvements for #MC-09-24 - Lot #2 of Alpine West Subdivision. However, he later retracted his motion and proposed instead that the Planning and Zoning Commission request the Town Council to provide written consent to proceed with the renovations. Approval of the building permit alterations would be contingent upon receiving this letter of consent. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

4. TABLED ITEMS:

a) **SHIDNER, NICHOLAS: Lot #23 Palis Park Subdivision, 183 West Mill Circle (#R1-09-24) - Single Family Residential Structure.**

The Planning and Zoning Commission revisited the tabled item concerning Mr. Shidner's single-family residential structure application. Mr. Shidner, representing himself, addressed issues that had led to the item being tabled at the previous meeting (see last minutes). The Commission reviewed the updated plans submitted by Mr. Shidner. Dan Schou noted that the required page needing a stamp was incorrect and that there had been some miscommunication regarding the stamping requirements. Mr. Shidner provided new plans, including details on the power disconnect, square footage for snow storage, and parking. However, due to the missing stamp, the application was tabled and will be revisited at the next Planning and Zoning Commission meeting on August 27, 2024. **Mr. Schou made a motion to table #R1-09-24 – Lot #23 of the Palis Park Subdivision - Single Family Residential Structure. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed**

b) **TEED, CHRIS: Lot 227 Lakeview Estates "A", 744 Pinecrest Circle (#R1-08-24) - Single Family Residential Structure**

c) The Planning and Zoning Commission addressed the tabled item for Mr. Teed's single-family residential structure application. Mr. Teed, representing himself, provided a letter of written documentation but did not fully address all the required details. Dan Halstead, the Town of Alpine's building inspector, completed the plan review and noted that the application was incomplete due to missing information, including specifications for three home washers, smoke detectors, snow storage, driveway square footage, boundary dimensions, and the location and dimensions of the parking area and driveway. Mr. Teed also confirmed a site visit with the Public Works Director to determine the water entry point. Despite these efforts, the application remained incomplete, lacking the site plan and Certificate of Placement in addition to the other items and will also be revisited at the next Planning and Zoning Commission meeting on August 27, 2024. **Mr. Schou made a motion to table Mr. Teed's residential structure application #R1-08-24 – Lot #227 of the Lakeview Estates "A" Subdivision - Single Family Residential Structure. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.**

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

a) **Linford Development Concept**

The Planning and Zoning Commission discussed the development concept presented by Mr. Linford. Mr. Linford outlined that since purchasing the property in 2019, its growth has been

significant, necessitating a reevaluation of the property's use. The commission explored options including changing the zoning and abandoning the lot line between two lots. To determine the appropriate course of action, the commission reviewed the land use development code. It was decided that before proceeding further, Mr. Linford should seek approval from the Homeowners' Association (HOA) as the initial step in the process. The concept also includes plans to add black-top parking to the existing building. The discussion emphasized the importance of starting with HOA engagement before advancing with any development proposals.

b) Palisade Place Development Concept

The Planning and Zoning Commission had an engaging discussion on the Palisade Place Development Concept, presented by Rachel Ravits and Jade Beus. The concept, which the commission members had reviewed prior to the meeting, sparked a lively discussion on its various elements. The commission provided thoughtful recommendations to refine the plans, particularly focusing on optimizing snow storage solutions. Mr. Beus introduced an innovative proposal to install a water meter for each townhouse, all managed by a single centralized system. Although the details of this system required further clarification, it was recognized as a forward-thinking approach. Additionally, the commission emphasized the importance of consulting with the Fire Chief to ensure that the development meets all necessary safety and regulatory standards. The discussion highlighted the commitment to thorough planning and community input to achieve a well-rounded and compliant development project.

c) Review Final LUDC Package with TC Recommendation

The Planning and Zoning Commission reviewed the final Land Use Development Code (LUDC) package in preparation for recommending changes to the Town Council. This has been a comprehensive process, with each commission member diligently reviewing and discussing the chapters over several meetings. The commission focused on Parts 1, 2, 3, 5, and 6 of the proposed updates, which aim to enhance the existing code and definitions. **Mr. Schou made a motion to recommend the changes to the Town Council at their next meeting scheduled for August 21st, 2024. Ms. Kolbas seconded. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.** The proposed LUDC changes can be reviewed in the agenda packet available on the Town of Alpine's website, alpinewy.gov, for the Town Council meeting scheduled for August 21, 2024. Copies of the proposed changes are also available at the Alpine Town Hall. The commission's recommendation will be presented to the Town Council for consideration at that meeting.

