



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: August 10th, 2021
TIME: 7:00 p.m.

PLACE: Town Hall
TYPE: Regular Meeting

1. CALL TO ORDER: Meeting called to order at 7:06 p.m.

2. ROLL CALL & ESTABLISH QUORUM: Ms. Christine Wagner, Planning and Zoning Commission Administrator established roll call; members present were Mr. Tim Hartnett and Chairman Mr. Rex Doornbos. Mr. Floyd Jenkins was absent and excused. 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:

- **Town of Alpine: Lot # 2, #7 & #8 Greys River Valley {Specific to Lot #2 Installation} – 340 Meadows Drive – (MC-07-21)** – Concrete (Prefabricated) Bathroom Installation – Ms. Christine Wagner described the permit application, this project is being completed in conjunction with the project manager, Mr. Brian Culpepper. One of the town residents is donating the costs for the prefabricated building, town employees will be completing the site preparations and utility connections. This facility will be place on Lot #2 of the Greys River Valley property, adjacent to the parking lot area. Commission members asked if the facility would be open during the winter months? Will this building be heated? And will there be a water shut off to the structure? Ms. Wagner stated that she was handed this project, therefore she has limited information on the structure and its installation. However, she is under the impression that this will be a seasonal facility, she will need to check with the Town officials on the source of heat and any water shut off valves. It was determined that since the structure will not be here until September, that the permit application can be tabled until further information is available from the Town officials and/or the project manager.
- **BROULIM OSWALD LLC - BROULIM ALPINE ACE HARDWARE {Bateman-Hall}: Lot # 716 Lakeview Estates – 100 Greys River Road – (#RE/A - 04-21)** – Interior Remodel – Mr. Austin Gutierrez, Bateman-Hall, project manager, along with Mr. Mark Oswald, owner, was in attendance to present the permit application and project plans to the Commission for review and discussion. Commercial Building Inspector, Mr. Robert Wagner has reviewed the plans and has been in communication with Mr. Gutierrez, regarding the additional items that are needed for the permit application. Those items include Structural engineering for the roll-up located on the west side of the building; access to the mezzanine area, as described on the plans, along with any and all documentation from the State Electrical/Fire Inspector, regarding electrical and fire suppression changes. Commission members discussed the project and will allow the applicant to move forward with starting the project, so long as the requested items are submitted.

Mr. Tim Harnett moved approved the remodel/addition permit application #RE/A-04-21 for Broulim Oswald, LLC {Alpine Ace Hardware}, Lot #716 of the Lakeview Estates Subdivision, 100 Greys River Road, CONTINGENT upon the applicant complying and/or provided that all state recommendations are met along with providing the engineering on the roll-up door installation. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- **25 US HWY 89 LLC: Lot #3 Greys River Cove Subdivision – 111 Greys River Road – (#MC-13-21)** – Flagpole Installations – Ms. Christine Wagner addressed the application submittal, stating that the Land Use and Development Code (LUDC) does not provide any guidelines for flagpole installations, therefore it is her belief that since there is no provisions the LUDC is silent on any permitting. Ms. Wagner further stated that

the applicant just wanted to make sure that if there was a procedure for this application and that they are complying. Commission members in attendance discussed the permit application, there was some concerns regarding the overall height of the pole installation along with any advertisements and/or business logos that might be on the flags. Ms. Wagner informed the Commission; it is her understanding that the installation is for the US American Flag and the Wyoming State Flag; she is not aware of any other flags that might be on the pole, however there is no clear regulations regarding the installation or provisions for specific types of flags that can be flown. Commission members reiterated that no business advertisement should be allowed on the flags and that further research on allocated heights should be looked at; perhaps the Commission could get the guidance from the Town's legal counsel. It was determined to table the permit application until further information and review are completed.

Mr. Tim Harnett moved table the minor construction permit application #MC-13-21 for 25 US Highway 89, LLC, Lot #3 of the Greys River Cove Subdivision, 111 Greys River Road, until additional information and review can be completed for pole height installation. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

4. TABLED ITEMS:

- **ESSEGAN, HOWARD {LINDVALL, ERIC}: Lot #43 Alpine Meadows – 589 Aster Loop – (#R1-15-21) – Single Family Residential Structure – No new additional information has been provided on this permit application.**
- **Town of Alpine: Lot # 2, #7 & #8 Greys River Valley {Specific to Lot #2 Installation} – 340 Meadows Drive – (MC-07-21) – Concrete (Prefabricated) Bathroom Installation.** Mr. Brian Culpepper the project manager, was unable to attend the meeting, more information will be available at the next bi-monthly meeting.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion:**
 - Engel & Völkers Jackson Hole/Star Valley: Lot #12 Palisades Heights Subdivision - 160 US Highway 89 – (#MC-06-21) – Electrical Upgrade to Existing Commercial Building – Ms. Wagner addressed the Commission regarding the approved permit application, stating an amendment was approved for re-roofing the west portion of the building. It was discovered during the construction that portion of the building needs to be re-roofed; the re-roofing will be of like kind materials; this is being done as a precautions measure for safety reasons.
 - Comments/Concerns from Commissioners – The Commissioners had no other questions or comments.
- **Planning/Zoning Correspondence:**
 - Draft Town Council Meeting Minutes of July 20th were distributed.
 - Draft Emergency Town Council Meeting Minutes of July 27th were distributed.
 - Town of Alpine Burning Restrictions were distributed.
 - Comments/Concerns from Commissioners - There was no questions and/or comments from the Commissioners regarding the distributed materials.

6. APPROVAL OF MINUTES:

- **Planning and Zoning Meeting Minutes of July 27th, 2021:** Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There was no question, comments and/or corrections to the meeting minutes.

Mr. Tim Harnett moved to approval of the minutes from the July 27th, 2021, Planning & Zoning Meeting as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

- 7. TOWN COUNCIL ASSIGNMENT:** August 17th, 2021 – Mr. Tim Harnett will be the representative in attendance at the next Town Council meeting.


8. ADJOURN MEETING: Mr. Tim Harnett moved to adjourn the meeting. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Jenkins). Motion carried.

Meeting adjourned at 8:11 pm.


Rex Doornbos, Chairman

8-24-21
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

August 24, 2021
Date

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