



*Town of Alpine
Planning & Zoning Commission Minutes*

DATE: *October 10th, 2023*
TIME: *7:00 p.m.*

PLACE: *Town Council Chambers*
TYPE: *Regular Meeting*

1. CALL TO ORDER: Meeting called to order at 7:00 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. A quorum was established. Also in attendance was Mr. Dan Halstead, Residential Building Inspector.

3. TONIGHT'S APPOINTMENTS/ NEW BUSINESS:

- **CORONA-LOPEZ, GRACIELA:** Lot #51 Riverview Meadows, 429 Snake River Drive (#MC-22-23) – Back Deck Roof Enclosure, Window Replacement & Insulation/Drywall Basement Installation – Mr. Dan Halstead, Residential Building Inspector discussed the project with the Commission members; this project consists of a back porch pergola enclosure, front deck repair/maintenance and basement drywall installation, there is not electrical that we be completed on this project. Commission members reviewed and discussed the project with Mr. Halstead.

Ms. Melisa Wilson moved to approve the permit application MC-22-23 for Graciela Corona-Lopez: Lot #51 of the Riverview Meadows Subdivision, 429 Snake River Drive. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **STUNS, DOUG:** Lot #2 Grand Lake Addition, 707 Sunset Drive (#R1-07-22) – Permit Amendment {Retaining Wall} – Mr. Dan Halstead discussed the amended project on the south side of the hill; engineering for the retaining wall has been completed by the engineer of record, Mr. Merritt Mavy all items were found to be in order. Commission members had no questions for the engineer and/or the residential building inspector.

Mr. Floyd Jenkins moved to approve the permit amendment for Doug Stuns, permit number R1-07-22, Lot #2 Grand Lake Addition, 707 Sunset Drive, as presented. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **TIENDA LA MEXICANA (SALOMAN MARQUINA):** Lot 608 Lakeview Estates "C", 141 US Highway 89 (#RE-05-23) – Interior Remodel – Mr. Dan Halstead discussed the permit application for the interior remodel of the front portion of the structure; this will become a small grocery store and there is some electrical and plumbing that will be moved. A non-structural wall has been removed. The Commercial Building Inspector has looked at the project and wants the application to contact the State Fire Marshall and State Electrical Inspector to look at this project. It was determined that additional information is needed on this project before they can move forward with the project.

Mr. Floyd Jenkins moved to table permit application #RE-05-23 for Saloman Marquina (Tienda La Mexicana), Lot #608 of the Lakeview Estates "C" Subdivision, 141 US Highway 89, until additional information has been submitted and the State Fire Marshall and Electrical Inspector has had a chance to

look at the project. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **RIVERVIEW TOWNHOMES WEST HOA:** Riverview Townhomes West Addition, 504 Snake River Drive (MC-23-23) – Re-Roofing Structures (All six (6) buildings, inclusive of all units.) – Ms. Christine Wagner, Zoning Administrator discussed the permit application with the Commission members. This is a re-roofing project with all like-kind materials, this will be inclusive of all six (6) buildings in the complex. Three (3) of the building were already started before the permit was issued, it was encouraged to permit all the buildings, the other three (3) buildings will be completed in Springtime. The Town contacted the homeowner's association, and the HOA president expedited the permit application. It was determined that separate permits would be issued as they are in various stages and will be issued certificates of completion at different times.

Ms. Melisa Wilson moved to approve the permit applications #MC-23-23 for Units A, #MC-24-23 for Units B, #MC-25-23 for Units C, #MC-26-23 for Units D, #MC-27-23 for Units E and #MC-28-23 for Units F of the Riverview Townhomes West Addition, 504 Snake River Drive. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

4. TABLED ITEMS:

- **GIECK/JEPSON:** Lot #734 Lakeview Estates, 196 Trail Drive Road – (#R2-02-23) – Multi-Unit Apartment Complex – There have been no updates provided for this project.
- **MILES, ELLIE:** Lot #17 Forest Meadows Subdivision, 522 Three Rivers Meadows (#MC-19-23) – Roof Installation – Mr. Tai Williams was in attendance to present the engineering documents for the project, Mr. Halstead has reviewed them and found an identification on the beam size for correction. Mr. Halstead further asked for the plans to be put on the appropriate size paper for the files.

