



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: July 24, 2018
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. **CALL TO ORDER:** Meeting called to order at 7:00 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Planning & Zoning Secretary, Christine Wagner conducted roll call: Planning & Zoning Members present were Mr. Floyd Jenkins, Mr. Tim Harnett and Mr. Rex Doornbos. A quorum was established. Also present was Mayor Kennis Lutz, Councilman Justin Fritz, Councilman Jeremy Larsen and Dan Halstead, Town Code Enforcement Officer.
3. **APPOINTMENTS/NEW BUSINESS:**
 - **Star Valley Medical Center - TOA: #2 Alpine West, 230 Elk Run** – New Commercial Building – Urgent Care – (**#C-03-18**) – Mr. Russ Parsons was the representative in attendance for the project. The medical center would like to bring in a temporary modular building for their urgent care facility. The proposed location for this structure would be on the front portion of the property adjacent to the highway. They would like to utilize the existing water and sewer connections for the temporary structure; along with placing the structure on post and piers. It is estimated that this temporary structure will be in place until a new permanent facility has been completed; Mr. Parsons stated that time frame would be a maximum of two (2) years and the existing clinic would stay in place. Additional property is being secured for a new building. In the meantime, they would like to utilize the existing parking space for the second building; the proximity of the buildings will be close to each other to utilize the existing clinic equipment. Commission members reviewed the regulations for the Public and Community Facilities zoning district, along with the building inspector notes, of which include:
 1. Structure is on Town owned property and will require State of Wyoming plan review using the currently adopted code additions specified by the State;
 2. Correction for the required live and ground snow loads for Alpine;
 3. Eave lengths to be verify with the Alpine Land Use and Development Code;
 4. There is no foundation shown on this plan, refer to the LUDC for verification;
 5. Proposed structure shall comply with climate zone 7 or a 'comcheck' for the thermal building envelope, is needed;
 6. Needs setback verification of building with recorded plat with all easements shown.

Also discussed with the representative was the need for a detailed site plan for the project identifying the all required items; some of those items include: building placement, parking and utility connections. Also discussed with the applicant was an agreement with the Town for the "temporary" building placement and the removal of the building within a specified time of the building installation date. Requirements for engineering, building foundation, roof eaves were discussed, ADA requirements (public building), insulation installation regulations and minimum roof pitch requirements of which need to be identified and/or corrected. It was the consensus of the Commission that until those items were identified, the project would not move forward. Mr. Mike Hunsaker, COO of Star Valley Medical had a few questions for the Commission; unfortunately Mr. Hunsaker's was not at the podium, therefore his comments are not clearly audible. With that said, his point was the permanent foundation for the project; this is truly a temporary structure that will be move when the new building is built. They would like to utilize their funding for the permanent structure, rather than a temporary structure. Mr. Hunsaker asked about applying for a variance regarding the foundation and roof/eave overhangs. The Commission members were not readily in favor of a variance application.

Mr. Floyd Jenkins moved to table permit #C-03-18 for Alpine Medical Clinic, 230 Elk Run, Lot #2 of the Alpine West Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **David, Dale & Teresa: #724 Lakeview Estates, 139 Stoor Drive** – Single Family Residential Structure – (**#R1-05-18**) – Mr. Dale David reviewed and discussed his plans with the Commission for his project on Stoor Drive. Commission members reviewed the comments from the Town Building Inspector. A couple of items were addressed; which include:
 1. Identification of door and window header sizes;
 2. Identification of all beam sizes; and
 3. Insulation values shall comply with IRC Chapter 11 (Energy Efficiency) table N1102.1.1 - Requirements by component for climate zone 7 or comply with "res check" schedule.

Commission members discussed this can be accomplished by the submittal of a stamped letter from the project engineer and completing a "res check" schedule. Chairman Mr. Rex Doornbos stated that the Commission could issue a permit tonight based on those contingencies; there is not regarding the foundation and/or the setbacks; the project cannot move past the foundation portion of the project without the Town receiving the completed documentation from the project engineer is received.

