



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** February 9, 2021  
**TIME:** 7:00 p.m.

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

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**1. CALL TO ORDER:** Meeting called to order at 7:00 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. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **LOWERY, SEAN: Lot #626 Lakeview Estates – 177 Trail Drive Road – (#MC-01-21) -** (Emergency Re-Roofing Project) – Mr. Dan Halstead represented Mr. Lowery regarding the reroofing project. Mr. Halstead stated that was an emergency due to the fact that the roof was leaking and needed to be fixed immediately. Mr. Halstead stated that there is a provision in the Land Use and Development Code (LUDC) for facility repairs, which states that emergency (acts of nature), ordinary repairs and maintenance of a nonconforming building shall be permitted, with the appropriate permits on file with the Planning and Zoning Commission. Mr. Lowery has submitted his permit application and paid the permit fees. The roof repair will be a weight reduction, by replacing the composition roofing shingles with metal roofing materials.

Mr. Tim Harnett moved approve the minor construction permit application #MC-01-21 for Sean Lowery, 177 Trail Drive Road, Lot #626 Lakeview Estates. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

**4. TABLED ITEMS:**

- **{Alpine Board of Adjustments} – Bianchin, Nathan – Lot #37 Alpine Meadows – 499 Aster Loop - #V-01-20** – Variance Application table from December 2020 Alpine Board of Adjustment Meeting – Zoning Administrator Request for Additional Time Extension – Ms. Christine Wagner, Zoning Administrator commented on the variance application for Mr. Bianchin: Mr. Bianchin's legal counsel has been unavailable due to an emergency family medical situation. Ms. Wagner has request that the parties be given some additional time. Ms. Wagner stated that if no progress and/or contact has been may by the end of May, the Alpine Board of Adjustments act at the first meeting to be held on June 8<sup>th</sup>. Planning and Zoning Commissioners agreed to the extension.

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

- **Planning/Zoning Discussion:**
  - **Cleary Building – Garage Installation: Scott Meyer: Three Rivers Meadows** – Mr. Scott Myer was in attendance to discuss his garage structure installation for preliminary review by the Commission. Mr. Meyer will be installing a Cleary building in which will be a post and beam installation, just like the other Cleary buildings that have been installed in the Alpine area. Commission members briefly reviewed the project and noted that they had no problems with the project also noting that the placement of the building will be right on the setback line. Mr. Dan Halstead commented that the structure will need a certificate of placement, since the Town no longer does site inspections for placement.
  - **Access Review Document/Map and Comments for Rehman Hafeez Property**

**submitted by JFC Engineers & Surveyors** - Ms. Wagner distributed the correspondence received from Terry Waters, JFC Engineers & Surveyors, via Mayor Lutz. Mr. Waters is asking that the Town take a look at the proposed sketch for property access from Wintergreen Drive. Commissioners reviewed the proposal access points and with the suggestions that were made by the Wyoming Department of Transportation; ruled out the 1<sup>st</sup> proposed access point, stating that it is in fact, too close to the corner (junction) and would pose future traffic problems. Commission members discussed the next proposed access point (option #1), that would allow the needed access to Lot #2; however, it was suggested that the applicant would need to remove the median, at the developer's expense with Town Council approval. Commission members suggested an access point (Option #2) directly across from the Star Valley Medical/Health entrance and an easement could be made to access the Lot #2. Commission members directed the Zoning Administrator to prepare a letter for the Mayor and Town Council review, regarding the access points as discussed. With approval from the Mayor and Town Council the letter will be sent to Mr. Waters.

- **Alpine Valley Resort – RV Park at Snake River Junction** – Ms. Wagner distributed the concept layout of the Alpine Valley Resort, which is the proposed RV park to be located within Snake River Junction. This project was previously reviewed by the Town and has already been permitted by Lincoln County Planning & Engineering. Ms. Wagner spoke with the Lincoln County officials and it appears that this amended project will not be coming to the Town again, as it has already been permitted and the Town has already comments.
- **Recommendation for Council Representative to Attend March 9<sup>th</sup> P&Z Meeting for Property Rezone** – Ms. Wagner asked the Commissioners to review the prepared recommendation proposal for Town Council representation at the Planning and Zoning Commission Meeting {Public Hearing} which is scheduled for March 9<sup>th</sup>, 2021; in which she has received numerous inquiries as the property rezoning and the intended use of the property moving forward. The Commission can and will address the procedures for the re-zone application process. However, limited information has been made available to the Commission regarding the intended future use of the property that would warrant the re-zoning of the land. It is anticipated that questions and/or comments will be presented to the Commission at the scheduled public hearing regarding allowable permitted uses of the aforementioned land. The Planning and Zoning Commission would like to ask that Town Council provide for one of the Planning and Zoning liaison's to be available at the meeting to discuss and/or answer any questions and/or address comments the public might have at the aforementioned public hearing.

