



Town of Alpine
Planning & Zoning Commission Minutes

DATE: July 11th, 2023
TIME: 7:00 p.m.

PLACE: Town Council Chambers
TYPE: Regular Meeting

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

3. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **HUCKIN, LAURA & NEIL:** Lot #7 Greys River Village #1, 467 Greys River Loop (#MC-11-23) - Re-Roofing Project – Mr. Dan Halstead presented the Commission with the minor construction permit application, this application is for a re-roofing project with all like kind materials, there is no change in roof weight.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-11-23 for Laura & Neil Huckin, Lot 7 of the Greys River Village Subdivision #1, 467 Greys River Loop. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **GAYHART, TIPHANY:** Lot 25 Forest Meadows Subdivision, 507 Three Rivers Drive (#RE/A-04-23) – House Addition with Roof Pitch Change – Mr. Brett Bennett was in attendance to present the permit application to the Commission, this project is a small addition to the home, with an elevated roof pitch. The roof pitch is to capture the mountain views, there will also be a new deck installed that will not encroach into the setback area. All the required engineering has been completed for this, residential plan review has been completed and there were no additional questions for this project.

Mr. Floyd Jenkins moved to approve the remodel/addition permit application #RE/A – 04-23 for Tiphany Gayhart, Lot #25 of the Forest Meadows Subdivision, 507 Three Rivers Drive. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **CREATIVE PROPERTIES, LLC:** Lot #12 Palisades Heights, 160 US Highway 89 – Demolition Affidavit – Ms. Christine Wagner discussed the demolition affidavit with the Commission members, this affidavit is a normal in-house affidavit, however, being a commercial property, Ms. Wagner wanted the Commission to be aware of the project, it appears that this project will be moving forward to make way for a new structure to be erected in that location, the new structure permit has not been submitted as of yet. Commissioners commented that this project needs to have barricades for safety reasons. Ms. Wagner informed the Commission members that safety issues have already been discussed with the applicant.
- **TOWN OF ALPINE – TOWN HALL:** Lot #406 Riverview Meadows Shopping Complex, 250 River Circle (#MC-10-23) – Air Conditioning Installation {Commercial Building} – Mr. Dan Halstead

discussed the permit project with the Commission members, this is a simple project once completed it will just need to have the Commercial Building Inspector complete any of the required inspections.

Ms. Melisa Wilson moved to approve the minor construction permit #MC-10-23 for the Town of Alpine, Lot #406 Riverview Meadows Shopping Complex, 250 River Circle, contingent upon electrical inspection to be completed. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **TOWN OF ALPINE – US HIGHWAY 89: Town Hall - 250 River Circle (#S-05-23) – Information Sign Relocation.** – Ms. Wagner presented the Commission with the permit application to move the highway informational sign for the Visitor' Center. This signage has been approved by the Wyoming Department of Transportation and they will be doing the sign installation.

Ms. Melisa Wilson moved to approve the sign permit #S-05-23 for the Town of Alpine, with the locations as described in the permit application. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ALPINE COMMUNITY POST OFFICE: Lot #102 Alpine Grid Area, 102 US Highway 89 – (#MC-12-23) – Emergency Storage Container** – Ms. Wagner presented the permit application for the storage container to be located behind the Alpine Post Office. This is due to the change in Amazon shipping packages and delivering them to the post office for pickup. Commission members reviewed the application and noting that employee parking will need to be moved so that the container can be placed in that area, it was further discussed that the applicant will need to make additional space on the side of the building for employee parking, in addition to shifting some of the parking spaces in the northeast back corner of the building. This will be a contingency of the permit application.

Mr. Floyd Jenkins moved to approve the minor construction permit application #MC-12-23 {Storage Container} for the Alpine Community Post Office {Richard Jenkins}, Lot #102 Alpine Grid Area, 102 US Highway 89, contingent upon allocating enough employee parking in the back and the side of the building. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **O'LEARY, MARLENE {307 IMPERIAL ROOFING}:** Lot #281 Alpine Grid Area, 281 Sawmill Road (#MC-05-23) – Re-Roofing Project – No new information has been made available as of the meeting date.
- **CITRO, RICK:** Lot #20 Palis Park Subdivision, 177 West Mill Circle (#RE/A – 03-22) – Garage Addition – Living Space – Mr. Citro submitted a letter from his project engineer regarding the footers. Commission members discussed the letter with Mr. Halstead, but as of the meeting date there was not sufficient time to verify the footer depths. Mr. Halstead to inspect the footers, application and/or contractor to have coring done to verify steel bars in concrete as per the engineers' notes. It was also suggested to have Mr. Halstead send this document to the Town Engineer to see if enough information has been provided.

5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - Lot #13 Palisades Heights Subdivision – Permitting Discussion – Mr. Brett Bennett discussed the project with the Commission members. The project was presented as live-work units and discussion with the representative and Commissioners as to State plan review needs. It was suggested that the representative contact the State Fire Marshall' office regarding the review. It was also mentioned that there might need to be some asbestos abatement when removing the

older portion of the building; that abatement report should be submitted to the Town. The applicant will gather the required information upon permit submittal to the Town.

- Amendment to LUDC; as requested by Councilman Larsen {Front Yard Setbacks} – Councilman Larsen was unable to attend the meeting, however information was provided; Councilman Larson would like to see the sentence “Detached accessory building will not be located beyond the front of any primary residential structure.” Commission members in attendance were not in favor to this change, the purpose of this was to create uniformity with the street facing structures. Chairman Doornbos would like to speak with Councilman regarding this request.
- Public Comments and/or Concerns – There were not additional comments and/or concerns from the Commissioners.
- **Planning/Zoning Correspondence:**
 - Comments/Concerns from Commissioners - There were no additional comments and/or concerns from the Commissioners.

6. TOWN COUNCIL ASSIGNMENT: July 18th, 2023 – Mr. Floyd Jenkins will be the representative in attendance at the Council meeting.

7. ADJOURN MEETING: Ms. Melisa Wilson moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 8:06 pm.


Rex Doornbos, Chairman

8-8-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator

August 8, 2023
Date

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