



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: June 27, 2017

TIME: 7:00 p.m.

PLACE: Town Hall

TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 7:04 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members, Floyd Jenkins, Andrea Baillo, Rex Doornbos, Justin Fritz and Brett Bennett were present. A quorum was established.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Brackin, Matt:** Lot #22 Forest Meadows – 515 Three Rivers Drive (Addition Permit) – (**#A-01-17**) – {Garage & Living Space} – Mr. Matt Brackin was in attendance along with his project engineer Brian James; to present the plans for the house/garage addition. The Commission reviewed the submitted plans, along with the Town Building Official notes, for addition items, to include the insulation schedule and radon mitigation identification. It was discussed that those items can be submitted to the Town office via e-mail, once submitted the project can move forwards.

Mr. Rex Doornbos moved to approve the addition permit for Matt Brackin, Lot #22 Forest Meadows Subdivision; CONTINGENT upon the submittal of the insulation scheduled as stated in the 2012 IRC Building Code and the Radon Mitigation identification, 703 Lakeview Estates, 193 Trail Drive Road; permit #DE-01-2017. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 1 abstain (Baillo), 0 absent. Motion carried.

- **Moszynski, Jersey:** Lot #6 Alpine Pines – 610 Pine Court (Shed Permit) – (**#MC-01-17**) – Mr. Moszynski was in attendance to present his plans for the storage shed to be placed on his property. The Commission reviewed the submitted plans and everything submitted is in order to proceed. Mr. Moszynski is ready for a site inspection to begin his project.

Ms. Andrea Baillo moved to approve permit #MC-01-17 for Jersey Moszynski, Lot #6 Alpine Pines, 610 Pine Court. Mr. Justin Fritz seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Quinnbella LLC (Alpine Adventure Rentals): Lot #613C Lakeview Estates - 181 US Highway 89 – (Addition/Garage Permit) – (#G-01-14) – Mr. Dave Walters along with the project architect were in attendance to discuss the project; notes from the Town Building Official were received to complete the plan review for the architect on record concerning the project; specific to the type of occupancy the garage/addition will be classified when the project is finished. At the time of the meeting there had been no response; other additional information identified for the project are: the requirement of three (3) sets of plans to be submitted and only one (1) was received; identification of parking spaces required for the project there were eliminated by the new construction; snow storage identification on the site plan and utility identification on the site plan. With the addition of the licensing requirements for the project contractors.**

Ms. Andrea Baillo moved to table permit #G-01-14 Alpine Adventure Rentals, until a complete review is

done by the Town Building Official with all the required information to be submitted. In addition to submitting the two (2) additional sets of building plans, as required. Mr. Rex Doornbos seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

At this time Mr. Brett Bennett recued himself from the Commission table, so that he can present the construction plans for Snow Peak Investments.

- **Snow Peak Investments:** Alpine Grid Area, 112 Morning Star Drive – (Commercial/Accessory/Storage Structure) - (**#A-02-17**) – Mr. Brett Bennett the authorized representative for the project, discussed the project with the Commission; this project will be completed in three (3) phases, as money will allow. The Commission review and discussed the presented plans. Upon Building Official review, it was noted that a couple of items need to be identified on the plans and/or site plan. Such as; landscaping for the project, utility identification and snow storage areas. Also an area of concern is the parking for the project, fence placement and the adjacent street access. It was further noted that when the next phase of the project is submitted, it will need to go to State plan review. This project will not be staring for the next couple of months, but the applicant wants to get the permitting in the works.

Ms. Andrea Baillo moved to approve permit #A-02-17 for Snow Peak Investments, Alpine Grid Area, 112 Morning Star Drive, CONTINGENT upon the submission/identification of the required landscaping, utility and snow storage areas for the property. Mr. Justin Fritz seconded the motion. Vote: 4 yes, 0 no, 1 abstain (Bennett), 0 absent. Motion carried.

At this time Mr. Brett Bennett returned to the Commission table.

