



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: September 13th, 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 and Mr. Rex Doornbos. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:**
 - **ALPINE FLATS, LLC: NE4SW4 East Tract, 303 US Highway 89, known as Building #2 – (#R2-12-22)** – Multi Unit Apartment Building – Mr. Drew Hale, project manager, was in attendance to present the building plans for building #2 of the project that is located at the Alpine Flats property. It has been identified by the Zoning Administrator that the building height was not documented on the building plans, but the master plan stated the structure is thirty-eight (38) feet, the Alpine Land Use and Development Code (LUDC) identifies that structures are to have a height limit of thirty-five (35) feet, in the Mixed Residential and Commercial (MRC) District, which was chosen by the property owners at the time of annexation. Commission members in attendance discussed the project and the building height, Chairman Rex Doornbos addressed the issue upon reviewing the documents it appears that the master plan was approved at the Town Council level, in which identified the thirty-eight (38) feet height limit; Mr. Doornbos further commented that the Commission will honor the identified master plan height, but it would be extreme helpful if the height could be lowered, since they are early in the building process. In discussing this issue with the Town's Legal Counsel, an obvious mistake was made and moving forward the buildings would need to be identified as thirty-five (35) feet, if corrections can be made to the first building that would work to everyone's benefit.

Mr. Hale stated that upon the notification of the height restriction, the project consists of a total of ten (10) buildings at the site and they want all the buildings to be uniform in height. He further stated that he has the structural engineers for the project looking at how they would be able to lower that roof height, a proposal would be to drop the ridge height to a five and twelve (5/12) roof pitch; that would enable them to stay below the thirty-five (35) foot height limit. Mr. Hale will advise the Town once he has confirmation from the structural engineers.

It was noted that all the building will have the same configuration of total apartment numbers and a plan review of building number two (#2) has been completed, it was further identified that one of the building methods has changed, which would be the foam blocks for the foundation. That method change was submitted to the commercial building inspector for review and subsequent approval with the appropriate stamped documents also submitted.

In closing the Commission members were appreciative that the project manager is willing to work on

the building elevation changes as identified.

Mr. Tim Hartnett moved to approve the multi-unit building permit #R2-12-22 for Alpine Flats, LLC, located at NE4SW4 East Tract, 303 US Highway 26, known as Building #2 as amended. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **MERRILL, KIRSTEN:** *Lot #100 Alpine Grid Area, 100 US Highway 89 (#S-05-22)* – Sign Installation – Ms. Christine Wagner presented the sign permit application for the applicant, this is a simple sign replacement for the new business that moved into an existing building, signs have been placed in the same spots of the old business and there is no increase in the overall signage of the building, in fact the signage has decreased by five (5%) percent.

Mr. Floyd Jenkins moved to approve sign permit #S-05-22 for Kirsten Merrill property located at 100 US Highway 89, Lot #100 of the Alpine Grid Area. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **WOLF, BRAD & JENNIFER:** *Lot #121 Alpine Meadows Subdivision, 185 Columbine Street (#R1-12-22)* – Single Family Home – Mr. Brad Wolf was in attendance to present the building plans to the Commission for review and discussion. Mr. Wolf stated he bought some lots in the Alpine Meadows Subdivision and intends to build some affordable housing. Mr. Dan Halstead, Residential Building Inspector has completed the plan review and identified just a couple of times for correction/identification; those items included ground snow load, roof load and frost depth to be put on the plan specification sheets.

Mr. Tim Hartnett moved to approve residential building permit #R1-12-22 for Brad and Jennifer Wolf, 185 Columbine Street, Lot #121 of the Alpine Meadows Subdivision, with the contingencies as stated. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **LUTZ, KENNIS (GAYHART, TIPHANY):** *Lot #39 Forest Meadows Subdivision, 508 Three Rivers Drive (#G-03-22)* – Garage Addition – The authorized representative was unable to make the meeting, therefore, Ms. Wagner spoke on behalf of the applicant/contractor for the project review. Stating this is a simple garage installation, with no plumbing and/or electrical in the detached garage to be constructed on the southwest side of the property. A plan review was completed by Mr. Halstead and no items were identified for clarification and/or correction. The driveway for the new structure will be on the northwest side of the property and the property has already been hooked into the Town sewer system with the septic tank and leach field being abandoned. Commission members had no questions and/or concerns.

Mr. Floyd Jenkins moved to approve sign garage #G-03-22 for Kennis Lutz (Tiphany Gayhart) property located at 507 Three Rivers Drive, Lot #39 of the Forest Meadows Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **BRISMARK BUILDERS, “COBBLESTONE HOTELS”:** *Lot #9 Greys River Cove, 111 Greys River Road (#S-06-22)* – Sign Installation – Ms. Wagner on behalf of the applicant presented the sign permit application. This sign installation will be a free-standing, in nature “Coming Soon” sign on the property; it was determined that this will remain in place until the structure has been built and/or completed, this is a identification sign for the new business. This sign will be

replaced once the project has been completed, with approved with a permanent sign application, the permanent application will include locations and dimensions of all property signage.

