



PLANNING & ZONING COMMISSION MINUTES

December 10, 2024, at 7:00 PM / 250 River Circle - Alpine, WY 83128

1. **CALL TO ORDER:** The Meeting was called to order at 7:08 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 and Mr. Dan Schou. Ms. Sue Kolbas was excused from being absent. A quorum was established. Also in attendance was Ms. Christine Wagner, Zoning Administrator.
 3. **TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - a. **SEVERSON, MARK: Lot #50 Riverview Meadows, 425 Snake River Drive (#R1-12-24) - Single Family Residential Home** - Mr. Sid Severson one of the applicants and Mr. Mark Severson, who attended the meeting via Zoom, were in attendance to discussion the permit application. Key issues were addressed:

Vents for the Crawl Space: Mr. Dan Schou highlighted that the foundation plan does not include vents. He emphasized the need for a detailed drawing to show how the steel would be placed around and over the vents to ensure proper installation and compliance.

Plan Review Comments: Ms. Christine Wagner confirmed that Mr. Severson received the plan review comments along with the corresponding code sections. Additional handwritten responses provided by Mr. Severson were reviewed by Mr. Rob Wagner, the Building Inspector. Mr. Wagner deemed these responses adequate for proceeding forward with the permit application.

Other considerations included confirmation that the building's elevation is within acceptable limits and complies with height restrictions. Additionally, it was confirmed that the Riverview Meadows Homeowners' Association has authorized the project. **Mr. Dan Schou moved to table Permit #R1-12-24 for Mr. Mark Severson Lot #50 Riverview Meadows, 425 Snake River Drive. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
 - b. **SNOW PEAK PROPERTIES, LLC {JENKINS LUMBER}: Lot #114 Alpine Grid Area, 114 US Highway 89 (#MC-13-24) – Emergency Water Line Repair Work** - Ms. Wagner explained that Snow Peak Properties conducted emergency plumbing repairs due to a failed water line. Given the urgent nature of the situation, they were authorized to proceed with the work before obtaining a minor construction permit. The Public Works Director, Mr. Craig Leseberg, inspected the site to review the pipes and installation, ensuring the work was proceeding appropriately. The commercial building inspector was also in contact with the property owner and their representative, coordinating efforts to ensure compliance. Additionally, the property owner agreed to provide as-built plans to document the layout of the infrastructure, which was noted as a valuable step for future reference.
- Ms. Wilson commented on a misalignment issue with the water main that occurred during the repairs, highlighting the importance of requiring civil drawings for commercial projects to prevent similar issues in the future. Mr. Schou agreed, referencing past work and challenges to emphasize the need for detailed planning and documentation in commercial projects. **Mr. Dan Schou moved to approve**

Minor Construction Permit #MC-13-24 for Snow Peak Properties, LLC (Jenkins Lumber) Lot #114 Alpine Grid Area, 114 US Highway 89. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

