



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** September 12<sup>th</sup>, 2023  
**TIME:** 7:00 p.m.

**PLACE:** Town Council Chambers  
**TYPE:** Regular Meeting

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**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 in attendance were Mr. Floyd Jenkins and Mr. Rex Doornbos were in attendance, Ms. Melisa Wilson was absent and excused. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

**3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**

- **RIDGE CREEK INVESTMENT COMPANY:** Lot #7 Gibby Acres, 650 US Highway 26, Building #9 – (C-01-23); Commercial Structure/Storage – Mr. Neil Wiebelhaus was the representative in attendance to present the permit application for the commercial structure to be located at the Alpine Business Center, the property can house up to nine (9) buildings and this will be the first building the Town has permitted, but the third building located on the property. A commercial plan review has been completed and a couple of items were identified for correction. Mr. Wiebelhaus has submitted the comcheck for the project and his engineer of record is working to the corrections to the engineered plans.

**Mr. Floyd Jenkins moved to table the permit application #C-01-23 for Ridge Creek Investment Company, Lot #7 of the Gibby Acres Subdivision until the corrections identified are submitted. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **AUD & DI CAMPGROUND SERVICES:** Lot #332 Alpine Grid Area, 332 Meadows Drive (#MC-18-23) – Office Completion {Drywall, etc.) – Mr. Dan Halstead spoke on behalf of Audi & Di Campground Services; Mr. Halstead has completed the plan review for the project, there is no electrical or additional plumbing that will be done on this project, the property owner is just moving forward with clean-up on the structure that is long overdue. Commission members in attendance has to comments or additional questions on the project.

**Mr. Floyd Jenkins moved to approve permit application #MC-18-23 for Aud & Di Campground Services, Lot #332 of the Alpine Grid Area, 332 Meadows Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **MILES, ELLIE:** Lot #17 Forest Meadows Subdivision, 522 Three Rivers Meadows (#MC-19-23) – Roof Installation - Mr. Dan Halstead spoke on behalf of the permit application, preliminary plan review has conducted and found to be unacceptable. Applicant will need to re-submit the corrected engineered plans for the project. been Audi & Di Campground Services; Mr. Halstead has completed the plan review for the project.

**Mr. Floyd Jenkins moved to table the permit application #CMC-19-23 for Ellie Miles, Lot #17 of the**

**Forest Meadows Subdivision until the engineering/corrections identified are submitted. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **MCDONALD, JOSEPH: #Lot 36 Forest Meadows, 503 Three Rivers Drive (#MC-20-23) - Re Roof Installation -** Mr. Dan Halstead, Residential Building Inspector discussed the re-roofing permit application, stating this will be all like kind materials, there will be no additional increase to the roof load.

**Mr. Floyd Jenkins moved to approve permit application #MC-20-23 for Joseph McDonald, Lot #36 of the Forest Meadows Subdivision, 503 Three Rivers Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

#### **4. TABLED ITEMS:**

- **ALPINE BRANCH LIBRARY: Lot #3 Alpine West Subdivision, 243 River Circle (#MC-13-23) – Ms. Wendi Walton** was in attendance to present the engineering document to the Commission; these lights will be solar with motion sensors on them. Chairman Doornbos asked that the Commercial inspector review the document.

**Mr. Floyd Jenkins moved to approve permit application #MC-13-23 for the Alpine Branch Library, Lot #3 of the alpine West Subdivision, 243 river Circle, contingent upon Commercial Building Inspector review of the submitted engineering document. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **GIECK/JEPSON: Lot #734 Lakeview Estates, 196 Trail Drive Road – (#R2-02-23) – Multi-Unit Apartment Complex –** There have been no updates provided for this project.

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

- **Planning/Zoning Discussion Items:**
  - **Griest, Replat Updates –** If Available – At the time and date of the meeting there have been no updates submitted.
  - **Public Comments and/or Concerns -** There was no public comment presented.
- **Planning/Zoning Correspondence:**
  - **LC Planning & Development Public Hearing – Re-Zone Request for Palisades Investments, LLC –** Alpine P & Z Commissioners reviewed the documents that have been supplied by Lincoln County, this project has been in the works for quite some time and now is getting presented at the County level.
  - **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.** This structure has been removed from the property.

