



Town of Alpine
Planning & Zoning Commission Minutes

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

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

1. CALL TO ORDER: Meeting called to order at 6:59 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:

- **GUSTAFSON, DAVID: Lot #25 Grandview Enterprises – 639 Mountain Drive – (#MC-02-21)** – Dormer Installation – Mr. Dave Gustafson was in attendance to present his project to the Commission for review and discussion. The residential building inspector has reviewed and commented on the submitted plans, in which an engineering document was requested to complete the final review. The applicant submitted the requested documentation, and the project is now ready for approval. The Commission had no concerns regarding the dormer installation as the engineer has signed off on the project.

Mr. Tim Harnett moved approve the minor construction permit application #MC-021-21 for David Gustafson, Lot #25 Grandview Enterprises, 639 Mountain Drive. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **SCHOU, DAN: Lot #89 Alpine Meadows – 334 Aster Loop – (#R1-02-21)** - Single Family Residential Structure – Mr. Dan Schou presented his construction plans to the Commission for review and discussion, Mr. Schou gave a brief overview of his project. Mr. Schou will be keeping this residential home for a while, making it is permanent residence. Town residential building inspector, Mr. Dan Halstead has reviewed the plans; an insulation schedule was needed to complete the review; the associated documentation has been submitted. This project is ready for approval. Commission members reviewed the submitted plans and permit application, identifying that everything is all in order for permit approval.

Mr. Floyd Jenkins moved approve the residential building permit application #R-1-02-21 for Dan Schou, 334 Aster Loop, Lot #89 Alpine Meadows Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **CLAYTON, WILLIAM {GREGG, KIM}: Lot # 34 Forest Meadows – 534 Forest Circle Drive – (#R1-04-21)** - Single Family Residential Structure – Mr. Kim Gregg is the authorized representative for the project and was in attendance to present the project to the Commission. The residential building inspector has completed his reviewed the submitted plans and construction documents. This project consists of a manufactured home with a stick-built garage, the garage will be placed back behind the primary structures. Only item identified by the residential inspector is a stamped letter from the project engineer regarding the room truss layout and should be a contingency on the permit application. The Commission reviewed the project and with the submission of the requested document the project is good to go.

Mr. Tim Harnett moved approve the single-family residential permit application #R1-04-21 for William Clayton, Lot #34 Forest Meadows, 534 Forest Circle Drive; contingent upon the submission of the engineered stamp document for the room truss layout, as requested. Mr. Floyd Jenkins seconded the

motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **BROULIM OSWALD LLC: Lot #4 Broulim Addition, 45 Iron Horse Drive – (#C-01-21)** – Installation of New Gas Station – Mr. Ben Christianson with Bateman-Hall Construction was in attendance to discuss the submitted plans with the Commission members, Mr. Mark Oswald (property owner) was also in attendance to support the project. The Town of Alpine Commercial Building Inspection has reviewed the plans and identified a couple of items that will need to be addressed for further clarification and/or corrections. Items identified were correcting the engineering for snow load requirements; engineered foundation documents for mechanical room enclosure along with the corrected identification for seismic and snow load requirements; approved State of Wyoming DEQ and Fire Marshall permit documentation. The Commission reviewed the commercial building inspectors notes also identifying the access to the project off Iron Horse Drive. Mr. Christianson discussed the removal of the curb and gutter long Iron Horse Drive to allow for easier access for the fueling station. Those in attendance discussed the access in which was compared to the hap-hazard access that is at the current grocery store. It was reiterated by the Zoning Administrator that the Town Officials would like to see more of a controlled access to Iron Horse Drive, Town officials' feels that this has the potential to create a safety issue. Mr. Christianson addressed that concern stating that he feels that is not an accurate depiction, as the Greys River Road is a busier area than Iron Horse Drive. Mr. Oswald stated that the road (Iron Horse Drive) belongs to Lot #3. It was determined that the Town you look at the recorded plat map for additional information regarding the street. Mr. Christianson identified the current access identifies a one (1) inch swale (waterway) for the separation. Commission members in attendance feel that it does not appear to be enough of a separation for the project; it was suggested that the access be shortened to give more of a directional ingress and egress for the project. It was determined by Commission members that the requested information for the project be submitted and reviewed before a permit application is approved. Mr. Oswald and Mr. Christenson stated that the project will not be starting until the end of April or perhaps sometime in mid-May, so this will give the town some time to do any additional research needed. The Commission determined to table the permit application until the next scheduled meeting to allow the applicant additional time to get the required engineering information together and other requested information.

Mr. Tim Harnett moved table permit application #C-01-21 for Broulim Oswald, LLC; Lot #4 of the Broulim Addition to the Town of Alpine, 45 Iron Horse Drive, until additional information is submitted on the project. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **BROULIM SUPERMARKETS LLC: Lot #716 Lakeview Estates, 100 Greys River Road – (#S-01-21)** – Sign Change – New Branding Logos – Ms. Christine Wagner, Zoning Administrator commented on the sign permit application, in which she has been working with David Lee from YESCO and Brad-Hall regarding the sign permit. This permit is for the existing grocery store, in which the sign and logos have already been changed out, the applicant was notified that they need to get an approved sign permit for the brand change, it was noted that the previous gas station entity was "Sinclair", and the new entity is "Conoco"; there has been no change in ownership of the property. Both Mr. Christianson and Mr. Oswald were under the impression that this permit was for the sign for the new Broulims building.