3. TABLED ITEMS:

- c. **SIRBU, PETRU: Lot #152 Alpine Meadows, 69 Sweetgrass Trail (#R1-10-24)** - Single Family Residential Home - During the last meeting, several issues were identified with this project, leading to the item being tabled. These issues included the need for safety glazing on specific windows and doors, updates to the REScheck documentation to meet Zone 7 requirements, specifications for crawl space and attic access, proper ventilation openings for the foundation, and accurate markings for overhangs and utility locations on the site plan. Ms. Wagner reported that all the required corrections had been submitted and reviewed by the building inspector. Ms. Wilson confirmed that if the plan reviewer and the building inspector were satisfied, and all necessary drawings were provided, the application could move forward. She also noted that approval from Alpine Meadows had been obtained.
- Mr. Dan Schou moved to approve Single Family Residential Permit #R1-10-24 for Petru Sirbu, Lot #152 Alpine Meadows, 69 Sweetgrass Trail until the next Planning and Zoning Commission Meeting. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**
- d. **CREATIVE PROPERTIES: Lot #12 Palisades Heights, 160 US Hwy 89 (#R2-05-24)** - Multi-Unit Townhomes {Live/Work} - During the meeting, the project was revisited with Mr. Brett Bennett representing the project. Mr. Bennett presented updated site plans and addressed outstanding life safety and utility concerns. A key focus was the placement of water meters/pits, with two potential locations discussed: one on the property (Location A) and another off property (Location B), which would require an easement. The Commission favored Location A to ensure accessibility and avoid complications with off-site access. Additionally, the Town Engineer suggested the possibility of a concrete vault to consolidate water meters, the Commission determined individual setups to be more practical. To address town access needs, it was agreed that a utility easement must be formalized and documented prior to issuing the Certificate of Occupancy. However, the Commission emphasized starting the easement process immediately to prevent delays. The side setback on the east side of the property was identified as the most viable location for the easement. Collaboration between the property owner, the Public Works Director, and the Town Engineer will finalize the easement agreement and utility placements. The Commission decided to approve the permit contingent on finalizing the easement agreement, allowing the project to proceed while ensuring compliance with town regulations. Additionally, the discussion highlighted the need for clearer language in the town code to require detailed civil drawings for infrastructure planning in future projects, aiming to avoid similar logistical challenges. **Mr. Dan Schou moved to approve Multi-Unit Townhomes {Live/Work} Permit #R2-05-24 for Creative Properties, Lot #12 Palisades Heights, 160 US Hwy 89 until the next Planning and Zoning Commission Meeting. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

4. PLANNING AND ZONING CORRESPONDENCE/ DISCUSSION:

- Preliminary Review/Discussion of Snake River Junction Annexation: The Commission members, Ms. Wagner, and the three representatives discussed the potential annexation and zoning issues related to

property development. The discussion focused on the challenges of integrating the property into the town's master plan while maintaining continuity and avoiding spot zoning. It was emphasized that the town needs to consider the broader implications of annexation, including zoning changes and how to preserve residential and commercial components in a balanced way. The representatives were concerned about the process, wanting to ensure that the town's infrastructure could handle growth and that the property would be developed in alignment with the town's future vision. A proposal was made to define zoning for the area and to revisit the current Land Use Development Code addressing both the property owner's needs and the broader community's long-term goals. The group acknowledged the importance of careful planning and the necessity of involving the Town Council in final decisions, especially regarding any changes to zoning that might affect existing residential or commercial properties.

○ **Active Permits List - As of December 10, 2024**

1. **Alpine Flats, LLC (303 US Highway 26) Building #1:**
Multi-Unit Apartment Complex. Permit #R2-08-22/EA-04-23. Issued 3/24/2022. Expires 3/24/2025.
Mr. Dan Schou made a motion to remove #R2-08-22/EA-04-23 Building #1: Multi-Unit Apartment Complex from the active permits list. Ms. Kolbas seconded. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.
2. **Alpine Flats, LLC (303 US Highway 26) Building #2:** Multi-Unit Apartment Complex. Permit #R2-12-22/EA-06-23/EA-06-24. Issued 9/13/2022. Expires 9/20/2025.
3. **Alpine Flats, LLC (303 US Highway 26) Building #3:** Multi-Unit Apartment Complex. Permit #R2-02-24. Issued 6/11/2024. Expires 6/11/2025.
4. **Alpine Flats, LLC (303 US Highway 26) Building #4:** Multi-Unit Apartment Complex. Permit #R2-03-24. Issued 6/11/2024. Expires 6/11/2025.
5. **Alpine Apres Nurse Concierge & Ferry Peak Women's Health (230 Elk Run, Lot #2):**
Interior Office Upgrades & Electrical Work. Permit #MC-09-24. Issued 8/13/2024. Expires 8/13/2025.
6. **Armington/Lethbridge (337 East Mill Road, Lot #11):**
Single-Family Home. Permit #R1-01-23/EA-04-24. Issued 8/8/2023. Expires 8/8/2025. *Amendment issued 11/12/2024.*
7. **Aud & Di Campground Services (332 Meadows Drive, Lot #332):**
Interior Office Completion & Deck Repair. Permit #MC-18-23/EA-05-24. Issued 9/12/2023. Expires 9/12/2025.
8. **Beus, Jade (374 Wooden Spur Drive, Lot #30):**
Multi-Family Residential Unit. Permit #R2-04-24. Issued 11/12/2024. Expires 11/12/2025.
Certificate of Placement issued. Currently working on water and sewer.
9. **Blacker, Danielle (189 West Mill Circle, Lot #43):**
Detached Accessory Structure & Garage Stairs. Permit #RE-02-23. Issued 4/11/2023. Expires 4/11/2025.
10. **Brizna, Adrian (537 Aster Loop, Lot #40):**
Single-Family Home. Permit #R1-03-24. Issued 6/25/2024. Expires 6/25/2025.
11. **Buyer, David (499 Aster Loop, Lot #37):**
Single-Family Home. Permit #R1-05-24. Issued 6/25/2024. Expires 6/25/2025.
12. **Christie, David (445 Meadows Drive, Lot #56):**
Garage Remodel & Room Addition. Permit #RE/A-04-22/EA-02-24. Issued 5/24/2023. Expires 5/24/2025.
13. **Conrad Bischoff (Parkland USA, 15 Boardwalk Drive, Lot #15):**
Business Rebranding. Permit #RE-03-24. Issued 11/12/2024. Expires 11/12/2025. *Applicant to provide lumens drawings to Christine.*
14. **Creative Properties (160 US Highway 89, Lot #12):**
Roof & Deck Replacement. Permit #A-01-24. Issued 4/9/2024. Expires 4/29/2025.

