



*Town of Alpine  
Planning & Zoning Commission Minutes*

**DATE:** April 11<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 7:09 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 present. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:**
  - **ALPINE BROULIMS:** Lot #5 Broulim 2<sup>nd</sup> Addition Subdivision, 118400 US Highway 26/89 – (S-02-23) – Sign Installation “Employee Owned” – Ms. Christine Wagner, Zoning Administrator presented the permit application to the Commission, this project is a small circular sign installation, sign measurements are five (5) feet by five (5) feet. It appears that there is just enough allotment to allow this sign, however final calculations will be completed. Ms. Wagner stated that with this signage the lot will be close to the maximum amount allowable and suggests that no other signage should be allowed for this property. Commission members review the permit application and as that the property/signage get the final calculations.

**Mr. Floyd Jenkins moved to approve the sign permit for Alpine Broulims contingent upon the final sign calculations for Lot #5 of the Broulim 2<sup>nd</sup> Addition to the Town of Alpine, 118400 US Highway 26/89, permit #S-02-233. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **TOWN OF ALPINE – PRETREATMENT FACILITY:** Western Portion of Lot #9 Alpine West Addition, 291 Buffalo Drive (#C-02-23) – Pretreatment Building Permit Amendment for Sub-Slab Plumbing Installation – Ms. Wagner presented the Commission with the permit amendment; in an effort to move the project forward, the permit needs to be amended to include the sub-slab plumbing so the contractor and complete the concrete work. The other portion of the project will be going out to bid within the next month or so, and then the project will continue with the rest of the permitting for the project. Chairman Doornbos asked that the engineer of record review the documents related to the change order for correct sizing of the plumbing lines.

**Mr. Floyd Jenkins moved to approve the permit amendment to include the sub-slab plumbing for the project located at: Western Portion of Lot #9 Alpine West Addition, 291 Buffalo Drive, permit #C-02-23. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **PURE MADNESS - GET DOWN LLC (MELVIN) – 624 County Road #101, (known as Melvin Brewing Property) #MC-02-23** – Plumbing & Electrical Improvements to Town Owned Commercial Building – Mr. Justin Henry was present via zoom conference to present the permit application, there was a little miscommunication between previous Melvin’s staff and new Melvin’s staff, regarding the

permitting on this project. The project has started and has been reviewed by the Commercial Building Inspector, along with the State Fire Marshall and State Electrical Inspector have already been out to look at the project for compliance. This project came on fast and was moved through the process rather quickly, permit fees to be submitted to the Town before any more work is to be completed.

**Mr. Floyd Jenkins moved to approve the permit for Pure Madness – Get Down, LLC (Melvin), 624 County Road #101 (known as Melvin Brewing Property) permit #MC-02-23; contingent upon the payment of the permit fees and inspections to be completed by the Town and the State Inspectors. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **BLACKER, DANIELLE:** Lot #43 Palis Park Subdivision, 189 West Mill Circle – {Permit Amendment #RE/A – 06-22} = New Number Issued: A-02-23 - Mr. Brett Bennett was present to discuss the permit amendment for this project. This project now includes a detached dwelling that will include a bedroom and an outside stairs case to the above garage deck. It was emphasized by the Commission that this project is located in a single-family residential district and as such the detached dwelling is not allowed to include a kitchen, as per the Alpine Land Use and Development Code (LUDC). It was also stated that the dwelling will need a certificate of placement for the secondary dwelling.

**Mr. Floyd Jenkins moved to approve the permit amendment for Danielle Blacker, 189 West Mill Circle; Lot #43 of the Palis Park Subdivision, permit #A-02-23; with the contingency that the Town receives a certificate of placement for the secondary structure. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **THE BOAT SHOP:** Lot #120 Alpine Grid Area, 120 US Highway 89 – #S-03-23 Sign/Decal Relocation – Ms. Wagner presented the permit application to the Commission for review and discussion. Sign decals are the same that was previously permitting, they are just moving over to the smaller space that is an extension of the Chevron building, there is not additional signage that is being added to the building.

**Ms. Melisa Wilson moved to approve the permit for The Boat Shop, Lot #120 Alpine Grid Area (Chevron Property) 120 US Highway 89. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

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

- **SEVERSON, MARK:** Lot # 621 “C” Lakeview Estates Subdivision, 161 Alpine Drive (#R2-01-23) – Multi Family Residential Unit (4 Units) – Mr. Severson was in attendance via zoom conferencing to answer questions from the Commission. Mr. Severson previously submitted his revised site plan, as requested, for a clearer identification of the parking and snow storage requirements that was distributed prior to the meeting. Required calculations have been re-reviewed for compliance, this project is a tight fit, however the minimum requirements have been met. Commission members reviewed the submitted documentation and it was further stated that this project will need to have a certificate of placement.

**Ms. Melisa Wilson moved to approve the permit for The Boat Shop, Lot #120 Alpine Grid Area (Chevron Property) 120 US Highway 89. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

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

- **Planning/Zoning Discussion Items:**
  - **Snow Storage Requirements Review, Discussion & Recommendation** – Ms. Wagner presented the Commission the documentation received from Jorgensen (Town Engineering Representatives) regarding an engineering opinion on snow storage percentage requirements for the Town of Alpine. Commission members reviewed and discussed the recommendations presented, it was determined that a recommendation be made to the Town Council, for their consideration, to adopt the Alpine Wyoming Snow Calculator Example #4 – Stacked Snow Volume of six (6) feet deep numbers as provided, in the Jorgensen documentation, and have this recommendation placed in the LUDC amendments.