- d) During the meeting, the Planning and Zoning Commission also intended to discuss the Commercial (C) District Parking Requirements and the Town of Alpine Zoning Map. However, due to the extensive time spent on other agenda items and the remaining items, these discussions were tabled. The commission will revisit these topics at the next meeting scheduled for August 27, 2024, to ensure thorough review and consideration. Mr. Schou made a motion to table the discussion of both the Commercial (C) District Parking Requirements and the Town of Alpine Zoning Map for their next meeting scheduled for August 27th, 2024. Ms. Kolbas seconded. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.**

e) **Ordinance No 2024-007 – Health, Safety & Sanitation Noise Control – Discussion/Review**

As requested by the Town Clerk, the Planning & Zoning Commission recently reviewed Ordinance No. 2024-007, which addresses Health, Safety, and Sanitation Noise Control for the Town of Alpine. The commission proposed several updates to the ordinance, including:

- **Definition of "Noise":** Revised to read: "The intensity, frequency, duration, and character of sound or sounds from a source or sources. When related to all other sounds, from whatever source, including but not limited to outdoor construction activities, construction equipment, vehicles, and/or machinery associated with any such construction activities; the term means any such sound which exceeds one hundred ten (110) decibels."
- **Definition of "Right-of-Way":** Updated to: "Establishes use of property for town matters without conferring ownership, including, but not limited to, snow storage, utilities, and fire access."
- **Section 3.3: Construction Activities:** Added to specify the established timeframes for construction activities. The section states: "Construction activities and all related sounds from construction activities shall have an established timeframe of 7:00 a.m. to 7:00 p.m. on regular (Monday - Friday) weekdays and 8:00 a.m. to 6:00 p.m. on weekends (Saturday and Sunday) and legal holidays during the months of May through November. From December through April, the timeframe will be 7:00 a.m. to 5:00 p.m. on regular (Monday - Friday) weekdays and 8:00 a.m. to 5:00 p.m. on weekends (Saturday and Sunday) and legal holidays. Any activities that occur for three (3) consecutive days will be subject to violations."
- **Section 4: Exceptions:** Item "c" has been updated to include: "Noises resulting from time-sensitive emergency work or noise levels for which a special permit has been granted as hereinafter provided for."
- **Table 1:** Recommended updating to align the time frame for construction noise with the Land Use Development Code (LUDC) as well as added Section 3.3.

Mr. Schou made a motion to recommend the changes to the Town Council at their next meeting scheduled for August 21st, 2024. Ms. Kolbas seconded. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

Public Comments and/or Concerns

6. UNFINISHED/ONGOING BUSINESS:

Active Permits List:

- **Alpine Branch Library: (MC-13-23)** – Permit expires September 2024.
- **Alpine Community Post Office: (MC-12-23)** – Permit expires July 2024.

Mr. Schou made a motion to remove permit applications # MC-13-23 and #MC-12-23 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **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.

Mr. Schou made a motion to remove permit application #MC-02-24 from the active permits list.

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

- **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.
- **Brinza, Adrian: (R1-03-24)** -Permit expires June 2025.
- **Buyer, David: (R1-05-24)** – Permit expires June 2025.
- **Christie, Dave: (RE/A-04-22)** – Permit expired August 2024
- **Cornelius, Ernest: (R1-02-23)** – Permit expires August 2024.

Mr. Schou made a motion to remove permit application #R1-02-23 from the active permits list.

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

- **Creative Properties: (A-01-24)** – Permit expires April 2025.
- **Diamon, John and Katherine: (R1-06-24)** – Permit expires July 2025.
- **Floyd: Josh & Amy: (R1-02-24)** – Permit expires May 2025.
- **Flynn, Jeff & Yulia: (R1-02-22)** – Permit expires January 2025.
- **Gayhart – Lutz: (RE/A-04-23)** – Permit expires July 2024. – Applied for Extension Permit.
- **Heggenstaller, Jason: (R1-07-24)** – Permit expires June 2025.
- **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).
- **Ridge Creek Investment: (C-01-23)** – Permit expires October 2024.

Mr. Schou made a motion to remove permit application #C-01-23 from the active permits list.

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

- **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.
- **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 – Not Completing Project.
- **TOA – {Town Hall (Gazebo Structure Re-Roof)}: (MC-01-24)** – Permit expires April 2024.

Mr. Schou made a motion to remove permit applications #MC-17-23 and MC-01-24 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **Zienkiewica, Scott & Christine (R1-04-24)** – Permit expires June 2025.

7. APPROVAL OF MINUTES:

- **P&Z Meeting Minutes for July 23rd, 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 July 23rd, 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 10:19 p.m.



Melisa Wilson, Chairman



Date

Attest:



Christine Wagner, Planning & Zoning Administrator



Date

Transcribed By:



Sarah Greenwald



Date