



Town of Alpine
Planning & Zoning Commission Minutes

DATE: August 8th, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 1. CALL TO ORDER:** Meeting called to order at 7:04 p.m.
- 2. ROLL CALL & ESTABLISH QUORUM:** Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call, members in attendance were Ms. Melisa Wilson, Mr. Floyd Jenkins, and Mr. Rex Doornbos were in attendance. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - **DEROMEDIS, JOE & SHIRLEE:** Lot #7 & #9 Grand Lake Addition, 697 Sunset Drive & 642 Mountain Drive – RE-Plat (RE-Plat #01-23) – Lot Combination & Adjust the Common Boundary – Mr. Marlowe Scherbel from Surveyor Scherbel's office was the representative in attendance to present the simple subdivision replat application. The is a simple lot combination for Mr. Joe & Shirlee Deromedis, along with a lot line adjustment with Mr. Jeff Elwell on the lower portion of his lot. This is to clean up the lot line from a previous adjustment. Ms. Christine Wagner read the staff report into the public record, which is attached hereto. There are some utility easements along Sunset Drive that need to be cleared up. There was no public comment regarding the lot line adjustments and/or combination. Mr. Scherbel suggested that the Town look into approve with contingency that the Silverstar easements are taken care of before final approval from the Town.

Mr. Floyd Jenkins moved to approve the simple subdivision replat #RE-Plat #01-23; Lot #7 & #9 Grand Lake Addition, 697 Sunset Drive & 642 Mountain Drive with the contingency of the submission of the easement documentation for both property owners. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ALPINE BRANCH LIBRARY:** Lot #3 Alpine West Subdivision, 243 River Circle (#MC-13-23) – Solar Parking Lot Lighting – Ms. Wendi Walton was in attendance to present the permit application for solar parking lot lighting, with winter approaching they are looking at making the parking lot safer for the patrons. The parking lot lights will be seventeen (17) feet in height, they will be motion lights. The light poles will be buried approximately two (2) feet down, with two (2) above with incased concrete. The Commission asked for some engineering on the light poles and also asked about the total lumens for the light. Chairman Doornbos asked that Mr. Dan Halstead work with the applicant on the lumens. It was decided to table this permit application until further information has been researched.

Ms. Melisa Wilson moved to table the permit application for Alpine Branch Library, Lot #3 Alpine West Subdivision, 243 River Circle #MC-13-23 until further information has been received. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ARMINGTON/LETHBRIDGE:** Lot #11 Greys River Valley Subdivision, 337 East Mill Road (#R1-01-23) – Single Family Residential Home – Mr. Elliott Armington was in attendance to present the permit

application to the Commission. Mr. Armington described the project, the plan review has been completed, there were a couple of items that were identified on the plan review, in which those items, radon piping, smoke detectors and the stairs for the garage storage area were identified. Those items have been discussed and/or corrected.

Mr. Floyd Jenkins moved to approve the residential permit application #R1-01-23 for Armington/Lethbridge, Lot #11 Greys River Valley Subdivision, 337 East Mill Road. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **CORNELIUS, ERNEST:** Lot #13 Palis Park Subdivision, 225 River Bench Road (#R1-02-23) – Single Family Residential Home – Mr. Aaron Cornelius was in attendance to present the permit application on behalf of the applicants. This will be a modular home that has an anticipated arrival date of October 2023. The plan review has been completed and it was identified that the structure will be sitting right on the setback line; it was identified that the certificate of placement will be crucial for this placement, all other items have been found to be in order.

Ms. Melisa Wilson moved to approve the permit application for Ernest Cornelius, Lot #13 of the Palis Park Subdivision, 225 River Bench Road, application #R1-02-23. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **GIECK/JEPSON:** Lot #734 Lakeview Estates, 196 Trail Drive Road – (#R2-02-23) – Multi-Unit Apartment Complex – Mr. Jeff Jebson and Mr. Daniel Amborski presented the permit application to the Commission for review and discussion; this will be a multi-family apartment complex and will need to go to State plan review for approval before the Town can approve the permit application; the applicant stated that it has been submitted to the State. This complex is for Alpine employee housing and will be long-term rentals, the applicant has been provided with a list of corrections and/or identification that was identified during plan review. Ms. Christine Wagner, Zoning Administrator, stated that the fees have not yet been paid, as the calculations could not be completed as of the submission date. Fee calculation has been completed and given to the applicant. It was identified that additional information is needed for any approvals can be issued.

