



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: November 8th, 2022
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

- 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. Mr. Rex Doornbos was absent and excused from tonight's meeting. A quorum was established. Vice-Chairman Mr. Floyd Jenkins presided over the night's meeting. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
 - NONE
- 4. TABLED ITEMS:**
 - **Town of Alpine – Melvin Brewing Company: Lot #1 Alpine West Addition, 240 River Circle (#S-07-22) – Monument Sign Installation** – Ms. Christine Wagner re-presented the permit application; it was reiterated that no new information has been supplied to the Commission regarding a suggested lease and/or maintenance agreement for this permit application. After the last Commission meeting (10/25/2022), the members suggested that a written agreement for the installation, maintenance and/or costs should be identified by and between the parties as other area business owners in attendance expressed their desire to have their signs on Town property. Since no new information has yet been received on the agreement for the aforementioned items; the application will remain on the tabled item list, until further advised by the Town Council.

Commission members further discussed directional signage for other Town services, such as: Child Development Center, Alpine Town Hall, Library, Ball Field, Skate Park, Maintenance Shops and Wastewater Treatment Facility in order to help the public with way finding directions and scheduled Town deliveries. The Commission feels the free-standing sign located on the southwest side of the Town property at 230 Elk Run, Lot #2 of the Alpine West Subdivision, formerly known as the Star Valley Medical Center location; would be an ideal location for such as sign. The Alpine Land Use and Development Code regulations stipulate that any sign (not including its supporting structure) which, after the premises have been vacated for thirty (30) days or more, advertises and activity, business, product, or service that is no longer produced or conducted upon the premises where a sign is located; is deemed a prohibited sign, refer to Article 4.8, Section 4-801 (b)(4).

The Commission would like the Town Council to consider this location for the shared signage with all the above-mentioned entities, including Melvin Brewing Company, which currently sits on Town owned land. Further stating a free-standing sign is already there, and this sign could allow for additional business uses.

Mr. Tim Harnett moved to recommend the Town Council consider combined and/or consolidated signage to be installed on the existing free-standing sign located at: 230 Elk Run, Lot #2 of the Alpine West Subdivision, (the Town owned property) for additional area business and/or services. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Town of Alpine – Pretreatment Facility: Western Portion of Lot #9 of the Alpine West Addition, 291 Buffalo Drive (#C-03-22)** – Pretreatment Building - Ms. Wagner presented the building permit application for the addition to the Town's wastewater treatment facility; permit application was previously heard at the last meeting of the Commission. The Commission has previously reviewed the plan documents, the Town has recently received the engineered stamped plans, in which the Commission members were waiting on for final approval. The plan review has been completed and the commercial building inspector has recommended approval for the project excavation and concrete work only. It was noted that there will be some minor changes will be made to the building, such as: additional windows for ventilation, which will need additional engineering. By approving the excavation and concrete work, the project can move forward within the next couple of weeks. It was noted that this is the portion of the bid that the Town Council approved. Once the additional engineering is completed; the project will come back to the Commission for additional approval, per the Town Council's bid award.

Mr. Tim Hartnett moved to approve permit application #C-03-22 for Town of Alpine, Pretreatment Facility, located on the western portion of Lot #9 of the Alpine West Addition to the Town of Alpine, 291 Buffalo Drive, for the excavation and concrete work only, until presented with the additional stamped engineered plans for the project modifications are received. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - NONE
- **Planning/Zoning Correspondence:**
 - Marlette Associates – Elkhorn Meadows Townhome Development Project Withdrawal – Ms. Wagner presented the Commission members with letter received from Marlette Associates, stipulating that their timeline to formally submit is being carefully planned and they would like to respectfully ask that the conditional Planning and Zoning approval be retracted. Commission members acknowledge the letter and ask that the Zoning Administrator respond to Mr. Marlette.
 - Master Plan Revision Workshop Notification – The notification of the Master Plan Workshop was distributed to the Planning members.
 - Comments/Concerns from Commissioners – There was no additional comments/concerns.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing

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

- **Alpine Flats, LLC: (R2-08-22)** – Permit expires March 2023.
- **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.
- **Amborski, Daniel & Kilee: (RE/A-03-21)** – Permit expires May 2022.
- **Bates, Jacob: (R1-05-22)** – Permit expires April 2023.
- **Becker, Kelly: (R1-06-22)** – Permit expires April 2023.
- **Beesen, Jonathan: (MC-07-20)** – Permit expires December 2022. Ms. Wagner asked that this project be removed from the list as the project was not started and there has been health event to prohibit the project from moving forward.

