



PLANNING & ZONING MEETING MINUTES

September 10th, 2024, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the September 10th, 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 the Planning and Zoning Commission Members, Mr. Dan Schou, Ms. Susan Kolbas; and Planning and Zoning Chair, Ms. Melisa Wilson.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

Ms. Wagner stated that there was no new business and/or permits to discuss and/or issue at this meeting.

4. TABLED ITEM: None

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

Planning/Zoning Correspondence:

- There was no correspondence to distribute to Planning and Zoning Commission members.

Planning/Zoning Discussion Items:

- **Amy Vignaroli: Project Discussion** – Ms. Vignaroli presented her modular building concept to the Commission members for their review and discussion; Ms. Vignaroli is in the process of purchasing Lot #15 of the Palis Park Subdivision and is doing her due-diligence regarding structure size, building setbacks and building regulations. Commission members discussed the building process with Ms. Vignaroli.
- **Alpine Lakes Property Zoning** – Mr. Trevor Funk is in the process of annexing the Alpine Lakes property and wanted to review with the Commission his proposed zoning for the project. A master plan was approved at the County level, however there will be some lot line adjustments on the portion of property adjacent to US Highway 26, there will also be a landscaping buffer between the mixed residential and commercial and the residential properties. Commission members briefly looked over his proposal for the project, taking into consideration the mixture of land uses. Also under consideration is the number of units (density) for the property and if a traffic study was needed for entrance/exiting the highway. This is something that the Town Council needs to look at before the annexation is finalized.
- **JW Property Investments, LLC: Lot #732, #733, and #734 - (Lakeview Estates B)** – Ms. Wagner addressed the Commission members with the development concept; this project was presented in July of 2023; at that time the project warranted further review and payment of fees. The applicants are in the process of moving the power lines and are considering an April 2025 build. They would like the Commission members to consider this project; however, since the original submission parking and snow storage requirements have changed

and will need to be recalculated. In February 2023 the Town Council established the Architectural Review (Design) Committee to review Commercial and MRC (Mixed Residential and Commercial) zoned properties for design of building and landscaping; the Commission members would like to for the Committee to review these plans. Ms. Wagner will discuss this request with the mayor so that this project can move forward.

- **Facade Update: 15 Boardwalk Drive – KJ's to On the Run** - Ms. Wagner presented the Commission members with a project that will be requesting permitting within the next month, this project consists of new façade entrances and signage for the gas station property at the junction. Commission members briefly look at the proposed concept and determined that the lumens need to be identified for the lighting (signage and building) and the square footage of the signage will need to be identified, applicants will be contacted to provide more details.
- **Comments and/or Concerns** - There were no additional comments and/or concerns.

6. UNFINISHED/ONGOING BUSINESS:

- **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.
- **Armington/Lethbridge: (R1-01-23)** – Permit expires August 2025.
- **Aud & Di Campground Services: (MC-18-23)** – Permit expires September 2025.
- **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 2025
- **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 August 2025.
- **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.

Mr. Dan Schou made a motion to remove permit application #R1-12-22 from the active permits list. Motion seconded by Ms. Sue 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.
- **Shidner, Nicholas: (R1-09-24)** – Permit expires August 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.

Mr. Dan Schou made a motion to remove permit application #R1-07-22 from the active permits list. Motion seconded by Ms. Sue Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **Teed, Chris: (R1-08-24)** – Permit expires August 2025.
- **Thomas, William: (R2-10-22)** – Permit expires August 2024.
- **TOA – {Pretreatment Facility}: (C-03-22)** – Permit expires November 2024.
- **Zienkiewicz, Scott & Christine (R1-04-24)** – Permit expires June 2025.

6. APPROVAL OF MINUTES:

- **P&Z Meeting Minutes for August 27th, 2024** – Mr. Dan Schou asked that additional time be allowed to further review the meeting minutes.

Mr. Schou made a motion to table Planning and Zoning Commission Meeting Minutes for August 27th, 2024; to allow additional time for review. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

7. ADJOURN MEETING:

Mr. Schou made a motion to adjourn the September 10th, 2024, 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 8:27 p.m.

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date