15. **Diamond, John & Katherine (184 Trail Drive Road, Lot #711 "C"):**
Single-Family Home. Permit #R1-06-24. Issued 7/9/2024. Expires 7/9/2025.
16. **Family Dollar Store #8435 (109 Greys River Road, Lot #1):**
HVAC System Replacement. Permit #MC-12-24. Issued 11/12/2024. Expires 11/12/2025.
17. **Farmer/Leonard (168 US Highway 89, Lot #13B):**
Sign Installation. Permit #S-02-24. Issued 11/12/2024. Expires 11/12/2025.
18. **Floyd, Josh & Amy (341 Riverview Drive, Lot #19B):**
Single-Family Home. Permit #R1-02-24. Issued 5/28/2024. Expires 5/28/2025.
19. **Flynn, Jeff & Yulia (134 Sweetgrass Trail, Lot #146):**
Single-Family Home. Permit #R1-02-22/EA-03-23. Issued 1/11/2022. Expires 1/11/2025.
20. **Gayhart, Tiphany & Kennis Lutz (507 Three Rivers Drive, Lot #25):**
House Addition with Roof Pitch Change. Permit #RE/A-04-23/EA-03-24. Issued 7/11/2023. Expires 8/13/2025.
21. **GCHB Ventures (100 Wintergreen Drive, Lot #1):**
Sign Installation. Permit #S-01-24. Issued 10/8/2024. Expires 10/8/2025.
22. **Heggenstaller, Jason (377 Wooden Spur Drive, Lot #3):**
Single-Family Home. Permit #R1-07-24. Issued 6/25/2024. Expires 6/25/2025.
23. **Lees, Brian (791 Terrace Drive, Lot #856):**
Garage Installation. Permit #G-01-22/23/E-01-23/EA-01-24. Issued 4/15/2023. Expires 4/15/2025.
24. **Merrill, Wanona (443 Meadows Drive, Lot #55):**
Small Building Addition. Permit #A-01-24. Issued 10/22/2024. Expires 10/22/2025.
25. **Riverview West HOA (504 Snake River Drive):**
 - **Unit B:** Re-Roof. Permit #MC-24-23. Issued 10/10/2023. Expires 10/10/2024.
 - **Unit E:** Re-Roof. Permit #MC-27-23. Issued 10/10/2023. Expires 10/10/2024.
 - **Unit F:** Re-Roof. Permit #MC-28-23. Issued 10/10/2023. Expires 10/10/2024.
26. **Scharfenberg, David (76 Primrose Court, Lot #143):**
Single-Family Home. Permit #R1-01-24. Issued 5/28/2024. Expires 5/28/2025.
27. **Shackleford, Carol (413 Aster Loop, Lot #32):**
Deck Addition (Enclosure). Permit #A-01-24. Issued 5/28/2024. Expires 5/28/2025.
28. **Shidner, Nicholas (183 West Mill Circle, Lot #23):**
Single-Family Home. Permit #R1-09-24. Issued 8/27/2024. Expires 8/27/2025.
29. **Silverio, Irizarry (151 US Highway 89, Lot #651C):**
Shed Installation. Permit issued 10/22/2024. Expires 10/22/2025.
30. **Snake River MEP (100 Wintergreen Drive, Lot #2):**
Extended Stay Hotel Structure. Permit #C-01-24. Issued 3/12/2024. Expires 3/12/2025.
31. **Star Valley Health (37 Wintergreen Drive, Lot #186):**
 - **Emergency Room Remodel/Addition:** Permit #RE-06-23. Issued 12/12/2023. Expires 12/12/2024.
 - **Garage Ambulance Bay:** Permit #A-02-24. Issued 5/14/2024. Expires 5/14/2025.
32. **Teed, Chris (744 Pinecrest Circle, Lot #277):**
Single-Family Home. Permit #R1-08-24. Issued 8/27/2024. Expires 8/27/2025.
33. **Thomas, William (125 Greys River Road, Lot #309):**
Multi-Family Residential Unit. Permit #R2-10-22. Issued 5/24/2022. Expires 8/1/2024.
34. **Town of Alpine Pre-Treatment Facility (291 Buffalo Drive, Lot #9):**
Addition to Existing Pretreatment Plant. Permit #C-03-22/EA-05-23. Issued 11/8/2022. Project is on-going.
35. **Zienkiewicz, Scott & Christine (395 Aster Loop, Lot #31):**
Single-Family Home. Permit #R1-04-24. Issued 6/25/2024. Expires 6/25/2025.