4. **TABLED ITEMS:**

Melvin Brewing Company: 624 County Road #101 – (Sign Permit) – (#S-02-17) – Will remain tabled until the zoning has been determined by the Town officials.

However, the Town Council received the recommendation from the Commission regarding the determination of the property zoning. There seemed to be some apparent confusion on the submitted zoning request, the Town Council asked for the Commission to determine the zoning for the property, in addition to a zoning recommendation a submittal of their justification for that zoning determination. The Commission discussed the property and the type of business that they are conducting, this business/property is very specialized in the Alpine area. However, with future available space this would be a perfect area for creating a light industrial district. It is with that the Commission determined that the best zoning for this property would be light industrial. However, it was also discussed that an amendment to the Land Use and Development Code should be put in the Light Industrial section to identify the tasting/tap room, product sales and/or any future restaurant addition, specific to the manufacturing, distributing and/or bottling that is being done at the business and/or property.

Ms. Andrea Baillo moved to send a recommendation to the Mayor and Town Council for their consideration, for a zoning recommendation for the Melvin Brewing property to be classified as Light Industrial (L1) with a modification of the permitted uses to be put into the Land Use and Development Code Regulations, specific to distributing, bottling, selling and consuming of the products that are manufactured at that specific establishment and/or property location. Mr. Floyd Jenkins seconded the motion. Vote: 5 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Bank of Star Valley: Lot #701/702 Lakeview Estates "C", 102 Greys River Road – (Addition #A-01-17)** Mr. Jake Taylor was in attendance to discuss the plans for the project; however there was no submittal of a foundation plan for this project. Mr. Taylor is under the impression that the Town Building Official had inspected the concrete work on this project, when the ATM was relocated. However, that was not the case, the Town of informed that they would be doing concrete flat work only in the parking lot with landscaping of the property, in which is not a permitted item. The Town of Alpine Building Official completed all the necessary inspections on the ATM relocation. Now that they will be adding a canopy to the building, they will be putting in support beams/posts that will need to have a footings/foundation; therefore a

footing/foundation plan is necessary to see the depth of the footings for the project. There was much discussion among those in attendance on this project. However, this footing/foundation information if need for a complete plan review, until that information is received the Town Building Official will not be to sign off on the project. It was discussed that someone should have some plans for the concrete, whether it is the contractor and/or the concrete company, there had to be a plan for that concrete. It was determined that this item will stay on the tabled list until the requested information is submitted. The application is valid until 9/20/2017.

- **Corsi, James: Lot #516 Alpine Grid, 516 Nelson Lane – (Addition #A-03-17)** - No updated information is available on this application. Mr. Corsi was in attendance to discuss his project; stating this is a building kit (Supreme Buildings), just the same as Mr. Rogers built on 401 Greys River Road. The Commission addressed Mr. Corsi regarding the need to have a foundation plan signed off by a Wyoming Licensed Engineer. The Town Building Official will not sign off on the project/plan until that plan has been submitted and the project engineer has signed off (stamped) on the footing/foundation and/or concrete plan. It is all part of the project engineered plans that are required for permitting. Mr. Rex Doornbos reiterated that the wall structure and foundation structure need to be stamped you can utilize the ones submitted. However they need to be stamped. The plan review stopped at the roof structure; all the structural drawings have been stamped (roof to foundation); it is assumed that when engineered plans are talked about, it is understood that it means the whole building (application packet).
It was further noted and put on record, that a building square footage (downstairs) is twelve hundred (1,200) square foot. The plans show a staircase to an upper area, if that upper area is habitable space; it will add to the floor area, if that is the case the project will be over the allowable square footage, as stated in the Land Use and Development Code. If the area is storage area, it is understood that it cannot be heated, absolutely no living in that upper area will be allowed. The application is valid until 9/28/2017.
- **Sandner, James: Lot #13 Palisades Heights, 168 US Highway 89 (Sign Permit #S-04-16)** A application extension was submitted, application is valid until 10/28/2017.
- **May, Christine: Lot #9 Palis Park, 180 Alpine Grid Area, 60 US Highway 89 – (Minor Construction #MC-01-17)** - The Planning and Zoning Commission received correspondence from Ms. May. The correspondence was read into the record (see attached); the Commission determined to response to the correspondence with a very simple and discrete response. Ms. May was given a one-hundred eight (180) day extension, from the application expiration date. Her application extension deadline is December 2, 2017.
- **Building Permit Application & Check List Revisions:** Residential Permit Applications; has been finalized; copies are available at the Town office.
- **Approval of Minutes: Planning & Zoning Meeting Minutes – May 23, 2017** – The Commission reviewed the minutes that were previously distributed.

