



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: March 12th, 2024
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:03 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. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **SNAKE RIVER MEP:** Lot #1 - Hafeez Addition to the Town of Alpine - 100 Wintergreen Drive – (#C-01-24) Commercial Building (Sure Stay Sight) – {Casey Rammell} – Mr. Rich Martin was the authorized representative in attendance to present the commercial permit application. Mr. Martin commented that they have received their approval from the State Fire Marshall's Office for the project and that the project will be phased, however they are looking for a building permit for the entire project. The project is an extended stay structure, consisting of three (3) stores for at total height of forty-two and a half (42.5) feet and one hundred thirty (130) rooms. They have been working with the Town Engineers on the project and will be bonding for the road infrastructure to cross Wintergreen Drive. Ms. Wagner stated that the Town Engineers are still reviewing some of the documents, as this is a big project and does take a fair amount of time, final review from Jorgensen's office should be within the next two (2) weeks. The applicant would like to begin the project within the next month, with snow removal and utility excavations. The Town has completed the project review on this, a couple of items were identified and have been corrected. Mr. Martin stated they are working on the financing and appraisal process, requesting permitting approval for move forward with the project. Commission members in attendance discussed the project and would like to see the project move forward with an excavation permit with an overall building permit to follow, pending the final review from the Towns Engineers.

Mr. Dan Schou moved to approve permit #C-01-24 for Snake River MEP, 100 Wintergreen Drive, Lot #1 of the Hafeez Addition to the Town of Alpine, CONTINGENT upon final approval from Town of Alpine Engineers, receipt of documents from the State of Wyoming (Fire Marshall, Electrical Inspector) permit approval and payment of permit/connection fees. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- 4. TABLED ITEMS:**
 - **LASHER, CHRISTOPHER & CHRISTINE:** Lot #4 - Greys River Valley, 334 Meadows Drive - (#R2-01-24) - Multi Unit Residential Building – Mr. Lasher was in attendance to discuss the presented plans, this is a continuation from the last meeting. It was decided by Mr. Lasher to keep the orientation of the building the same, he will be creating a hammerhead turnaround in the middle of the complex to comply with the International Fire Code (IFC). Mr. Lasher would like to move forward with a April 2024 construction start date. Mr. Lasher would also like to look into the depth of the existing infrastructure, in order to make the new connections. The Town Engineer is still reviewing the project for the new water and sewer line implementation for the flow amounts. Commission

members are willing to issue an excavation permit so that the project can start moving forward and allow additional time for Town Engineering review.

Mr. Dan Schou moved to approve permit # R2-01-23 for Christopher and Christing Lasher, Lot #4 Greys River Valley, 334 Meadows Drive, CONTINGENT upon final approval from Town of Alpine Engineers. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **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 it was determined to send the applicant a letter, requesting their attendance at the next Planning and Zoning Commission meeting to be held on April 9th.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Building Permit Fee Discussion** – Mr. Dan Schou briefly discussed a proposal for a building application fee increase. This was a continuation from the last meeting, so that everyone had enough time to review the fee scheduled. There were no additional comments and/or changes to the proposal, the Commission would like to recommend that the Town Council consider and move forward with a base rate increase for permits handled by the Planning and Zoning Commission.

Mr. Dan Schou moved to send a recommendation to the Town Council for consideration and adoption of a 2024 Building and Development Fee increase. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Star Valley Health – Signage Discussion** – Ms. Wagner addressed the Commission members about a recent conversation with Mr. Mike Hunsaker, CEO Star Valley Health regarding the need for additional signage for the property, when the emergency room project is completed. This signage will be designated as wayfinding sign locations of their services at the facility. An official variance application has not been submitted as of the meeting date. It is believed that this request will come in the next couple of months.
- **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. Commission members feel that this adoption will aid the Town in effective plan review and implementation of the LUDC regulations and/or requirements. Those recommendations include:
 - Revised verbiage for established setback areas;
 - Allowance of **Landscaping** only in the setback areas; and
 - Preparation of site plan by a civil engineer for properties located in the Multi-Unit Residential District (R-2), Mixed Residential and Commercial District (MRC) and Commercial District (C).

Mr. Dan Schou moved to send recommendations to the Town Council for consideration of the implementation of established setback guidelines, landscaping definition and civil engineered site plan development and/or drawing requirements. Ms. Susan Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Star Valley Health – Signage Discussion** – Ms. Wagner informed the Commission about a simple replat application, in which is a lot line adjustment that they will be reviewing at their next scheduled meeting.
- **Public Comments and/or Concerns** – There was no public comment presented at the meeting.

- 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: Ms. Wagner discussed the active/outstanding permit list with the Commissioners. Active permits are as follows:

- Alpine Branch Library: (MC-13-23) – Permit expires September 2024.
- Alpine Community Post Office: (MC-12-23) – Permit expires July 2024.
- Alpine Flats, LLC: (R2-08-22) – Permit expires March 2024.
- Alpine Flats, LLC: (R2-12-22) – Permit expires September 2024.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22) – Permit expires October 2024.

Mr. Dan Schou moved to remove the commercial building permit for Alpine Wyoming Hotel, LLC aka Cobblestone Hotels from the active permits list. Ms. Sue Kolbas seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- 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 2024.
- Christie, Dave: (RE/A-04-22) – Permit expired August 2023.
- Citro, Rick: (RE/A-03-22) – Permit expires August 2024.
- Cornelius, Ernest: (R1-02-23) – Permit expires August 2024.
- Esperson, William: (A-02-19) – Permit expires January 2025.
- Ferguson, William: (R1-10-22) – Permit expires August 2024.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2024.
- Gayhart – Lutz: (RE/A-04-23) – Permit expires July 2024.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2024; temporary certificate of occupancy issued (Concrete work completion).
- Madsen, Tim {Castle Rock}: (R1-08-21) - Permit expires August 2023; temporary certificate of occupancy issued.
- Ridge Creek Investment: (C-01-23) – Permit expires October 2024.
- 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.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Star Valley Health: (RE-06-23) – Permit expires December 2024.
- 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 (Flag Pole Installation)}: (MC-17-23) – Permit expires August 2024.

7. APPROVAL OF MINUTES:

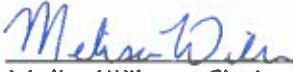
- Planning & Zoning Regular Meeting Minutes for February 13th 2024: Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Dan Schou moved to approve the meeting minutes from the February 13th, 2024, Planning and Zoning Commission Meeting, as written. Ms. Sue Kolbas seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: March 19th, 2024 – Mr. Dan Schou will be the representative in attendance at the next Town Council meeting.

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

The meeting was adjourned at 9:12 pm.


Melisa Wilson, Chairman

4.9.24
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

April 9, 2024
Date

** Minutes are a summary of the meeting **