Mr. Floyd Jenkins moved to approve the permit for Ellie Miles, MC-19-23, Lot #17 of the Forest Meadows Subdivision, 522 Three Rivers Drive: contingent upon the corrected beam size for the project. Ms. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ARMINGTON, KARENA:** Lot #11 Greys River Valley, 337 East Mill Road (#R1-01-23) – Residential Permit Amendment {Attending Remotely} – Ms. Armington was in attendance via zoom to address the permit amendment in which a couple of the rooms are being switched to take advantage of the mountain views. Mr. Halstead identified that the bathroom windows will need to be tempered due to their new location over the bathtub. Otherwise, the plans are acceptable to the inspector.

Ms. Melisa Wilson moved to approve the permit amendment for Karena Armington, Lot #11 of the Greys River Valley Subdivision, 337 East Mill Road #R1-01-23 with the bathroom glass to be tempered to as per the code standards. Mr. Floyd Jenkins seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **PERRIN, GLEN & CLAIRE (EZ Exteriors, LLC):** Lot #61 Three Rivers Meadows, 427 Meadows Drive (#MC-21-23) – Re-Roofing Residential Structure – Mr. Berry Stockton was in attendance via zoom to discuss the permit application. It was originally thought that the roofing material would change, however, after further evaluation the materials will remain the same, these will be all like kind materials. If approved, they would like to start this project within the next couple of days.

Mr. Floyd Jenkins moved to approve the permit for Glen and Claire Perring, #MC-21-23, Lot #61 of the Three Rivers Meadows Subdivision, 427 Meadows Drive. Ms. Melisa Wilson seconded the motion. Vote:

3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- **ALPINE WYOMING HOTEL, LLC:** Lot #11 Greys River Cove – Third Addition, 111 Greys River Road – (#S-06-23) – Sign Installation – Mr. Kenyon Crouch was in attendance via zoom to present the permit application for the project. Commission members reviewed the permit application, discussed sign placements, the total lumens for the lighting with the applicant and the overall amount of signage for the project. Ms. Christine Wagner has reviewed the allowable signage for the project, and they are under their cap amount. It was further discussed that there could be a potential of the monument sign damage, with the proximity to the Greys River Road, it needs to be noted that the applicant/owner takes all responsibility if the sign is damaged in any way. It was further discussed that the Commission would like these lights to be dimmable.

Ms. Melisa Wilson moved to approve the permit #S-06-23 for Alpine Wyoming Hotel, LLC {Cobblestone}, Lot #11 of the Greys River Cove – Third Addition Subdivision, 111 Greys River Road contingent upon the lights being dimmable and that the owner takes all responsibility for any lights fixtures being placed in the easement area and/or close to the road, much like the fencing regulations were the owner will accept full responsibility for any and all costs for repairs should there be any damage. 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:**
 - Land Use and Development Code – Final Revisions – Ms. Wagner presented the Commission members with the finalized revisions for the Land Use and Development Code for subsequent approval by the Town Council. The Commission members would like to get this project moving forward and feel that the proposed changes would be beneficial for the Town.

Mr. Floyd Jenkins moved to send a recommendation to the Town Council for the approval/consideration of the final revisions of the Land Use and Development Code for implementation. Melisa Wilson seconded the motion. Vote: 3 yes, 0 no, 0 abstain, 0 absent. Motion carried.

- Public Comments and/or Concerns – There was no public comment.
- **Planning/Zoning Correspondence:**
 - Email Correspondence from Councilman Castillo – Public Hearing vs. P&Z Workshop – Ms. Wagner presented the Commission members with the email correspondence from Councilman Castillo about scheduling a special public hearing or a planning and zoning workshop where annexation is discussed and the intricacies of the annexation process with developer proposals for unit amounts and what services are needed for such developments. Commission members discussed the workshop and public hearing idea, however the annexation process is currently under the purview of the Town Council, so this would need to be scheduled at the Council level.
 - Comments/Concerns from Commissioners - Town Council Extension Letter - Commission members wanted to pass along their thoughts on the Town Council extending the permit timeline due to such a long winter this year. This could very well happen again next year, and it seems that the office is having a hard time with permittees moving forward and renewing the permits. Feedback for the Town Council to think about is this extension that was provided did not work.

6. UNFINISHED/ONGOING BUSINESS: See Handouts, Ongoing {Dan Halstead}

Active Building Permits Lists: Dan Halstead reported on the active and/or ongoing projects.

