



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** May 9<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 7:02 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 and excused from tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

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

- **BEESON, TIFFANY:** 704 Palisades Lane, Lot #65 Riverview Meadows Subdivision – (RE-03-23) – Continuation/Amendment of a Previously Issued Permit for Basement Completion and Exterior Door Installation – Mr. Jay Bruemmer was in attendance to present the permit application; the engineering for this project has been completed, the original plans has been altered slightly to include a egress door, in place of an egress window. Some of the work has been completed, however due to unfortunate events, the project was shut down and scheduled for a later time. The plan review was completed, which identified an incorrect snow load, that has been corrected, however the finalized document was not available at the meeting time. Commission members in attendance did not have any further questions and/or comments.

Mr. Floyd Jenkins moved to approve the permit #RE-03-23 for Tiffany Beeson, Lot #65 Riverview Meadows Subdivision, 704 Palisades Lane, contingent upon the correction of the snow load documented on the plan set. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

- **TOWN OF ALPINE – PRETREATMENT FACILITY:** Western Portion of Lot #9 Alpine West Addition, 291 Buffalo Drive (#C-03-22) – Continuation of Building Permit Issuance – Mr. Kevin Meagher with Jorgensen Engineering addressed the Commission on the project, in an effort to keep the project moving forward and award the next portion of the building bid, the vertical plans were submitted and reviewed by the Town's Commercial Building Inspector. Mr. Meagher is the project manager on this portion of the project. Commission members inquired about the outside lighting and the need for them to comply with Town dark sky requirements.

Mr. Floyd Jenkins moved to approve the continuation (vertical building) of the building permit, contingent upon review of the exterior lighting. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 1 absent (Wilson). Motion carried.

**4. TABLED ITEMS:**

- NONE

## 5. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
  - **Byron Tomingas – River Beach Road Property – Questions on Garage Addition** – Mr. Tomingas addressed the Commission members with a garage proposal for his property. The brief history is that this parcel was two (2) lots at one time and the lot combination deed was created, but a property replat was not completed. There is not enough property on the south side of the lot to place a garage given the current setback. Mr. Tomingas is looking for a little leniency on this requirement as there are power lines that are also encumbering his property. Commission members addressed the issue and further identified that these are the current requirements that have been established by the Town. A variance application could be submitted, however the regulations for variance approval are specific and the application would have to adhere to the State Statutes.
  - **Land Use and Development Code (LUDC) Amendments & Recommendation: Trash Receptacles (Clean Job Site), Fire Hydrant Standards, Change to Fence Height** – Ms. Wagner addressed the Commission members regarding the proposed submission of the changes to the LUDC. Commission members felt that trash receptacles are a better fit under the clean and orderly ordinance, perhaps the permit checklist can be amended to include trash receptacles. Fire hydrant standards and/or requirements would also work better under the utility ordinance, but a little clause can be put in the LUDC, that hydrants are to be approved by the Public Works Director. Addressing the fencing height, the Commission had no objections to extending the fencing height to seven (7) feet, so long as the fencing that is completed from the house to the street stays at the four (4) level.
  - **Sign Standards and Safety Concerns** – Ms. Wagner stated that there was a recent concern regarding some free-standing signs that have support wires and/or posts that help the signs stay in place. It was determined that notification should be made to let property owners know that these are potential safety issues and need to be addressed.
  - **Severson – Property Replating** - Ms. Wagner wanted the Commission to know that within the next couple of months this application will be coming to their attention, this property will be subdivided off, to allow for individual ownership.
  - **Griest – Property Replating** – Ms. Wagner also informed the Commission that they will be seeing a minor subdivision request for this property located on Nelson Lane.
  - **Surveyor Scherbel Request for Will Serve Letter – Refuge West Division** – Ms. Wagner stated that there is a request for water services, for further subdivision of the Refuge West, in which is getting further subdivide off to create three (3) more lots. Scherbel's office would like the letter so that they can move forward with the replat at the County level.
  - **Public Comments and/or Concerns** – There was no public comment presented.
- **Planning/Zoning Correspondence:**
  - **Star Valley Economic & Demographic Review Document** – Bank of Star Valley distributed their "Star Valley Economic and Demographic Review" document. This document will be emailed to the Commission members.
  - **Comments/Concerns from Commissioners** - There were no additional comments/concerns from the Commissioners.

## 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 May 2023.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2023.
- Confused Cowboy {Eric Wilson}: (MC-03-22) – Permit expired April 2023.

**Mr. Floyd Jenkins moved to remove permit #MC-03-22 for Confused Cowboy from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.**

- 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 April 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.
- 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.
- The Boat Shop: (S-03-23) – Permit expires April 2024.

**Mr. Floyd Jenkins moved to remove permit #S-03-23 for The Boat Shop from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.**

- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

**7. APPROVAL OF MINUTES:**

• **Planning & Zoning Meeting Minutes of April 11<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.

Ms. Floyd Jenkins moved to approve the minutes from April 11<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, 2 absent (Wilson). Motion carried.

**8. TOWN COUNCIL ASSIGNMENT:** May 16<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. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 2 absent (Wilson). Motion carried.

The meeting was adjourned at 9:06 pm.

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Rex Doornbos, Chairman

6-13-23  
Date

Transcribed By:

  
Christine Wagner, Planning & Zoning Administrator  
Date

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