



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** June 13<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 7:03 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; Ms. Melisa Wilson was absent, due to road closure in the canyon. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

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

- **TOWN OF ALPINE – LUCDA – CHILD DEVELOPMENT CENTER {307 IMPERIAL ROOFING}:** Lot #10 Alpine West Subdivision, 247 Snake River Drive (#MC-03-23) – Re-Roofing Project – Mr. Dan Halstead presented the Commission with the minor construction permit application, Mr. Halstead is the building maintenance staff, Mr. Halstead has coordinated with the contract and Town to move this project forward, all materials for this project are like kind materials, there is no change in roof weight.

**Mr. Floyd Jenkins moved to approve the minor construction permit #MC-03-23 for the Town of Alpine and the Lincoln County Child Development Center, Lot #10 of the Alpine West Subdivision, 247 Snake River Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **KERLEY, STEVE:** Lot #15 Greys River Valley, 327 East Mill Road (#MC-04-23) – Shed Roof Installation on Existing Shed – Ms. Christine Wagner presented the permit application to the Commission members, this is a small roof attachment to an existing shed, this project is under three hundred (300) square feet and was determined that this project would fit better on a shed affidavit. The shed is located approximately eleven (11) feet from the existing residential structure. Commission members in attendance approved the permit/affidavit application.

**Mr. Floyd Jenkins moved to approve the minor construction permit #MC-04-23 for the Steve Kerley, Lot #15 of the Greys River Valley Subdivision, 327 East Mill Road, further stating that this project should be put on a shed affidavit. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **TOWN OF ALPINE & GET DOWN, LLC {MELVIN BREWING}:** Lot #2, #3 & #12 Alpine West Subdivision, 230, 243 & 226 Elk Run (#S-04-23) – Banner Flag Installation- Ms. Christine Wagner presented the permit/banner application to the Commission. It was understood that these feather banners were to be permanent, it was further understood that the Town Council has approved the feather banners, however the locations for the banners need to be addressed and placed on Town owned property, in order to move forward with the banners, it was determined that a conversation with the Town Council would be warranted, as if banners are placed on Town property there is an

opportunity that other businesses will also request banner placement on Town property.

**Mr. Floyd Jenkins moved to table the permit application for TOA and Get Down, LLC, sign permit #S-04-23. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **O'LEARY, MARLENE {307 IMPERIAL ROOFING}: Lot #281 Alpine Grid Area, 281 Sawmill Road (#MC-05-23) – Re-Roofing Project –** Ms. Wagner stated Ms. O'Leary needs an emergency repair on the roof, due to the severe winter and numerous water leaks, however the materials that are being used are not like kind materials. Mr. Dan Halstead stated that he feels there is engineering that should accompany the permit application due to the change in materials. There was no representative in attendance at the meeting to discuss the project. It was determined that contact needs to be made with the applicant and/or contractor for additional information.

**Mr. Floyd Jenkins moved to table the permit application for TOA and Get Down, LLC, sign permit #S-04-23. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

- **KURT-MASON, JORDAN: Lot #32 Riverview Meadows, 313 Snake River Drive {MC-06-23}** Window Repair & Replacement – Ms. Christine Wagner addressed the window repair/replacement at the Kurt-Mason residence, it was identified that window were being changed out, contact with the property identified that the upper windows that were in place are no longer available and other same size windows have been put in place, window headers (framing) are already in place, the aesthetic look of the curved window to straight windows is what make the project look different.

**Mr. Floyd Jenkins moved to approve minor construction permit #MC-06-23 for the Jordan Kurt-Mason, Lot #32 of the Riverview Meadows Subdivision, 313 Snake River Drive. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.**

At 7:29 P.M. was noted that Ms. Melisa Wilson arrived at the meeting and took her place at the Commission table.

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

- NONE

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

- **Planning/Zoning Discussion Items:**
  - **Finalization of LUDC Amendments & Recommendations:**
  - **Discussion on Definitions for Law Enforcement and/or Police Barrick –** Commission members in attendance discussed a couple of definitions that might be useful when the Town prepares for the possibility of law enforcement housing. Law enforcement and police barrack definitions can be reviewed for the next meeting.
  - **Clarification on Griest Addition -** Ms. Wagner addressed the Commission members regarding their request to look into the driveway and/or cul-de-sac for this project. Upon checking with the International Fire Code, there does not need to be a cul-de-sac because the length of the driveway is not over one hundred fifty (150) feet. It is estimated that the Commission will be seeing a submitted application within the next month or so.
  - **Safety Concerns –** Ms. Wagner stated that it was brought to her attention that erosion control measures need to be looked at, there was a recent concern regarding some free-standing signs that have support wires and/or posts that help the signs stay in place, retaining walls, dilatated

decks and non-permitted business signs. It was determined that notification should be made to let those property owners know that these are potential safety issues, permits might be needed and the need to address these items. It was further discussed and determined that erosion control measures be reviewed at the next meeting.

