



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: January 10th, 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 Rex Doornbos and Mr. Floyd Jenkins were present at tonight's meeting. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.
- 3. NOMINATIONS: CHAIRPERSON & VICE-CHAIRPERSON FOR CALENDAR YEAR 2023:** Current Commission Board members was in attendance, the Commission members discussed 2023 nominations for Chair and Vice of the Planning and Zoning Commission for the calendar year of 2023.

Mr. Floyd Jenkins moved to nominate Mr. Rex Doornbos as 2023 Planning & Zoning Chairman. Mr. Rex Doornbos accepted the nomination and seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

Mr. Rex Doornbos moved to nominate Mr. Floyd Jenkins as 2023 Planning & Zoning Vice-Chairman. Mr. Floyd Jenkins accepted the nomination. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

It was noted that Ms. Melisa Wilson will be appointed to the Planning and Zoning Commission at the regular scheduled Town Council meeting and will start attending Commission meetings beginning in February.

4. TONIGHT'S APPOINTMENTS/NEW BUSINESS:

- **BANK OF JACKSON HOLE {GRAVITY GRAPHICS}: PT Track 3A, Palis Park, 65 Greys River Road (#S-01-23)** – Free Standing & Monument Sign Changes – Ms. Wagner addressed the commission members regarding the submitted sign application, this is a simple sign change out, the current sign reads: "Bank of Alpine"; the bank has had a recent buy out and the signs need to reflect the new entity. Pictures of the new signage was submitted and reviewed, identifying the Bank of Jackson Hole name and logo, there is existing lighting to current sign and those connections will be utilized for the back lighting of the sign, along with the existing sign posts and monument located on the back side of the structure. The sign lumens have been checked and have been found to compliant with the Town regulations. The signs will be replaced once the permit is approved and the sign construction has been completed.

Mr. Floyd Jenkins moved to approve the sign permit application for Bank of Jackson Hole {Gravity Graphics} permit #S-01-23, on PT Track 3A Palis Park Subdivision, at 65 Greys River Road. Mr. Rex Doornbos accepted the nomination and seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **SMILEY, JOHN:** Lot #17 Three Rivers Meadows, 424 Meadows Drive (EA-01-23 – {RE/A-01-22}):

Permit Extension, Amendments to Original Permit Application – Mr. Dan Halstead addressed the Commission members, this permit application is up for renewal, an extension affidavit has been received, however there are project amendments to the original plan set, those changes include extending out the southeast portion of the porch. Updated drawings were submitted and reviewed, plan set is completed.

Mr. Floyd Jenkins moved to approve the permit extension for John Smiley permit #EA-01-23 original permit #RE/A – 01-22; Lot #17 Three Rivers Meadows, 424 Meadows Drive for the amendments submitted. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ESPERSON, WILLIAM: Lot #16 Three Rivers Meadows, 426 Meadows Drive (RE-01-23):** Continuation of Previous Remodel/Addition Permit - Mr. Halstead addressed the Commission members, this permit application has expired, and the project has not been completed, the applicant is seeking a new permit for this project, as there is no allowable extensions available. This is a continuation of the previously permitted project, there has been no changes and/or updates to this permit application, it is simply that the applicant has run out of time to complete the project. The original drawings were re-submitted for the permit application, project has been re-reviewed, and the plan set is complete.

Mr. Floyd Jenkins moved to approve the permit application for William Esperson, permit #RE/A – 01-23; Lot #16 Three Rivers Meadows, 426 Meadows Drive for the new permit, which is a previously approved project with no amendments. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

5. TABLED ITEMS:

- None

6. DISCUSSION AND/OR CORRESPONDENCE ITEMS:

- **Planning/Zoning Discussion Items:**
 - **Citizen Comments and/or Concerns** – Mr. Juan Campos, a resident of the Alpine Meadows Subdivision, wanted to ask the Commission about the Tru-Grit land Development, LLC, annexation ordinance; inquiring about the process and the proposed development for the land, further stating that there are many residents that are concerned about the project that will be located adjacent to the Alpine Meadows Subdivision, some of those concerns are heights of buildings, the density of the project and the access to the project.

Chairman Doornbos addressed some of those concerns regarding the annexation and the process of the property annexation. Further identifying that the property/project annexation process is held at the Town Council level and concerned citizens should attend the Town Council meeting and ask those questions at the Council level. It was further identified that the building regulations within the Town boundaries are more stringent than that of the County, so buildings will be limited to specific heights for the proposed zoning district. Mr. Doornbos also stated he does not believe that any plan drawings and/or concept has been submitted as to the density amount or the architectural look of the project. When building permit applications are submitted the applicant will need to adhere to the Land Use and Development Code (LUDC) for the adopted use/development regulations.

Mr. Doornbos encourage those in attendance to attend the Town Council meeting for the specifics on the property annexation.

- Land Use and Development Code (LUDC) Updates: Commission members have been working on revisions for past couple of months; Ms. Wagner stated that the new administration would like to move forward with adopting the proposed changes to the LUDC. However, it should be noted that not all sections of the LUDC have been recently re-reviewed. Nevertheless, to expedite ordinance implementation we have pulled together all the parts (chapters) for the LUDC. The suggested changes have been identified in red and are attached to this document. The re-reviewed notes include:

Chapter 1:

- Keep the Commission as a three-member board, if the Council determines it to be changed to a five member board, they can so do with their revisions.