Mr. Rex Doornbos moved to approve the minutes of the May 23, 2017 Minutes of the Planning & Zoning Meeting, as written. Ms. Andrea Baillo seconded the motion. Vote: 3 yes, 0 no, 2 abstain (Floyd & Fritz), 0 absent. Motion carried.

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

- **Melvin Brewing Company: Melvin Brewing** - 624 County Road #101 – Zoning Determination – Refer to Section 4, item #1 above.
- **Finalization of Proposed Changes/Revisions to the LUDC – Bed & Breakfast Zoning** – The Commission discussed the suggestion from Town Council regarding the zoning for a Bed & Breakfast permitted use in the Residential Zoning District. The Commission felt strongly about leaving this permitted use in the Mixed Residential and Commercial District, due to parking and signage requirements, along with an increase usage (traffic) in a residential district; in addition housing allowances are already allowed in the residential district (owners may provide room and board for up to three persons who are not related by blood or marriage, provided no separate kitchen is provided). If someone needs additional housing (rooms), they can certainly apply for a variance in that zoning district.

6. **UNFINISHED/ONGOING BUSINESS:**

- **ACTIVE BUILDING PERMITS ISSUES:** Commission reviewed and briefly discussed the current on-going projects.
- **Alpine Chateaus, LLC: (R2-01-16)** – Permit expires October 2017.

- **Asher, Merv & Gloria: (MC-01-16)** – Permit expires November 2017.
- **Baron - Walton: (A-04-16)** – Permit expires May 2017.
- **Broulim Fresh Foods (Alpine Market) – (A-10-16):** Permit expires October 2017.
- **Bunker, Richard: (D-03-16)** – Permit expires August 2017.
- **Carlston, Janice: (MC-04-14)** – Permit expires June 2017.
- **Coco, Daniel & Susan: (MC-12-16)** – Permit expires August 2017.
- **Cook, Sam: (F-02-16)** – Permit expires November 2017.
- **DeCou, Jacques: (MC-02-16)** – Permit expires June 2017.

Ms. Andrea Baillo moved to removed Jacques DeCou, #MC-02-16 from the active permits list; as the permit has expired and the applicant has stated that they will not be moving forward with the project. Mr. Floyd Jenkins seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Farnsworth, Adam: (MC-09-15)** – Permit expires June 2017; permit extended until July 9, 2017; the Commission will address this permit at the next meeting.
- **Floyd, Joshua: (MC14-16)** – Permit expires September 2017.
- **Harris, Ken: (MC-10-16)** – Permit expires September 2017.
- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2017.
- **Hurley, John: (R1-07-16)** – Permit expires November 2017.
- **Jenkins, Rilanne: (R1-02-16)** – Permit expires April 2018.
- **KSW, LLC: (R1-04-16)** – Permit expires September 2017.