5. **APPROVAL OF MINUTES:** Planning and Zoning Commission Meeting Minutes - October 22, 2024, and Planning and Zoning Commission Meeting Minutes - November 12, 2024. **Mr. Dan Schou made a motion to approve the Planning and Zoning Commission Meeting Minutes from October 22, 2024, and November 12, 2024. Ms. Kolbas seconded. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

6. **TOWN COUNCIL ASSIGNMENT:** Town Council Meeting - December 17th, 2024 - Ms. Sue Kolbas will be the representative in attendance at the next Town Council meeting. The Commission expressed heartfelt appreciation for Ms. Kolbas' contributions during her term. Members highlighted her passion, energy, and unique perspectives, which have greatly benefited the Commission and the Community. Ms. Kolbas reflected on her time with the Commission, expressing gratitude for the experience and acknowledging the challenges of the role. The Commission thanked her for her dedication and noted that her presence would be missed.

o **RFP Submissions and Recommendations:**

The Commission briefly reviewed the RFP submissions for the impact and capacity fee study and the master plan. After discussion, the Commission decided to recommend Raftelis for the impact fee and capacity study and Cushing Terrell for the master plan RFP to the Town Council. Two motions were made:

1. **Town of Alpine Development Impact & Capacity Fee Study for Water and Wastewater:**

Motion by Dan Schou to recommend Raftelis for the Town of Alpine Development Impact & Capacity Fee Study for Water and Wastewater. Motion seconded by Ms. Kolbas and passed with the majority in favor, with one abstention. (Ms. Wilson)

2. **Town of Alpine Comprehensive Master Plan:**

Motion by Sue Kolbas to recommend Cushing Terrell for the Town of Alpine Comprehensive Master Plan. Motion seconded by Ms. Kolbas and passed with the majority in favor, with one abstention. (Ms. Wilson)

Ms. Kolbas will present these recommendations to the Town Council at the December 17, 2024, meeting as the authorized representative.

8. **ADJOURN MEETING: Mr. Dan Schou moved to adjourn the meeting. Ms. Kolbas seconded. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried. The meeting was adjourned at 9:46 pm.**

Melisa Wilson, Chairman

Date

Attest:

Christine Wagner, Planning & Zoning Administrator

Date

Prepared and Transcribed By:

Sarah Greenwald

Date

** Minutes are a summary of the meeting **