Mr. Floyd Jenkins moved to table the permit application for Gieck/Jepson, Lot #734 Lakeview Estates Subdivision, 196 Trail Drive Road #R2-02-23 until further information has been corrected and received, in addition to State Plan Review approval. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **CORONA-LOPEZ, GRACIELA:** Lot #51 Riverview Meadows Subdivision, 429 Snake River Drive (#MC-14-23) – Re-Roofing Project {Comp to Metal} – Mr. Dan Halstead presented the permit application for the re-roofing project; this project was started without obtaining a permit application and was subsequently shut down until an application was submitted. The applicant is changing the roofing materials from asphalt composition to metal roofing; the applicant was fined for not having a permit application in place before the project started.

Ms. Melisa Wilson moved to approve permit application #MC-14-23 for Graciela Cornona-Lopez, Lot #51 of the Riverview Meadows Subdivision, 429 Snake River Drive. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **O'LEARY, MARLENE {307 IMPERIAL ROOFING}:** Lot #281 Alpine Grid Area, 281 Sawmill Road (#MC-05-23) – Re-Roofing Project – Ms. O'Leary has switched her roofing materials back to metal

roofing, to move the project forward. Ms. O'Leary felt that it was cost prohibitive to change the material to asphalt composition, that is why she went back to the metal roofing. There were no additional questions from the Commission members.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-04-23 for Marlene O'Leary, noting that she will be using like-kind materials, property address 281 Sawmill Road, Lot #281 Alpine Grid Area. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **CITRO, RICK:** Lot #20 Palis Park Subdivision, 177 West Mill Circle (#RE/A – 03-22) – Garage Addition – Living Space – Mr. Dan Halstead presented the permit application that has been in the works for a while. Mr. Halstead stated he received the documents from the Engineer that he has signed off on the project. Mr. Halstead has accepted those documents and stated that the project is good to move forward. Mr. Rick Citro will be contacted regarding his permit approval.

Mr. Floyd Jenkins moved to approve the garage addition/remodel permit application for permit Rick Citro permit application #RE/A – 03-22; Lot #20 Palis Park Subdivision, 177 West Mill Circle. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Brett Bennett Memo – 160 US Highway 89 (Townhome/Live Work Unit Project) – Mr. Brett Bennet was in attendance to discuss the project at 160 US Highway 89 and to determine what type of common walls would be need if a land division were to take place for the common wall of a Townhouse construction; it was first thought that these would be constructed as live-work units; however after further consideration the three units will be townhomes. The applicant is working with Surveyor Scherbel's office regarding the land division. There are many factors that come into place with a land division and the further construction of the property. A planned unit development will most likely be the way to move forward with this project. It was suggested that the applicant work with the residential building inspector on the common wall construction for townhomes, the Town needs to see a finalized set of plans for further information and clarification.
 - Grading Permit Applications – Ms. Christine Wagner addressed the Commission members with a copy of a grading permit from the Town of Jackson, it was mentioned at one of the Town Council meetings that the Town might want to investigate this permit application for noxious weed abatement. Commission member reviewed the Jackson permit application, they also fee that this type of permit will increase property owners costs, as the permit application needs to be prepared by a professional engineer or a landscape architect, however the permit application can be alter to fit the Town of Alpine, but if the Town of Alpine already has a noxious weed ordinance, let that ordinance dictated the need for weed abatement.
 - Cobble Stone Building Lighting – Ms. Wagner presented the Commission members with the proposed lighting for the building and the parking lot, Commission members discussed the lighting for the building, patrons' safety during the evening hours. It was suggested that the lighting only reach the top of the window on the first floor, it was stated that the lighting should be adjustable. However, the Commission will need to know the wattage and the lumens of those lights. It appears that the parking lot light are acceptable for the project, as lighting appears to be the same as the Broulimns and Star Valley Medical projects, which were already approved and in the incorporated boundaries of the Town, it was stated that they need to be shielded to comply with the Land Use and Development Code. {See Lighting Specifications Provided.}
 - **Public Comments and/or Concerns** - There was no public comment presented.

- **Planning/Zoning Correspondence:**
 - Comments/Concerns from Commissioners – There were no additional comments and/or concerns from the Commissioners.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing {Dan Halstead}

Active Building Permits Lists: Dan Halstead reported on the active and/or ongoing projects.