Mr. Tim Harnett moved approve sign permit application #S-01-21 for Broulim Oswald, LLC; Lot #716 Lakeview Estates Subdivision, 100 Greys River Road, as the signs have already been installed. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **SEVERSON, MARK: Lot # 19 Forest Meadows – 518 Three Rivers Drive – (#R1-03-21)** - Single Family Residential Structure – Mr. Dan Halstead presented the permit application on behalf of Mr. Mark Severson; identifying that the plan review has been completed and the items recommended for correction have been taken care of prior to the meeting time. It was further identified that Mr. Severson has paid the building permit fees, however the water and sewer connection fees still need to be paid. The Commission review the plans and determined that the structural drawings were in place and the permit could be approved with the contingency of the connection fees to be paid.

Mr. Tim Harnett moved approve permit application #R1-03-21 for Mark Severson; Lot #19 of the Forest Meadows Subdivision, 518 Three Rivers Drive, CONTINGENT upon the payment of the water and sewer connection fees to be paid before the permit is to be delivered. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- **25 US Highway 89, LLC: Tract A Palis Park, 25 US Highway 89 – (RE/A-01-21)** – Bathroom Remodel & Commercial Kitchen Hood Installation – Ms. Christine Wagner presented the permit application and subsequent plans to the Commission for review and discussion; further stating that the Town's commercial building inspector has reviewed the construction drawings and any items needed have been identified and take care of. This will be a phased project, the first portion of the project is the bathroom remodel and then the kitchen remodel will come at a later date, after the interior bathroom remodel and the outside bath/laundry house have been completed. It is projected that this phase will be done in early fall. It is also understood that the commercial kitchen hood installation will need to have State of Wyoming Fire Marshall application submittal and approval for the project.

Mr. Tim Harnett moved approve permit application #RE/A #01-21 for 25 US Highway 89, LLC; Tract A of the Palis Park Subdivision, located at 25 US Highway 89, CONTINGENT upon the payment of the permit application fees. 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**
- **Alpine Board of Adjustment Meeting Minutes from January 12th, 2021**

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion:**
 - **Updated - Access Review Document/Map and Comments for Rehman Hafeez Property submitted by JFC Engineers & Surveyors** - Ms. Wagner distributed the updated correspondence/access proposal regarding Mr. Hafeez's access point located on Wintergreen Drive; the updated submittal documentation were the thoughts, input and comments that were presented to the Town by Mr. Robert Ablondi, Rendezvous Engineering, the Town of Alpine Engineering Representative. Upon review of the comments and the map submitted and taking Mr. Ablondi's comments into consideration the Planning and Zoning Commission agrees with his assessment of where the curb cut (access points) should be located.

Mr. Tim Harnett moved to send a recommendation to the Town Council for their consideration to propose the western access, which is located directly across from the Star Valley Medical access, as depicted in the presented documentation from Rendezvous Engineering, Mr. Robert Ablondi. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **Alpine LUDC Updates – Chapter 1 & 2** – Ms. Wagner distributed some proposed changes for the Land Use and Development Code proposed updates. These updates are specific to Chapters 1 and 2. Commission members reviewed the updates (attached hereto). Those updates include:

Chapter 1 proposal included: Section corrections; consideration to increase the board to five (5) members as the Town is growing and additional input could be warranted; it was determined to keep the board at three (3) members; another item was if there was a vacancy that the unexpired portion of the term would be reduce to the remaining year. It was decided to keep the language as is.

Chapter 2 proposal included: Section corrections; include radon mitigation into the Building Permit Requirements (Section 2-301); amend the Required Building and Site Inspections (Section 2-304) to

clarify certificate of placement for any foundations and remove item #1 which identifies site inspections. To remove Section 2-305 in its entirety (Temporary Certificate of Occupancy); and to amend Section 2-207 to remove all affidavit applications/permits from the issuance of certificates of completion. Section 2-401 Sign permit Process, item (d) to remove site inspection; and Section 2-501 – Building Application Processing Schedule: (b) insert all fees; (c) insert (permit, connection fees) (h) to include – The provisions of this article do not apply to emergency work, as identified in Article 3.3 – Section 3-303 – Facility Repairs.

- **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: February 16th, 2021.

6. APPROVAL OF MINUTES:

- **Planning and Zoning Meeting Minutes:** February 9th, 2021 – Commission members reviewed the Planning and Zoning Meeting minutes that were distributed prior to the meeting date. However, the finalized minutes were not prepared for signature, so the Commission members decided to table the approval of the minutes until the next Planning and Zoning Commission Meeting.

Mr. Floyd Jenkins moved to table the approval of the minutes from the February 9th, 2021 Planning and Zoning Commission Meeting until the next scheduled meeting. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

7. TOWN COUNCIL ASSIGNMENT: March 16th, 2021 – Mr. Tim Harnett will be in attendance for the next Town Council meeting.

8. 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.

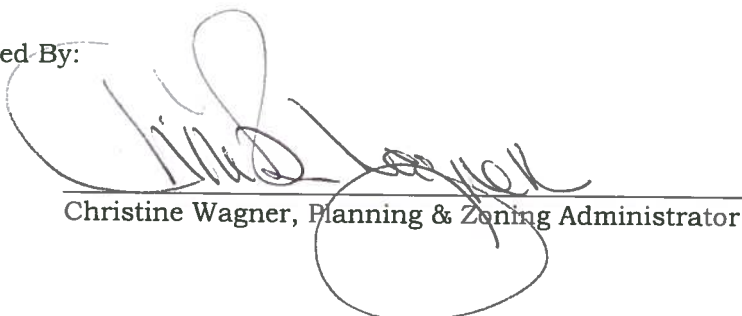
Meeting adjourned at 9:16 pm.



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 ****