- **Alpine Branch Library: (MC-13-23) – Permit expires September 2024.**

- Alpine Community Post Office: (MC-12-23) – Permit expires July 2024.
- 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.
- Armington/Lethbridge: (R1-01-23) – Permit expires August 2024.
- Aud & Di Campground Services: (MC-18-23) – Permit expires September 2024.
- Beeson, Tiffany: (RE-03-23) – Permit expires May 2024.
- Blacker, Danielle: (RE-02-23) – Permit expires April 2024.
- Callaco, Joe: (MC-15-23) – Permit expires August 2024.
- Christie, Dave: (RE/A-04-22) – Permit expired August 2023.
- Citro, Rick: (RE/A-03-22) – Permit expires August 2024.
- Clark, Jeff & Shantay: (R2-10-11) – Permit expired August 2024.
- Cornelius, Ernest: (R1-02-23) – Permit expires August 2024.
- Creative Properties, LLC {Pellitier Laundry Mat} – Permit expires July 2024.

Mr. Floyd Jenkins moved to remove the demolition affidavit for Creative Properties, LLC from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Esperson, William: (A-02-19) – Permit expires January 2024.
- Ferguson, William: (R1-10-22) – Permit expires August 2024.
- Flynn, Jeff & Yulia: (R1-01-22) – Permit expires January 2024.
- Flynn, Jeff & Yulia: (R1-02-22) – Permit expires January 2024.
- Gayhart – Lutz: (RE/A-04-23) – Permit expires July 2024.
- Green, Eric & Janya: (RE/A-02-22) – Permit expires August 2023.
- Kerley, Steven: (MC-04-23) – Permit expires June 2024.
- Landis/Mackey {DCMI Group}: (R1-08-21) – Permit expires August 2023. Project on hold.

Mr. Floyd Jenkins moved to remove permit #R1-11-23 from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Livingston, Trent: (R1-03-22) – Permit expires August 2024.
- Lutz/Gayhart: (G-03-22) – Permit expires September 2024.
- McDonald: Colton & Lee Ann: (R1-12-22) – Permit expires September 2024; temporary certificate of occupancy issued.
- Madsen, Tim {Castle Rock}: (R1-08-21) - Permit expires August 2023; temporary certificate of occupancy issued.
- Poyer, Levi: (RE/A-05-22) – Permit expires August 2023.

Mr. Floyd Jenkins moved to remove permit #RE/A-05-22 from the active permits list. Ms. Melisa Wilson seconded the motion. Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

- Rezents, Jeffry: (MC-03-21) – Permit expires August 2023. No inspections are to be completed until this permit application is extended.
- Sandner, James: (S-04-21) – Permit expires August 2023. Sign appears to be up.
- Schou, Dan: (R1-02-21) – Permit expires August 2024.
- Severson, Mark: (R2-01-23) – Permit expires March 2024.
- Smiley, John: (RE/A-01-22) – Permit expires January 2024.

- Stuns, Doug & Catheryn: (R1-07-22) – Permit expires August 2024.
- Thomas, William: (R2-10-22) – Permit expires August 2024.
- TOA – {Pretreatment Facility}: (C-03-22) – Permit expires November 2023.
- TOA – {Town Hall}: (MC-10-23) – Permit expires July 2024.
- TOA – {Town Hall}: (MC-17-23) – Permit expires August 2024.
- TOA – {Melvin Brewing}: (S-04-23) – Temporary Banner Installation Removal Date: 10/1/2033.

7. APPROVAL OF MINUTES:

- **Planning & Zoning Meeting Minutes for September 26th, 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 September 26th, 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.

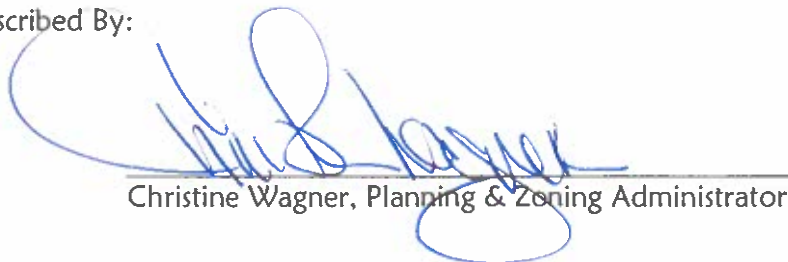
8. ADJOURN MEETING: Ms. Melisa Wilson moved to adjourn the meeting. Mr. Floyd Jenkins seconded the motion. All in favor; Vote: 3 yes 0 no, 0 abstain, 0 absent. Motion carried.

The meeting was adjourned at 9:46 pm.


Rex Doornbos, Chairman

10-24-23
Date

Transcribed By:


Christine Wagner, Planning & Zoning Administrator


Date

** Minutes are a summary of the meeting **