Mr. Floyd Jenkins moved to approve permit #R1-05-18 for Dale and Teresa David, 139 Stoor Drive, Lot #724 Lakeview Estates Subdivision based on said contingencies (three items identified above). Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Marlowe Scherbel: Planned Unit Development of "Alpine Lakes" & "Capital Lodge"** - Commission Review and Discussion – Mr. Marlowe Scherbel presented the plans/concept for the **Alpine Lakes** Project to be done within the one (1) mile radius of the incorporated boundaries of the Town. The representative is looking for approval from the Town Council and the Town Planning and Zoning Commission for the planned unit development. This project is in the process of submitting applications to Lincoln County Planning Office with subsequent approval by the County Commissioners. These projects are located within the County boundaries, and one of the County's requirements is approval of a Master Plan for this Planned Unit Development. A subdivision map for Alpine Lakes was presented. This project is comprised of a total of Two Hundred Ten (210) units, in which is a mixture of ninety-five (95) RV Casita Units, one hundred six (106) Townhouse style units and nine (9) one-acre units/properties. This development will feature open space in and around the man-made lake with tennis and pickle ball courts, bike paths, paved roads, with central sewer connections and a private water system. Mr. Scherbel discussed the Lincoln County requirements for the total development of units and open space. At that time, Mr. Scherbel asked for review and comment from the Commission.

Commission members reviewed the presented development plan, some of the items of concern and/or clarification were snow removal/storage areas, landscaped areas, pedestrian safety for pathways and school bus pick up locations, identification of open space areas; road access and maintenance; fire suppression systems and this being a gated community. Mr. Scherbel stated that this development will happen all at one time, no property will change hands until a final plat is approved by the County; all of the improvements to be implemented prior to that plat approval with the County. Mr. Scherbel state, the density could decrease but will not increase, if that were to be the case, the applicant would have to go through the approval process all over again.

This project has already gone to the Alpine Town Council for review discussion and comment; the Town Council has moved to conditionally approve the Alpine Lakes Planned Unit Development contingent upon Planning and Zoning Commission's review and recommendation for approval. That said the Commission considered their recommendation and/or approval of the project. The Commission identified the items that they would like to see addressed before the final plat; those items are: Landscaping, Pathway Implementation and/or Finalization, Subdivision/Area Bus Stops, Snow Storage Identification/Areas and Fire Hydrant/Suppression Locations.

Mr. Floyd Jenkins moved to conditionally approve the Alpine Lakes Planned Unit Development in

north Alpine with the concessions/contingencies identified above, as previously discussed. Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Marlowe Scherbel discussed the next project which now has been renamed to

"Timber Views" – Mr. Marlowe Scherbel presented the plans/concept for formerly named Capital Lodge project, now known as **"Timber Views"** project to be done within the one (1) mile radius of the incorporated boundaries of the Town. The representative is looking for approval from the Town Council and the Town Planning and Zoning Commission for the planned unit development; this project is currently going through the in the process of submitting applications to the County; a preliminary map was presented to the Commission for review and discussion. On the north side of the project is Jordan Canyon Road, which dead ends into the forest and is a public road. This project has a total of 3.7 acres with 1.4 acres of open space; that roughly comes out to about six (6) units per acre. This project is comprised of twenty-two (22) units and will be utilized for workforce housing. Each unit will have six (6) bedrooms, with a kitchen and a media/family room. There is a possibility of downsizing the bedrooms in the units.

Total parking spaces are one hundred forty-two (142) for the development, in which meets the county standards of one (1) parking space per bedroom, thereby only requiring one hundred thirty-two (132) parking spaces. This project will also have a bike path to connect the two (2) projects (Alpine Lakes & Timber View); the snow storage is identified on the proposal; however it is known that Alpine receives a considerable amount of snow fall; however this allocation still meets county standards. As part of the discussion the Commission feels a bus stop on Jordan Canyon Road would be needed; also discussed was a hammer head turn around, where the snow storage has been identified. Mr. Scherbel stated that he feels this project would fall under apartments, it could be classified as dormitories and/or boarding house, or more commonly called a man camp. There will be an eight foot privacy fence for the project and there is a proposal for an on-site manager; however those details have not been fully worked out. With that Mr. Scherbel asked for additional comments.

Those in attendance discussed moving some of the units so that a pull through can be done in the development to facilitate the traffic flow for a large portion of people leaving at the same time; since there are not many twenty-four (24) hour businesses in the area; the County allows for six (6) people 'non-related' to inhabit residential structures and they take that requirement from "HUD" regulations. To date no traffic study has been completed. However, it was discussed that the project owner would be maintaining Jordan Canyon Road to the portion of where it enters the project. Mr. Scherbel reiterated that the County will require it to be maintained and that there are plans to pave that portion of Jordan Canyon Road to the project.

