



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** February 13<sup>th</sup>, 2024  
**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 6:59 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. Dan Schou and Ms. Sue Kolbas. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator.
- 3. NOMINATIONS: CHAIRPERSON & VICE-CHAIRPERSON FOR CALENDAR YEAR 2024:** At this time Ms. Wagner asked for the Commission Board members in attendance to discussed 2024 nominations for Chairman and Vice-Chairman of the Planning and Zoning Commission for the calendar year of 2024.

**Mr. Dan Schou moved to nominate Ms. Melisa Wilson as 2024 Planning & Zoning Chairman. Ms. Melisa Wilson accepted the nomination, Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

At this time Ms. Wagner turned the meeting over to the 2024 Planning and Zoning Chairman, Ms. Melisa Wilson.

**Mr. Dan Schou moved to nominate Ms. Sue Kolbas as 2024 Planning & Zoning Vice-Chairman. Ms. Sue Kolbas accepted the nomination. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

**4. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- LASHER, CHRISTOPHER & CHRISTINE:** Lot #4 - Greys River Valley, 334 Meadows Drive - (#R2-01-24) - Multi Unit Residential Building – Mr. Lasher was in attendance to present the building plans to the Commission for review and discussion; Mr. Lasher stated that there is already four (4) units on the property and he is looking into adding an additional five (5) units behind the existing units. He is projecting a April 2024 construction start date. There was much discussion on the number of units that will be located on the property, the parking, and the snow storage requirements. Also discussed was the length of the driveway to the back units and what is required for fire access. The two-way access and garages on the back of the property appear to be very tight; the applicant will re-review the access and speak with the Alpine Fire Chief on what is needed for the turning radius.

**Mr. Dan Schou moved to table permit application #R2-01-23 for Christopher and Christing Lasher, Lot #4 Greys River Valley, 334 Meadows Drive, until the next meeting when more information will be provided. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- HAFEEZ ADDITION: LOT #1 - HAFEEZ ADDITION TO THE TOWN OF ALPINE - (#RE-Plat-01-24) - Simple Subdivision Replat – Ms. Wagner presented the Commission members with the replat application, staff report and associated plat map that was submitted by Surveyor Scherbel, Ltd., into**

the public record. Mr. Karl Scherbel was in attendance to discuss the re-plat project with those present. Ms. Wagner noted that there was no written opposition to the subdivision and there was no verbal opposition present at the meeting. It was discussed that since there was a slight change in the annexation map and a ten (10) day posting notice is required the re-plat will be subject for contingency approval by February 22, 2024.

**Mr. Dan Schou moved to approve the simple replat application for Rehman Hafeez, RE-Plat #01-24, for the property known as the Hafeez Addition to the Town of Alpine; the replat is CONTINGENT upon the required ten (10) days posting of the finalized annexation ordinance. This simple subdivision (replat) will have an effective date of February 22<sup>nd</sup>, 2024. This recommendation will be sent to the Town Council for their consideration. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

**5. 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.

**6. DISCUSSION AND/OR CORRESPONDENCE ITEMS:**

• **Planning/Zoning Discussion Items:**

- **MEP Project Update** – Mr. Casey Rammel was in attendance to briefly discuss his project in the new “Hafeez Addition” subdivision. Mr. Rammell just wanted to see if the Commission had any additional questions about the project, his project has been submitted to the State for review and he is waiting to hear back from Mr. Jeff Schoen (State of Wyoming) regarding the review. Mr. Rammell is getting ready for Town of Alpine application submittal for the March 12<sup>th</sup>, 2024, meeting date. Commission members have completed a preliminary review of the site plan and have made some suggestions to the applicant. The preliminary drawings have been sent to the Town Engineer’s for review and comment.
- **Shidner Preliminary Project Discussion and Site Plan Review** – Mr. Nike Shidner was in attendance to discuss his residential project with the Commission members. He would like to place a manufactured/modular home on his Palis Park property and wanted to see if the Commission member had any comments and/or suggestions for the project. The company is asking for a substantial down payment for the engineered drawings and Mr. Shidner just wanted to review/discuss the project before that deposit was made.
- **Building Permit Fee Discussion** – Mr. Dan Schou briefly discussed a proposal for a building application fee increase. It was determined that additional time was warranted for review of the proposed fee increases. The Commission will re-review the proposal at their next meeting.
- **Review of Proposed Changes to the Town Land Use and Development Code (LUDC)** – Mr. Dan Schou presented the Commission members with a couple of recommendations for the changes to be incorporated into the LUDC. Those recommendations include:
  - Additional verbiage for development in the established setback areas; and
  - Town of Alpine’s adoption of the current International Energy Code.

The following recommendation were made:

1. Implement immediate adoption of additional verbiage to the Single Family Residential (R-1) Section 3-202 (e) Minimum Setback; Multi-Family (R-2) Section 3-203 (f) Minimum Setbacks; and the Mixed Residential and Commercial District (MRC) Section 3-204 (f) Minimum Setbacks.

The language for consideration is as follows:

**No development in the established setback areas is allowed.**

**Mr. Dan Schou moved to send a recommendation to the Town Council for their immediate consideration and subsequent implementation into the Alpine Land Use and Development Code, specified in the Single Family, Multi-Family and Mixed Residential and Commercial Zoning Districts. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

2. Commission members feel that this adoption will aid the Town in effective building practices. The energy code sets minimum efficiency requirements for new and renovated buildings **to achieve reductions in energy use and emissions over the life of the building**. Energy codes are a subset of building codes, which establish baseline requirements and govern building construction. The code is founded on principles intended to establish provision consistent with the scope of the energy conversation code that adequately conserves energy, provisions that do not unnecessarily increase construction costs; provisions that do not restrict the use of new materials, products or methods of construction; and provisions that do not give preferential treatment to particular types or classes of material, products or methods of construction.

**Mr. Dan Schou moved to send a recommendation to the Town Council for consideration of the approval and adoption of the current International Energy Code via Town Ordinance. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
  - Comments/Concerns from Commissioners – The Commission Members had no other concerns and/or comments.

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

- **Active Building Permits Lists:** Due to the time, Chairman Wilson asked that the Commission skip this topic tonight.

**8. APPROVAL OF MINUTES:**

- **Planning & Zoning Public Hearing Meeting Minutes for December 12<sup>th</sup>, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. Ms. Wagner stated to the new Commission members that this is an acknowledgement of the proceedings for that meeting.

**Mr. Dan Schou moved to accept the meeting minutes from the December 12<sup>th</sup>, 2023, Planning and Zoning Public Hearing Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Planning & Zoning Regular Meeting Minutes for December 12<sup>th</sup>, 2023:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. Ms. Wagner stated to the new Commission members that this is an acknowledgement of the proceedings for that meeting.

**Mr. Dan Schou moved to accept the meeting minutes from the December 12<sup>th</sup>, 2023, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

9. **TOWN COUNCIL ASSIGNMENT:** February 20<sup>th</sup>, 2024 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 9:25 pm.

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Melisa Wilson, Chairman

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Date

Transcribed By:

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Christine Wagner, Planning & Zoning Administrator

\_\_\_\_\_  
Date

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