



PLANNING & ZONING MEETING MINUTES

June 25th, 2024, at 7:00 PM

Meeting Type – Regular Meeting

1. CALL TO ORDER:

Zoning Administrator, Ms. Christine Wagner called the June 25th, 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 Dan Schou, Susan Kolbas and Melisa Wilson.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- a. Zienkiewicz, Scott/Christine: Lot #31 Alpine Meadows, 395 Aster Loop (#R1-04-24) - Single Family Residential Structure.

Mr. Schou made a motion to approve permit #R1-04-24 - Lot #31 Alpine Meadows, 395 Aster Loop – for Scott & Christine Zienkiewicz. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

4. TABLED ITEMS:

- a. Brinza, Adrian: Lot #40 Alpine Meadows, 537 Aster Loop (#R1-03-24) - Single Family Residential Structure

Mr. Adrian Brinza attended the meeting along with his authorized representative, Mr. Jaden Fishback. During the previous Planning and Zoning Commission meeting, several requirements were identified for permit issuance in regard to his permit for a single-family residential structure. The items addressed included: all contractors and subcontractors working on the project must have Town of Alpine Business Licenses, a Certificate of Placement, a Clean Site Plan, identification of foundation venting on the foundation plan, and documentation of snow storage identification and driveway size. Mr. Brinza has confirmed compliance with all of the requirements.

Mr. Schou made a motion to approve permit #R1-03-24 - Lot #40 Alpine Meadows, 537 Aster Loop – for Adrian Brinza. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed.

- b. Buyer, David: Lot 37 Alpine Meadows, 499 Aster Loop (#R1-05-24) - Single Family Residential Structure

Mr. Jay Goodrich was the authorized representative in attendance for Mr. Buyer's permit application. Mr. Goodrich Buyer addressed the following items required for permit

issuance: Back dimensions of the property line have been identified on the site plan, utility lines (water, sewer, power, and propane) have been identified on the site plan, certificate of placement submitted, snow storage identification has been updated with storage numbers specified on the site plan, and driveway size has been documented on the site plan.

Mr. Schou made a motion to approve permit #R1-05-24 - Lot #37 Alpine Meadows, 499 Aster Loop – for David Buyer. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson, motion passed

- c. Diamond, John: Lot #711 Lakeview Estates, 189 Trail Drive (#R1-06-24) - Single Family Residential Structure

Mr. Kelly East served as the Authorized Representative for John Diamond and attended the meeting via Zoom. Mr. Diamond has addressed the following items required for permit issuance: Window wells that were in the setback area have been relocated outside of the setback, dimensions of the property line have been identified on the site plan, certificate of placement has been submitted, power locations, including overhead power connections from the power pole, have been identified on the site plan, driveway size has been documented on the site plan, snow storage identification has been updated with storage numbers specified on the site plan, ladder requirements for window wells, including the depth of 44 inches as per code requirements, have been identified on the site plan, all contractors involved in the project have obtained Town of Alpine Business Licenses. However, Commission members discussed and reviewed the grade on the back of the lot, where the foundation will be; it was determined that a grading plan needs to be submitted for grade/dirt retention.

Mr. Schou made a motion to re-table the permit #R1-06-24 - Lot #711 Lakeview Estates, 189 Trail Drive – for Mr. John Diamond, until a grading plan for the foundation is submitted. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson.

- d. Heggenstaller, Jason: Lot #3 Greys River Village #2, 377 Wooden Spur Drive (#R1-07-24) - Single Family Residential Structure

Mr. Eric Fuesse was in attendance as the authorized representative for Mr. Heggenstaller; in which Mr. Fuesse confirmed completion of two critical tasks for the development of the project; he confirmed/documented the driveway dimensions and specified the designated amount and location for snow storage.

Mr. Schou made a motion to approve permit #R1-07-24 - Lot #3 Greys River Village #2, 377 Wooden Spur Drive – for Jason Heggenstaller. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson.

- e. TIENDA LA MEXICANA (SALOMAN MARQUINA): Lot 608 Lakeview Estates “C”, 141 US Highway 89 (#RE-05-23) – Interior Remodel. Mr. Marquina was not able to attend the meeting to discuss permit application due to a family emergency.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**

- o Lasher Townhomes: Lasher, Christopher & Christine Lasher: Lot #4 Greys River Valley, 334 Meadows Drive (R2-01-24) – Multi Unit Residential.

Mr. and Mrs. Chris Lasher attended the meeting via Zoom in order to discuss the project at 334 Meadows Drive, regarding the requested items to complete the issuance of the multi-

unit building permit. Upon review of the submitted items the Commission members determined that the items requested were sufficient to issue a building permit for the project.

Mr. Schou made a motion to approve the multi-unit building permit #R2-01-24 – Lot #4 Greys River Valley, 334 Meadows Drive – for Chris and Christine Lasher. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, and Ms. Wilson.

○ **Public Comments and/or Questions**

Ms. Rachael Raditz inquired whether she could seek advice from the Planning Commission regarding potential project plan for a multi-unit project, that could have a potential for six (6) to eight (8) units, she is further looking in the International Building Code and Fire Code regulations for the project.

- Comments/Concerns from Commissioners – Commission members discussed the Council's request for a complete Land Use and Development Code (LUDC) package for the 2024 proposed changes to the Council. Further review and discussion of a hardship permit will need to be reviewed.

○ **Planning/Zoning Correspondence:**

There was no correspondence that has been received.

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, 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.
- **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.
- **Christie, Dave: (RE/A-04-22)** – Permit expired August 2024.
- **Citro, Rick: (RE/A-03-22)** – Permit expires August 2024.

Mr. Schou made a motion to remove permit application #RE/A-03-22 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **Cornelius, Ernest: (R1-02-23)** – Permit expires August 2024.
- **Creative Properties: (A-01-24)** – Permit expires April 2025.
- **Esperson, William: (A-02-19)** – Permit expires January 2025.
- **Ferguson, William: (R1-10-22)** – Permit expires August 2024.

Mr. Schou made a motion to remove permit application #R1-10-22 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- **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.

- 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).
- Madsen, Tim {Castle Rock}: (R1-08-21) - Permit expires August 2023; temporary certificate of occupancy issued.

Mr. Schou made a motion to remove permit application #R1-01-22 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- Miles, Ellie: (MC-19-23) – Permit Expires October 2024.
- 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.
- Scharfenberg, David: (R1-01-24) – Permit expires May 2025.
- Shackelford, Carol: (A-02-24) – Permit expires May 2025.
- Smiley, John: (RE/A-01-22) – Permit expires January 2025.

Mr. Schou made a motion to remove permit application #RE/A-01-22 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

- 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.
- Yankee Doodles Café: (MC-03-24) – Permit expires August 2024.

Mr. Schou made a motion to remove permit application #MC-03-24 from the active permits list. Motion seconded by Ms. Kolbas. Voting Yea: Mr. Schou, Ms. Kolbas, Ms. Wilson.

7. APPROVAL OF MINUTES:

- P&Z Meeting Minutes for June 11th, 2024. Commission members reviewed the meeting minutes that were distributed prior to the meeting date.

Mr. Schou made a motion to approve Planning and Zoning Commission Meeting Minutes for June 11th, 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 8:32 p.m.

Meeting minutes passed and approved:

Melisa Wilson

Melisa Wilson, Chairman

7-9-24

Date

Attest:

Christine Wagner

Christine Wagner, Planning & Zoning Administrator

July 9, 2024

Date

Transcribed By:

Sarah Greenwald

Sarah Greenwald

7-9-24

Date