Commission members discussed how and if this project would fit into the Town of Alpine codes, as they see it; this would be a commercial development, so with that said will they be "ADA" code requirements; will the structures have sprinklers along with the required fire suppression/hydrants and if these structures will be put on permanent foundations. The Commission views these structures as dormitories and with that they do not fit any of the Town's current zoning, further discussing that there might have to be special language created for when the property gets annexed into the Town of Alpine. Upon review, it is unclear if this project would fit into the Town's "R-2" zoning district. The key is the amount of non-family individuals able to occupy each structure. It currently fits within the county zoning; but the county does not have as many zoning districts as the Town of Alpine has.

Commission Chairman, Mr. Rex Doornbos stated that this project needs more discussion before he is ready to give any approvals; further stating this is a real high density, the emergency vehicle access is a concern, snow storage, walkways, lighting need to be considered and distribution of project parking spaces need to be worked out. Commission members Harnett and Jenkins agreed that they items need to be worked out before any consideration is given, further identifying that if there were a decrease in the units this would help decrease the density of the project. One last item of consideration is the impact on the Town, such as the start bus parking consideration. This could potentially impact the Town areas where the start bus currently picks up and drops off; along with law enforcement obligations and/or considerations; however that would be handled at the county level.

Public comment was given by Councilman Justin Fritz, stated his concern regarding parking; there is always more cars than the regulations allow for, in addition there is a lack of visitor parking. It will be pretty much every person for themselves when it gets to parking by their units.

Chairman Doornbos stated, in summary, the Commission is looking at this project as, "How does this development fit into the Town guidelines of the Land Use and Development Code" for if and when this project gets annexed into the incorporated boundaries of the Town. The Town Council looks at this project as a whole, with the public input and regulations in mind.

Chairman Doornbos reiterated, that he is not ready to give a recommendation until additional information is provided; such as: Less density, more parking accommodations are made, work on potential park and ride accommodations are considered and emergency vehicles turnarounds are made. In addition to the possible addition and/or updating our codes to include definitions and zoning for dormitories and/or boarding houses.

Mr. Floyd Jenkins moved to table the Timber View, Planned Unit Development in north Alpine based on said contingences (as underlined above) are addressed. Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Buschow/Taylor: Lot #60 Alpine Grid Area, 60 US Highway 89 – Sign Installation – (#S-04-18)** – Ms. Christine Wagner, Planning and Zoning Secretary discussed the sign application with the Commission. This project will be shared signage with Three Rivers Motel. This sign will basically be a permanent banner installation (sign) on the existing free standing sign. The Commission reviewed the application and discussed allowable signage; this new sign would go against the "Three Rivers Motel" total signage for the property. It was determined to confirm the total allotment and then based on the numbers documented, approval would be based on those allotments.

Mr. Floyd Jenkins moved to approve the sign permit #S-04-18 for Lynn Buschow and/or Ben Taylor {Three Rivers Motel} Lot #60 Alpine Grid Area, 60 US Highway 89 based on stated size and square footage contingences (as stated above). Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **Feuz, Daniel {Galves/O'Donnell}: #17 Greys River Valley, 323 Greys River Road – Minor Construction (Window Installation) - #MC-03-18** – No new information has been submitted.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Questions, Concerns and/or Public Comments:** There was no public comment and/or questions. Planning and Zoning Secretary Christine Wagner; updated the Commission on Mr. Richard Morgan's submittal of a re-plat application. Said application has been submitted and public comment period will be until August 13th, with subsequent consideration from the Commission at their August 14th meeting.

6. UNFINISHED/ONGOING BUSINESS:

- **Active Building Permits Issued:** Commission reviewed and briefly discussed the current on-going projects.
- **Asher, Merv & Gloria: (MC-01-16)** – Permit expired.

Mr. Floyd Jenkins moved to removed permit #MC-01-16 for Merv & Gloria Asher from the list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Alpine Fire District/Department: (MC-05-18)** – Permit expires June 2019.
- **Bank of Star Valley: (A-01-17)** – Permit expires August 2018.
- **Bunker, Richard: (D-03-16)** – Permit expires August 2018.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2019.
- **Corsi, James: (A-03-17)** – Permit expires August 2018.
- **DeMello, John: (DE-01-2017)** – Permit expires June 2018.

Mr. Floyd Jenkins moved to removed permit #DE-01-17 for John DeMello from the list, as the project has been completed. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Dickerson-Toland: (A-01-18)** – Permit expires April 2019.