**Mr. Floyd Jenkins moved to send a recommendation for Town Council consideration to adopt an increase of snow storage as identified in the Land Use and Development Code Section 4-308 Snow Storage, Sub-Section (b) (aa) to Example 4, for Stacked Snow of six (6) feet deep to twenty (20%) percent, as identified in the Jorgensen Engineering documentation. Ms. Melisa Wilson seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Finalization of Definition for Emergency Medical Services** – Specific to Public & Community Facilities District – Ms. Wagner presented the Commission members with some suggested amendments for the definition for emergency medical services, currently in the LUDC. Ms. Wagner suggested that permitted uses should be amended to include Fire Station and Ambulance Station, along with definitions for those terms. Commission members reviewed the proposal and made the following recommendation.

**Ms. Melisa Wilson moved to send the following recommendation for the amended permitted uses for the Public and Community Facilities District along with the added definitions that pertain to “Emergency Medical Services”, “Fire Station” and “Ambulance Station” for Town Council consideration to adoption in the Land Use and Development Code, Section 3-207 PCF Public and Community Facilities District and Article 6.2 Definitions. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Discussion and Input on Architectural Design Guidelines and/or Implementation** - Ms. Wagner asked the Commission what their thoughts are about developing an Architectural Design Committee that would work with the Planning Commission on the future of Alpine. Commission members in attendance discussed the request and concept to determine that additional direction is warranted to create such a Board and/or Committee. It was suggested that an appointment and/or selection of committee members would suit the future needs for the vision of the Town. It is suggested that this committee’s focus would be on the business district properties. The recommendation would include that a diverse advisory committee be created for those needs and then implementation for plan development and/or regulations can be made, either through the LUDC or a separate adopted Town Ordinance.

**Ms. Melisa Wilson moved to send a recommendation to the Town Council for consideration of the implementation and/or appointment of an advisory board for discussion, regulations and/or guidelines for an Architectural Review & Design Committee. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.**

- **Directional Signage Guidelines/Requirements** – Mr. Matt Largent was in attendance via zoom link to ask questions about billboard signage needs for the Town of Alpine. Mr. Largent is a representative of YESCO Signs and works specifically on street/highway signage for off-premises

businesses. Mr. Largent has some ideas for the Town to think about regarding the off-premises signage and will send some additional information to the Town for future needs.

- Citizen Comments and/or Concerns - Comments/Concerns from Commissioners- There were no additional comments/concerns from the Commissioners.
- **Planning/Zoning Correspondence:**
  - **Extension Request – Buffalo Sage Townhomes** – Storm Water Retention – Mr. Scott Shepherd submitted an extension request to the Town of Alpine, previous correspondence was sent to Mr. Shepherd for the finalization of the project to be completed by June 1<sup>st</sup>, 2023; Mr. Shepherd is asking for an additional thirty (30) days to complete the project grading and storm water retention. Commission members did not have a problem with the extension, however they directed the zoning administrator to contact the Town’s legal counsel for additional direction regarding this request.
  - 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 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.
- **Bank of Jackson Hole: (S-01-23)** – Permit expires August 2022.

**Mr. Floyd Jenkins moved to remove permit #S-01-23 for Bank of Jackson Hole from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Christie, Dave: (RE/A-04-22)** – Permit expired May 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.

**Ms. Melisa Wilson moved to remove permit #S-04-22 for Confused Cowboy from the active permits list. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.**

- **Driftwood Pizzeria (Mike Fisher): (MC-05-21)** – Mr. Halstead will get the step inspected, when the snow has melted.
- **Esperson, William: (A-02-19)** – Permit expires January 2024.
- **Ferguson, William: (R1-10-22)** – Permit expires May 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 May 2023.
- **Gustafson, David: (MC-02-21)** – Permit expires June 2023.
- **Landis/Mackey {DCMI Group}: (R1-08-21)** – Permit expires April 2023. **Project on hold.**
- **Livingston, Trent: (R1-03-22)** – Permit expires March 2024.
- **Lutz/Gayhart: (G-03-22)** – Permit expires September 2023.
- **McDonald: Colton & Lee Ann: (R1-12-22)** – Permit expires September 2023.
- **Madsen, Tim {Castle Rock}: Permit expires April 2023.**
- **Markman, Jason: (MC-06-22)** – Permit expires May 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 June 2023. **Project on Hold.**
- Rezens, Jeffry: (MC-03-21) – Permit expires April 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023. **Unit B is on Hold.**
- Sandner, James: (S-04-21) – Permit expires June 2023.
- Schou, Dan: (R1-02-21) – Permit expires March 2024.
- Shockley, Petra & Tristan: (R1-08-22) – Permit expires May 2023.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.
- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires May 2023.
- Thomas, William: (R2-10-22) – Permit expires May 2023. Project on Hold.
- TOA – {Adventure Kids}: (MC-05-22) – Permit expires May 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 March 14<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. Melisa Wilson moved to approve the minutes from March 14<sup>th</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:** April 18<sup>th</sup>, 2023 – Mr. Floyd Jenkins will be the representative in attendance at the next Town Council meeting.

- **9. 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 9:18 pm.

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Rex Doornbos, Chairman

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Date

Transcribed By:

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Christine Wagner, Planning & Zoning Administrator Date

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