Chapter 2:

- Posting of building permit at project site;
- Provide sanitary facilities during construction, as per adopted IPC;
- Submit one digital copy of completed plan set;
- Minor Construction Permit Applications – changing requirements for utility improvement/changes and project demolitions over three hundred square feet;
- Affidavit Process Changes;
- Clarifications on Required Building and Site Inspections;
- Building Application Processing Schedule – shorting up the issued affidavit timeline.

Chapter 3:

- Make sure the wording in all zoning districts is consistent;
- Change the minimum requirement of off-street parking to six hundred square feet;
- Recreational Vehicle identification and parking standards;
- Town Council discussion on vehicles owned/operated by property residents;
- Unlicensed or inoperable vehicle, screened from public view {to be removed}.

Chapter 4:

- Snow Storage Requirements – It was determined by the Commission members that the requirement needs to be increase, as to an agreeable number Chairman Doornbos suggested that we have the Town Engineering staff to prepare the calculated amounts based on the zoning districts;
- Wind Speed Design – Change the amounts to reflect the adopted verbiage in the IRC;
- Signage Clarifications

Chapter 6:

- Clarification/Addition to Definitions

Mr. Floyd Jenkins moved to make a recommendation to the Town Council for their consideration on the suggested amendments and/or changes the Alpine Land Use and Development Code as presented and approved the Planning and Zoning Commission. Mr. Rex Doornbos seconded the motion. Vote: 2 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Master Plan Revision Workshop Notification – Notification of the Master Plan Workshop – Ms. Wagner provided the notification of the workshop to the members in attendance and encourage them to participate.
- Comments/Concerns from Commissioners - There was no additional comments/concerns from the Commissioners.
- **Planning/Zoning Correspondence:**
 - Comments/Concerns from Commissioners - There was no additional comments/concerns from the Commissioners.

7. 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 2023.
- 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.
- Amborski, Daniel & Kilee: (RE/A-03-21) – Permit expired May 2022; working on.

Mr. Floyd Jenkins moved to removed permit #RE/A-03-21 for Dan & Kilee Amborski from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Broulim Oswald, LLC {Alpine Ace Hardware}: (C-01-21) – Permit expires August 2022.
- Byerly, Mark {Apex Sage Inc.}: (R1-09-22) – Permit expires May 2023.

Mr. Floyd Jenkins moved to removed permit #R1-09-22 for Mark Byerly from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Christie, Dave: (RE/A-04-22) – Permit expired May 2023.
- Citro, Rick: (RE/A-03-22) – Application expired February 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.
- Dotson, James: (MC-19-21) – Permit expired October 2022. Arrange Final Inspection.
- Driftwood Pizzeria (Mike Fisher): (MC-05-21) – Permit expired; permit to be renewed.
- Esperson, William: (A-02-19) – See above section #4, bullet point #3.
- Ferguson, William: (R1-10-22) – Permit expires May 2023.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2023.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2023.
- Green, Eric & Janya: (RE/A-02) – Permit expires May 2023.
- Gustafson, David: (MC-02-21) – Permit expires March 2023.
- King, Kenneth & Marya: (R1-12-21) – 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 2023.
- 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 expired April 2023. Payment Made - No Signed Affidavit.
- 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}: (R2-03-21) – Permit expires October 2023.

Mr. Floyd Jenkins moved to removed permit #R2-03-21 for SSDA, LLC {Scott Shepherd} from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 0 absent. Motion carried.

- SSDA, LLC {Scott Shephard}: (R2-04-21) – Permit expires October 2023.

Mr. Floyd Jenkins moved to removed permit #R2-04-21 for SSDA, LLC {Scott Shepherd} from the active permits list. Mr. Rex Doornbos seconded the motion. Vote: 2 yes 0 no, 0 abstain, 0 absent. Motion carried.

- SSDA, LLC {Scott Shephard}: (R2-05-21) – Permit expires October 2023.
- SSDA, LLC {Scott Shephard}: (R2-01-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-02-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-03-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-04-22) – Permit expires January 2023.
- SSDA, LLC {Scott Shephard}: (R2-05-22) – Permit expires January 2023.
- Sandner, James: (S-04-21) – Permit expires June 2023.
- Schou, Dan: (R1-02-21) – Permit expires March 2023.
- 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.
- Wagner, Robert: (R1-11-21) – Permit expires June 2023.
- Wolf, Brad & Jennifer: (R1-12-22) – Permit expires September 2023.

8. APPROVAL OF MINTUES:

- **Planning & Zoning Meeting Minutes of December 13th, 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. Floyd Jenkins moved to approval of the minutes from December 13th, 2022, Meeting of the Planning & Zoning Commission, as written. Mr. Rex Doornbos seconded the motion. All in favor; Vote: 2 yes 0 no, 0 abstain, 0 absent. Motion carried.

9. TOWN COUNCIL ASSIGNMENT: January 17th, 2023 – Mr. Rex Doornbos will be the representative in attendance at the next Town Council meeting.

10.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, 0 absent. Motion carried.

Meeting adjourned at 8:44 pm.


Rex Doornbos, Chairman

3-14-23
Date

Transcribed By:



A handwritten signature in black ink, appearing to read 'Christine Wagner', written over a horizontal line.

Christine Wagner, Planning & Zoning Administrator



A handwritten date in black ink, 'March 14, 2023', written over a horizontal line.

Date

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