Mr. Tim Hartnett moved to removed permit #MC-07-20 for Jon Beesen from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.
- Byerly, Mark {Apex Sage Inc.}: (R1-09-22) – Permit expires May 2023.
- Callaco, Joe: (MC-08-22) – Permit expires May 2023.
- Caywood, Shannon/Traer: (R1-04-22) – Permit expires March 2023.
- Christie, Dave: (RE/A-04-22) – Permit expired May 2023.
- Citro, Rick: (RE/A-03-22) – Permit expired February 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (MC-03-22) – Permit expired April 2023.
- Confused Cowboy {Eric Wilson}: (S-04-22) – Permit expired April 2023.
- Dotson, James: (MC-19-21) – Permit expired October 2022.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expired.
- Esperson, William: (A-02-19) – Permit expires May 2022. Project on hold.
- Ferguson, William: (R1-10-22) – Permit expires May 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2023.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2023.
- Green, Eric & Janya: (RE/A-02) – Permit expires May 2023.
- Gustafson, David: (MC-02-21) – Permit expires March 2023.
- King, Kenneth & Marya: (R1-12-21) – Permit expires June 2023.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires April 2022. Project on hold.
- Livingston, Trent: (R1-03-22) – Permit expires March 2023.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2023.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2023.
- Madsen, Tim {Castle Rock}: Permit expired April 2022.
- Markman, Jason: (MC-06-22) – Permit expires May 2023.
- Merrill, Kirsten: (S-05-22) – Permit expires September 2023.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2022.
- Poyer, Levi: (RE/A-05-22) – Permit expires June 2023. Project on Hold.
- Ravitz, Rachel: (RE/A-02-21) – Permit expires April 2022. Project on Hold.
- Rezents, Jeffry: (MC-03-21) – Permit expires April 2023.
- SSDA, LLC {Scott Shephard}: (R2-01-21) – Permit expires September 2022. 30 Day extension given.

Mr. Tim Hartnett moved to removed permit #R2-01-21 for SSDA, LLC {Scott Shephard – Buffalo Sage Townhome – Building #1} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- SSDA, LLC {Scott Shephard}: (R2-02-21) – Permit expires September 2022. 30 Day extension given.

Mr. Tim Hartnett moved to removed permit #R2-02-21 for SSDA, LLC {Scott Shephard – Buffalo Sage Townhome – Building #2} from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- SSDA, LLC {Scott Shephard}: (R2-03-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-04-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2022.
- SSDA, LLC {Scott Shephard}: (R2-01-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-02-22) – Permit expires January 2023.

- SSDA, LLC {Scott Shephard}: (R2-03-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-04-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-22) – Permit expires January 2023.
- Sandner, James: (S-04-21) – Permit expires June 2023.
- Schou, Dan: (R1-02-21) – Permit expires March 2023.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires May 2023.
- Smiley, John: (RE/A-01-22) – Permit expires January 2023.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires May 2023.
- Tholen, Preston: (R1-10-20) – Permit expires October 2022.

Mr. Tim Hartnett moved to removed permit #R1-10-20 for Preston Tholen from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- Thomas, William: (R2-10-22) – Permit expires May 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires May 2023.
- Wagner, Robert: (R1-11-21) – Permit expires June 2023.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

7. APPROVAL OF MINTUES:

- **Planning & Zoning Meeting Minutes of October 11th, 2022:**

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 Hartnett moved to approval of the minutes from October 11th, 2022, Meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

- **Planning & Zoning Meeting Minutes of October 25th, 2022:**

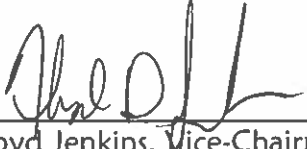
Commission members reviewed the meeting minutes that were distributed prior to the meeting date. There was no question, comments and/or corrections to the meeting minutes.

Mr. Tim Hartnett moved to approval of the minutes from October 25th, 2022, Meeting of the Planning & Zoning Commission, as written. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

8. TOWN COUNCIL ASSIGNMENT: November 15th, 2022 – Mr. Tim Hartnett will be the representative in attendance at the next Town Council meeting.

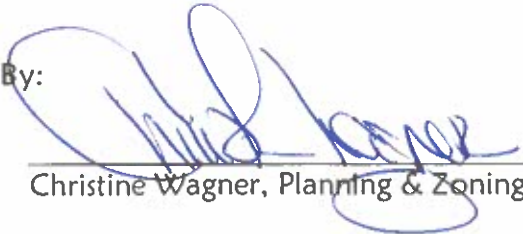
9. ADJOURN MEETING: Mr. Tim Hartnett moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 1 absent (Doornbos). Motion carried.

Meeting adjourned at 7:41 pm.


Floyd Jenkins, Vice-Chairman

12/13/2022
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

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