- Alpine Ace Hardware: (MC-01-23) – Temporary Greenhouse – Removal Date 10/1/2023.
- Alpine Broulims: (S-03-23) – Permit expires April 2024.
- Alpine Flats, LLC: (R2-08-22) – Permit expires March 2024.
- Alpine Flats, LLC: (R2-12-22) – Permit expires September 2023.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (S-06-22) – Permit expires September 2023.
- Alpine Wyoming Hotel, LLC {Cobblestone Hotels}: (C-01-22) – Permit expires October 2023.
- Beeson, Tiffany: (RE-03-23) – Permit expires May 2024.
- Blacker, Danielle: (RE-02-23) – Permit expires April 2024.
- Christie, Dave: (RE/A-04-22) – Permit expired August 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2023.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expires August 2023.

Mr. Floyd Jenkins moved to remove permit #MC-05-21 for Driftwood Pizzeria from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Esperson, William: (A-02-19) – Permit expires January 2024.
- Ferguson, William: (R1-10-22) – Permit expires August 2024.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2024.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2024.
- Green, Eric & Janya: (RE/A-02) – Permit expires August 2023.
- Gustafson, David: (MC-02-21) – Permit expires August 2023.

Mr. Floyd Jenkins moved to remove permit #MC-02-21 for David Gustafson from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Kerley, Steven: (MC-04-23) – Permit expires June 2024.
- Kurt-Mason, Jordan: (MC-06-23) – Permit expires June 2024.

Ms. Melisa Wilson moved to remove permit #MC-06-23 for Jordan Kurt-Mason from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires August 2023. Project on hold.
- Livingston, Trent: (R1-03-22) – Permit expires August 2024.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2023.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2023; temporary certificate of occupancy issued.
- Madsen, Tim {Castle Rock}: (R1-08-21) - Permit expires August 2023; temporary certificate of occupancy issued.
- Markman, Jason: (MC-06-22) – Permit expires August 2023.

Mr. Floyd Jenkins moved to remove permit #MC-06-21 for Jason Markman from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Mosis, Miranda: (R1-17-21) – Permit expires September 2023.
- Poyer, Levi: (RE/A-05-22) – Permit expires August 2023. Request to send letter to applicant.
- Rezents, Jeffry: (MC-03-21) – Permit expires August 2023. Request to send letter to applicant.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023.

Ms. Melisa Wilson moved to remove permit #R2-05-21 for SSDA, LLC {Scott Shephard} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- SSDA, LLC {Scott Shephard}: (R2-05-22) – Permit expires August 2023.

Ms. Melisa Wilson moved to remove permit #R2-05-22 for SSDA, LLC {Scott Shephard} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Sandner, James: (S-04-21) – Permit expires August 2023. Request to send letter to applicant
- Schou, Dan: (R1-02-21) – Permit expires August 2024.
- Severson, Mark: (R2-01-23) – Permit expires March 2024.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires August 2023; temporary certificate of occupancy issued.

Mr. Floyd Jenkins moved to remove permit #R1-08-22 for Petra & Tristan Shockley from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires August 2024.
- Thomas, William: (R2-10-22) – Permit expires August 2024.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires August 2023.

Ms. Melisa Wilson moved to remove permit #MC-05-22 for Town of Alpine – Adventure Kids {Amber Merritt} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2023.
- TOA – {Town Hall – Visitors Center}: (S-03-23) – Permit expires May 2024.
- TOA – {Child Development Center}: (MC-03-23) – Permit expires June 2024.

Ms. Melisa Wilson moved to remove permit #MC-03-23 for Town of Alpine – Child Development Center from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- TOA – {Melvin Brewing}: (S-04-23) – Temporary Banner Installation Removal Date: 10/1/2033.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.
- Star Valley Medical/Health – Urgent Care Building (Temporary Structure) (In association with (#C-03-18) – Building Removal Date: 12/30/2022 – Building has been removed from the property.

Ms. Melisa Wilson moved to remove permit #C-03-18 for Star Valley Medical/Health Center from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for June 13th, 2023;** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Melisa Wilson moved to approve the minutes from June 13th, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning & Zoning Meeting Minutes for June 27th, 2023;** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Melisa Wilson moved to approve the minutes from June 27th, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **Planning and Zoning Meeting Minutes for July 11th, 2023;** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There were no questions, comments and/or corrections to the meeting minutes.

Ms. Melisa Wilson moved to approve the minutes from July 27th, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

8. TOWN COUNCIL ASSIGNMENT: August 15th, 2023 – Ms. Melisa Wilson will be the representative in attendance at the next Town Council meeting.

9. ADJOURN MEETING: Ms. Melisa Wilson 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.

The meeting was adjourned at 9:36 pm.


Rex Doornbos, Chairman

9-12-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

September 12, 2023
Date

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