Mr. Floyd Jenkins moved to approve sign permit #S-06-22 for Brismark Builders “Alpine Wyoming Hotel, LLC” property located at 111 Greys River Road, Lot #9 of the Greys River Cove Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **MCDONALD, COLTON & LEE ANN: Lot # 36 Palis Park Subdivision, 197 Canyon View Drive (#R1-11-22) – Single Family Home –** Mr. and Ms. McDonald were scheduled to be in attendance via “Zoom” conference to discuss the remaining issues for their building plans with the Commission, unfortunately the Town experienced some technical problems with the zoom feed. However, this is a continuation of the previous permit application meeting in which there was a couple of items that needed to be corrected and/or identified as determined by the Mr. Halstead, Residential Building Inspector. All items have been found to be corrected. They are ready to move forward with their project.

Mr. Floyd Jenkins moved to approve the single-family residential building permit #R1-11-22 for Colton and Lee Ann McDonald property located at 197 Canyon View Drive, Lot #36 of the Palis Park Subdivision. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **LINFORD: Lot # 11 & 302 of the Riverview Meadows Subdivision, 363 & 367 Deer Lane – (Re-Zone # REZ – 01-22) – Request for Rezone from Commercial/Residential to Mixed Residential Commercial – Application to Expired on August 29, 2022.**

Mr. Floyd Jenkins moved to remove this item from the table items list. Mr. Tim Hartnett seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Mr. Stephen Funk – Clinger Lands Discussion:** Mr. Stephen Funk, Mr. Bryan James and Mr. Kevin Voyles were in attendance to have a brief discussion on a project proposal for the “Clinger Land” which is situated just off of US Highway 26/89, located within the Lincoln County boundaries. Mr. James presented preliminary drawing of the project concept to the Commission for their thoughts and input on the project {See Attached}. Mr. Stephen Funk stated that he is seeking the Commission’s input on the project; this is a fifty-five (55) acre property that he is looking to develop in conjunction with the Town of Alpine and other investors. The Clinger family came to Mr. Funk to create a unique development for the area; further stating that he believes the concept to be one that will set the tone for the entrance to the Town of Alpine and surrounding community. Mr. Funk talked about creating a special bond (tax) for the recreation center in which the Town of Alpine would be part of that creation, perhaps Star Valley Health would be part of the special bond, to finish off the hospital emergency room. Overall, this project is to be a mixture of difference uses, such as: commercial, residential, multi-unit residential and recreational. Mr. Funk would like to see a special purpose zoning district created for this property, so that they can utilize the different zoning that they would like to create. This special purpose zoning district has been

accomplished in Teton County {Snow King} and perhaps that can be looked at as a model of for implementation. The property is currently tied up, but there is not a lot of time left on the commitment that was made to the Clingers. In closing Mr. Funk mentioned that utilities and services will need to be made available to this project, and they will be seeking developers to help construct this project. Mr. Kevin Voyles stated that he would look into the process/procedures that were implemented in Teton County for creating that special purpose district.

Chairman Doornbos stated that putting together a master plan for the project would be extremely helpful in identifying the project details and uses. Mr. Doornbos also stated that giving a designation of a special zoning district is not within the Commission's guidelines, this would something that would need to be identified by the Town Council as the regulating authority. At the current time, the property is within the Lincoln County boundaries and for the implementation of building the master plan the property would need to be annexed into the town boundaries. The annexation is controlled by the Town Council through an ordinance process.

The commission members concluded that they thought this is a very viable project, it will be a welcomed addition to the community; they will work in partnership with the Town Council on what is needed to establish zoning districts, within the Alpine LUDC and the master plan that applies to the areas of the project. Mr. Funk was encouraged to contact the Town Council to present the concept and move forward with property annexation.

- **Engineering Requirements** – Mr. Dan Halstead briefly discussed the Design Standard and Guidelines that are found in the LUDC. Mr. Halstead has been in with Mr. Merritt Mavy of Covenant Engineering regarding those guidelines; some of the items in the LUDC versus the items found in the Residential Building Code are not consistent. Mr. Halstead stated that Mr. Mavy would be happy to visit with the Commission members when the time comes to update the LUDC. Commission members agreed that this will be looked at during the next update revisions, they also suggested that the Town contact the Town engineer of record to get his input on the guidelines.
- 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 June 28th, 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 June 28th, 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.

- **Planning & Zoning Public Hearing Meeting Minutes of August 23rd, 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 August 23rd, 2022, Public Hearing 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.

- **Planning & Zoning Meeting Minutes of August 23rd, 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 August 23rd, 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 {Dan Halstead} – Chairman Doornbos asked that we review these permits at the next Planning & Zoning Commission Meeting.
- 8. TOWN COUNCIL ASSIGNMENT:** September 20th, 2022 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.
- 9. 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 8:29 pm.



Rex Doornbos, Chairman

9-27-22
Date

Transcribed By:



Christine Wagner, Planning & Zoning Administrator

September 27, 2022
Date

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