Mr. Rex Doornbos moved to removed KSW, LLC, #R1-04-16 from the active permits list; as the project has been completed, please note that there is no deposit kept for the landscaping requirements. Mr. Floyd Jenkins seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Kuznia/Quick: (F-05-16)** – Permit expired May 2017. Move to non-compliant list.
- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2017.
- **Larsen, Jeremy: (SP-02-16)** – Permit expires November 2017.
- **Lees, Brian & Joan: (MC-07-16)** – Permit expires July 2017.
- **Marquis, Ben: (R1-08-16)** – Contingent Permit Approved; application valid for 180 days; May 1, 2017.
- **Martin, Jim: (F-09-16)** – Permit expires July 2017.
- **Mietchen, Robert & Pat: (A-05-16)** – Permit expires August 2017 (Variance Approval Date).
- **Munson, Vickie: (S-01-17)** – Permit expires May 2018.
- **Reilly, Nicholas: (R2-01-17 & R2-01-17)** – Permit expires April, 2018.
- **Sandner, James: (S-04-16)** – Permit expires November 2017.
- **Schultz, Jerry: (A-02-17)** – Permit expires April 2018.
- **Stasiev, Andrei: (G-01-16)** – Permit expires October 2017.
- **Taylor, Ben/Beau: (MC-01-17)** – Permit expires April 2018.

Ms. Andrea Baillo moved to removed Ben/Beau Taylor, #MC-01-17 from the active permits list; as the project has been completed. Mr. Floyd Jenkins seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Thatcher, Donald: (R1-01-17)** – Permit expires May, 2018.
- **Town of Alpine: (Civic Center)** – Permit expires October 2017.
- **Waclawsky, John (Premium Construction, LLC): (A-01-16)** – Permit expires May 2017; applicant has been granted a thirty (30) day extension – Permit expires 6/24/2017.
- **Snow Peak Properties (formerly known as Wyoming Investment Enterprises, LLC): (A-03-16 &**

EA-02-17) – Permit expires May 2018.

❖ **NON-COMPLIANT ISSUES:**

- **Kelly, Gail:** Deck Construction – No permit issued.
- **May, Christine: (EA-01-17)** One (1) Shed Installation has been completed and one (1) {larger} is still in the application process. New application expiration date is 12/2/2017; refer to Section 4, item #6.

❖ **AFFIDAVITS ISSUED:**

- **Anderson, Robert: (SA-01-16)** - Permit expires August 2017.
- **Brackin, Matt: (FA-01-17)** – Permit expires May 2018.
- **Cook, Caryn: (SA-03-17)** – Permit expires June 2018.
- **Cook, Caryn: (FA-03-17)** – Permit expires June 2018.
- **Dwyer, Steven: (FA-02-17)** – Permit expires May 2018.
- **Ehresman, Josh: (SA-02-16)** – Permit expires August 2017.
- **Green, Eric: (SA-03-16)** – Permit expires August 2017.
- **Green, Eric: (FA-01-16)** – Permit expires August 2017.
- **Huckin, Neil & Laura: (FA-02-16)** – Permit expires September 2017.
- **Jenkins, Richard: (FA-06-16)** – Permit expires October 2017.
- **Marolf, Amy: (SA-02-17)** – Permit expires June 2018.
- **Norris, Angelina: (SA-04-16)** – Permit expires September 2017.
- **Sandner, James: (FA-06-16)** – Permit expires November 2017.
- **Swan, Tara & Greg: (SA-05-16)** – Permit expires September 2017.
- **Wray, Noel & Anne: (SA-01-17)** – Permit expires May 2018.
- **Zvegintzov, Lyudmila: (FA-05-16)** – Permit expires October 2017.

7. **APPROVAL OF MINUTES: Planning & Zoning Meeting Minutes – June 13, 2017** – The Commission reviewed the minutes that were previous distributed. Noting no corrections.

Mr. Floyd Jenkins moved to approve the June 13, 2017 Minutes of the Planning & Zoning Meeting. Mr. Rex Doornbos seconded the motion. Vote: 4 yes, 0 no, 1 abstain (Fritz), 0 absent. Motion carried.

8. **ADJOURN MEETING:** Ms. Andrea Baillo moved to adjourn the meeting. Mr. Justin Fritz seconded the motion. Vote: 5 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting Adjourned at 9:45 pm.


Brett Bennett, Chairman


Date

Minutes Take and Transcribed By:


Christine Wagner, Planning & Zoning Secretary


Date

**** Minutes are a brief summary of a partially recorded meeting ****