



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 22, 2019*

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 Mr. Rex Doornbos. Also present was Dan Halstead, Municipal Enforcement Officer and Residential Building Inspector. A quorum was established.

3. **APPOINTMENTS/NEW BUSINESS:**

- **Graus, Todd & Holly (Green Turf Landscaping), PT Lot #11 Palisades Heights Subdivision, 152 "B" US Highway 89 (#S-10-19)** {Sign Installation} – Ms. Christine Wagner presented the sign permit application, this sign has already been installed and the applicant was contacted by the Town Municipal Enforcement Officer, Mr. Dan Halstead regarding the installation. This installation was on the existing sign poles of the free-standing sign and the sizes have been documented. The Commission reviewed the application and photos.

Mr. Floyd Jenkins moved to approve the sign permit application for Todd and Holly Graus, {Green Turf Landscaping} PT Lot #11 Palisades Heights Subdivision, 152 "B" US Highway 89; permit number S-10-19. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

4. **TABLED ITEMS:**

- **Broulim Supermarkets: Lot #36 Snake River Junction, 118400 US Highway 26/89 – Commercial Building – (#C-01-19)** Application expiration date is 3/25/2020.
- **Town of Alpine/Melvin Brewing Co: Melvin Brewing Property, 624 County Road #101 – (#MC-08-19)** {Pergola Installation} – Ms. Christine Wagner provided the Commission members a draft on a timeline of Melvin pergola activities as requested by the Town Council. It was determined by the Commission members that all costs should be included; the foremost importance is the life safety issue, it should be noted that the Town is well aware of the situation and if there were to be any incidents and/or accidents that would pose a huge problem for the Town. The costs will be included on the final draft of the timeline for Commission approval and then get forwarded to the Town Council.
- **Town of Alpine: Alpine Light Industrial Area: 289 Buffalo Drive - #C-03-19** {New Public Works Building} Mr. Rex Doornbos excused himself from the Commission table, Mr. Tim Harnett will be the acting chairperson for this project. Ms. Christine Wagner presented the Commission with the permit application for the New Public Works Building; this project has gone out to bid and the date of the award has not been specified. However, when the bid is awarded it is the hope of the Town that the project can get started. The permit application has been sent to the Wyoming Department of Fire Prevention and Electrical Safety; there will be a twenty-one (21) business day turnaround of the submitted application. The Town Commercial Inspector has reviewed the building plans and found them all to be in order. The electrical and mechanical elements of the project have been removed from the bid package until further information from the electrical engineer will be made available, for that portion of the project. Again, it is the hope that the

groundwork and/or grading along with the footings and foundation would be approved prior to final State approval, like some of the other contingent permits have been approved. Chairman Harnett asked about the insulation schedule and requested that the information be made available. {This information is included in the building packet.} It appears that conditional permit approval for the site prep (work), project excavation, footings and foundation can be done; pending the approval of the State; and once that is received the project can be permitted to move forward. Additional review of the electrical and mechanical units and any other items that the Commercial inspector deems to be incomplete.

Mr. Floyd Jenkins moved to approve a conditional permit approval for the Town of Alpine, permit #C-03-19; 289 Buffalo Drive, conditional permit approval is for the site prep work and project excavation, once information is received from the State the Town can move forward with additional portion of the project. Information from the State will be made available, once it is received. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 2 yes, 0 no, 1 abstain (Doornbos), 0 absent. Motion carried.

Mr. Rex Doornbos re-joined the Commission table and took over the Chairman activities.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Correspondence:** There was no correspondence to distribute.
- **Planning/Zoning Discussion:** Mr. Tim Hartnett gave the Commission members a brief update of the Town Council meeting, in which was the request to create a timeline for the Melvin's pergola installation to be made available to the Town Council and Town Legal Counsel for further action.
- **Planning/Zoning Public Comments:** There was no public in attendance and/or questions or additional concerns.

6. APPROVAL OF MINUTES:

- **Planning and Zoning:** October 8th, 2019 – Commission members reviewed the draft Planning and Zoning Meeting minutes that were distributed prior to the meeting time.

Mr. Floyd Jenkins moved to approve the minutes from the October 8th, 2019 Planning and Zoning Commission Meeting as written. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

7. 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 7:56 pm.



Rex Doornbos, Chairman

11-12-19
Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator

November 12, 2019
Date

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