**Mr. Floyd Jenkins moved to remove permit #MC-01-23 for Alpine Ace Hardware from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **Alpine Broulims: (S-03-23) – Permit expires April 2024. Sign has been installed.**

**Mr. Floyd Jenkins moved to remove permit #S-03-23 for Alpine Broulins from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- 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.
- Armington/Lethbridge: (R1-01-23) – Permit expires August 2024.
- Beeson, Tiffany: (RE-03-23) – Permit expires May 2024.
- Blacker, Danielle: (RE-02-23) – Permit expires April 2024.
- Callaco, Joe: (MC-15-23) – Permit expires August 2024.
- Christie, Dave: (RE/A-04-22) – Permit expired August 2023.
- Citro, Rick: (RE/A-03-22) – Permit expires August 2024.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2024.
- Cornelius, Ernest: (R1-02-23) – Permit expires August 2024.
- Corona-Lopez, Graciela: (MC-14-23) – Permit expires August 2024.

**Mr. Floyd Jenkins moved to remove permit #MC-14-23 for Graciela Corona-Lopez from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). 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.
- Gayhart – Lutz: (RE/A-04-23) – Permit expires July 2024.
- Green, Eric & Janya: (RE/A-02-22) – Permit expires August 2023.
- Huckin, Laura: (MC-11-23) – Permit expires July 2024.

**Mr. Floyd Jenkins moved to remove permit #MC-11-23 from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- Kerley, Steven: (MC-04-23) – Permit expires June 2024.
- 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 2024.
- 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.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2023.

**Mr. Floyd Jenkins moved to remove permit #R1-17-21 from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- O'Leary, Marlene: (MC-14-23) – Permit expires August 2024.

**Mr. Floyd Jenkins moved to remove permit #MC-14-23 from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- Poyer, Levi: (RE/A-05-22) – Permit expires August 2023. Request to send letter to applicant.
- Rezens, Jeffry: (MC-03-21) – Permit expires August 2023. Request to send letter to applicant.
- 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.
- 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.
- Thomas, William: (MC-16-23) – Permit expires August 2024.

**Mr. Floyd Jenkins moved to remove permit #MC-16-23 from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2023.
- TOA – {Town Hall}: (MC-10-23) – Permit expires July 2024.
- TOA – {Town Hall}: (MC-17-23) – Permit expires August 2024.
- TOA – {Melvin Brewing}: (S-04-23) – Temporary Banner Installation Removal Date: 10/1/2033.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

**Mr. Floyd Jenkins moved to remove permit #R1-12-22 from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

#### **7. APPROVAL OF MINUTES:**

- **Planning & Zoning Meeting Minutes for August 8<sup>th</sup>, 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.

**Mr. Floyd Jenkins moved to approve the minutes from August 8<sup>th</sup>, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **Planning & Zoning Meeting Minutes from the Griest Public Hearing on August 22<sup>nd</sup>, 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.

**Mr. Floyd Jenkins moved to approve the minutes from August 22<sup>nd</sup>, 2023, Public Hearing on the Griest Addition to the Town of Alpine, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **Planning & Zoning Meeting Minutes for the August 22<sup>nd</sup>, 2023, Meeting of the Planning & Zoning Commission;** 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.

**Mr. Floyd Jenkins moved to approve the minutes from August 22<sup>nd</sup>, 2023, Meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

**8. TOWN COUNCIL ASSIGNMENT:** September 19<sup>th</sup>, 2023 – Mr. Rex Doornbos will be the

representative in attendance at the next Town Council meeting.

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

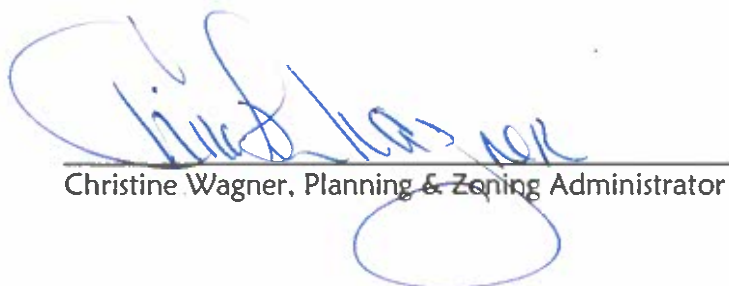
The meeting was adjourned at 8:04 pm.

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Rex Doornbos, Chairman

9-26-23  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator

September 26, 2023  
Date

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