



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** September 27<sup>th</sup>, 2022  
**TIME:** 7:00 p.m.

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

---

**1. CALL TO ORDER:** Meeting called to order at 6:57 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 Mr. Rex Doornbos. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

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

- NONE

**4. TABLED ITEMS:**

- NONE

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

- **Planning/Zoning Discussion Items:**

- **Mr. Brett Bennett & Mr. David Jenkins – Rezone/Replat Questions for Non-Conforming Building:** Mr. Brett Bennett and Mr. David Jenkins were in attendance to have a brief discussion on a project proposal for the property situated in Town that is located in the Commercial Zoning District, this property currently has a couple of buildings, of those buildings sits an apartment unit, the building were built back in the late 70's and/or early 80's – before the town was incorporated; since then the zoning has been changed to accommodate the Alpine Land Use and Development Code (LUDC). By having a multi-unit complex now makes this structure non-compliant and the structure cannot be enlarged or expanded an accumulative amount of twenty (20) percent of the existing structure. In addition, the back structure is not within the established setbacks stated in the LUDC. Mr. Jenkins is doing some due diligence on the property and trying to determine the best way to bring the building into compliance.

Commission members in attendance discussed the options Mr. Jenkins would have, of which Mr. Jenkins could fix up the building within the limits of the LUDC and/or rezone the property to allow for the apartment complex as it is situated. Any new structures would need to adhere to the required setbacks. By rezoning the property, it would allow for live work units, multi-unit structures and/or commercial structures. Mr. Jenkins is trying to determine what the Town needs and/or wants in that location. Chairman Doornbos stated that it would be strictly up to the owner to determine the best needs of the property for their use; the Commission members also noted that any additional structures that would be

put on the property would need to have adequate parking and snow storage requirements.

- **Cobblestone Hotel: Preliminary Site Review** – Ms. Wagner informed the Commission members that an application has been submitted for the new hotel structure, it is an extensive set of plans and that she would like to get some input from the Commission members on the prepared site plan; preliminary calculations on the parking, lighting and snow storage and signage have been completed; she would like to have the Commission members review the site plan and building plans in preparation for their scheduled meeting on October 11<sup>th</sup>, 2022. Ms. Wagner will have a set of plans available in the office for Commission members to come in and review prior to the scheduled meeting.

Ms. Emily Castillo interested town citizen asked if the Town had regulations for larger vehicles, such as recreational vehicles, vehicles with trailers, etc.; in which Ms. Wagner responded that the LUDC parking regulations stipulate the required size for rectangular parking space is no less than eight and half (8.5) wide by eighteen (18) feet in length, which are the spaces that have been identified on the site plan. Commission members in attendance reviewed the site plan, making note that the last commercial structure permitted did allow for rv's, boats and trailers, however it is not a requirement. It was further mentioned that this might be something that the Town can look into when revisions to the LUDC are made.

- **Ms. Brynn Pilgrim: Home Occupations** – Ms. Brynn Pilgrim asked to briefly discuss a property that she is interested in purchasing, where she will be conducting her home occupation, that occupation is a car detailing business. This property is located in the Single-Family Residential Zoning District of the Town of Alpine. It was stated that permitted use for a home occupation operated by the occupants of a single-family residence and not more than two (2) non-household employees would be allowed in that district. Commission members discussed the number of vehicles and the traffic that this home occupation might generate. Ms. Pilgrim stated that she only works on one (1) vehicle at a time, and that the work would mostly be completed in the garage at the residence. Commission members stated that this is an allowable use, it only becomes a problem, when it becomes a problem with the neighbors and/or excessive vehicles.
- **LUDC Updates: Chapter #1 & #2** – Ms. Wagner re-reviewed the comments from portions of the previous updates of the LUDC, that were completed last fall and/or early spring and due to the increased building permit activity, the revisions were not completed. This will be a project that she will be working on over the fall and winter months to prepare for presentation to the Town Council. Commission members reviewed the corrections for chapter (part) number one (1) of those revisions and/or corrections were identified as corrections to mis-stated sections and since the Town does not have a building official the identification of Building Inspector will be changed in those sections. {See attached documentation.}

**Mr. Tim Hartnett moved to approve the corrections to “Part 1” – General Provisions Section of the Alpine Land Use and Development Code as stated in the presented and reviewed documentation. Mr. Floyd Jenkins Seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- Chapter #2 updates were reviewed, and corrections were identified and made to the draft copy. {See attached documentation.} It was determined that those corrections would be made and prior to Commission approval. The corrected documents will be presented at the

- next Commission meeting.
- Comments/Concerns from Commissioners - There was no additional comments/concerns.
- **Planning/Zoning Correspondence:**
  - Comments/Concerns from Commissioners – There was no additional comments/concerns.

#### **6. APPROVAL OF MINUTES:**

- **Planning & Zoning Meeting Minutes of September 13<sup>th</sup>, 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 September 13<sup>th</sup>, 2022, 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.**

#### **7. 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.
- **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.
- **Beeson, Jonathan: (MC-07-20)** – Permit expires December 2022.
- **Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21)** – Permit expires August 2022.
- **Broulim Oswald, LLC {Alpine Ace Hardware (Temporary Greenhouse):}** Removal Date 10/1/2022
- **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 expires October 2022.
- **Driftwood Pizzeria (Mike Fisher): (MC-05-21)** – Permit expires June 2022.
- **Esperson, William: (A-02-19)** – Permit expires May 2022. Project on hold.
- **Essegian, Howard: (R1-14-21)** – Permit expires July 2022.

**Mr. Floyd Jenkins moved to removed permit #R1-14-21 for Howard Essegian from the active permits list, as the project was never started, and no extension was requested. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **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.

- Madsen, Tim {Castle Rock Homes}: (R1-08-21) – Permit expires April 2022.
- Markman, Jason: (MC-06-22) – Permit expires May 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.
- SSDA, LLC {Scott Shephard}: (R2-02-21) – Permit expires September 2022.
- 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.
- Snow Peak Investments, LLC: (MC-04-21) – Permit expires May 2023.

Mr. Floyd Jenkins moved to removed permit #R1-14-21 for Howard Essegian from the active permits list, as the project was never started, and no extension was requested. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Star Valley Health (Medical): (S-02-22) – Permit expires April 2023.

Mr. Floyd Jenkins moved to removed permit #S-02-22 for Star Valley Health from the active permits list. Mr. Tim Harnett seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires May 2023.
- Tholen, Preston: (R1-10-20) – Permit expires October 2022.
- Thomas, William: (R2-10-22) – Permit expires May 2023.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires May 2023.
- Wagner, Robert: (R1-11-21) – Permit expires June 2023.
- Wilson, Melisa & Josh: (MC-04-22) – Permit expires April 2023.
- Zweig, Katherine: (R2-01-20 & R2-02-20) – Permit expires June 2023.

Mr. Tim Hartnett moved to removed permit #R2-01-20 and R2-02-20 for Katherine Zweig from the active permits list, as the project has been completed. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

**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 8:54 pm.

---

  
\_\_\_\_\_  
Rex Doornbos, Chairman

10-11-22  
Date

Transcribed By:

  
\_\_\_\_\_  
Christine Wagner, Planning & Zoning Administrator

October 11, 2022  
Date

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