Mr. Jordan Kurt-Mason, President of the Riverview Meadows Homeowners Association, was in attendance and asked if he could comment on the proposed re-zone. Mr. Kurt-Mason asked if any traffic studies have been completed in the area; or if there is any intend to look into the measures of traffic that would be going through the residential district, in which is adjacent to the Child Development Center and Town Library. Mr. Kurt-Mason further stated that the area (traffic) has significantly changed since the construction of the Melvin Brewing facility. He further asked if this proposal fits into the Town's Comprehensive Plan, identifying that the plans was completed back in 2006 and again reiterating that a lot of things have changed since it was completed. Commission Chairman Rex Doornbos stated that this is something that the Commission has asked the Council to look at and consider updating the Comprehensive Plan; further stating that it needs to be brought up to the Town Council again for further consideration. Mr. Kurt-Mason was grateful and thanked all Commissioners for their time and dedication to the Town of Alpine.

- **DCCR's for Snake River Junction – Commercial Area** – Commission members did not have a chance to review sign standards and guidelines. A copy of the Declaration of Covenants, Conditions and Restriction for Snake River Junction, Commercial Area to see what is allowable in that subdivision, this will be up for discussion at future meetings.
- **Comments from Commissioners** – There were no additional comments from the Commissioners.
- **Planning/Zoning Correspondence:** The following correspondence was distributed and there were no comments and/or questions.
  - Town Council Meeting Minutes: January 19, 2021;
  - Final Report – Alpine Public Works Building;
  - Adopted #472 Resolution No. 01-19-2021 – Official Appointments;

- Adopted #473 Resolution No. 01-19-2021 – Proposed Sale of Property {Alpine Junction Property Investments, LLC}; and
- Correspondence Prepared for Broulim Oswald, LLC – Free-Standing Signs

**6. UNFINISHED / ONGOING BUSINESS:**

**Active Building Permits Lists:** See Handouts, the Commission discussed the ongoing projects. Commission members decided that these permits will be discussed at the next Planning and Zoning Commission meeting.

**7. APPROVAL OF MINUTES:**

- **Alpine Board of Adjustment Meeting Minutes from January 12<sup>th</sup>, 2021** – Chairman Doornbos suggested that these minutes need to be review and approved by all of the members of the Alpine Board of Adjustment; and this item should be tabled until all members have a chance to vote on them, he suggested that this be accomplished when the variance application concludes or if the Board meets at a sooner date.
- **Planning and Zoning Meeting Minutes:** January 12<sup>th</sup>, 2021 – 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 January 12<sup>th</sup>, 2021 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:** February 16<sup>th</sup>, 2021 – Mr. Floyd Jenkins will be in attendance for the next Town Council meeting.

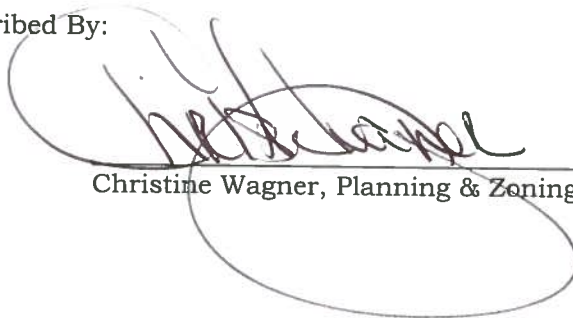
**9. ADJOURN MEETING:** Mr. Tim Hartnett moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Meeting adjourned at 8:44 pm.

  
Rex Doornbos, Chairman

4-13-21  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

4/13/2021  
Date

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