- **Public Comments and/or Concerns** – There was no public comment presented.
  
- **Discussion on Amendments to #285 Ordinance No. 2022-03 – International Building Code – Property Maintenance vs. Adoption of IPMC (International Property Maintenance Code) 2021** – Mr. Dan Halstead addressed the Commission with the proposal for a recommendation to Town Council to adopt the International Property Maintenance Code; Mr. Halstead feels that this would be a good avenue to assist the Town in code enforcement. Commission members looked over the IPMC booklet and agreed that this would be a good recommendation to make to the Town Council. In addition to the recommendation for the adoption of the IPMC it was proposed that the Town Council review and amend Ordinance No. #285 International Building Code and removed the previous exclusion section #101.4.4 - Property Maintenance from the adopted IBC Code.

Ms. Melisa Wilson moved to send the Town Council a recommendation for the adoption of the 2021 International Property Maintenance Code along with the needed amendment to #276 Ordinance No. 2020-05 International Building Code, 2021 Edition. Mr. Floyd Jenkins seconded the motion.

- **Amendment to LUDC, as requested by Councilman Larsen {Front Yard Setback vs. Detached Accessory Buildings}, Zoning District Amendment for Mobile Food Dispensaries** – Ms. Christine Wagner presented the Commission with the email received from Councilman Larsen, however it is a little unclear as to his requested changes, it was determined to make contact with Councilman Larsen and have him come to a Commission meeting to further discuss his thought and direction.
- **Pre-Treatment Exterior Lighting Documentation** – Ms. Wagner presented the Commission members with the exterior lighting specifications for the pre-treatment plant as requested. Commission members reviewed the documents and had no further questions.
- **Public Comments and/or Concerns** - There were no additional comments/concerns from the Public.
  
- **Planning/Zoning Correspondence:**
  - **Comments/Concerns from Commissioners** – Mr. Rex Doornbos wanted to address some concerns regarding food courts and/or mobile food facilities; there is currently a mobile food vendor at the Town Civic Center, and it was identified that this is a Public and Community Facility District and as such this is not a permitted use for that district. It was identified that there are a significant amount of events that will be held this summer there. The Commission discussed allowing this usage in the zoning district and/or would it be better for the applicant to apply for a special use permit. It was determined that a special use permit application would be the best fit for these types of events. It was also mentioned that mobile food courts need to have bathroom facilities, in which these establishments will not be putting any undue hardships on other area businesses. These bathroom facilities would need to have all the ADA requirements that are found in the International Building Code. It was determined that further information/investigation will need to be completed with the Commercial Building Inspector.

**6. UNFINISHED/ONGOING BUSINESS:** See Handouts, Ongoing

**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.
- **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.
- Christie, Dave: (RE/A-04-22) – Permit expired August 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2023.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expires August 2023.
- Esperson, William: (A-02-19) – Permit expires January 2024.
- Ferguson, William: (R1-10-22) – Permit expires August 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2024.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2024.
- Green, Eric & Janya: (RE/A-02) – Permit expires August 2023.
- Gustafson, David: (MC-02-21) – Permit expires August 2023.
- 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 2023.
- 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.
- Markman, Jason: (MC-06-22) – Permit expires August 2023.
- Merrill, Kirsten: (S-05-22) – Permit expires September 2023.
- Mosis, Miranda: (R1-17-21) – Permit expires September 2023.
- Poyer, Levi: (RE/A-05-22) – Permit expires August 2023. Project on Hold.
- Rezents, Jeffry: (MC-03-21) – Permit expires August 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023. Unit B is on Hold. {This project has been completed, this permit file will be reviewed for further details.}
- Sandner, James: (S-04-21) – Permit expires August 2023.
- Schou, Dan: (R1-02-21) – Permit expires August 2024.
- Severson, Mark: (R2-01-23) – Permit expires March 2024.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires August 2023; temporary certificate of occupancy issued.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires August 2023.
- Thomas, William: (R2-10-22) – Permit expires August 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires August 2023.
- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2023.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

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

- **Planning & Zoning Meeting Minutes of May 9<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 May 9<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 of May 23<sup>rd</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.

Ms. Melisa Wilson moved to approve the minutes from May 23<sup>rd</sup>, 2023, 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.

**8. TOWN COUNCIL ASSIGNMENT:** June 20<sup>th</sup>, 2023 – 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. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 8:46 pm.

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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 \*\*