Mr. Tim Harnett moved to removed permit #A-01-18 for Dickerson - Toland from the list, as the project has been completed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Harris, Ken: (MC-01-18)** – Permit expires March 2019.
- **Hunn, Stephen: (MC-13-16)** – Permit expires September 2018.
- **Larsen, Jeremy: (A-09-16)** – Permit expires September 2018.
- **Leonard, Elizabeth: (R1-04-18)** – Permit expires May 2019.
- **Jenkins Lumber (Ace Home Center): (C-01-18)** – Permit expires March 2019.
- **Marquis, Ben: (R1-08-16)** – Permit expires November 2018.
- **Melvin Brewing Co.: (MC-07-18)** – Permit expires May 2019.
- **Mietchen, Robert & Pat: (A-05-16)** – Permit expires August 2018.
- **Moszynski, Jersey: (MC-01-17)** – Permit expires June 2018.
- **Pack, Richard & Barb: (R1-01-18)** – Permit expires April 2019.
- **Pack, Richard & Barb: (R1-02-18)** – Permit expires April 2019.
- **Peichel, Mitchell: (R1-04-17)** – Permit expires September 2018.
- **Peichel, Mitchell: (SP-01-17)** – Permit expires September 2018.
- **Perez-Nardacci: (MC-02-17)** – Permit expires November 2018.
- **Perez-Nardacci: (S-02-18)** – Permit expires April 2019.
- **Quinnabella: (Alpine Adventure Rentals) - {G-01-17/EA-XX-18}** – Permit expires July 2019.
- **Sandner, James: (S-03-16/EA-10-17)** – Permit expires November 2018.
- **Shapovalov-Pak: (R1-03-18)** – Permit expires May 2019.
- **Shockey, Robert & Jaclyn: (MC-01-18)** – Permit expires March 2019.
- **Sireci, Jenni: (S-03-18)** – Permit expires June 2019.
- **Snow Peak Investments {New Jenkins Building}: (C-01-17)** – Permit expires June 2018.
- **Stasiev, Andrei: (G-01-16)** – Permit expires October 2018.

Mr. Tim Harnett moved to removed permit #G-01-16 from the active permit list, as the project has been completed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Stringham, Jeff & Ashley: (R1-02-17)** – Permit expires June 2018.
- **Thatcher, Donald: (R1-01-17)** – Permit expires May 2018; extension approved expiration date May 2019.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2018.
- **Town of Alpine: (MC-04-18)** – Permit expires May 2019.
- **Winfrey, Mike: (MC-06-18)** – Permit expires May 2019.
- **Wyss, Kenny & Diane: (MC-08-18)** – Permit expires May 2019.

❖ **AFFIDAVITS ISSUED:**

- **Chay, Alex {Riley Gardner}: (SA-05-17)** – Permit expires September 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.

- **Jenkins, Richard:** (FA-06-16/EA-07-17) – Permit expires October 2017.
- **Kuznia/Quick:** (F-02-17/EA-09-17) – Permit expires May 2018.
- **Oviedo, Joel & Kelsey:** (FA-03-15/EA05-17) – Permit expires April 2018.

Mr. Tim Harnett moved to removed permit #FA-03-15 & EA05-17 from the active permits list. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Sandner, James:** (FA-06-16) – Permit expires November 2018.
- **Sheue, Shanna & Adam:** (FA-01-18) – Permit expires March 2019.

Mr. Floyd Jenkins moved to removed permit #FA-01-18 from the active permits list, as this project is complete. Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Snow Peak Investments {Jenkins Back Lot}:** (FA-04-17) – Permit expires September 2018.
- **Worthington, Robert & Anne:** (FA-05-17) – Permit expires September 2018.
- **Wray, Noel & Anne:** (SA-01-17) – Permit expires May 2018.

Mr. Floyd Jenkins moved to removed permit #SA-01-17 from the active permits list. Mr. Tim Harnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.


7. APPROVAL OF MINTUES:

P & Z Minutes: July 10th, 2018 – The minutes were reviewed by those present.

Mr. Tim Hartnett moved to approve the minutes of the July 10th, 2018 Planning & Zoning Commission meeting. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

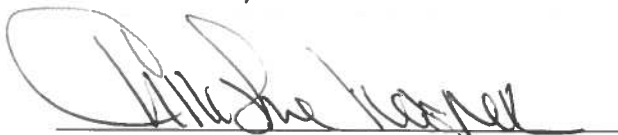
8. ADJOURN MEETING: Mr. Floyd Jenkins moved to adjourn the meeting. Mr. Tim Hartnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 9:15 pm.


 Rex Doornbos, Chairman

8-28-18
 Date

Minutes Take and Transcribed By:


 Christine Wagner, Planning & Zoning Secretary

August 28, 2018
 Date

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