



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 13, 2020*
TIME: *7:00 p.m.*

PLACE: *Town Hall*
TYPE: *Regular Meeting*

1. **CALL TO ORDER:** Meeting called to order at 7:02 p.m.
2. **ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Mr. Floyd Jenkins, Mr. Tim Hartnett, and Chairman Mr. Rex Doornbos; a quorum was established. Mr. Dan Halstead, Town Residential Building Inspector and Municipal Enforcement Officer, was also in attendance.

3. APPOINTMENTS/NEW BUSINESS:

- **O’Leary, Marlene: Lot #7 of the Kilroy 2nd Addition, 281 Sawmill Road – (RE-PLAT #02-20) Lot Combination** – Ms. Marlene O’Leary was in attendance to present her re-plat to the Commission members; Ms. O’Leary simply stated that she is combing her two (2) lots to make one (1) larger lot and that she would like to utilize the addressing system for where the existing home is located at: 281 Sawmill Road. By doing this lot combination is will clean up the un-platted land to the north so that it is included in the new plat title Kilroy Second Addition to the Town of Alpine.

Ms. Christine Wagner, Zoning Administrator stated that Ms. O’Leary’ re-plat application found to be complete and all in order. There were fifty-three (53) mailing completed; with no inquiries, questions and/or complaints regarding the lot combination. A copy of the new plat map and associated documents are incorporated into this record. Following the adopted Land Use and Development Code (LUDC) regulations; the appropriate notification was provided to allotted property owners within the specified area for a fifteen (15) day review period to ask and/or submit their questions and responses regarding the subject re-plat. Upon review and discussion of the prepared staff report supplied by the Zoning Administrator along with the permit application and proposed re-plat map, see attached; it was determined by the Planning and Zoning Commission that there was no opposition to the proposed re-plat. Commission members decided to approve the simple subdivision re-plat and made the following recommendation for Town Council’s consideration for approval at their next scheduled Town Council Meeting.

Mr. Tim Hartnett moved to send a recommendation to the Mayor and Town Council for their approval and signature of the re-plat for the property located at 281 Sawmill Road, now known as Lot #7 of the Kilroy Second Addition to the Town of Alpine within the incorporated limits of the Town of Alpine, Lincoln County, Wyoming. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Fritz, Justin: Lot #18 Forest Meadows – 520 Three Rivers Drive – (#R1-01-20) – Permit Amendment for Lower Deck Installation** – Mr. Dan Halstead, Residential Building Inspector addressed the Commission regarding the request for the permit amendment. Mr. Halstead stated that the application is looking at extending the back (west side) deck out to the size of sixteen (16) feet by thirty (30) feet for a total of Four Hundred Eighty (480) square feet. Mr. Halstead further stated that this deck will be lower than and twenty-six (26) inches in height and will have no stairs and/or railings; he has reviewed the proposed plans and has found the amendment to be in order.

Mr. Floyd Jenkins moved to approve the permit amendment for Justin Fritz, permit #R1-01-20 for 520

Three Rivers Drive, Lot #18 of the Forest Meadows Subdivision as presented for the lower deck installation. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Quinbella, LLC {Dave Walters}: Lot #613C Lakeview Estates – 181 US Highway 89 – (#MC-04-20)** Installation of 550 Gallon Above Ground Fuel Tank – Ms. Christine Wagner, Zoning Administrator stated that there are a couple more items that need to be addressed and for a fuel storage tank of this size it will need to go to the State Fire Marshall for approval. Mr. Walters was out of town to discuss this, Ms. Wagner requested that this permit be tabled until she is able to discuss the permit is Mr. Walters.

Mr. Floyd Jenkins moved to table permit #MC-04-20 for Quinbella, LLC {Dave Walters}, Lot #613C Lakeview Estates, property located at 181 US Highway 89. Mr. Tim Hartnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **25 US Hwy 89 LLC: Tract 1A Palis Park Subdivision – 25 US Highway 89 – (#C-04-20) - Permit Amendment for Site Location** – Ms. Christine Wagner presented the Commission with the proposed new project location, the building will be moved closer to the existing building on the property. This is being done so that the new building is closer to the existing utility connection lines and to allow the flow of the project for greater continuity. A new site plan was presented to identify the new location of the building. The buildings are to be separated by approximately thirty (30) feet between them. Commission members reviewed the presented site plan, however there were no dimensions identified on the site plan, as to the orientation of the building and the distance between the buildings; which does not allow for a completed review by the Commission. It was asked that the site plan be reviewed and updated to reflect all the dimensions and actual locations of the utility connections. This new proposed location has been reviewed by the Commercial Building Inspector and was mentioned that if the buildings are closer than the required thirty (30) feet separation, new construction documents will need to be submitted to identify the 2018 fire code requirements for additional construction and safety requirements. The Commission determined that a conditional amendment could be sought, so long as the amended site plans reflects the thirty (30) foot separation and all the safety requirements that are needed are identified. Winter is approaching and the Commission feels that excavation on the project can begin so that the project can move forward.

Mr. Floyd Jenkins moved to approved the permit amendment for 25 US Highway 89 LLC, Tract 1A of the Palis Park Subdivision, 25 US Highway 89, permit #C-04-20; so long as a valid site amendment is presented meeting the required fire and safety codes, if the building are less than thirty (30) feet apart. The amendment includes the accurate depiction of the building orientation (size) dimensions and the showing the buildings separation (feet) along with the placement of the utility connections. Mr. Tim Hartnett seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS: None

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion:**
 - Comments from Commissioners – There were not comments at this time.
- **Land Use & Development Code Updates –**
 - Comments from Commissioners – There were not comments at this time.
- **Planning/Zoning Correspondence** – There was no correspondence to present and/or discuss.

6. UNFINISHED / ONGOING BUSINESS:

- **Active Building Permits Lists:** See Handouts, the Commission discussed the ongoing projects.
- **25 US Hwy 89, LLC: (C-04-20)** Permit expires August 2021.
- **Acosta, Ricky: (RMC-13-19)** Permit expires October 2020; Residential Building Inspector is working with

the applicant to complete the final inspection.

- **Beus, Jade: (R2-01-19 – R2-04-19)** Permit expires March 2021; all items on the outside of the building have been completed, project is within its allotted timeframe.
- **Broulim Oswald, LLC: (C-01-20)** – Permit expires March 2021.
- **Christie, Dave & Chris: (A-02-18)** – Permit expires July 2021. This project has stopped for the winter.
- **Draskovich, Joe: (R1-03-20)** – Permit expires May 2021.
- **Ehresman, Josh: (G-01-19)** – Permit expires May 2020. Municipal Officer is still working with the applicant.
- **Esperson, William: (A-02-19)** – Permit expires May 2021.
- **Fritz, Justin: (R1-02-20)** – Permit expires April 2021; project is moving towards a final inspection by the end of the month.
- **Gersch, Kate: (R1-06-20)** – Permit expires June 2021; excavation on the project has started.
- **Jacobson, Tim & Tracy: (R1-04-20)** – Permit expires May 2021.
- **Jones, Dusty: (R1-06-20)** – Permit expires July 2021; this project is moving along.
- **Larsen, Jeremy: (A-04-19)** – Permit expires October 2020. This project has been completed.

Mr. Floyd Jenkins moved to removed permit #A-04-19 for Jeremy Larsen from the active permits list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **O'Donnell, Katrina: (MC-12-19)** – Permit expires August 2021.
- **Riverview Meadows HOA: (MC-06-19)** – Permit expires June 2021.
- **Sandner, James: (C-03-19)** – Permit expires May 2021.
- **Severson, Mark: (R1-02-20)** – Permit expires April 2021.
- **Shockey, Robert & Jaelyn: (C-02-19)** – Permit expires May 2021.
- **Star Valley Health (Medical): (C-02-20)** – Permit expires March 2021.
- **Towles, Chris: (R1-03-17)** – Permit expires October 2020; this project has been completed.

Mr. Floyd Jenkins moved to removed permit #R1-03-17 for Chris Towles from the active permits list. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Hartnett), 0 absent. Motion carried.

- **Town of Alpine {New Public Works Building}: (C-03-19)** – Permit expires October 2020; this project is almost completed; the contractor is seeking a twenty (20) day extension on this project.

Mr. Floyd Jenkins moved to allow a twenty (20) day extension on the project expiration date. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

- **Vasko, Laurie: (MC-05-18)** – Permit expires August 2020. This project is completed.

Mr. Tim Hartnett to removed permit #MC-05-18 for Laurie Vasko 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.

- **Zweig, Katherine: (R2-01-20 & R2-02-20)** – Permit expires June 2021.

7. APPROVAL OF MINTUES:


- **Planning and Zoning Meeting Minutes:** September 8th, 2020 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date.

Mr. Floyd Jenkins moved to approve the minutes from the September 8th, 2020 Planning and Zoning Commission Meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: October 20th, 2020 – Mr. Floyd Jenkins will be in attendance for the next Town Council meeting.

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

Meeting adjourned at 8:07 pm.


Rex Doornbos, Chairman 10-27-2020
Date

Transcribed By: 
Christine Wagner, Planning & Zoning Administrator October 27, 2020
Date

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